

## **GENERAL BULLETIN**

**FOR 2016-2017**

**Ongoing changes are being approved and the online publication will supersede this printed Bulletin.**

Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degree levels – Associate in Arts, Associate in Science, Associate in Applied Science, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Angelina College.

### **Angelina College**

is approved and recognized by the following:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Community and Junior Colleges  
American Medical Technologists  
American Registry for Diagnostic Medical Sonography  
American Society of Health System Pharmacists  
American Society of Phlebotomy Technicians  
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Bulletin of

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## Academic Calendar

### ANGELINA COLLEGE COLLEGE CALENDAR 2016-2017

#### Fall 2016\*

Mar 22 - Aug 18	Registration continuous through 1:00 p.m. on August 18 (\$20 late fee applies after Aug 18)
August 22	General Faculty and Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m. – 12:00 p.m.
August 23	Last day for schedule changes
August 23	Last day to drop or withdraw from a semester-length course with a 100% refund
August 24	First class day
August 26	Faculty/Staff Professional Development 9:00 a.m. – 12:00 p.m.
September 5	Labor Day Holiday
September 9	Twelfth class day, official census day
September 14	Last day to drop or withdraw from a semester-length course with a 70% refund
September 21	Last day to drop or withdraw from a semester-length course with a 25% refund
October 24	Mid-semester
November 7	Last day to drop or withdraw with a grade of “W”
November 15	Spring scholarship applications are due
November 15	Spring financial aid forms due
November 22	Thanksgiving Holidays begin 9:40 p.m.
November 28	Classes resume 8:00 a.m.
December 9-15	Final examinations
December 16	Final grades due in Office of the Registrar 10:00 a.m.
December 16	Christmas Holidays begins at 3:00 p.m.

#### Spring 2017\*

Oct 18 - Jan 5	Registration continuous through 1:00 p.m. on January 5 (\$20 late fee applies after Jan 5)
January 4	Administrative Offices and Library open
January 9	General Faculty and Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m. – 12:00 p.m.
January 10	Faculty/Staff Professional Development 9:00 a.m. – 12:00 p.m.
January 12	Last day for schedule changes
January 13	Last day to drop or withdraw from a semester-length course with a 100% refund
January 14	Late registration and schedule changes, see published Class Schedule
January 16	Martin L. King, Jr.'s Holiday – campus closed
January 17	First class day
February 1	Twelfth class day, official census day
February 6	Last day to drop or withdraw from a semester-length course with a 70% Refund

## Academic Calendar

February 13	Last day to drop or withdraw from a semester-length course with a 25% refund
March 1	Fall scholarship applications due
March 3	Last day to apply for Spring 2017 graduation
March 10	Mid-semester Spring Break begins at 2:30 p.m.
March 20	Classes resume 8:00 a.m.
April 3	Last day to drop or withdraw with a grade of "W"
April 28	Summer financial aid forms due
May 4-10	Final examinations
May 11	Final grades due in Office of the Registrar 10:00 a.m.
May 13	Commencement Service 10:00 a.m. and 2:00 p.m.

## SUMMER SESSIONS FOR DAY AND EVENING

### SUMMER I 2017 (4-Day Week)\* in June and July

Mar 21 - May 18	Registration continuous through 1:00 p.m. on May 18 (\$20 late fee applies after May 18)
May 24	Last day for schedule changes
May 26	Last day to drop or withdraw from a semester-length course with 100% refund
May 29	Memorial Day Holiday
May 30	First class day
June 5	Fourth class day, official census day
June 6	Last day to drop or withdraw from a semester-length course with a 70% refund
June 8	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
June 15	Scholarship forms due for Fall
June 22	Last day to drop or withdraw with a grade of "W"
July 4	Independence Day Holiday – campus closed
July 6	Final examinations
July 10	Final grades due in Office of the Registrar by 1:30 p.m.

### Summer II 2017 (4-Day Week)\* in July

Mar 21 - June 28	Registration continuous through 1p.m. on June 28 (\$20 late fee applies after June 28)
July 6	Last day for schedule changes
July 10	Last day to drop or withdraw from a semester-length course with 100% refund
July 11	First class day
July 17	Fourth class day, official census day

### Academic Calendar

July 18	Last day to drop or withdraw from a semester-length course with a 70% refund
July 20	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
July 20	Financial aid forms for Fall due
August 3	Last day to withdraw or drop with a grade of “W”
August 16	Final examinations
August 17	Final grades due in Office of the Registrar 1:30 p.m.

### **Off-Campus Teaching Center Registration Fall, Spring, Summer I and II - see the online Academic Calendar**

\* For selected programs and courses that are flex entry (other than semester length), starting/ending dates and refund periods will vary. Drops/withdrawals may affect Financial Aid eligibility. Students enrolled in one or more of these courses should consult the refund schedule on page 48 and contact the Financial Aid office if they are recipients of financial assistance.

## Board and Administration

### *Angelina College* **BOARD OF TRUSTEES**

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Billy G. Kistler, M.D.	Secretary
Joe Deason	Member
Trey Henderson	Member
Jay Shands	Member
Ellen C. Temple	Member

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Patricia M. McKenzie	Vice President and Dean of Instruction
Joseph Madden	Vice President of Business Services
Timothy Ditoro	Dean of Community Services
Steven Hudman	Dean of Student Services

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Winifred Adams	Health Careers
Thomas Branton	Business
Gary Friery	Technology and Workforce
Laura Hebert	Liberal Arts
Karen McBee	Fine Arts
David Rusk	Temporary Science and Mathematics

### **OTHER ADMINISTRATIVE OFFICERS AND STAFF**

Jennifer Baldauf	Counselor
Remona Boodoo-Frye	Director, AC & Career Center - Crockett
Michelle Brazeil	Accountant, Student Billing
Mellessya Caldwell	Educational Services Specialist - Jasper
Steven D. Capps	Director, Physical Plant
Crystal Carter	Financial Aid Specialist
Kristi Clark	Director, Jasper Higher Education/Technology Center
Sandra Cox	Registrar
Casey Davis	Program Coordinator, Diagnostic Medical Sonography
Peggy Denby	Coordinator of Testing Services
Patricia Donaldson	Instructor/Coordinator, Physical Education/Kinesiology
Wayne Dubose	Information Technology Specialist
Megan Flowers	Scholarship Coordinator
Christopher Fanning	Library Reference/Computer Services Librarian
Michaelyn Greene	Controller, Business Office
Glenn Goforth	Bookstore Manager
David Henson	Program Coordinator, Respiratory Care
Sellestine Hunt	Associate Dean, Academic Support Services
Contessa James	Financial Aid/VA Advisor
Philip Johnson	Admissions Counselor
Susan Jones	Director of Student Financial Aid
Shanda Keely	Community Services Program Director
Tonya LaForge	Program Coordinator, Surgical Technology
Pati Lightfoot	Accountant, Business Office
Anna McReynolds	Retention Specialist/Nursing Skills Laboratory Assistant
Irma Montoya	Financial Aid Specialist

## Faculty and Staff

Amber Murphy	ADN Instructor/Vocational Nursing
David Pappas	Director, Library/Learning Resource Services
Monica Peters-Clark	Coordinator, Institutional Effectiveness & Research
Candace Powell	Technical Services Librarian
Jennifer Ragsdale	Server & Network Technician
Sheryl Rawls	Coordinator, Accounting, Business Office
Billy Reppond	Supervisor, Residence Hall
Nancy Reynolds	Coordinator, Communications & Publications
Marcelo Rosario	Police Academy Training Specialist
Kerwin Smith	Coordinator, Environmental Projects
Gary Stallard	Coordinator, Marketing and Development
Kenneth Street	Director of Information Technology
Sarah Wagnone	Accountant, Business Office
Eric Walker	Stage Operations Manager
Tifini Whiddon	Director, Human Resources
Angie Wilcox	Program Coordinator, Radiologic Technology
W. David Wilkerson	Program Coordinator, EMT and Paramedics
Conssandra Williams	Counselor
Kevin Wooten	Director, AC Polk County Center
Judith Wright	Senior Director, Distance Education
Elaine Young	Program Coordinator, Pharmacy Technology
Unfilled	Coordinator, Nacogdoches Teaching Center

## GRANTS AND SPECIAL PROGRAMS

Karen Bowser	Coordinator, Special Student Support Services
Laura Bush	Director, Adult Basic Education
Larry Cain	Director, Small Business Development Center
Randall Roberts	Grant Support Specialist
James Rollins	Director, Procurement Assistance Center

## *Angelina College* FACULTY AND STAFF

<b>MICHAEL J. SIMON</b> (2015) B.S., CENTRAL MICHIGAN UNIVERSITY M.A., NORTHERN MICHIGAN UNIVERSITY Ed. D., TEXAS TECH UNIVERSITY	<b>PRESIDENT</b>
<b>JANET ALDREDGE</b> , ADN INSTRUCTOR (2015) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE	<b>NURSING</b>
<b>BRENDA ANDERSON</b> , INSTRUCTOR (2014) SCIENCE AND MATHEMATICS DIVISION B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>MATHEMATICS</b>

## Faculty and Staff

**JAN ANDERSON-PAXSON**, INSTRUCTOR (2002)  
**FINE ARTS DIVISION**  
 B.S., UNIVERSITY OF KANSAS  
 M.A., STEPHEN F. AUSTIN STATE UNIVERSITY  
 M.A., STEPHEN F. AUSTIN STATE UNIVERSITY  
 M.F.A., STEPHEN F. AUSTIN STATE UNIVERSITY

**ART/COMMUNICATIONS/  
 PHOTOGRAPHY**

**DAWN ARMSTRONG**, INSTRUCTOR (2013)  
**TECHNOLOGY AND WORKFORCE DIVISION**  
 B.S., UNIVERSITY OF TEXAS AT AUSTIN  
 J.D., TEXAS TECH UNIVERSITY

**PARALEGAL**

**SHELBY ARMSTRONG**, INSTRUCTOR (2009)  
**LIBERAL ARTS DIVISION**  
 B.A., TEXAS TECH UNIVERSITY  
 M.A., TEXAS TECH UNIVERSITY

**ENGLISH**

**JENNIFER BALDAUF** COUNSELOR (2008)  
 B.S., TEXAS A&M UNIVERSITY  
 M.S., TEXAS A&M UNIVERSITY

**SUPPORT SERVICES**

**ANDREA BARRETT**, INSTRUCTOR (2013)  
**SCIENCE AND MATHEMATICS DIVISION**  
 B.S., SAM HOUSTON STATE UNIVERSITY  
 PH.D., TEXAS A & M UNIVERSITY

**CHEMISTRY/BIOLOGY**

**REMONA BOODOO-FRYE**, INSTRUCTOR/DIRECTOR (2015)  
**AC CAREERS & TECHNICAL CENTER - CROCKETT**  
 B.F.A., SAM HOUSTON STATE UNIVERSITY  
 M.A., BROOKLYN COLLEGE

**CHARLET BLADES**, ADN/VN INSTRUCTOR (2006)  
**HEALTH CAREERS DIVISION**  
 V.N., HOUSTON COUNTY SCHOOL OF VOCATIONAL NURSING  
 A.D.N., EXCELSIOR COLLEGE  
 B.S.N., EXCELSIOR COLLEGE  
 M.S.N., EXCELSIOR COLLEGE

**NURSING**

**SUSAN P. BRADLEY**, INSTRUCTOR (1991)  
**SCIENCE AND MATHEMATICS DIVISION**  
 B. Ed., UNIVERSITY OF FLORIDA  
 M.Ed., NORTH CAROLINA STATE UNIVERSITY

**MATHEMATICS**

**THOMAS BRANTON**, ASSOCIATE DEAN (2016)  
**BUSINESS DIVISION**  
 B.S., MISSISSIPPI STATE UNIVERSITY  
 J.D., UNIVERSITY OF MISSISSIPPI SCHOOL OF LAW  
 L.L.M., UNIVERSITY OF HOUSTON LAW CENTER

**BUSINESS**



Faculty and Staff

**MELLESSYA CALDWELL (2003)** **EDUCATIONAL SERVICES SPECIALIST**  
**JASPER HIGHER EDUCATION AND TECHNOLOGY CENTER**

A.A.S., ANGELINA COLLEGE

B.A., STEPHEN F. AUSTIN STATE UNIVERSITY

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B.S., STEPHEN F. AUSTIN STATE UNIVERSITY

**KRISTI CLARK, INSTRUCTOR/DIRECTOR (2001)** **SOCIOLOGY**  
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M.S.W., STEPHEN F. AUSTIN STATE UNIVERSITY

**OCCIE GENE CLUFF, INSTRUCTOR (1983)** **COMPUTER INFORMATION SYSTEMS**  
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M.A., TEACHERS COLLEGE, COLUMBIA UNIVERSITY

**BYRON COLEMAN, INSTRUCTOR/WOMEN'S BASKETBALL COACH (2005)**  
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B.A., STEPHEN F. AUSTIN STATE UNIVERSITY

M.A., NEW MEXICO HIGHLANDS UNIVERSITY

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**FINE ARTS DIVISION**

B.A., EAST TEXAS BAPTIST UNIVERSITY

M.A., STEPHEN F. AUSTIN STATE UNIVERSITY

**BECKIE A. COMPTON, INSTRUCTOR/SHOW CHOIR DIRECTOR (1998)** **MUSIC**  
**FINE ARTS DIVISION**

B.M., STEPHEN F. AUSTIN STATE UNIVERSITY

M.M., STEPHEN F. AUSTIN STATE UNIVERSITY

**AUTUMN CONNER, INSTRUCTOR (2002)** **RADIOLOGIC TECHNOLOGY**  
**HEALTH CAREERS DIVISION** **AND DIAGNOSTIC MEDICAL SONOGRAPHY**

A.A.S., ANGELINA COLLEGE

B.S.R.S., MIDWESTERN STATE UNIVERSITY

**HOWARD COX, INSTRUCTOR (2001)** **ENGLISH**  
**LIBERAL ARTS DIVISION**

B.A., STEPHEN F. AUSTIN STATE UNIVERSITY

M.A., ABILENE CHRISTIAN UNIVERSITY

**L. KAY CUMMINGS, INSTRUCTOR (2000)** **OFFICE ADMINISTRATION**  
**BUSINESS DIVISION**

B.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY

M.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY

## Faculty and Staff

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<b>CASEY DAVIS</b> , COORDINATOR/INSTRUCTOR (2008) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE	<b>SONOGRAPHY</b>
<b>PEGGY DENBY</b> , COORDINATOR, TESTING SERVICES (2006) B.A., LAMAR UNIVERSITY	<b>SUPPORT SERVICES</b>
<b>STEVEN DONAHOE</b> , INSTRUCTOR (2004) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>RADIOLOGIC TECHNOLOGY</b>
<b>PATRICIA A. DONALDSON</b> , INSTRUCTOR/COORDINATOR (2007) <b>LIBERAL ARTS DIVISION</b> B.S., UNIVERSITY OF NORTH TEXAS M.S., TEXAS WOMAN'S UNIVERSITY	<b>PHYSICAL EDUCATION</b>
<b>S. JASON DOUGLAS</b> , INSTRUCTOR (2008) <b>SCIENCE &amp; MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER	<b>BIOLOGY</b>
<b>PAUL DRAPER</b> , INSTRUCTOR (2004) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., NORTH TEXAS UNIVERSITY M.S., NORTH TEXAS UNIVERSITY	<b>MATHEMATICS</b>
<b>AMY DUBOSE</b> , VN INSTRUCTOR (2013) <b>HEALTH CAREERS DIVISION</b> A.A.S./ADN., ANGELINA COLLEGE	<b>NURSING</b>
<b>THOMAS DUDLEY</b> , INSTRUCTOR (1992) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>BIOLOGY</b>
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<b>WINIFRED FERGUSON-ADAMS</b> , INSTRUCTOR/ASSOCIATE DEAN (1999/2008) <b>HEALTH CAREERS DIVISION</b> B.S.N., TEXAS CHRISTIAN UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>HEALTH CAREERS</b>
<b>MEGAN FISCHER</b> , INSTRUCTOR (2010) <b>LIBERAL ARTS DIVISION</b> B.A., UNIVERSITY OF NEW YORK M.A., UNIVERSITY OF NEW YORK	<b>ENGLISH</b>
<b>WILLIAM FISK</b> , INSTRUCTOR (2002) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., TEXAS A&M UNIVERSITY	<b>COMPUTER SCIENCE/ MATHEMATICS</b>
<b>GARY FRIERY</b> , ASSOCIATE DEAN (2014) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> B.A.T., SAM HOUSTON STATE UNIVERSITY M.Ed., SAM HOUSTON STATE UNIVERSITY Ed.D, TEXAS A&M UNIVERSITY	<b>TECHNOLOGY AND WORKFORCE</b>
<b>KEVIN FRITZE</b> , INSTRUCTOR (2011) <b>TECHNOLOGY &amp; WORKFORCE DIVISION</b> B.S., SAM HOUSTON STATE UNIVERSITY M.S., SAM HOUSTON STATE UNIVERSITY	<b>CRIMINAL JUSTICE</b>
<b>SARAH GANDY</b> , ADMISSIONS COUNSELOR (2011) B.S., UNIVERSITY OF TEXAS AT TYLER M.S., TEXAS A&M UNIVERSITY	<b>SUPPORT SERVICES</b>
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<b>DEBORAH GIBBS</b> , ADN INSTRUCTOR (2011) <b>HEALTH CAREERS DIVISION</b> B.S.N., SOUTH UNIVERSITY, GEORGIA M.S.N., SOUTH UNIVERSITY, GEORGIA D.N.P., DUQUESNE UNIVERSITY	<b>NURSING</b>
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<b>RONNIE E. HALL</b> , INSTRUCTOR (1968) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., NORTHWESTERN STATE UNIVERSITY, LOUISIANA M.S., NORTHWESTERN STATE UNIVERSITY, LOUISIANA	<b>MATHEMATICS</b>
<b>JOHN H. HARPER</b> , INSTRUCTOR (1974) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., UNIVERSITY OF NORTH TEXAS M.S., UNIVERSITY OF NORTH TEXAS Ph.D., UNIVERSITY OF NORTH TEXAS	<b>PHYSICS AND MATHEMATICS</b>
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<b>MELISSA LAURA HEBERT</b> , INSTRUCTOR/ASSOCIATE DEAN (1995/2007) <b>LIBERAL ARTS DIVISION</b> B.S., BAYLOR UNIVERSITY M.S., BAYLOR UNIVERSITY Ph.D., BAYLOR UNIVERSITY	<b>LIBERAL ARTS</b>
<b>DAVID HENSON</b> , PROGRAM COORDINATOR/INSTRUCTOR (2011) <b>HEALTH CAREERS DIVISION</b> A.A.S., TYLER JR. COLLEGE B. S., LETOURNEAU UNIVERSITY	<b>RESPIRATORY CARE</b>
<b>SUSAN HONEYWELL</b> , INSTRUCTOR (2004) <b>FINE ARTS DIVISION</b> B.S., UNIVERSITY OF TEXAS, TYLER M.A., UNIVERSITY OF TEXAS, TYLER	<b>SPEECH/THEATRE</b>
<b>PATRICIA HOOKS</b> , VN INSTRUCTOR (2014) <b>HEALTH CAREERS DIVISION</b> A.A.S./A.D.N., ANGELINA COLLEGE	<b>NURSING</b>
<b>JAMES HUDSON</b> , INSTRUCTOR (2015) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., TEXAS A&M UNIVERSITY M.S., FLORIDA INTERNATIONAL UNIVERSITY Ph.D., AUBURN UNIVERSITY	<b>BIOLOGY</b>

Faculty and Staff

<b>JANICE HUFFMAN</b> , COORDINATOR (2002) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> B.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>WORKFORCE DEVELOPMENT</b>
<b>RACHEL HUNT</b> , INSTRUCTOR (2011) <b>LIBERAL ARTS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>READING</b>
<b>SELLESTINE HUNT</b> , ASSOCIATE DEAN, ACADEMIC SUPPORT SERVICES (1974/2014) B.A.T., SAM HOUSTON STATE UNIVERSITY M.Ed., TEXAS SOUTHERN UNIVERSITY	<b>SUPPORT SERVICES</b>
<b>REBECCA L. INNERARITY</b> , INSTRUCTOR (1999/2008) <b>BUSINESS DIVISION</b> A.S., ANGELINA COLLEGE B.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>BUSINESS</b>
<b>BENETHA JACKSON</b> , INSTRUCTOR (2000) <b>LIBERAL ARTS DIVISION</b> A.A., ANGELINA COLLEGE B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>PSYCHOLOGY</b>
<b>KATHLYN JACKSON</b> , VN INSTRUCTOR (2016) <b>HEALTH CAREERS DIVISION</b> A.A.N., SAN JACINTO COLLEGE B.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY M.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>NURSING</b>
<b>DEBRA JENKE</b> , INSTRUCTOR (2000) <b>LIBERAL ARTS DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.T., SAM HOUSTON STATE UNIVERSITY M.A., SAM HOUSTON STATE UNIVERSITY	<b>GOVERNMENT</b>
<b>ANGELA JOHNSON</b> , INSTRUCTOR (2012) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>BIOLOGY</b>
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<b>SANDRA JOHNSON</b> , INSTRUCTOR (2007) <b>LIBERAL ARTS DIVISION</b> B.S.W., STEPHEN F. AUSTIN STATE UNIVERSITY M.S.W., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>SOCIOLOGY</b>

Faculty and Staff

<b>MARTHA KEEL</b> , ADN INSTRUCTOR (2014) <b>HEALTH CAREERS DIVISION</b> B.S.N., UNIVERSITY OF TEXAS AT TYLER M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>NURSING</b>
<b>TONYA LAFORGE</b> , COORDINATOR/INSTRUCTOR (2009) <b>HEALTH CAREERS DIVISION</b> A.D.N., ANGELINA COLLEGE B.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY C.S.T., VERNON COLLEGE M.S.N. UNIVERSITY OF TEXAS AT TYLER	<b>SURGICAL TECHNOLOGY</b>
<b>JASON LANKFORD</b> , INSTRUCTOR (2003) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>BIOLOGY</b>
<b>JOHN LEE</b> , INSTRUCTOR (2004) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE B.S., MIDWESTERN STATE UNIVERSITY	<b>RADIOLOGIC TECHNOLOGY</b>
<b>JEFF LIVIN</b> , INSTRUCTOR/BASEBALL COACH (1995) <b>LIBERAL ARTS DIVISION</b> B.B.A., SOUTHWESTERN UNIVERSITY M.A., SOUTHWEST TEXAS STATE UNIVERSITY	<b>PHYSICAL EDUCATION AND HEALTH SCIENCE</b>
<b>JOSEPH MADDEN</b> , CPA (2011) B.S.I.E., TEXAS A&M UNIVERSITY M.P.A., UNIVERSITY OF TEXAS AT ARLINGTON	<b>VICE-PRESIDENT OF BUSINESS SERVICES</b>
<b>MARK MATTSON</b> , INSTRUCTOR/SOFTBALL COACH (2012) <b>LIBERAL ARTS DIVISION</b> A.A., CASPER COLLEGE, WYOMING B.S., LINCOLN MEMORIAL UNIVERSITY, TENNESSEE	<b>PHYSICAL EDUCATION</b>
<b>SAUNDRA MAY</b> , INSTRUCTOR (1978) <b>BUSINESS DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>COMPUTER INFORMATION SYSTEMS</b>
<b>JULIE MAYS</b> , INSTRUCTOR (2002) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>MATHEMATICS</b>

## Faculty and Staff

<b>KAREN MCBEE</b> , ASSOCIATE DEAN (2003) <b>FINE ARTS DIVISION</b> B.M.E., EAST TEXAS BAPTIST UNIVERSITY M.M., UNIVERSITY OF TEXAS AT SAN ANTONIO D.M.A., UNIVERSITY OF MISSOURI AT KANSAS CITY	<b>MUSIC</b>
<b>JACQUELYN MCCLAIN</b> , VN INSTRUCTOR (2013) <b>HEALTH CAREERS DIVISION</b> A.D.N., ANGELINA COLLEGE B.S.N., UNIVERSITY OF PHOENIX	<b>NURSING</b>
<b>DALLAS MCCLELLAND</b> , INSTRUCTOR (2004) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>DRAFTING AND DESIGN TECHNOLOGY</b>
<b>NANCY MCCLURG</b> , ADN INSTRUCTOR (2007) <b>HEALTH CAREERS DIVISION</b> V.N., ANGELINA COLLEGE A.D.N., ANGELINA COLLEGE B.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY M.S.N., UNIVERSITY OF TEXAS AT TYLER	<b>NURSING</b>
<b>SUSAN MCKEE</b> , ADN INSTRUCTOR (2010) <b>HEALTH CAREERS DIVISION</b> B.S., TEXAS TECH UNIVERSITY B.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., TEXAS A&M UNIVERSITY M.S.N., UNIVERSITY OF TEXAS AT TYLER	<b>NURSING</b>
<b>PATRICIA M. MCKENZIE</b> , (1969) B.S.N., PRAIRIE VIEW A&M UNIVERSITY M.P.H., UNIVERSITY OF PITTSBURGH Ed. D., TEXAS A&M UNIVERSITY	<b>VICE-PRESIDENT AND DEAN OF INSTRUCTION</b>
<b>TOM MCKINNEY</b> , DISTANCE EDUCATION INSTRUCTIONAL SPECIALIST/INSTRUCTOR (2013/2015) <b>LIBERAL ARTS DIVISION</b> B.A. STEPHEN F. AUSTIN STATE UNIVERSITY M.A. STEPHEN F. AUSTIN STATE UNIVERSITY M.L.S., UNIVERSITY OF NORTH TEXAS PH.D., UNIVERSITY OF HOUSTON	<b>DISTANCE EDUCATION</b>
<b>ANNA MCREYNOLDS</b> , RETENTION SPECIALIST/NURSING SKILLS A.A.S./ADN – ANGELINA COLLEGE B.S.N. – STEPHEN F. AUSTIN STATE UNIVERSITY	<b>NURSING</b>
<b>KIMBERLY MESHELL</b> , INSTRUCTOR (2010) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE	<b>HEALTH OCCUPATIONS TRAINING SPECIALIST</b>

## Faculty and Staff

<b>EDITH MILLER</b> , INSTRUCTOR (1995) <b>LIBERAL ARTS DIVISION</b> B.A., UNIVERSITY OF OKLAHOMA M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ENGLISH</b>
<b>JAMES MILLS</b> , INSTRUCTOR (2011) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ELECTROMECHANICAL TECHNOLOGY</b>
<b>VICKY MILSTEAD</b> , INSTRUCTOR (2000) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>CHILD AND FAMILY DEVELOPMENT</b>
<b>AMY MORRISON</b> , INSTRUCTOR (2010) <b>FINE ARTS DIVISION</b> B.S., TEXAS COLLEGE AT TYLER M.S., UNIVERSITY OF TEXAS AT TYLER	<b>SPEECH</b>
<b>AMBER MURPHY</b> , ADN INSTRUCTOR (2010) <b>HEALTH CAREERS DIVISION</b> B.S.N., STEPHEN F. AUSTIN STATE UNIVERSITY M.S.N., UNIVERSITY OF TEXAS AT TYLER	<b>NURSING</b>
<b>RONNIE NARAMORE</b> , INSTRUCTOR (2002) <b>LIBERAL ARTS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>PSYCHOLOGY</b>
<b>KEITH NEW</b> , INSTRUCTOR (2004) <b>BUSINESS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.B.A., TEXAS A&M UNIVERSITY	<b>GEN. BUSINESS, OFFICE ADMINISTRATION</b>
<b>TUREVA OSBURN</b> , INSTRUCTOR (2009) <b>LIBERAL ARTS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ENGLISH</b>
<b>MONICA PETERS-CLARK</b> , COORDINATOR, INSTITUTIONAL EFFECTIVENESS AND RESEARCH (2006) B.A., DILLARD UNIVERSITY M.S., UNIVERSITY OF LOUISIANA, LAFAYETTE Ph.D., SOUTHERN UNIVERSITY AND A&M COLLEGE	<b>QUALITY ENHANCEMENT</b>
<b>STACY PFLUGER</b> , INSTRUCTOR (2008) <b>SCIENCE &amp; MATHEMATICS DIVISION</b> B.S., ANGELO STATE UNIVERSITY M.S., UNIVERSITY OF NOTRE DAME	<b>BIOLOGY</b>



Faculty and Staff

<b>KARY RAINE</b> , INSTRUCTOR (2004) <b>FINE ARTS DIVISION</b> B.F.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>THEATRE /SPEECH</b>
<b>DAN RANKIN</b> , INSTRUCTOR (2004) <b>LIBERAL ARTS DIVISION</b> B.A., HOWARD PAYNE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>HISTORY</b>
<b>ANDREW REED</b> , INSTRUCTOR (2015) <b>FINE ARTS DIVISION</b> B.F.A. SAM HOUSTON UNIVERSITY M.F.A., TEXAS TECH UNIVERSITY	<b>THEATER</b>
<b>GEORGE R. REED</b> , INSTRUCTOR (1999) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>MATHEMATICS</b>
<b>REBECCA RENFROW-FREEZE</b> , INSTRUCTOR/COORDINATOR(2009) <b>HEALTH CAREERS DIVISION</b> A.A.S., TYLER JUNIOR COLLEGE B.S., UNIVERSITY OF TEXAS AT TYLER M.S., UNIVERSITY OF TEXAS AT TYLER	<b>CLINICAL EDUCATION OF RESPIRATORY CARE</b>
<b>NANCY REYNOLDS</b> , COORDINATOR (2006) B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>COMMUNICATIONS</b>
<b>REGINALD REYNOLDS</b> , INSTRUCTOR (2004) <b>FINE ARTS DIVISION</b> B.S., LAMAR UNIVERSITY M.F.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ART/GRAPHIC ARTS</b>
<b>ROBBIE LACOMB ROACH</b> , INSTRUCTOR (1993) <b>FINE ARTS DIVISION</b> B.F.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.F.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ART</b>
<b>JASON K. ROGERS</b> , INSTRUCTOR (2007) <b>LIBERAL ARTS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ENGLISH</b>
<b>PETRONILA ROGERS</b> , INSTRUCTOR (2005) <b>LIBERAL ARTS DIVISION</b> A.S., ANGELINA COLLEGE B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>DEVELOPMENTAL ENGLISH</b>

## Faculty and Staff

<b>DEXTER SATTERWHITE</b> , INSTRUCTOR (2005) <b>LIBERAL ARTS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>HISTORY/GOVERNMENT</b>
<b>ELIZABETH SCOTT</b> , INSTRUCTOR (2014) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., STEPHEN F. AUSTIN STATE UNIVERSITY M.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>MATHEMATICS</b>
<b>GINA SMALL</b> , COUNSELOR (2010) B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>SUPPORT SERVICES</b>
<b>CATHY JO SMITH</b> , INSTRUCTOR (2015) <b>SCIENCE AND MATHEMATICS DIVISION</b> B.S., TEXAS STATE UNIVERSITY M.A., UNIVERSITY OF TEXAS	<b>MATHEMATICS</b>
<b>MICHAEL SMITH</b> , INSTRUCTOR (2011) <b>LIBERAL ARTS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>HISTORY</b>
<b>KEVIN STAGG</b> , INSTRUCTOR (2014) <b>LIBERAL ARTS DIVISION</b> B.A., LOUISIANA COLLEGE M.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.B.A., WESTWOOD COLLEGE	<b>ENGLISH</b>
<b>GARY STALLARD</b> , INSTRUCTOR (2006) B.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>DEVELOPMENTAL ENGLISH</b>
<b>MICHAEL D. STANDIFIRD</b> , INSTRUCTOR (1998) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> A.A.S., ANGELINA COLLEGE B.A.A.S., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>MACHINE TOOL TECHNOLOGY</b>
<b>ELISABETH STAPLETON</b> , INSTRUCTOR/STUDENT PUBLICATIONS COORDINATOR (2002) <b>FINE ARTS DIVISION</b> B.S., UNIVERSITY OF TEXAS M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>COMMUNICATIONS</b>
<b>W. KIRK STEPHENSON</b> , INSTRUCTOR (2008) <b>SCIENCE &amp; MATHEMATICS DIVISION</b> B.S., UNIVERSITY OF TEXAS AT AUSTIN PH.D., UNIVERSITY OF HOUSTON	<b>CHEMISTRY</b>

## Faculty and Staff

<b>DIANA H. THROCKMORTON</b> , INSTRUCTOR (1992) <b>LIBERAL ARTS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ENGLISH</b>
<b>DAVID TURBEVILLE</b> , INSTRUCTOR (2004) <b>TECHNICAL WORKFORCE DIVISION</b> A.A.S., TEXAS SOUTHMOST COLLEGE B.S., TEXAS A&I UNIVERSITY	<b>ELECTRONICS</b>
<b>JIN ULMER</b> , INSTRUCTOR (2013) <b>BUSINESS DIVISION</b> B.B.A., UNIVERSITY OF CHINESE CULTURE, TAIPEI M.B.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ACCOUNTING</b>
<b>PATRICIA WARS</b> , INSTRUCTOR (2003) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>HUMAN SERVICES</b>
<b>GARY W. WHITE</b> , INSTRUCTOR (1999) <b>TECHNOLOGY AND WORKFORCE DIVISION</b> A.A.S., LAMAR UNIVERSITY A.A.S., LAMAR UNIVERSITY	<b>DIESEL MECHANICS</b>
<b>LORI WIJNTJES</b> , INSTRUCTOR (2009) <b>LIBERAL ARTS DIVISION</b> B.A., STEPHEN F. AUSTIN STATE UNIVERSITY M.A., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>ENGLISH</b>
<b>ANGIE LEE WILCOX</b> , PROGRAM COORDINATOR/INSTRUCTOR (1991) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE B.S., MIDWESTERN STATE UNIVERSITY M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY	<b>RADIOLOGIC TECHNOLOGY</b>
<b>W. DAVID WILKERSON</b> , COORDINATOR/INSTRUCTOR (1997) <b>HEALTH CAREERS DIVISION</b> A.A.S., ANGELINA COLLEGE B.S., ANGELO STATE	<b>EMERGENCY MEDICAL SERVICES</b>
<b>BOBBIE WILLIAMS</b> , INSTRUCTOR (2012) <b>HEALTH CAREERS DIVISION</b> A.D.N., TYLER JUNIOR COLLEGE B.B.M., LeTOURNEAU UNIVERSITY M.B.M., LeTOURNEAU UNIVERSITY M.S.N., UNIVERSITY OF PHOENIX	<b>NURSING</b>
<b>CONSSANDRA WILLIAMS</b> , COUNSELOR (2011) B.S., LOUISIANA TECH UNIVERSITY M.Ed., LOUISIANA STATE UNIVERSITY-SHREVEPORT	<b>STUDENT SERVICES</b>

Faculty and Staff

**STEPHEN WILLIAMSON**, COORDINATOR (2009)  
A.A.S., WESTERN TEXAS COLLEGE  
B.S., BELLEVUE UNIVERSITY

**POLICE ACADEMY**

**OLIVIA WILSON**, INSTRUCTOR (2012)  
**LIBERAL ARTS DIVISION**  
B.S., SAM HOUSTON STATE UNIVERSITY  
M.P.A., STEPHEN F. AUSTIN STATE UNIVERSITY

**GOVERNMENT/POLITICAL SCIENCE**

**KEVIN WOOTEN**, INSTRUCTOR/DIRECTOR (2007/2013)  
**AC POLK COUNTY CENTER**  
B.S., SAM HOUSTON STATE UNIVERSITY  
M.A., SAM HOUSTON STATE UNIVERSITY

**HISTORY/GOVERNMENT**

**JUDITH A. WRIGHT**, INSTRUCTOR/SENIOR DIRECTOR (1998)  
**LIBERAL ARTS DIVISION**  
A.A., ANGELINA COLLEGE  
B.A., STEPHEN F. AUSTIN STATE UNIVERSITY  
M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY  
M.A., STEPHEN F. AUSTIN STATE UNIVERSITY

**DISTANCE EDUCATION**

Faculty and Staff

**MARK YARNALL, JR.,** INSTRUCTOR (2015)  
**TECHNOLOGY AND WORKFORCE DIVISION**  
ALLENTOWN BUSINESS SCHOOL  
A.S.E. MASTER CERTIFIED AUTOMOTIVE TECHNICIAN  
CERTIFIED EMISSIONS REPAIR TECHNICIAN

**AUTOMOTIVE TECHNOLOGY**

**GENE YATES,** INSTRUCTOR (2001)  
**LIBERAL ARTS DIVISION**  
B.S., UNIVERSITY OF HOUSTON  
M.Ed., SAM HOUSTON STATE UNIVERSITY

**HISTORY AND GOVERNMENT**

**ELAINE YOUNG,** COORDINATOR/INSTRUCTOR (2002)  
**HEALTH CAREERS DIVISION**  
B.S., STEPHEN F. AUSTIN STATE UNIVERSITY  
M.Ed., STEPHEN F. AUSTIN STATE UNIVERSITY

**PHARMACY TECHNOLOGY**

## ***General Information***

### **HISTORY**

The Angelina County Junior College District was established by an election held September 24, 1966. The organization of the College District was promulgated and sponsored by the Education Committee of the Angelina County Chamber of Commerce.

At the regular meeting on December 12, 1966, the Board of Trustees elected Dr. Jack W. Hudgins, Dean of Grayson County College, as the first President of Angelina College.

Construction of the original seven building campus started in November of 1967. The contracting firm for the six instructional buildings was Kasch Brothers, Inc., of Big Spring, Texas. The contractor for the student center building was T. G. Evans of Nacogdoches. The architects for the College were Kent, Marsellos, and Scott of Lufkin, Texas. Angelina College opened its doors to students in the fall of 1968.

### **RATING AND ACCREDITATION**

Angelina College is approved by the Texas Higher Education Coordinating Board and the Texas Education Agency. The College holds membership in the Association of Texas Colleges and Universities and is a member of the American Association of Community and Junior Colleges. Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degree levels – Associate in Arts, Associate in Science, Associate in Applied Science and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Angelina College.

### **STATEMENT OF MISSION OF ANGELINA COLLEGE**

**Mission:** The mission of Angelina College is to provide quality educational opportunities and services to aid students in the service area in reaching their full potential.

The College mission embodies the following seven institutional goals:

**GOAL I - ACCESS:** Angelina College will promote, deliver, and expand accessible and affordable educational opportunities and services both in the classroom and through distance learning modalities. The college will provide physical, economic and academic opportunities for post-secondary education and for lifelong learning.

**GOAL II - QUALITY INSTRUCTIONAL OUTCOMES:** Angelina College will emphasize quality instruction, rate of students transferring to four-year institutions, degree and certificate completion, job placement and personal growth through value added to student lives.

## College Mission

GOAL III - *PARTNERSHIPS, QUALITY OF LIFE*: Angelina College will build community partnerships that improve economic development, promote educational opportunities through articulation with other educational institutions, and provide opportunities for educational and cultural experiences to enrich the lives of individuals and improve quality of life for East Texans through lifelong learning.

GOAL IV - *LEARNING ENVIRONMENT*: Angelina College will maintain a learning environment designed to enhance intellectual, social and physical development.

GOAL V - *RESOURCE MANAGEMENT*: Resources and fiscal matters of Angelina College will be managed in a sound and prudent manner while enhancing educational offerings and the physical environment to meet student and community needs.

GOAL VI - *PERSONNEL LEADERSHIP*: Angelina College will provide leadership for our service area through a diverse, competent, dedicated faculty and staff who reflect the educational expectations of our community.

GOAL VII - *IMAGE*: Angelina College will project a positive image to its students and to the community at large.

The College mission is realized in the statutory purpose as follows:

1. Freshman and sophomore courses in arts and sciences leading to an associate degree and/or transferring to general academic, professional and applied baccalaureate degree programs.
2. Technical programs leading to associate degrees or certificates.
3. Workforce education programs leading directly to employment.
4. Workforce development programs designed to meet local, regional, and statewide needs.
5. Academic readiness services designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of services designed to assist students in achieving their educational goals.
7. Continuing adult education programs for occupational or personal growth.
8. Literacy and other basic programs for adults.

Other purposes will be added as may be prescribed by the Texas Higher Educational Coordinating Board, or the District's Board, Texas Education Code, 130.003(e). The College mission is evident in the following philosophy:

Angelina College was established to fulfill an educational need of the community. The elected board subscribes to excellence in instruction, programs, and services provided to the college district and to the service area through the traditional

College Mission

classroom and through distance education. The College will assist a diverse student population to prepare for a rapidly changing and highly technological world through quality educational programs and services. Angelina College is also committed to serving the needs of a changing community through an open enrollment policy. An active relationship between the College and the community is essential to ensure relevance and vitality in educational programs and services, and to enhance the economic, cultural, and social life of the community through lifelong learning opportunities. This commitment is based on the ideas that lifelong learning is vital to maintaining and improving a democratic society, and that education maximizes opportunities for all people.

### **VISION**

Angelina College will be the first choice in value and quality education leading to diverse career pathways throughout its service area.

### **CORE VALUES**

Angelina College is accountable throughout the community for the core values of:

1. Integrity — Honesty, respect, fairness, and ethical conduct;
2. Diversity — Individual differences and cultural acknowledgement in the learning and working environment;
3. Excellence and Success — Lifelong learning through quality teaching and service experiences for personal, social, and economic development;
4. Collaboration and Partnerships — Communication which leads to shared goal attainment and connections within the institution and throughout the service area;
5. Institutional Vigor — Fiscal accountability, personnel development, and improvement in programs and services;
6. Innovation — Exploration, inquiry, and risk-taking for all relevant programs and services.

### **NOTICE OF NON-DISCRIMINATION STATEMENT**

It is the policy of Angelina College to provide an educational and working environment that provides equal opportunity to all members of the college community. In accordance with federal and state law, the college prohibits unlawful discrimination in its programs, activities and employment opportunities on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status. Inquiries and complaints of violation of Title VI (race, color, religion or national origin); Title IX (sex); Section 504 (disability); Title II, ADA (disability); or Age



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Discrimination Act should be directed to: Dr. Patricia McKenzie, Vice President and Dean of Instruction, 3500 South First, Lufkin, TX 75904, telephone 936-633-5201. Requests for accommodation of a disability should be directed to Student Services, Special Student Support Services Coordinator 936-633-5292.

### **INSTITUTIONAL RESEARCH**

To meet the requirements of accreditation, to provide for continuing program development and evaluation, and to enhance administrative and support services, the college must conduct on-going research. These assessments will provide data for continuous improvement of the programs, services and operations of the college. The students may be required to take additional examinations, participate in surveys and/or provide samples of their work throughout their academic careers in support of this program.

### **DISTANCE EDUCATION**

Angelina College operates the Crockett Career and Technical Center (Houston County), the Jasper Higher Education and Technology Center (Jasper County), and the Polk County Teaching Center (Polk County).

Angelina College schedules classes for the Hemphill Teaching Center (Sabine County), the Sabine Area Career Center (Sabine County), the San Augustine Teaching Center (San Augustine County), the Trinity Teaching Center (Trinity County), and the Woodville Teaching Center (Tyler County).

Angelina College facilitates classes at the Nacogdoches Career and Technical Center through a collaboration with Nacogdoches ISD Technical Training Center.

In addition, courses are offered through interactive video, via the Internet and through the Virtual College of Texas in joint cooperation with other Texas colleges. All general academic regulations in effect on the Lufkin campus are maintained at the teaching centers and in other methods of distance learning delivery of courses.

Angelina College offers courses in high schools in the twelve county service area. Additionally, Angelina College has an ECHS (Early College High School) agreement with PARAMUS, the Early College High School with Pineywoods Community Academy (Angelina County). The ECHS is on the Lufkin campus.

## ***Admission Information***

Angelina College enrolls students without regard to race, religion, color, creed, sex, age, national origin or disabilities as defined in the Notice of Non-discrimination statement. The college does, however, reserve the right to verify residency status of a prospective student. Correspondence pertaining to admission should be addressed to the **Office of the Registrar, Angelina College, P.O. Box 1768, Lufkin, TX 75902-1768, or telephone (936) 633-5210**. Angelina College is located on the Internet at [www.angelina.edu](http://www.angelina.edu) and for more information, e-mail [registrar@angelina.edu](mailto:registrar@angelina.edu). Admission to the college does not imply admission to all programs. The student must meet the admissions criteria and then the requirements for each curricular program.

### **METHODS OF ADMISSION**

All methods of admission listed below require assessment (see testing requirement), completion of an application for admission and official transcripts.

1. **High School/Home School Graduate Admission**

A graduate of a public or accredited private high school or home school who is pursuing an associate degree or college transfer courses is eligible for unconditional enrollment. Awarding of credit earned is deferred until the Office of the Registrar receives a complete high school transcript certifying graduation. The student must supply this transcript in order to receive or send an official copy of the college record.

2. **General Education Development Test (GED)**

Individuals who successfully complete the GED test and file their documentation in the Office of the Registrar are eligible for enrollment.

3. **High School/College Concurrent Admission**

A student who has completed the junior year in an accredited high school may be permitted to enroll if all the following are met:

- a. Upon the recommendation of the high school principal or superintendent
- b. With the permission of the parent or legal guardian
- c. With assessment examination (SAT or ACT if available), the TSI Assessment, or state mandated alternative test.

**Guidelines:**

- a. The college recommends that:
  - i. each junior have a minimum 90 average in academic courses completed in the 9<sup>th</sup> and 10<sup>th</sup> grades
  - ii. each senior have a minimum 85 average for courses completed in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades
- b. Each student is permitted to enroll in no more than two college credit courses each semester
- c. The student may not enroll in college-level English or math courses if developmental education is needed in those areas. Developmental education cannot be provided while still in high school.

## Admission Information

- d. The awarding of credit earned is deferred until the Office of the Registrar receives a complete high school transcript certifying graduation. The student must supply this transcript in order to receive or send an official copy of the college record.

4. **Individual Approval**

A student who is not a graduate of a state accredited high school, but who is 18 years of age or older may be admitted conditionally. Students admitted by this method are placed on probationary status for the first semester and remain subject to the requirements of probation until that student has raised his/her grade point average to the level of satisfactory progress as stated in the college bulletin. GED or high school transcript certifying graduation must be submitted by the end of the first semester of enrollment.

5. **College Transfer**

College transfer students seeking enrollment for the purpose of earning a degree or certificate must present an official transcript from each college attended prior to their enrollment at Angelina College. Students on academic suspension from other colleges are not eligible for enrollment until the suspension period has elapsed. However, provisional enrollment may be established; contact the Office of the Registrar for current information.

6. **Non-Degree Seeking Student Enrollment**

A student who is 55 years of age or older and not seeking a degree or certificate may enroll periodically. All students must follow regular enrollment procedures but will be exempt from assessment testing. The student must complete a petition form in the Office of the Registrar.

7. **Re-Admission**

A student seeking re-admission, after having missed one long semester or more, should contact the Office of the Registrar and complete the required forms. If the student has attended another college since last enrolled at Angelina College, an official transcript from that college will be required. A re-admitting student will not be allowed to re-admit if the admissions file was incomplete during the previous enrollment.

## CONDITIONAL ADMISSION

Each student applying must meet the requirements described in the selected method of admission. A student who does not provide the required documents may be admitted conditionally with the understanding that the documents must be filed by the official census date of the semester. Failure to provide the documents by the date given will result in the student being blocked and not being eligible to receive transcripts. No student will be permitted to re-enroll until admissions requirements have been met.

## REQUIRED ADMISSION DOCUMENTS

The following admission documents must be on file in the Office of the Registrar before the initial registration:

1. A complete application for admission (submit online).

#### Admission Information

2. Letters of recommendation from the high school counselor or principal and parental or guardian permission (for high school/concurrent admission).
3. Official high school transcript (for high school graduate admission).
4. Official GED test scores (for individual approval admission).
5. Official college transcript(s)(for degree seeking college transfer student admission).
6. An official copy of the student's placement test scores where applicable. (See Testing for more information.)
7. Proof of residency
  - a. Recent High School Graduates – Submit your final high school transcript with graduation date if you have graduated within the past 12 months from a Texas high school and you attended that high school for at least 36 months.
  - b. College Transfers – If you are transferring to Angelina College from another Texas institution and you attended that institution the Fall or Spring semester prior to your enrollment at Angelina College, please contact the Office of the Registrar at your former Texas institution to obtain a residency letter.
  - c. All others – submit the appropriate forms to prove Texas residence. Review the lists published in Support Domicile and Residency in the Office of the Registrar.
  - d. Current Coordinating board rules state that undocumented aliens are eligible to attend public institutions of higher education in Texas and must be considered non-residents for tuition purposes unless the individual meets the requirements of SB1528. Undocumented aliens should complete an SB1528 affidavit in the Office of the Registrar to determine if eligible for in-state tuition.
8. The college encourages all students to make sure immunizations are up to date. Proof or waiver of bacterial meningitis vaccine must be on file in the Office of the Registrar 10 days prior to the first day of class. Health care students have special immunization requirements and should speak with the program coordinator about these requirements.

Applicants are encouraged to submit results of standardized tests (ACT, SAT, etc.) to the Office of the Registrar for use in counseling, academic advisement and scholarship consideration.

#### **STATE OF TEXAS SENATE BILL 1107 REQUIREMENT FOR BACTERIAL MENINGITIS VACCINATION BEFORE ENROLLMENT**

All new students, transfer students, and re-entering students under the age of 22 must provide either:

1. Evidence the student has received the initial vaccination or booster dose during the five years preceding and at least ten days prior to enrollment. This evidence must be submitted to the Office of the Registrar in one of the following ways:

#### Admission Information

- A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered) OR
- An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered) OR
- An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

OR

2. Evidence the student is declining the vaccination must be submitted to the Office of the Registrar in one of the following two formats:

- An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. OR
- An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. <https://corequestjc.dshs.texas.gov>.

#### **REQUIRED ORIENTATION**

All new or transfer students with less than 12 semester hours are required to participate in New Student Orientation (NSOR). The purpose of NSOR is to prepare students for their first semester at Angelina College by introducing topics such as developmental requirements, online resources, course registration and dropping procedures, and developing a degree plan. A registration hold is placed on all student accounts until this activity is completed.

### ***Student Services***

#### **STUDENTS WITH DISABILITIES**

For the qualified individual with a disability, the college provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2009. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain an Application for Special Services from the college website and have an interview with a support services counselor. Current medical and/or psychological documentation, which verifies their disability, will be required with the Application for Special Services. Reasonable accommodation requests and documentation are subject to review by a special needs committee. The deadline for applying for assistance with the Special Student Support Services

## Student Organizations

Office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester. For more information concerning special services for students with disabilities, contact the Special Student Support Services Office or visit the college website.

### HEALTH SERVICES

A part-time campus nurse located in the student center is available for first aid and emergency care as well as for health counseling and referrals to appropriate community agencies. Promotion of community health, safety and disease prevention is provided through public awareness projects. Additional services include blood pressure screening, blood glucose screening, weight control and nutrition education. The campus nurse also provides assistance for students with disabilities.

## *Student Organizations*

### A.C. S.P.E.A.K.S.

A.C. S.P.E.A.K.S. stands for Students Preparing and Executing Acts of Kindness and Service. Our goal is to promote service to those in need and to bring awareness to our students of the various non-profit organizations in our community, the needs these organizations help to meet, and how one can get involved. Projects are selected each semester that focus on helping a non-profit organization or an individual or a family in need. Membership is open to any student who is interested in serving others, but is automatic if you are a member of an Interpersonal Communication class that conducts service projects as part of this organization.

### ALPHA BETA GAMMA - RHO ALPHA CHAPTER

An international Business Honor Society established in 1970 to recognize and encourage scholarship among two-year college students in business curricula. To achieve this goal, it provides leadership opportunities, forums for the exchange of ideas and the stimulation of interest in continuing academic excellence. Since its founding, over 52,000 students from accredited community, junior, and technical colleges have been initiated into the society.

### ANGELINA COLLEGE DORMITORY COUNCIL

This student organization is charged with the discussion of programs and issues relating to residential life and making recommendations to the college administration. To be eligible for the council students must:

1. Be a resident of the AC dormitory
2. Be a full-time student, 12 or more semester hours and
3. Have a minimum of 2.0 GPA on a 4 point scale.

The council will have 8 members to include 4 second year residents and 4 first year residents.

## Student Organizations

### **ANGELINA COLLEGE NURSING STUDENT ASSOCIATION**

The Angelina College Nursing Student Association is an organization composed of nursing students and those students interested in pursuing a nursing career. The association is affiliated with and maintains membership in both the state's Organization for the Advancement of Associate Degree Nursing and the Texas Nursing Students Association. Opportunities are provided for developing leadership qualities and involvement with current issues within the nursing profession. Through the student organization, students are represented in various ways on campus.

### **ANGELINA COLLEGE STUDENT ASSOCIATION**

The Student Association shall be organized to deal with student programs and issues, to enhance student activities, and to provide input as requested by the college administration on policies, planning and evaluation. It shall also be the purpose of the association to promote student participation in campus activities and recognized student organizations, to promote student morale and the welfare of the student body in general.

### **AC ROCKIN' ROADRUNNERS**

The purpose of AC Rockin' Roadrunners is to promote public speaking, public debate, and community involvement. Students will have the opportunity to work with our service area to promote communication connections with local businesses, schools and nonprofit organizations. Students will experience communication exchanges that will assist in the development of learning about freedom of speech issues as well as improving leadership and speaking skills. Membership is open to all students or faculty members who have an interest in public speaking.

### **JAZZ AND BLUES CLUB**

Membership is open to any A.C. student with a general interest in jazz. No person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program or activity sponsored, conducted, or recognized by Angelina College on any basis prohibited by applicable law, including but not limited to race, color, ethnicity, origin, religion, sex, or disability.

### **LIVE POET'S SOCIETY**

An organization of poets, authors, artists and those who appreciate literature. Must be an Angelina College student taking six or more hours with a GPA no lower than 1.0. The purpose of this organization is to enjoy various creative writing genres by reading, writing, or listening to them.

### **PHI THETA KAPPA**

Phi Theta Kappa is an international honor society for the two-year college. The purpose of Phi Theta Kappa is demonstrated in the four hallmarks of the society: scholarship, leadership, fellowship and service. Through activities the organization

## Student Organizations

strives to honor those hallmarks for the improvement of the community, the college, others and themselves. To be eligible for membership, a student must have a cumulative GPA of 3.5 and have completed at least 12 hours of college work. Members must maintain at least a 3.0 GPA each semester following their induction. Provisional membership is available to students who have not yet completed twelve hours of college credit.

### **PRESS CLUB**

The Press Club is an organization primarily interested in quality journalism. Members include students on the AC View and Pacer staffs. The AC View staff is a group of students interested in the development of the Angelina College magazine. The Pacer staff is a group of students interested in the development of the Angelina College student newspaper. Quality work is strongly emphasized. Students eligible to be on the publications staffs include those who have taken COMM 1318 – Photography, COMM 2305 – Editing and Layout, or COMM 2311 – News Gathering and Writing.

### **PSI (PSYCHOLOGY AND SOCIOLOGY INK.)**

The purpose of this organization is to create an environment in which learning about psychology and sociology can be promoted by like-minded individuals. Membership is open to all students and faculty interested in psychology or sociology.

### **RESPIRATORY CARE PROGRAM**

The purpose of this organization is to provide funds available to respiratory students in hopes it will ease the pressures of financial ability for out of town clinicals with affiliated hospitals.

### **ROTARACT CLUB**

A Rotaract club is a Rotary club-sponsored organization of men and women between the ages of 18 and 30 whose purpose is to provide individuals an opportunity to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service, and whose goals are:

1. To emphasize professional and leadership skills;
2. To emphasize respect for the rights of others , and to promote ethical standards and the dignity of all useful occupations;
3. To provide opportunities for people to address the needs and concerns of the community and our world;



#### Student Activities

4. To provide opportunities for working in cooperation with sponsoring Rotary clubs;
5. To motivate people for eventual membership in Rotary.

#### **SPANISH CLUB**

The Spanish Club strives to expand awareness of the Hispanic culture and provide opportunities to participate in activities that contribute to this awareness. The organization encourages Angelina College students to participate actively in collegiate life and provides academic support to Hispanic students and students of Spanish. Membership with voting privileges is extended to all students of Angelina College.

#### **SURGICAL TECHNOLOGY PROGRAM**

The purpose of this organization is to provide the highest quality and comprehensive education to prepare the graduate to demonstrate the knowledge, understanding, application of technical, affective, psycho-motor, and critical thinking skills, and competency in the role as an entry-level surgical technology practitioner.

### ***Student Activities***

#### **A.C. SINGERS**

Membership in A.C. Singers is open by audition to all students of the College. These students must be active in the Angelina College Chorale. Dance for the Performing Arts is required, as this ensemble is directed to show choir material. Traditional music, contemporary, pop, jazz, and musical theatre are emphasized. This group performs for the campus, for state and national conventions and local and statewide programs. They present a major two-act concert, *Showtime*, each year and perform for local school

#### **ANGELINA COLLEGE CHOIR**

The Angelina College Choir is open by audition to all students of the College. In addition to regular campus performances, the choir will appear in concerts before civic organizations, participate in the musical theatre production each fall. The choir elects officers from the sophomore and freshman classes.

#### **ANGELINA COLLEGE DORMITORY COUNCIL**

This student organization is charged with the discussion of programs and issues relating to residential life and making recommendations to the college administration. To be eligible for the council students must:

1. Be a resident of the AC dormitory
2. Be a full-time student, 12 or more semester hours and
3. Have a minimum of 2.0 GPA on a 4 point scale.

The council will have 8 members to include 4 second year residents and 4 first year residents.

### **ASSEMBLIES AND RECITALS**

Recitals are given by members of the music faculty. The best in classical and contemporary compositions is presented. In addition, visiting artists' programs and lectures of general musical interest are presented. Music students have an opportunity to appear in recitals and/or performance classes that provide a valuable laboratory period to perform before an audience.

### **CHEER SQUAD**

The Angelina College cheer squad is a selected group of spirit raisers whose task it is to support varsity athletics and to promote school spirit. Eligible candidates must be full-time students and be in good standing academically. Persons possessing an abundance of interest and enthusiasm and who are willing to participate wholeheartedly in spirit raising activities are encouraged to audition for a cheer squad position. For further information, contact the Dean of Students.

### **INTERCOLLEGIATE ATHLETICS**

Angelina College provides a varied athletic program for all of its students. Intercollegiate competition involves basketball and baseball. Angelina College is a member of the Texas Eastern Athletic Conference. For further information concerning any of these programs, contact the Athletic Director.

### **RELIGIOUS ORGANIZATIONS**

The college provides for participation in religious activities through various student organizations on campus.

### **STUDENT PUBLICATIONS**

Angelina College students produce two publications, The Pacer, a newspaper, and AC View, a general interest magazine. Editorial and photography positions are available on both publications for journalism and non-journalism majors. The coordinator of student publications selects students for staff positions on the basis of their potential contributions as editors, writers, layout artists, and photographers. The Pacer and AC View are produced on Macintosh computers using InDesign Creative Suite software. The publications staff have won numerous awards in Texas Intercollegiate Press Association and Texas Community College Journalism Association competitions. The student publication experience can be a practical preparation for a career in one of the areas of journalism or an introduction to a lifetime hobby. Many future leaders discover that the involvement and skills necessary to produce a publication provide excellent leadership training for any career.

## Student Rights and Responsibilities

### ***Special Student Support Services*** **Services Provided**

<b>Childcare Assistance</b>	<b>Emergency Loans (Help Loans)</b>
<b>Disability Services</b>	<b>Tutoring Center</b>
<b>Testing Assistance</b>	<b>Special Testing Accommodations</b>
<b>Notetakers</b>	<b>Wheelchair Assistance</b>
<b>Referrals, On And Off Campus</b>	<b>Clothes Vouchers</b>
<b>Textbook Lending Library</b>	<b>Special Accommodations Center</b>
<b>Equipment For Hearing Impaired</b>	<b>Transportation Assistance*</b>
<b>Equipment For Visually Impaired</b>	

Note: Transportation assistance is limited to special populations with the following occupational majors:

**Health Careers:** Nursing, Emergency Medical Services, Respiratory Care, Radiologic Technology, Pharmacy Technology, Diagnostic Medical Sonography, Surgical Technology

**Business:** Marketing and Management, Real Estate, Accounting, General Business, Office Technology, Computer Information Systems, Office Administration

**Technology and Workforce:** Electromechanical, Child Development, Welding, Automotive, Diesel, Criminal Justice, Human Services, Drafting, Electronics, Paralegal, Fluid Power, Machine Tools

Information is available in the Special Student Support Office, Room C210 and on the college website.

## ***Student Rights and Responsibilities***

### **STUDENT CONDUCT AND DISCIPLINE PROGRAM**

It is the intent of the Student Conduct and Discipline Program to provide an educational and developmental response to student misconduct while maintaining and protecting a safe and appropriate teaching and learning environment.

In keeping with the educational intent of the Student Conduct and Discipline Program, the College engages in progressive discipline to help students understand and behave in accordance with the College's conduct standards. The progressive discipline process includes (a) selecting a proportional response to a student's misbehavior and (b) increasing the level of response if the student subsequently misbehaves. In a progressive discipline environment, the discipline the College administers for the first occurrence of serious misconduct may be expulsion.

## Student Rights & Responsibilities

The personal conduct of students (a) on the grounds of any site or campus, in any facility, or in any vehicle owned by or controlled by Angelina College; (b) participating in or attending college functions; or (c) as members of recognized student organizations, participants in college-sponsored groups, or members of intercollegiate athletic teams is subject to College disciplinary jurisdiction. The College may also enforce its own disciplinary policy and procedure when the personal conduct of students – regardless of where it occurs – directly, seriously, or adversely interferes with or disrupts the overall mission, programs, or other functions of the College.

The Dean of Student Services or designee shall have primary authority and responsibility for administering the Student Conduct and Discipline Program. The President may take immediate interim disciplinary action, including suspension, pending a hearing for student violation of College policy. Such interim disciplinary action, including suspension, may occur in drug-related cases or when the continuing presence of the accused student poses a danger to person or property or is an ongoing threat of disruption to the scholastic process. When such interim disciplinary action occurs, the President shall communicate the disciplinary action in writing and, if possible, meet with the student to discuss reasons for the interim disciplinary action and to allow the student a rebuttal pending a full hearing.

Students are expected to obey all local, state, and federal laws and ordinances, in addition to all the policies and regulations of the College. Students are expected to conduct themselves and dress in a manner that preserves an appropriate atmosphere and will not disrupt teaching and learning activities. In addition, students engaging in student activities, working for the College, or representing the College at special events may be held to guidelines for conduct, dress, and appearance appropriate to that activity.

### EXAMPLES OF PROHIBITED BEHAVIOR

**Academic Integrity:** It is the aim of the Angelina College faculty to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present, as his or her own, any work that he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and is prohibited.

**Cheating:** Complete honesty is required of the student in the presentation of any and all phases of course work. Dishonesty of any kind on examinations, quizzes, or assignments is considered cheating and is prohibited. Common examples of cheating include the following:

- Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs
- Using materials during a test that are not authorized by the test administrator
- Collaborating with another person or persons during an examination or in preparing academic work without authorization

## Student Rights & Responsibilities

- Knowingly and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing in whole or in part, the contents of an administered test
- Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit
- Purchasing or otherwise acquiring or submitting as one's work any research paper or writing assignment prepared by another individual or firm

**Plagiarism:** Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit. Plagiarism is prohibited.

**Alcoholic Beverages:** Student possession or consumption of alcoholic beverages is prohibited on College property. Violations subject to disciplinary action include the possession, consumption, or being under the influence of alcoholic beverages on the college campus or while representing the College during an off-campus activity.

**Illegal Substances:** The possession, distribution, or use of any illegal substance on campus or at any College related function on or off campus is prohibited.

**Tobacco:** Angelina College is a Tobacco Free campus. The use of tobacco products is prohibited on all College property.

**Vapor and E-cigarettes:** The College prohibits use of vapor and e-cigarettes on all College property.

**Housing and Residence Life:** Violations or breaches of the Angelina College Residential Contract by students living in College housing is prohibited.

**Animals on Campus:** Pets and other privately-owned animals are prohibited in any College building unless the Vice President and Dean of Instruction makes a specific exception for academic purposes. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner. Service animals assisting individuals with disabilities are permitted in all College facilities, programs, and events. Students with disabilities should contact the Office of the Dean of Student Services to obtain guidelines and regulations related to service animals.

**Children in the Classroom:** Students bringing children to class without prior consent from the instructor is prohibited.

**Discrimination and Harassment:** Discrimination and Harassment on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age,

## Student Rights & Responsibilities

religion, or any other characteristic protected by institutional policy or state, local, or federal law are prohibited. Further information regarding discrimination and procedures for students who believe they have been subjected to discrimination can be found in the Student Rights and Responsibilities section of the Angelina College Policy and Procedures Manual.

### TITLE IX

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Angelina College is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

To report a violation of Title IX or ask questions regarding Title IX, contact Mr. Steve Hudman, the Dean of Student Affairs/Title IX Coordinator. His office address is C101, his telephone number is 936-633-5293, and his email address is shudman@angelina.edu. Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

**Title IX Grievance Procedure:** The College is committed to prompt and equitable resolution of student complaints of sexual discrimination, including sexual violence, by fellow students through the Discipline Program Procedure. The Title IX Coordinator will monitor the administration of the Discipline Program Procedure to ensure prompt and equitable resolution of the complaint. Other complaints of sexual discrimination (i.e., complaints against College employees) will be investigated and resolved by trained administrators with oversight by the Title IX Coordinator. In addition to the resolution procedures, when a student alleges sexual harassment or assault, the Title IX Coordinator will promptly meet with the student to explain:

- The investigation process, including the importance of treating both parties equitably, and that the complainant and alleged perpetrator will receive written notice of the outcome of the complaint
- Assurance that the College will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate

### Student Rights & Responsibilities

- The College's resolution procedures, making clear that students are not required to work out issues directly with each other and that mediation is not used in sexual assault cases
- Counseling services available either on or off campus
- Possible academic accommodations
- That the College prohibits and will protect complainants from retaliation.

In sexual assault cases, the Title IX Coordinator will urge the student to seek medical attention. The Coordinator will also advise the student of the right to file a criminal complaint as well as to use the College's Student Conduct and Discipline Program. In addition, the Coordinator will explain any legal requirement or school policy to notify police of the alleged assault

The College has a duty to investigate even if the complainant asks that it not do so. If the complainant requests anonymity, the Title IX Coordinator will remind the complainant that he or she will be protected from retaliation, and explain that anonymity may limit the College's ability to respond. Furthermore, the Coordinator will assure the complainant that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the Title IX Coordinator will weigh the complainant's anonymity request against the alleged perpetrator's potential danger to other students. In addition, The Coordinator will determine whether interim protective actions are necessary, such as issuing a "no contact" directive. The Coordinator will follow the initial meeting with a letter to the student reviewing the options and resources and requesting a signed acknowledgment of receipt as well as a written statement indicating the course of action the student wishes to pursue.

**Disruptions:** The use of force, violence, tactics, or behavior that causes obstruction or disruption of teaching, administration, disciplinary procedures, or other college authorized activities on college premises is prohibited. This includes use of language or behavior that disrupts the College learning environment.

**Distribution of Literature, Advertising, Selling or Solicitation:** Selling and soliciting are only permitted on the College's campus and sites with official authorization. Solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills to promote sales without prior approval of Dean of Student Services is prohibited on any College property or in any buildings.

**False Reports:** False reporting of incidents including intentional activation of fire alarms or fire suppression systems on campus when a threat is not imminent is prohibited.

**Falsification of Records:** Knowingly furnishing false information to the College by forging or altering a document, record, or identification is prohibited.

## Student Rights & Responsibilities

**Financial Responsibilities:** Failure to promptly address all financial responsibilities owed Angelina College is prohibited. This includes any student unpaid debts, returned checks, overdue borrowed books, and other cases of financial irresponsibility.

**Firearms, Fireworks, and Explosives:** The unauthorized possession or use of firearms, fireworks, explosives, or unauthorized hazardous chemicals of any description on College grounds or property, including residence halls, is prohibited.

**Food and Drinks:** Possession and consumption of food and drinks is prohibited in the computer labs, classrooms, laboratories, shops, theatre, library, and other designated areas on campus without prior college approval.

**Gambling:** Gambling in any form is prohibited on College grounds and property, including College residence halls.

**Lewd, Indecent or Obscene Conduct:** Lewd, vulgar, indecent, or obscene conduct/expression infringing upon the rights of others and/or disrupting the campus learning environment is prohibited. This includes all Angelina College activities conducted on and off campus property.

**Misuse of Student Identification Card:** The use of a student identification card by anyone other than the person to whom it is issued, and the failure to present or relinquish a student identification card to a member of the faculty, staff, or administration upon request is prohibited.

**Official Directives:** Failure to comply with the lawful directives of all College officials acting within the scope of their responsibilities is prohibited.

**Stalking:** Attempting to control or intimidate another student through behavior or threats is prohibited. A stalker can be anyone, including an unknown person, an acquaintance, or a former intimate partner. A stalker may follow a victim off and on for a period of days, weeks, or even years. A stalking victim feels reasonable fear of bodily injury or death to self or to a family or household member or damage to property. Stalking can be perpetrated by the stalker or by someone acting on her/his behalf. Stalking can take the form of verbal threats or threats conveyed by the stalker's conduct, threatening mail, property damage, surveillance of the victim, or by following the victim.

**Student Dress:** Classroom instructors and College staff in charge of College events have the right to refuse entrance to students dressed in inappropriate attire.

**Terroristic and Bomb Threats:** Terroristic behavior such as sending threatening letters or electronic mail, communicating threats through telephone calls or text messages, and bomb threats are prohibited.



## Student Rights & Responsibilities

**Unauthorized Entry:** The unauthorized entry or use of College buildings, offices, or facilities is prohibited.

**Unauthorized Possession of Keys:** The possession by students of keys to College buildings or facilities that have not been issued by an authorized College official is prohibited.

**Vandalism:** The willful malicious destruction, damage, or defacing of property whether it belongs to the College or another student constitutes an act of vandalism and is prohibited.

**Violent Behavior:** The use or threat of physical violence against another person on College property or at College-sponsored events is prohibited.

**Violation of Local, State or Federal Law:** Any action, event, or group of events that provides grounds for a charge or violation of local, state, or federal laws is prohibited.

## SPECIAL PROCESS PROVISIONS

**Attempted Violations:** In most circumstances, the College will treat attempt to commit any violations of Student Conduct as if that attempt had been completed.

**College as Complainant:** As necessary, Angelina College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

**Immunity for Victims and Witnesses:** At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code to victims and witnesses of serious criminal activity, including sexual harassment and sexual misconduct.

**Bystander Engagement:** At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code when students report a dangerous situation to a College official or seek emergency assistance for themselves or other students.

**Parental Notification:** The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, related to alcohol and/or drug violations. The College may also notify parents/guardians of not-dependent students under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

## Student Rights & Responsibilities

**Notification of Outcomes:** The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release pursuant to the Family Educational Rights and Privacy Act (FERPA). However, the College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/ damage/ vandalism of property and kidnapping/abduction.

### PENALTIES FOR MISCONDUCT

Penalties for misconduct include, but are not limited to the following:

**Warning or Reprimand:** Warning or Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions that are recorded in the Office of the Dean of Student Services.

**Restriction:** Restriction involves specifically prohibiting a student from attending campus activities, occupying campus facilities, or using campus equipment or services.

**Community Service:** Community service is an assignment of unpaid work on campus or in the community with a restorative intent.

**Disciplinary Probation:** Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to:

- Removing the right of the student to receive any college award, scholarships, or financial aid
- Removing the right to occupy any position of leadership in any college or student organization or activity

Disciplinary probation will become a part of the student’s permanent academic record.

**Removal from College Housing:** In certain instances, the college may remove a student from College housing and allow him/her to continue attending classes.

**Course Grade Reduction:** Faculty members may reduce a student’s course grade in response to student behaviors that violate standards set forth in the course syllabus and/or prohibited in the student code.

## Student Rights & Responsibilities

**Administrative Course Withdrawal:** Administrative course withdrawal results in a “W” grade. Angelina College reserves the right to withdraw students from a class or all classes if, in the judgment of the appropriate college official, such withdrawals are in the best interests of students and the college. Students may be withdrawn for reasons of lack of attendance, irresponsible financial conduct, personal misconduct, academic integrity violations, unlawful compliance of a college official, or other academic infractions.

**Disciplinary Suspension:** Suspension is for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except application for readmission. Readmission on probation may be granted at the end of the suspension period. Disciplinary suspension will become a part of the student’s permanent academic record.

**Expulsion:** Expulsion is the permanent removal from Angelina College with no opportunity for readmission. Expulsion will become a part of the student’s permanent academic record.

### PROCEDURES FOR DISCIPLINE PROGRAM

The Office of the Dean of Student Services shall administer the Angelina College Student Conduct and Discipline Program.

**Rules of Evidence and Burden of Proof:** Disciplinary decisions will be based on the preponderance of evidence. Meaning, it is more likely than not an alleged incident occurred. A totality of all available and relevant evidence will be used to establish this preponderance. The burden and responsibility for gathering and evaluating evidence rests with the College. Accused students may elect to not self-incriminate and should be active in presenting relevant evidence to support their position. Witness statements that are unsigned and/or undated will not be considered in discipline process; however, if an investigation stemming from an unsigned and/or undated statement results in the discovery of evidence that misconduct may have occurred, the student responsible for that misconduct may be subject to disciplinary action.

#### Steps in the Student Conduct Process:

1. Dean of Student Services or designee (hereinafter “College Official”) will investigate alleged student misconduct.
2. If the College Official finds sufficient evidence of misconduct, the College Official will issue a letter to the student to schedule a hearing. The letter will include a description of the charge(s) and evidence.
3. College Official will conduct a hearing during which he/she explains the student’s right to due process, reviews the Student Conduct Process including appeal procedures, lists the charge(s), and presents all evidence

## Student Rights & Responsibilities

collected during his/her investigation. The student may present evidence, call witnesses, and/or address witness statements and evidence presented. Complainants and victims may present witnesses and other evidence during the hearing. The outcomes of the hearing will be one of the following:

- a. The student admits misconduct in writing. The College Official will assign appropriate discipline in writing to the student. The student may appeal the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of receiving documentation from the College Official.
  - b. The College Official finds the student presents a preponderance of evidence that he/she is not responsible for the alleged misconduct. The College Official will dismiss the charge(s) against the student in writing.
  - c. After considering all evidence provided by the student, the College Official finds the preponderance of evidence supports the charge(s). The College Official will assign appropriate discipline in writing to the student. The student may appeal the finding of the College Official and/or the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of receiving documentation from the College Official.
4. When a student appeal is received, the Student Conduct Panel will conduct a hearing. During the hearing, the College Official will present the charge(s) and all evidence collected during his/her investigation. Complainants and victims will also be afforded the opportunity to present witnesses and other evidence during the hearing. The accused student may present evidence, call witnesses, and/or address witness statements and evidence presented. The outcomes of the hearing may be one of the following:
  - a. The Student Conduct Panel finds the preponderance of evidence supports the charge(s) and assigns appropriate discipline in writing.
  - b. The Student Conduct Panel finds the preponderance of evidences does not support the charge(s) and dismisses the charge(s) in writing.
5. A student or complainant may appeal the Student Conduct Panel's findings or discipline assignment in writing to the Angelina College President within five (5) business days of receiving documentation from the Student Conduct Panel. The only grounds for appeal are as follows:
  - a. A procedural error occurred that significantly impacted the outcome of the hearing(s) (e.g. substantiated bias, failure to document findings, material deviation from established procedures, etc.)

## Student Rights & Responsibilities

- b. New evidence unavailable during the original hearing or investigation that could substantially impact the original finding or discipline assignment is found. A summary of this new evidence must be included in the written appeal
  - c. The discipline assigned is materially disproportionate to the severity of the violation.
6. The President will review the charge(s), the written findings of the Case Official and the Discipline Panel, and the written appeal from the student to decide the merits of the student's appeal. At his/her sole discretion, the President may meet with the student during his/her deliberation of the appeal. Pursuant to authority delegated to the President by the Angelina College Board of Trustees, the decision of the President is final.

**Student Conduct Panel:** Each year, the Dean of Student Services shall request the Angelina College Committee on Committees assign not less than three (3) faculty members and three (3) professional staff members to the Student Conduct Panel to serve one year terms. A faculty or professional staff member may serve additional one year terms at his/her request if the Dean of Student Services approves. The Dean of Student Services will recruit and appoint not less than three (3) currently enrolled students to serve on the Student Conduct Panel during each semester. The Dean of Student Services or designee shall conduct thorough, appropriate training with the Student Conduct Panel each semester. If a panelist cannot complete his/her term for any reason, the Dean of Student Services shall appoint and train a panelist from the exiting panelist's group (i.e., faculty, professional staff, student) who will serve the remainder of the exiting panelist's term. The Student Conduct Panel shall elect a Chief Panelist each semester by majority vote.

When the Student Conduct Panel receives a student appeal, the Chief Panelist will assign three current panelists, including at least one (1) student but not more than two (2) students, to conduct the hearing and render findings. At the hearing, the findings of the investigation will be admitted, but are not binding on panelists. The goal of the hearing is to provide an appropriate resolution via an equitable process.

## APPEALS

All sanctions imposed by the College Official or Student Conduct Panel will be in effect during any appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to his/her prior status, recognizing that some opportunities lost may be irretrievable in the short term.

## SAFETY ON CAMPUS

Students should exercise caution while on the Angelina College campus to insure their safety. As stated in the student handbook under "parking and traffic" regulations, pedestrians have the right-of-way; however, it is advisable to be cautious when walking to and from the parking areas. When walking to and from classes or to other college activities, use the sidewalks and do not take short cuts

### Student Rights & Responsibilities

through the lawns or parking areas. The college maintains around-the-clock surveillance through the maintenance department. A security guard is on duty during the day and at night, on weekends, and on holidays. Communication with local authorities is by both telephone and portable radio and response time to emergencies is excellent. Auto accidents, criminal activities and other emergencies should be reported immediately to the security guard on duty or the maintenance department. Upon notification, on-site investigation will be conducted to determine the necessity of involving the local authorities and appropriate action to be taken.

Angelina College maintains a policy regarding campus sexual assault programs, which shall be aimed at the prevention of sex offences, and the procedure to follow once a sex offense has occurred. This policy is available through the Student Services Office and is published annually in the student handbook.

Angelina College does not discriminate on the basis of sex, color, race, national origin, age, or disabilities. All buildings on the campus are ramped and equipped with elevators and classrooms are assigned to accommodate persons with disabilities.

## Financial Aid Information

### ***Financial Aid Information***

All information about financial aid and work-study opportunities may be requested from the Financial Aid Office in the Student Center Building, room 208.

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal and state laws require that students must be making satisfactory academic progress (SAP) in their course of study in order to receive federal financial assistance. These standards apply to all periods of attendance, even periods when a student did not receive financial aid. The Angelina College Financial Aid Office will assess satisfactory academic progress at the end of each payment period (Fall term, Spring term, and Summer term).

**Maximum Time Frame:** A student receiving financial aid will be expected to complete his/her educational course of study within a reasonable period of time. The maximum credit hour limit is 150% of the credit hours of the published degree/course requirements for the specific program in which the student is enrolled. Credit hours transferred from another college or university will be included. Developmental hours will be excluded from the 150% maximum. Once the maximum attempted hours are reached, the student is placed on Financial Aid Suspension. No warning letters are provided for maximum time frame.

To make Satisfactory Academic Progress, a student must meet the following:

1. **Minimum Grade Point Average (GPA):** This is a qualitative measure that evaluates a student's GPA on coursework at Angelina College. Students will maintain SAP if their GPA is as follows:

<b>Credit Hours Attempted</b>	<b>Minimum GPA</b>
1 – 20 hours	1.5 GPA
21 - 30 hours	1.75 GPA
31 and above	2.00 GPA

2. **Completion Pace:** This is a quantitative formula that measures whether a student is on pace to complete their education within the maximum time frame. A student must complete at least two thirds of the total **cumulative** hours attempted. Attempted hours for financial aid purposes are the hours a student was enrolled in at the Census Date. Grades of W, I or F will count as non-completed courses. Repeated courses are calculated as a part of pace. A grade of IP in a developmental course will be considered as completion of that course. Credit hours transferred from another institution are counted toward pace but not toward GPA.

## Financial Aid Information

**Warning and Suspension:** A student will be placed on financial aid **warning** status for one payment period if his/her cumulative GPA or Completion Pace is less than that required as stated above. Students will still be eligible for aid for the payment period that they are on a financial aid warning status. **If the student does not reach the Minimum GPA or Completion Pace standards by the end of the warning payment period he/she will be placed on financial aid suspension, and ineligible for Title IV financial aid assistance or TPEG.** Students will be notified of their warning or suspension status.

**Reinstatement of Financial Aid:** A student who has lost eligibility for financial aid assistance may regain eligibility by making Satisfactory Academic Progress if they take coursework which raises their minimum Grade Point Average (GPA) and Completion Rate to the levels outlined above. The student should contact the financial aid office once they have met these requirements.

A student who has been placed on Financial Aid Suspension may also submit a **written appeal** of their suspension to the Financial Aid Office if they feel their inability to make satisfactory academic progress was the result of the death of a relative, an injury or illness of the student, or other special circumstances. The appeal must include a detailed explanation of why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow them to demonstrate satisfactory academic progress by the end of the next payment period. The appeal must include a degree plan signed by the student's advisor, and supporting documentation to assist the appeals committee in making a determination.

The financial aid appeals committee will consider the written appeal, and notification of the committee's decision will be sent to the student prior to the next registration period. Financial Aid appeals will not be processed during a registration period.

**Developmental Courses:** Students may receive aid for no more than 30 credit hours of remedial coursework.

**Repeating Courses:** Students will be allowed to repeat courses for failed or incomplete grades. Students may receive aid only one time for repeating a passed course. In both cases, however, hours attempted for repeating courses will be included in the maximum credit hour limit of 150% as specified in "Maximum Time Frame" above. Refer to the "System of Grading" section of the General Bulletin for repeated course GPA calculation.

### **Minimum Academic Standards for Students Receiving VA Educational Benefits:**

**Satisfactory progress:** A student who is receiving VA educational benefits must maintain a cumulative GPA according to the Financial Aid Satisfactory



## Financial Aid Information

Academic Progress chart above to be considered to be making satisfactory progress.

**Probation:** Students receiving VA educational benefits who fail to achieve the above cumulative GPA, based on the hours attempted, shall be placed on probation for one semester or summer term. If a student achieves a semester or summer term GPA of 2.0 or better during the probationary period, but has not achieved the required cumulative GPA, the student may be continued on probation for one more semester or summer term.

**Unsatisfactory Progress:** If the student on probation fails to achieve a 2.0 GPA at the end of the first probationary period, the student will be reported to the VARO as making unsatisfactory progress. A student who fails to achieve a 2.0 GPA for the second probationary period will be reported to the VARO as being suspended.

## STUDENT CONSUMER INFORMATION

In order to keep future and currently enrolled students informed regarding available financial aid at Angelina College, the following information is submitted for the student's benefit. Any student wishing to review the documents concerning Angelina College's accreditation, approvals, and licensing of educational and professional agencies should contact the Dean of Instruction in the Administration Building. The director of financial aid or his/her designee is available to provide students with information concerning financial aid resources at Angelina College. This office is located in room 208 of the Student Center building.

The average direct educational expense for a student at Angelina College is approximately \$2,060 per semester for tuition, fees, books and supplies based on 14 credit hours. Indirect expenses to consider are transportation, room and board, and miscellaneous items. The budget total for these indirect expenses, as authorized by the Texas Coordinating Board, ranges from \$4,900 for a student who lives with parents/relatives to \$5,950 for an off-campus student per semester. The average cost for a resident student living in the college dormitory is \$4,360. This figure includes tuition, fees, books, room, board, and miscellaneous expenses for one semester for a student enrolled in 14 credit hours. A comparison of Angelina College's costs to that of other Texas colleges can be found online at [collegeforalltexas.com/apps/CollegeMoney](http://collegeforalltexas.com/apps/CollegeMoney). A chart showing actual costs of tuition and fees may be found in the Finances section of this bulletin.

To be eligible to receive Title IV financial aid, a student must be either a United States citizen or an eligible non-citizen, must have a high school diploma or its recognized equivalent, and be making satisfactory progress toward a certificate or degree. In addition, the student must file with the Office of Financial Aid a Student Aid Report (SAR), a statement of selective service registration status, proof of previous year's family income, official transcripts from colleges and all other documents needed to verify application information as requested.

### Financial Aid Information

All applications and required forms are available in the office of financial aid located in room 208 of the college Student Center. The Free Application for Federal Student Aid for the upcoming year is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) beginning in January.

All Title IV Federal Government programs are awarded according to financial need. Pell Grant awards are based upon the Estimated Family Contribution (EFC) number, as reported on the Student Aid Report from the Department of Education, and the academic load for the semester. All other awards are based on need, eligibility, other financial aid awarded to the student, and the total amount of government allocations to the college.

The Federal Work-Study program eligibility is based upon the same criteria as other Title IV financial aid. A student must be enrolled during the employment period. The student works at scheduled times and performs the various duties outlined in the job description. Job descriptions are available in the Human Resources Office. All jobs reflect actual work experiences and students can be terminated if the student cannot perform the job duties as described in the job description or for due cause. Students are paid monthly.

All eligible students whose financial aid is complete are arranged in descending order according to need and awards of the Title IV monies and other grant funds, other than PELL, are made at that time. State allocated funds are disbursed to eligible students on a first-come first serve basis. The amounts will vary depending on the amount of funds allocated by the government to the college. Once the awards are made, the office of financial aid notifies the recipients. A second award process is conducted following registration to award any unclaimed funds.

Award payments for tuition, fees, books, and on-campus room and board are disbursed at registration. When the student is processed at registration, the cost for the above items is deducted from the award and the student receives the remainder of the award, if any, within two weeks of the college's cutoff of further charges to the award. Any awards made after balance disbursement checks have been issued will be made by check within two fourteen days of file completion. All checks will be mailed to the address on file in the Office of the Registrar.

### **FINANCIAL AID REFUND POLICY**

Financial aid will be awarded to student accounts by the Financial Aid Office, and the Business Office will apply payments for tuition and fees, room and board for dormitory students, and any charges authorized by the student, to the aid in their student account through the end of the add/drop period (Census Date or 12<sup>th</sup> Class Day; see the schedule published in the Angelina College General Bulletin for this date each term). At the end of the add/drop period, the Financial Aid Office and Business Office will review each student's account and eligibility for aid, make any adjustments for changes in enrollment status, and then calculate student account credit balances. Once a determination has been made, if a credit balance refund is

## Financial Aid Information

due the student, the refund is made to the student within 14 days. The refund will be issued in the form of a check made payable to the student, and mailed to the student's address on file with the Office of the Registrar or deposited by direct deposit to an account designated by the student. If aid is awarded or the student withdraws from their classes after the end of the add/drop period, any credit balance refunds due to the student will be issued within 14 days of the award date or withdrawal date on a rolling basis during each semester.

**Changes in enrollment status, including dropping courses, withdrawing from the college, or stopping attendance, could result in a reduction of the students' financial aid award, and therefore may reduce or eliminate a potential credit balance.** Credit balance refunds, where tuition and fee payments are made by any federal, state, or local financial aid program will be credited back to the proper program if a student:

1. Withdraws or fails to complete a period of enrollment.
2. Reduces their credit to below their original Pell award status.
3. Does not register for the period of attendance for which aid was intended.

**Angelina College follows the state-mandated refund policy for students who withdraw from all classes OR reduce their credit hour load, as follows:**

Regular Terms		Summer Terms	
Date of Withdrawal	% Refund	Date of Withdrawal	% Refund
Prior to 1st class day . . . . .	100%	Prior to 1st class day . . . . .	100%
During the first 15 class days . . . .	70%	During the first 5 class days . . . . .	70%
During 16th thru 20th class days . .	25%	During the 6th class day . . . . .	25%
After the 20th class day . . . . .	0%	After the 6th class day . . . . .	0%

**Students planning to drop a course or withdraw from the college should see the Financial Aid Office to determine how their aid will be affected.** A student may drop a course or courses by completing the necessary form in the Office of the Registrar. A student withdrawing from the college must see their assigned advisor to complete an exit interview, and submit their request in writing in person or via fax or mail. All necessary forms can be obtained in the Office of the Registrar. Please see the Angelina College *General Bulletin* for complete requirements for officially withdrawing from the college.

According to federal regulations refunds must be credited back to the federal programs in this order\*:

1. Federal Pell Grant Program
2. Federal SEOG Program
3. Other Title IV Programs
4. Other Federal, State, private, or institutional assistance
5. The student

## Financial Aid Information

\* Angelina College does not participate in any student loan programs, including the Federal Stafford Loan, the Perkins Loan, or the Federal Plus programs.

### **FINANCIAL AID RETURN TO TITLE IV POLICY**

**Students receiving financial aid who withdraw or stop attending may be required to return a portion of financial aid received.** Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22] require Angelina College to calculate a refund and repayment of federal aid (Pell Grant and FSEOG at Angelina College) received by students who withdraw prior to the 60% point of a term for which he/she has received federal financial aid.

**Withdrawal Date:** According to these regulations, Angelina College and the student are allowed to retain only the amount of Title IV (federal) financial aid that is earned. If a student withdraws or stops participating in classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of academic attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (e.g., letter, withdrawal form, in-person), the mid-point of the term, or the last documented date of attendance in an academically-related activity (e.g., documented attendance in a class or lab or submission of an assignment in an on-line course).

**Process for Calculation of Amount of Title IV Aid Earned by the Student:** For any financial aid recipient who terminates enrollment prior to the 60% point of the semester, the Financial Aid office will calculate Return of Title IV refunds every 30 days up through the 60% point of the semester. The percentage of aid the student has earned is equal to the percentage of the semester the student has completed (date the student withdrew from all classes). This percentage is computed by dividing the total number of calendar days completed as of the last date of attendance by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this completed percentage, up to 60%. If the withdrawal occurs after the 60% point, the percentage is equal to 100%. The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting earned aid from 100%.

A student who fails all of their classes in a term may be subject to a Return to Title IV (R2T4) calculation. If a student “earned” at least one of their F’s (i.e. they participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because they stopped attending at some point in the semester, then a R2T4 calculation is required based on the last documented date of attendance. If a last date of attendance cannot be determined, the 50% point of the term will be used as the withdrawal date, and the unearned aid will be 50%.

## Financial Aid Information

**Post-Withdrawal Disbursement:** If the student received less federal financial aid than the amount earned, Angelina College will disburse the amount of earned grant funds that are not credited to the student's account. This post-withdrawal disbursement is paid directly to the student in the form of a check sent to the student's address on file in the Office of the Registrar. This check will be sent within 45 days after Angelina College has determined that the student withdrew.

**Title IV Aid to be Returned by Angelina College:** Angelina College is required to return the lesser of the unearned aid percentage applied to institutional charges, **or** the unearned aid percentage applied to the total Title IV aid received, within 45 days of the date of determination of the withdrawal. Unearned aid will be returned to the aid programs in the following order: Federal Pell Grant, FSEOG.

**Title IV Aid to be Returned by the Student:** The student is required to pay the difference between the amount of unearned aid and the amount returned by the College. Federal regulations allow colleges and universities to charge a student for any amount paid on the student's behalf. Angelina College considers a student responsible for reimbursement of any expenditures made on his or her behalf beyond tuition and fees, books, and room and board for dormitory students, and will bill the student for any account balance created when the college is required to return the financial aid.

The student must return the unearned aid that the school is not responsible for returning. If the student's portion of the unearned aid includes federal grants, they are only required to return the grant amount that exceeds 50% of the original federal grant aid received for that semester. If the amount the student owes is less than \$50, then no payment is required.

**Financial Aid Overpayments and Loss of Eligibility for Aid:** If a Return of Title IV calculation determines that a student owes money to the Department of Education, that student is considered to have received an overpayment. Within 30 days of this determination, the student will be sent a letter notifying them of the balance that they owe. They will be given 45 days to repay the debt to Angelina College from the date the notification is sent. **Any unpaid accounts will be reported to the National Student Loan Data System (NSLDS) and turned over to the Debt Resolution Services for collection. Any student considered to have received an overpayment is not eligible for federal financial aid at any institution until the overpayment is resolved.** The overpayment may be resolved by being paid in full to Angelina College. It can also be resolved by contacting the Debt Resolution Services if the account has been referred for collection. The student must pay the overpayment amount in full or make payment arrangements with Debt Resolution Services.

## Financial Aid Information

### FINANCIAL AID DEADLINES

In order for students to have their financial aid funds available for use at registration, all financial aid papers must be complete and in the Financial Aid Office before the following dates:

Summer Semester	Fall Semester	Spring Semester
April 28 <sup>th</sup>	July 20 <sup>th</sup>	November 15 <sup>th</sup>

Students who do NOT have their financial aid papers complete at the deadlines indicated will have to seek alternative ways to pay for their tuition, fees, books, etc. These students will receive their financial aid monies at the date of the usual second disbursement.

### TYPES OF STUDENT FINANCIAL AID AVAILABLE

**PELL grants:** The Federal PELL grant program is a federal aid program designed to provide financial assistance to those students who demonstrate financial need. Eligibility for this program is limited to students who have never received a bachelor's degree, are enrolled, and who meet the need-based criteria set up by the federal government. Applications for this program are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application is processed, need is determined, and a Student Aid Report is mailed directly to the student, with a copy sent to all schools listed by the student on the FAFSA. The college will review SAR information request additional documentation as needed and review the student's eligibility for aid, so that an actual award can be determined.

**Other Grant Programs:** The Federal Supplemental Educational Opportunity Grant (FSEOG), Texas Public Education Grant (TPEG), Texas Grant, and Texas Educational Opportunity Grant (TEOG) are all needs-based programs. A student must file a FAFSA in order to be considered for any of these programs.

**Federal Student Loans:** Angelina College **does not participate** in any student loan program.

**Federal Work-study:** Through cooperative funding between the Federal Government, the State of Texas, and Angelina College, the college is able to provide employment for students on campus while they attend school. During the school year, part-time employment, not to exceed an average of fifteen (15) hours per week, is offered to students who show evidence of financial need. When classes are not in session, qualified students may work up to thirty-five (35) hours per week.

To qualify for such employment, students must be enrolled or must be accepted for enrollment in the following semester, must evidence good academic standing and must show evidence of financial need. Students accepted for employment in this program may be assigned some activity under the college jurisdiction. Types of jobs offered include office clerk, library assistant, grounds keeper and laboratory assistant.

## Financial Aid Information

**Scholarship/Tuition Waivers:** Angelina College offers a number of scholarships, some based upon academic performance and others for specific criteria. See page 52 of this bulletin for a complete listing of institutional scholarships. There are a number of tuition waivers mandated by the Texas State Legislature. (See the Tuition and Fees – Limitations section)

### **FINANCIAL ASSISTANCE FOR VETERANS AND THEIR DEPENDENTS**

Angelina college is committed to assisting veterans in making the transition to college life, and to help veterans secure the federal VA and state education benefits available to help them pay for college coursework for themselves and their eligible dependents. The VA Certifying Official is located in Room 208 of the Student Center:

#### **FEDERAL VETERANS BENEFITS**

Students seeking financial assistance through one of the federal VA programs (see list below) must meet with the VA Certifying Official prior to the start of the first semester at AC to make sure their file is complete. The following documents are required before the VA Certifying Official will certify the student for VA benefits:

1. Certificate of Eligibility (apply at [www.gibill.va.gov](http://www.gibill.va.gov))
2. 28-1905 from Houston case manager (for Vocational Rehabilitation recipients)
3. DD Form 214 (member 4 copy if a Veteran)
4. Transcripts (military transcript AND an official transcript from all college attended)
5. Kicker Documentation (if applicable)
6. 22-1995 or 22-5495 (submit online at [www.gibill.va.gov](http://www.gibill.va.gov) if a transfer student or changing degree plans)
7. Class Schedule
8. NOBE (if using 1606)

All chapters must pay for tuition by the published deadline unless using Vocational Rehabilitation or Post 9/11 Benefits. Angelina College is not a Yellow Ribbon institution, so out of state post 9/11 students must pay their out of state fees.

#### **The following VA Benefits are available:**

**Montgomery G.I. Bill** (Chapter 30). The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.

**Post 9/11 G.I. Bill** (Chapter 33). The Post-9/11 G.I. Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 11, 2001, or individuals discharged with a service-connected

## Financial Aid Information

disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 G.I. Bill.

**Public Law 894.** Under the provisions of this law, veterans who, as a result of a service-connected disability, require retraining or other vocational rehabilitation, may be entitled to educational assistance. Veterans must meet with a vocational rehabilitation counselor from the VA to receive these benefits.

Students who meet one of these conditions should contact the Veterans Representative in room 208 of the Student Center. Any students enrolling under any of the various provisions outlined herein should bring with them sufficient funds to defray initial costs of tuition, fees, books, personal expenses, etc., since there is usually a period of four to six weeks before the veteran or other eligible person receives the initial payment from the Veterans Administration.

**Hazlewood Act.** The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including some fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. Veterans and their dependents who feel they may qualify for benefits under the Hazlewood Act should review the information and applications provided on the webpage of the Texas Veterans Commission at <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Completed applications and all supporting documentation should be submitted to the Veterans Financial Aid Advisor in Room 208 of the Student Center.

To qualify for the Hazlewood Act, a Veteran must:

- At the time of entry into the U.S. Armed Forces, have designated Texas as Home of Record; or entered the service in Texas; or was a Texas resident;
- Have received an honorable discharge or separation or a general discharge under honorable conditions;
- Have served at least 181 days of active duty service (excluding training);
- Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; Pell and SEOG are not relevant) for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Not be in default on a student loan made or guaranteed by the State of Texas; and
- Enroll in classes for which the college receives tax support.
- Veterans who are granted their first Hazlewood Act exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to the Veterans who either received the exemption prior to the 2011-2012 academic year, have reenlisted into active duty, or reside with a spouse who is on active duty.



### Financial Aid Information

The Hazlewood Act is also extended to spouses and dependent children of **eligible** active duty, Texas National Guard, and Air National Guard Veterans who died in the line of duty or as a result of injury or illness directly related to military service, are missing in action, or who became totally disabled for purposes of employability as a result of a service-related injury or illness. Each child and spouse will receive a 150 credit hour exemption.

Eligible Veterans may assign unused hours of exemption eligibility to a child under certain conditions. To qualify for the Hazlewood Legacy Act, a child must:

- Qualify for resident tuition;
- Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year;
- Be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and
- Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution.

### STATE VOCATIONAL REHABILITATION

The Department of Assistive & Rehabilitative Services offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided a DARS counselor has approved their vocational objectives. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such service should be made to:

**Department of Assistive & Rehabilitative Services  
Lufkin District Office  
3201 South Medford Drive, #6  
Lufkin TX 75901  
(936) 639-2361**

### ANGELINA COLLEGE SCHOLARSHIPS

#### SCHOLARSHIP APPLICATION INFORMATION

The Angelina College Scholarship Committee recommends that the first thing a student should do when making application for scholarships is to complete the FAFSA (Free Application for Federal Student Aid). This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Completion of this application will indicate to students if they qualify for Federal financial aid, which includes the Pell Grant, Supplemental

## Scholarships

Education Opportunity Grants, and College Work-study programs. It could also qualify a student for the Texas Public Education Grant or Texas Grant. **Also, eligibility for several of the Angelina College scholarships depends upon Federal financial aid eligibility.**

The Angelina College General Scholarship Application can be completed at [www.angelina.edu/angelina-college-scholarships](http://www.angelina.edu/angelina-college-scholarships).

Angelina College offers over 200 scholarship awards during the fall and spring semesters. The eligibility criteria for those scholarships vary considerably. Listed below are the major categories of scholarships available at Angelina College. When you begin completing the application for scholarship, you will be asked to check one or more of the following scholarship categories for which you are applying.

### Category One – General Academic Scholarships

These scholarships are available primarily to recent high school graduates who have demonstrated academic excellence in high school. However, some academic scholarships are awarded to continuing students at AC or transfer students who have demonstrated academic excellence in their college courses. To be considered for an academic scholarship, the student is strongly encouraged to submit ACT or SAT test scores with the scholarship application.

### Category Two – Angelina Challenge Award

This scholarship is reserved for recent graduates of accredited high schools in Angelina County and is awarded on a first-come first-served basis. To be eligible for this award, students must apply for the Pell Grant, and must not qualify for more than \$1,000 in Federal financial aid, scholarships, or other financial aid.

### Category Three – Boon Scholarships

There are two Boon Scholarships, the Boon Opportunity Scholarship and the Boon Teaching Award. The Boon Opportunity Award is reserved for adult students returning to college from the world of work, homemaking, or students completing their GED. The Boon Teaching Award is reserved for students in a pre-education major from one of the counties in the college service area who plan to teach in this area upon completion of their degree.

### Category Four – Health Careers Scholarships

These scholarships are reserved for students currently enrolled in a health careers program.

### Category Five – Vivian Ezelle Johnson Scholarships

These scholarships are reserved for students who have a documented physical disability.

## Scholarships

### Category Six – Shands Family and Ellen C. Temple Scholarships

These scholarships are reserved for recent graduates of accredited public high schools in Angelina County and are awarded on a first-come, first-served basis. To be eligible for these awards, students must complete the FAFSA as well as an Angelina College general scholarship application, and must not qualify for more than \$1,000 in other aid. The award will cover mandatory tuition and fees for up to 12 semester hours, or \$700 each semester for the first two semesters of enrollment. Students must enroll during the first academic year following high school graduation. The award does not apply to summer semesters unless the student has been enrolled and received the Angelina Challenge award during the preceding Fall or Spring semester.

## **SCHOLARSHIP PROGRAMS**

A number of scholarships are made available to students by individuals and organizations interested in the education of worthy students in the community. Various divisions of the college, local businesses, organizations and the college scholarship committee award these scholarships. The Angelina College Scholarship Application is available online at [www.angelina.edu/angelina-college-scholarships/](http://www.angelina.edu/angelina-college-scholarships/). Recent high school graduates are strongly encouraged to submit ACT or SAT results with scholarship applications.

Scholarship amounts vary from \$100 per semester up to full tuition and fees. Most scholarships are awarded for a period of four semesters of consecutive enrollment. Unless otherwise stated, all scholarship recipients must maintain a GPA of at least 2.75. Listed below are the categories of scholarships offered and the many scholarships that fall within those categories.

### **Angelina Challenge Award**

A unique scholarship program that challenges all high school students to graduate from high school and set goals that lead to college or technical careers, and ensures that graduates will have the resources to begin college. This scholarship was established on the 25 anniversary of Angelina College through an endowment started with a donation from the estate of Ms. Effie Boon, a lifelong public school teacher from Angelina County who valued the opportunity of public education.

This scholarship is reserved for recent graduates of accredited public high schools in Angelina County and is awarded on a first-come, first-served basis. To be eligible for this award, students must complete the FAFSA as well as an Angelina College general scholarship application, and must not qualify for more than \$1,000 in financial aid. (i.e. Pell, other federal and state grants, Angelina College scholarships and other aid). The award will cover mandatory tuition and fees for up to 12 semester hours of study each semester for the first two semesters of enrollment. Students must enroll during the first academic year following high school graduation. The award does not apply to summer semesters unless the student has been enrolled and received the Angelina Challenge award during the preceding fall or spring semester.

## Scholarships

### **Boon Scholarships**

Through a donation by the estate of Ms. Effie Boon, a lifelong public school teacher from Angelina County who valued the opportunity of public education, the Boon Opportunity and Boon Teaching Awards were established.

**Boon Opportunity Award** is designated for adults seeking the opportunity to continue their education by returning to school from the workforce or homemaking, or for students completing their GED and continuing their education.

**Boon Teaching Award** is designated for education majors from the Angelina College service area that plan on teaching in this area following receipt of their degree.

### **Shands Family Scholarship**

Established by the Shands family, these scholarships are designed to serve students who have financial need that is not met by other scholarships or financial aid. Priority is given to those students majoring in high demand occupations. These one-time scholarships are awarded each semester.

### **Ellen C. Temple Scholarship**

Established by the Temple family, these scholarships are designed to help students meet financial need that is not met by scholarships or other financial aid in order to encourage enrollment and graduation for promising students.

## **GENERAL ACADEMIC AND TECHNOLOGICAL SCHOLARSHIPS**

**Angelina College Alumni & Friends Scholarship** – Angelina College Alumni and Friends have endowed these general scholarships for deserving students.

**Angelina College Service League Scholarship** – AC Service League endowed this scholarship for Lufkin High School graduates with funds raised by various fundraisers and Children's Theater productions.

**David Carl Arnett Memorial Scholarship** – The family of David Carl Arnett established this scholarship in his memory. Mr. Arnett was an Angelina County native as well as a long-time accountant. This scholarship is for a Business or Accounting major.

**Ninon Gibson and Ralph C. Arnett, Jr. Scholarship** – The children of Ninon Gibson Arnett, a Trinity county native, and Ralph C. Arnett, Jr., and Angelina county native, have established this scholarship in memory of their parents. As Mr. and Mrs. Arnett strongly encouraged higher education, an education major is given preference.

**John W. Baldwin Liberal Arts Scholarship** – Children of John W. Baldwin established this scholarship to honor their father, a charter member of the Liberal

## Scholarships

Arts faculty from the college's inception in 1968 until he retired in 1998. The recipient must be a Liberal Arts major.

**R.E. "Mutt" Barr Memorial Endowment Scholarship** – Mrs. Veta Barr established this scholarship in memory of her late husband who was a friend and supporter of Angelina College for many years. Recipients must maintain a 2.5 GPA.

**Dr. Al Bassinger Memorial Scholarship** – The Al Bassinger family and friends established this scholarship in memory of Dr. Al Bassinger, a biology faculty member, who was a teacher much admired and respected by his students during his 23 year tenure at Angelina College. This scholarship is reserved for science or health careers majors.

**Beatrice Berry – Robbie Gilbert Memorial Scholarship** – The Altrusa Club of Lufkin has established this scholarship in memory of Robbie Gilbert and Beatrice Berry for their work in the Altrusa Club and involvement in civic activities. Recipient must be a female student majoring in nursing or business.

**Vernon R. Berry Memorial Fund** – Pauline Berry McCullough established this scholarship in memory of Vernon R. Berry, a Lufkin attorney.

**Judge Clyde Black Scholarship (Honoring Daughter Ashley)** – Judge Clyde Black established this scholarship in memory of his daughter, Ashley. To be considered, students should demonstrate work ethic by writing a brief essay on Ashley Black Krajca's involvement with the South Florida Student Shark Program at the University of Miami (circa 2009). This scholarship assists students from Houston County with financial need.

**Gus Boesch Jr. Business Scholarship** – This scholarship was established in memory of Gus Boesch, Jr., a businessman in both real estate and retail. As a loving tribute to him, his family has endowed this scholarship to business majors planning to transfer to a four year university. Minimum GPA is 3.0.

**Justin Colt Briley Memorial Scholarship** – This scholarship was established by the friends and family of Justin Colt Briley to honor the memory of a kind, outgoing, and likeable young man, who was an Angelina College student and graduate of Chireno High School. Recipient must be a graduate of Chireno High School and be recommended by the Chireno High School counselor.

**Oscar Brookshire Endowment Scholarship** – The family and friends of Oscar Brookshire established this scholarship in memory of his long-time dedication and service to the college as chairman of the Angelina College Development Committee and as chairman of the Board of Trustees of the college. Awarded to a Business major.

## Scholarships

**Estes Family Scholarship** – The Estes family established this scholarship in 2006 to assist outstanding math, science, or art majors in their educational pursuits. Recipients must graduate in the top 20 percent of their high school class or have a college GPA of 3.0 or higher.

**Morgan M. Flournoy Endowment Scholarship** – The family and friends of Morgan M. Flournoy established this endowment as a memorial to Mr. Flournoy who served on the Angelina College Development Committee, and who supported many goals of Angelina College.

**Ruby Flournoy Memorial Scholarship** – Established in 2009 by the family and friends of Ruby Flournoy in memory of her incredible life full of learning, teaching, hard work and diligence. This scholarship is awarded to an outstanding non-traditional female student at Angelina College.

**Melvin & Era Gibbs Memorial Endowment Automotive Scholarship** – William E. Gibbs and friends of Melvin & Era Gibbs established this scholarship in memory of Mr. & Mrs. Gibbs.

**Horace and Vivian Gillespie Memorial General Scholarship** –Dr. and Mrs. Horace F. Gillespie established this endowment fund out of a desire to encourage students in the East Texas area to acquire an education at Angelina College. This scholarship is awarded to a Liberal Arts, science, or nursing major.

**W.J. Harbuck Memorial Scholarship** – Geri Paulette, Gary Currie, Steve Currie and Charlotte Whisenant established this scholarship to honor W.J. Harbuck who was a hard-working person and supporter of Angelina County for many years. Awarded to a business major.

**Elma Hawkins Henderson Scholarship** – This scholarship was established by the family of Mrs. Henderson, a life-long resident of Angelina County and long-time teacher in the public schools, to encourage area students to continue their education beyond the secondary level. Priority given to education majors.

**George H. Henderson, Jr. Scholarship** – This scholarship was established in memory of long-time Angelina College board member George Henderson, Jr. As a proponent of education, this scholarship is designed to help students that might not otherwise be able to attend college.

**Gary “Butch” Hennessee, Jr. Memorial Scholarship** – This scholarship is given in memory of a special son, “Butch”, who wouldn’t let epilepsy limit his indomitable spirit. He used whatever resources he had to help his community and his gentle spirit enriched the lives of all who knew him. Recipients must not be receiving any other needs based assistance.

## Scholarships

**Dr. Jack Hudgins Memorial Scholarship** – Dr. Hudgins was selected as the first president of Angelina College on December 12, 1966 by the Board of Trustees. Even after he stepped down as president in 1991, he was an active and beloved member of the college community, teaching music part-time and instilling a love of music and learning in his students. In honor of his many contributions to the college, this scholarship was established by friends and family to recognize outstanding students.

**John G. “Jack” Humphrey Endowed Engineering Scholarship** – This scholarship was established in memory of John G. “Jack” Humphrey, a native of Angelina County, by his nephew, David Richardson. Mr. Humphrey served his country in World War I and again in World War II. He received his engineering degree from Texas A&M in 1926. His career in engineering spanned more than forty years.

**Captain John C. Hurst Memorial Scholarship** – Fellow Marines and friends of Captain John C. Hurst established this scholarship in his memory. Captain Hurst was killed in action in Vietnam on July 13, 1968. He was a pilot who had flown over 200 missions and had been awarded the Distinguished Flying Cross, one of the Air Force’s highest decorations. He was a quarterback on his high school football team, president of his fraternity at the University of Texas, and a leader of men.

**Ms. Evie Hutson Memorial Scholarship** – This scholarship was endowed by the Apple Springs High Old Timers Association to assist Apple Springs High School graduates. Recipients must maintain a 3.00 GPA.

**Kingham Family Scholarship** – This scholarship was established by the Kingham Families as a memorial to Tom Jack Lucas, a teacher in the Lufkin Independent School District for 35 years.

**Ladies Auxiliary V.F.W. Post 1836 Scholarship** – This scholarship was established by the Ladies Auxiliary of V.F.W. Post 1836 to honor an outstanding student attending Angelina College.

**Hellen Joy Reeves Loomer Memorial Scholarship** – J.L. Loomer family and friends established this memorial scholarship in honor of Hellen Joy Reeves Loomer to support students of the college who have significant interest in their education.

**Lovett Pinetum Botany Scholarship** – This scholarship was established to encourage students to consider the study of plants as a career and to promote the academic study of field taxonomy as well as practical aspects of plant propagation and management. The Angelina Unit of the Lovett Pinetum is available to all interested students. Students must be beyond their first semester, have taken a botany class, and maintain a GPA of 3.0 or higher.

**Lufkin Association of Realtors Scholarship** – This scholarship was established by the Lufkin Association of Realtors to provide financial assistance to an Angelina

## Scholarships

County high school graduate who otherwise could not attend college. Student must be a recent high school graduate that is majoring in business.

**Lufkin Coca-Cola Centennial Scholarship** – This scholarship was established by the Lufkin Coca-Cola Bottling Company in 2005 in honor of its centennial. It represents a continuing commitment to the community and to the support of education. Recipients must be residents of Angelina, Polk, or Trinity counties.

**Lufkin NAACP Scholarship** – The NAACP Branch #1699 has established the “Stay in School, Back to School Scholarship.” This award is open to residents of Angelina County who are enrolling or currently attending Angelina College. The scholarship is intended to assist with the expense of tuition as well as the purchase of required books or materials necessary for courses. Students interested in applying for this scholarship can obtain an application from the Angelina College Scholarship Coordinator in the Student Center, Room 208 or by emailing [scholarships@angelina.edu](mailto:scholarships@angelina.edu)

**Lufkin Rotary Club Scholarship** – The Rotary Club of Lufkin emphasizes service to the community and works towards the leadership of tomorrow. Recipients must have an outstanding record of community service in school and civic activities.

**Susan G. Mathis Scholarship** – Susan was a life-long resident of Lufkin. She attended Stephen F. Austin State University and received a B.A. in mathematics and a B.B.A. in accounting. She practiced as a Certified Public Accountant in Lufkin. Her friends and family created this scholarship in her memory to recognize an outstanding math or business major.

**Audrey Medford National Wild Turkey Federation Art Scholarship** – The Pineywoods Chapter of the National Wild Turkey Federation donated this scholarship in memory of local artist Audrey Medford, who helped develop the wild turkey resource in East Texas by donating her art to raise money for the restoration of the wild turkey species. Students chosen must donate one piece of their work to help raise additional funds for this scholarship.

**Al Meyer Ford Scholarship** – This scholarship is provided by Al Meyer Ford and awarded to a deserving student in the Automotive Technology program. Faculty recommendation is required.

**Mike C. Milliff Scholarship** – This scholarship was established by Mr. & Mrs. Bill Trout as a memorial to Mike C. Milliff who served honorably in the United States Air Force during WWII, and also served his family, community, and church in a Christian manner.

**Morgan Insurance Agency Scholarship** – Established by Morgan Insurance to provide financial assistance for those who could not otherwise attend college. Recipients must demonstrate need as well as maintain a 2.50 GPA.



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**Mr. & Mrs. O.J. Moss Memorial Fund** – This scholarship was established by family and friends of Mr. & Mrs. O.J. Moss who were genuinely interested in the musical activities at Angelina College. Mr. & Mrs. Moss of Bryan, Texas, were the parents of Mrs. Jack W. Hudgins.

**The Richard D. Norton, Jr., Memorial Scholarship** – Richard, nicknamed Riché, whose life work was in counseling, was a great believer in the value of education. A lifetime resident of New Orleans, Richard spent many summers in Lufkin with his grandparents, Ralph and Minnie Arnett, and maintained close ties with his family in Lufkin. His cousins have established this scholarship in his memory. Recipient must be a 2nd year student majoring in Psychology, Social Work or Human Services.

**Emilie Oates Scholarship** – This scholarship was established by Mr. & Mrs. W.J. Oates to encourage Diboll area students to pursue a college education.

**Cody “O” Oliver Memorial Scholarship** – Partners of Sam’s Club, family and friends established this scholarship honoring the memory of Cody Oliver in order to help outstanding students fulfill their goals, and in some small way, fulfilling Cody’s at the same time.

**Parrish Memorial Scholarship** – This scholarship was established by the Parrish family estate in honor of the Parrish family, a pioneer Angelina County family from the Burke area. Two family members, Flossie and Kirtley Parrish, were long-time public school teachers.

**Mary Knott Perkins Scholarship** – Established by the family and friends of Mary Knott Perkins as a lasting tribute to her memory.

**Mr. & Mrs. John B. Perry Scholarship** – This scholarship was established by Mrs. John B. Perry in memory of her husband, John B. Perry. After her death, family and friends requested that the fund be designated as a memorial to both.

**Robert L. Poland Engineering Scholarship** – This endowment fund was established by Mr. & Mrs. Robert L. Poland, Jr. in honor of Robert L. Poland, Sr. Mr. Poland served Angelina College as a member of the original Board of Trustees for 12 years. Recipients must demonstrate financial need and maintain a 2.50 GPA.

**H.C. Polk, Jr. Memorial Scholarship** – This memorial to honor Mr. H.C. Polk, Jr., a life-long civic leader, is funded by the Lufkin Host Noon Lions Club through proceeds from the Z&OO Railroad located at Ellen Trout Park and Zoo and by proceeds from the Angelina County Benefit Rodeo. Recipients must be a resident of Angelina County.

**Lynn D. Reynolds Criminal Justice Scholarship** – This scholarship is a memorial to Lynn Reynolds, a career law enforcement officer. Mr. Reynolds retired as a

## Scholarships

Captain with the Washington D.C. Department of Corrections. This scholarship is reserved for Criminal Justice or Law Enforcement majors.

**Mabel Stokes Richardson Scholarship** – This scholarship was established in honor of Mrs. Mabel Stokes Richardson as a birthday and Mother's Day gift by one of her sons. It is reserved for students with a 3.0 GPA with preference given to graduates of an Angelina or Cherokee County high school.

**Wilma Barton Rosanky Memorial Scholarship** – This endowment was established through a donation in memory of Wilma (Barton) Rosanky, a 1950 graduate of Apple Springs High School and a devoted member and supporter of the Apple Springs Old-Timers Association. Recipients must be an Apple Springs graduate and maintain a 2.5 GPA.

**J.B. and Kathryn Sallas Charitable Foundation Scholarship** – Established in memory of J.B. and Kathryn Sallas, this scholarship will be awarded to help graduates from Houston County schools further their education.

**John G. Saxton Memorial Scholarship** – This scholarship was established as a memorial to Mr. Saxton by family and friends.

**The Reverend H.E. Small Memorial Fund** – Friends of Reverend Small established this scholarship in his memory. He was the pastor of Calvary Baptist Church in Lufkin for many years.

**The Southland Foundation Scholarship** – This scholarship was established by the Southland Foundation. Preference is given to East Texas students. Students must rank in the top 20% of their graduating class.

**P.D. and Nell Humphrey Stokes Scholarship** – This scholarship was established in honor of Mr. & Mrs. Stokes by their grandson, David Richardson. The Stokes were farmers and long-time residents of Angelina County. Recipient must be a Texas resident and preference is given to those from Angelina or Cherokee County.

**T.L.L. Temple Foundation 21<sup>st</sup> Century Scholars Award** – These scholarships are provided by the T.L.L. Temple Foundation for graduates of one of the high schools in the following counties: Angelina, Cherokee, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, Trinity, or Tyler. Student must be in the top 20% of graduating class and have SAT scores of not less than 950 or an ACT composite score of at least 19.

**Rebecca Townsend Scholarship** – Rebecca Townsend, an Angelina County teacher, was well-known in the field of education. Her many friends have established this scholarship in her honor.

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**Tyler County Youth Development Scholarship** – Established to create a perpetual scholarship at Angelina County for deserving Tyler County students. Recipients must be graduates of a Tyler County high school and must demonstrate financial need not met by other scholarships, state or federal financial aid.

**Lieutenant Howard Joseph Walker Memorial Scholarship** – Judge David Walker and his wife, Virginia Walker, established this scholarship in honor of Lt. Howard Joseph Walker who was killed in action in the Korean War on October 6, 1952. He was always known as “Joe”. He loved fishing, hunting, and scouting. He was a 1945 graduate of Lufkin High School and a 1949 graduate of Sam Houston State University. He enlisted in the United States Air Force shortly after college and became a fighter pilot. He was the son of Howard and Ethel Walker. This scholarship is to recognize an outstanding business major.

**Watters Patriotism Scholarship** – Established as a memorial to Steve Watters, the college’s Vice President of Business Services from 1988 to 2010, this scholarship is awarded to a student who has actively displayed interest in serving the nation, the community, or the college and is recommended by faculty, student organization sponsors, or community organizations.

**Ben Wilson Memorial Scholarship** – The family and friends of Ben Wilson established this scholarship in 2004. Ben was an accomplished baseball player and a graduate of Hudson High School, Angelina College, and Stephen F. Austin State University. Recipients must be graduates of Hudson High School.

**Charlie Wilson Scholarship** – This scholarship was established as a memorial tribute to Congressman Charlie Wilson who served our nation and the citizens of East Texas for many years. Charlie was dedicated to providing educational opportunity for everyone and was instrumental in the development of Angelina College. Preference will be given to a political science or history major.

**Royce Lynn Wilson Memorial Scholarship** – This scholarship honors the memory of Royce Lynn Wilson and provides financial assistance for tuition, fees, and books for a deserving science or mathematics student at Angelina College.

## HEALTH CAREERS SCHOLARSHIPS

**Angelina County Medical Alliance Health Scholarship** – The Angelina County Medical Alliance has always supported paramedical careers. With the establishment of the Health Careers Program at Angelina College, the Alliance chose this method to promote health careers for Angelina County.

**Dr. R.K. Arnett and June Holton Arnett Memorial Scholarship** – The family and friends of R.K. Arnett, M.D. established this scholarship in memory of Dr. Arnett who practiced medicine in Angelina County for 40 years and his wife June Holton Arnett. Recipients must be a second year health careers major.

## Scholarships

**Evelyn Brennan Aust Nursing Memorial** – A memorial for her sister-in-law of Hazle B. Brennan in honor of the nursing profession. Mrs. Aust was a registered nurse and Mrs. Brennan was a licensed vocational nurse. This scholarship is reserved for an older Angelina College student who is retraining for a career in vocational nursing, and is to be used for the one-year nursing certificate program.

**Bartlett and Spivey Health Careers Scholarship** – Dr. and Mrs. Dan Spivey, in honor of their families, established this scholarship fund to provide encouragement and financial assistance to students pursuing excellence in health careers. Dr. Spivey was a charter member and president of the College Board of Trustees.

**Dr. Al Bassinger Memorial Scholarship** – The Al Bassinger family and friends established this scholarship in memory of Dr. Al Bassinger, a biology faculty member, who was a teacher much admired and respected by his students during his 23 year tenure at Angelina College. This scholarship is reserved for science or health careers majors.

**Beatrice Berry – Robbie Gilbert Memorial Scholarship** – The Altrusa Club of Lufkin has established this scholarship in memory of Robbie Gilbert and Beatrice Berry for their work in the Altrusa Club and involvement in civic activities. Recipient must be a female student majoring in nursing or business.

**Beatrice Berry Memorial Nursing Scholarship** – The purpose of this scholarship is to aid deserving students in continuing their education in nursing. Donated by Pauline Berry McCullough, these funds will support Ms. McCullough's desire to help provide nurses for Lufkin. Recipients must be a resident of Lufkin.

**Bonehill Foundation Nursing Scholarship** – These scholarships assist students in the Nursing programs who are from Angelina, Nacogdoches, San Augustine, Sabine, or Shelby counties.

**Betsy Elaine Burke Scholarship** – This scholarship was established in honor of Betsy Elaine Burke by her parents for students in the helping professions including Associates of Applied Science majors in health careers or human services.

**The Family of Ross Kingston Byrd** – This scholarship is in memory of Ross Kingston Byrd given by his family in appreciation for the care given to their son by local nurses. The recipient must be a student in the nursing program who plans to work in the local medical community.

**Richard and Betty Carson Memorial Scholarship** – This scholarship was created to honor the memory of Mr. and Mrs. Richard and Betty Carson and their dedication to the service of others, offer inspiration for others to do the same, and encourage students to pursue a career in the health services field.

## Scholarships

**Cheriyen and George Scholarship** – This scholarship was endowed in order to encourage Angelina County residents to obtain higher education. Preference is given to a health careers major.

**The Jan Clark Memorial Nursing Scholarship** – This scholarship was established in order to honor the memory of Jan Clark and her 40 year nursing career by assisting students through financial support. Mrs. Clark’s family and friends hope to encourage students to strive for excellence in service and to a dedication and love for the patients and others who serve in their profession. Student must be in the nursing program.

**Dr. J.C. Clement Nursing Scholarship** – Friends of Dr. J.C. Clement, a long-time physician of Angelina County established a scholarship in recognition of his outstanding service to the citizens of East Texas.

**Jace Barrett Cordell Memorial Scholarship** – With memories of love and laughter, the friends and family of Jace Cordell established this scholarship for a respiratory therapy student. Jace was a graduate of the Respiratory Therapy Program at Angelina College and worked at Medical Center Hospital in Nacogdoches. Jace lived the philosophy – laughter is the best medicine.

**“The Gift Giver” Volunteers at Woodland Heights Medical Center Scholarship** – The volunteers at Woodland Heights Medical Center shop, “The Gift Giver,” established this scholarship in 2009 to provide financial assistance to students entering health care professions. Recipient must be a second year student with unmet financial need that is enrolled in a health careers program.

**Ilene Nolen and Ray L. Cornick Nursing Scholarship** – A native East Texan, Mrs. Ilene Nolen Cornick lived a life of teaching and public service. After living an adventurous live parts of the world, she then settled back in East Texas. She was able to pursue one of her dreams by becoming a teacher but also had a dream of becoming a nurse. Mrs. Cornick established this scholarship in order to help student s fulfill their dreams of serving others through a nursing career. Recipient must be a nursing major.

**The Andrew & Ruth Lester Hubbard Memorial Endowment Nursing Scholarship** – This scholarship was established by Ruth Hubbard and the family and friends of Andrew & Ruth Lester Hubbard in 1976 as a memorial to her late husband. After Mrs. Hubbard’s passing in 1987, the family requested that the fund be renamed to honor both Andrew and Ruth Lester Hubbard.

**Millicent Irish Nursing Scholarship** – This scholarship was established in 1998 to honor Millicent Irish, a long-time Nursing Division Director as well as teacher. Recipients must be a second year nursing student.

## Scholarships

**La Nelle Jircik Memorial Nursing Scholarship** – This scholarship was established to honor the memory of La Nelle Jircik who dedicated her life to the nursing profession, including serving as a registered nurse with the U.S. Navy on Guam during World War II. Recipients must be a student in the Nursing program and seeking an associate's degree.

**Nancy Jones Memorial Nursing Scholarship** – This scholarship was established to honor Nancy Jones, an Angelina College graduate and nurse in the local communities.

**Gary Michael Lawrence Memorial Nursing Scholarship** – This scholarship was established by the friends and family of Gary Lawrence in his memory.

**Ethel & Curry McElroy Nursing Scholarship** – This scholarship was established by Curry Jo and Gus Boesch in honor of Mrs. Boesch's parents, Ethel and Curry McElroy. They were long-time residents of Lufkin and were always deeply interested in the education of young people in the East Texas area.

**Nacogdoches Medical Center Volunteer Auxiliary Health Careers Scholarship** – This scholarship provides financial assistance to deserving students pursuing a health career program.

**Sara Helen Meeler Nursing Scholarship** – Sara Helen Meeler established this scholarship as an expression of appreciation to the Angelina College nursing program. Ms. Meeler was a graduate of Angelina College and spent her career as a surgical nurse at Nacogdoches Memorial Hospital. Recipient must be a nursing major with preference given to students from Nacogdoches County.

**Mary S.F. Naranjo-Gipson Scholarship** – This scholarship was established by the family of Mary S.F. Naranjo-Gipson for the purpose of assisting a second year Hispanic female health careers student and is in memory of Ms. Naranjo-Gipson, a former adjunct instructor at Angelina College.

**Wood D. Newsom Nursing Scholarship** – Irma Newsom Franklin established this scholarship in memory of her father, Mr. Wood D. Newsom, who was a native and lifetime resident of Angelina County. He was prominent in business and civic activities and founded Lufkin Coca-Cola Company in 1905. Recipients must reside in Angelina, Trinity, or Polk County and be interested in private duty nursing.

**Adell Poland Memorial Nursing Scholarship** – This endowment fund was established by Robert L. Poland, Jr. and family to honor Mrs. Poland, who was an R.N. and who served as a volunteer nurse in the county for over 40 years. Mrs. Poland was the wife of Robert L. Poland, Sr. who was a charter board member of Angelina College.

## Scholarships

**Allen L. and Neta M. Powell Nursing Scholarship** – This scholarship is an expression of appreciation for the Angelina College nursing program given by Admiral and Mrs. Powell. Recipient must be a male nursing student from Angelina County.

**J.B. and Kathryn Sallas Charitable Foundation Nursing Scholarship** – Given in memory of J.B. and Kathryn Sallas to help graduates from Houston County schools further their education in the field of nursing.

**Dr. Ernest Seitz Memorial Scholarship** – Radiography alumni of Angelina College and Kurth Radiation Center and friends of the medical imaging community established the Dr. Earnest L. Seitz Memorial Scholarship for radiography students during their reunion in 2003. Dr. Seitz, the first radiologist in East Texas, founded the Kurth Radiation Center Program in 1959 and was instrumental in starting the Angelina College Radiography Program in 1977. Dr. Seitz was also a charter member and past president of the Angelina College Board of Trustees.

**Linda McKnight Thomason Endowed Nursing Scholarship** – Friends, family and community leaders have honored Linda (Mrs. Windell) for her perseverance and inspiration. In spite of an inoperable, congenital heart defect, she earned an undergraduate degree in business administration with honors, married and pursued a career. Her scholarship and attendance at Lilly Jolly School of Nursing in Houston were discontinued per doctors' orders, leaving her lifelong desire to become a nurse unfulfilled. This scholarship is a tribute to her exemplary life and faith. Recipients must be a student in the ADN program.

**J.O. and Edith Rae Thornton Memorial Nursing Scholarship** – Edith Thornton, a second year nursing student from Cushing passed away as the result of an automobile accident in 1981 and was followed in death by J.O. Thornton in 2008. Family and friends have established this endowment in their honor. Recipient must be a second year nursing student from the Nacogdoches area.

**Margaret B. Todd Endowed Scholarship** – Margaret Bostrom “Peg” Todd, RN, MSN, was a Clinical Instructor of Nursing at Angelina College for many years until her death in 2013. She will be remembered by her former students and colleagues for her enthusiasm and energy. She was a graduate of the University of North Carolina at Chapel Hill and the University of Tennessee. This memorial endowment for a second-year student in Nursing was created by her friends and family.

## SPECIAL STUDENT SUPPORT SERVICES

**Cleo R. Arnett Memorial Scholarship** – The family of Cleo R. Arnett established this memorial for the purpose of providing child care for Angelina College students participating in the Buckner Family Place program and the Mary Jo Gordon Child Care Center. Ms. Arnett was a native of Angelina County and was an educator and nutritionist.

## Scholarships

**Minnie W. and Ralph C. Arnett, Sr. Memorial Scholarship** – The children of Minnie W. and Ralph C. Arnett, Sr. established this memorial for the purpose of providing child care for Angelina College students participating in the Buckner Family Place program and the Mary Jo Gordon Child Care Center. Student must maintain a 2.0 GPA.

**The Vivian Ezelle Johnson Aid to the Disabled Scholarship** – This scholarship was established by the estate of Vivian Ezelle Johnson to enable the disabled student at Angelina College to pursue an education, become a productive member of society, and build his or her self-esteem. Student must be disabled to qualify for this scholarship.

## FINE ARTS SCHOLARSHIPS

The Fine Arts Division at Angelina College has many scholarships available to students interested in the various Fine Arts Programs that are offered. Application should be made directly to the Fine Arts Division for the scholarships listed below.

**Angelina College Fine Arts Scholarship** – Endowment established to provide scholarships to students majoring in the fine arts.

**Christine Spivey Birge Scholarship** – This award was established in memory of Christine Spivey Birge by her family in recognition of her support of education, teaching, and the fine arts. Mrs. Birge was a Lufkin native as well as a teacher. Preference is given to fine arts majors with a desire to teach in the fine arts.

**Elizabeth Blair/Mary Clark Endowment Fine Arts Scholarship** – Mrs. Mary Clark, a former employee of Angelina College and devotee of the fine arts established this endowment in the memory of her mother, Elizabeth Blair of Hattiesburg, Mississippi.

**Stephen Foster Music Club Scholarship** – Members of the Stephen Foster Music Club established this scholarship to recognize an outstanding music student during the spring semester of each year.

**Charles Hogan Music Scholarship** – Charles Hogan, the first Fine Arts Division Director of Angelina College, established this scholarship for music majors. Hogan started the music program at AC in 1968 and was a member of the charter faculty. Recipients must be a second year music major.

**Howard Kuschner Achievement Award in Theater Arts** – This scholarship was established by the Pineywoods Players of Polk County to honor Howard Kuschner, long-time director of the players, for the purpose of encouraging students interested in theatre. Preference is given to a theatre major from Polk County.

**Lufkin Music Study Scholarship** – This scholarship was established by the Lufkin Music Study Club to assist students studying music. It honors Mrs. Francis Maroney and Mrs. Shell Carter, former Lufkin Independent School District music teachers,



## Scholarships

Mrs. E.W. Leach, civic leader, and Mrs. Cecil Purdy, Diboll music teacher, all former members of the Lufkin Music Study Club.

**Jerry Ray Memorial Vocal Scholarship** – Local business owner Jerry Ray was best known as the owner of Ray's Drive In, Inc. and those delicious hamburgers. Second to that would have been his wonderful tenor voice. Eunice Vickery and Charles Hogan encouraged his talent and secured him an audition with the acclaimed Julliard School in New York City. These teachers believed in his talent and were always an inspiration to him. This scholarship has been established to help other vocalists train their voice, perfect their skills, and realize their dreams. Student must be a chorale member and be enrolled in private voice lessons.

**Persis Shearer Memorial Art Endowment Scholarship** – Mrs. Sara S. Snyder has established this fund in memory of Persis Shearer to aid students who are following a career in the field of art. Mrs. Shearer was an art teacher for over 30 years and was a charter member of the Lufkin Art League.

**Mr. & Mrs. M.C. Spivey Memorial Scholarship** – The children of Mr. & Mrs. Spivey established this scholarship in memory of their parents. Mrs. Spivey was a talented artist and very interested in cultural programs of the college.

**Charles Stephens Memorial Scholarship** – This scholarship is provided by the students, friends, and family of Charles Stephens, honoring his dedication and love for music, people, and most of all Jesus Christ. Charles P. Stephens was a music instructor and director of the AC Singers from 1983-1996. Along with his passion for life, he brought to his teaching a wealth of knowledge and experience in the arts and education and took great joy in bringing out the best in everyone.

**Eunice Sullivan Vickery Memorial Scholarship** – The Angelina College Division of Fine Arts established this scholarship in memory of Ms. Vickery, who taught at the college and privately in the community for many years and had an unswerving belief in the energy and potential of young people. This scholarship is reserved for Sophomore voice majors.

## CLUB AND DEPARTMENT SPONSORED SCHOLARSHIPS

**Angelina College Students in Free Enterprise** – Students majoring in business may apply to Students in Free Enterprise Sponsor.

**Barr Cheerleaders Scholarship** – Bette Barr was an outstanding student body leader and cheerleader at Angelina College. After her untimely death, the Bette Barr Cheerleader Award was established in her memory. It is awarded each year to an outstanding cheerleader that has leadership, initiative, good character, and community and school involvement. Apply to the Angelina College cheerleader sponsor.

## Scholarships

**Joyce Dodson Memorial Scholarship** – This scholarship was established by the family of Joyce Dodson as an ongoing tribute to her life and memory. A retired public school teacher and former reading mentor at AC, Ms. Dodson had a lifelong interest in teaching others. Applicants should be a mature person enrolled in reading coursework who show promise and are working towards improving their lives through education. Apply to the Reading Faculty.

**Paul M. Durham Memorial Endowment Journalism Scholarship** – Friends and associates of Paul M. Durham established this scholarship fund in 1990 in memory of his long-time service as editor of the Diboll Free Press and his dedication to education and support of progress for Angelina County and the Deep East Texas area. Journalism students may apply to the journalism faculty.

**Brent Jones Memorial Rodeo Club Scholarship** – This scholarship was established in memory of Brent Jones by his parents, Sam and Nancy Jones, to aid students in seeing their dreams accomplished by furthering their education. Brent was a very active second year Rodeo Club member at the time of his death in February 1996. This scholarship will keep his memory alive for years to come. Second year members of the Angelina College Rodeo Club who show a willingness for hard work and leadership may apply to the Angelina College Rodeo Club sponsor.

**Joe Murray – Joe Ed Murray, Sr. Journalism Scholarship** – The Texas Daily Newspaper Association established this scholarship fund in honor of Joe Murray for his service as editor of the Lufkin Daily News and in memory of Joe Ed Murray, Sr. for his long and faithful service as a Texas printer. Journalism students may apply to the Journalism faculty.

**Lloyd David Parker Baseball Scholarship** – Given by the friends and family of Lloyd David Parker, this scholarship is presented to a member of the Angelina College Roadrunner baseball team.

**Phi Theta Kappa Scholarship** – This scholarship was established by the alumni members of Phi Theta Kappa to reward selected students in the Upsilon Rho Chapter of the international honor society. The scholarship is given in honor of Phi Theta Kappa advisors, Chris Browning, Margaret Lindsay, Mattie Collins, Gary Hodge, Dr. Jimmy Tinkle, Stan Pogozelski, Dr. Barbara Flournoy, Carroll Moore, Joe Ragan, Benetha Jackson, Dr. Doug Edwards, and Debra Jenke. Members of Phi Theta Kappa International Honor Society (Upsilon Rho Chapter) may apply to Phi Theta Kappa faculty advisors or Coordinator of Marketing and Communication.

## Scholarships

### COMMUNITY BASED SCHOLARSHIPS

The following donors and community organizations annually award scholarships to Angelina College students. Students should apply directly to the organization listed.

**E.C. Burley Memorial Scholarship** – Angelina County Citizens Chamber of Commerce awards this scholarship annually in memory of E.C. Burley to encourage a commitment to excellence in education. Mr. Burley was the principal of Brandon Elementary in Lufkin, a writer, educator, and long-time civic leader. Apply to: Angelina County Citizens Chamber of Commerce.

**Chick-Fil-A Scholarship** – Apply to: Employees of Chick-Fil-A should apply directly to Chick-Fil-A.

**Mr. and Mrs. Joe C. Denman, Jr. Endowment Scholarship** – Mr. and Mrs. Joe C. Denman, Jr. established this endowment fund as a result of their dedication to Angelina College and to provide encouragement and support for the graduates of Diboll High School. Diboll High School Graduates apply to: Diboll High School Counselor.

**Diboll Memorial Post 8933 V.F.W Scholarship** – Diboll High School Graduates apply to: Diboll High School Counselor.

**Disabled American Veterans Scholarship** – Descendants of DAV members apply to: DAV No. 84, PO Box 427, Lufkin, TX 75901.

**GENCO College Scholarship** – GENCO Federal Credit Union established this scholarship to recognize one of its members who is majoring in any of the business programs at Angelina College. The member must show outstanding academic merit and be a full-time student. Business majors who are GENCO members may apply to the Angelina College Scholarship Committee using an Angelina Scholarship application stamped by GENCO Federal Credit Union.

**Mary K. Grum Scholarship** – This scholarship was established by Clifford and Mary K. Grum to assist Stubblefield Learning Center graduates with tuition, fees, or books. Stubblefield Learning Center graduates apply to: Director, Stubblefield Learning Center.

**Houston Livestock Show Scholarship** – Apply to: The Houston Livestock Association, PO Box 20070, Houston, TX 77225.

**Lufkin Industries Scholarship** – With a deep desire to help the community and the families of its employees, Lufkin Industries has established scholarships to be awarded through Angelina College for dependent children of Lufkin Industries employees. Dependents of Lufkin Industries employees apply to: Lufkin Industries.

## Scholarships

**Lufkin Kiwanis Scholarship** – This scholarship was established by the Lufkin Kiwanis Club as a memorial to Earl Medford, a Kiwanian and former president of the club. Mr. Medford was prominent in business and civic activities in the county, and was particularly interested in education. He served as trustee of the Lufkin Independent School District. A permanent scholarship fund in his honor was started by his friends at his death. Apply to: Lufkin Kiwanis Club, PO Box 326, Lufkin, TX 75902.

**Pineywoods Transportation Club** – Angelina County graduating seniors who are family members of PTC should apply to: Pineywoods Transportation Club, PO Box 554, Lufkin, TX 75902-0554.

**Smith-Hutson Scholarship** – Intended for Angelina College students with academic potential and established financial need who are committed to completing a certificate or degree at Angelina College. Taking into account other scholarships that the student may receive and the students' financial resources, the Smith-Hutson Scholarship typically provides sufficient assistance to cover tuition, books, fees, and reasonable living expenses on campus. Students interested in applying for this scholarship can obtain an application from the Angelina College Scholarship Coordinator in the Student Center, Room 208 or by emailing [scholarships@angelina.edu](mailto:scholarships@angelina.edu)

**Square and Compass Scholarship** – This scholarship was established by the Masonic Lodges of Lufkin, Huntington, Homer, Zavalla, Burke and Wells. Masonic or Eastern Star relative with member in participating lodges apply directly to Lodge.

**Stubblefield-Altrusa Scholarship** – Stubblefield graduates apply to: Director, Stubblefield Learning Center.

**VFW Post #1836** – Child or Grandchild of VFW Post #1836 members apply to: VFW Post #1836, PO Box 393, Lufkin, TX 75902.

**Billie Whitaker Endowment Scholarship** – Mr. and Mrs. Joe C. Denman, Jr. established this scholarship endowment fund in honor of Mrs. Billie Howard Whitaker, honor graduate of Diboll High School and longtime assistant to Mr. Denman at Temple Eastex Inc. Diboll High School Graduates apply to: Diboll High School Counselor.

**Jerry & Glenda Whitaker Tech Prep Scholarship** – This scholarship was established to assist a student from the Angelina College service area with a Health Careers or Technical Workforce major in furthering their education. Preference is given to students graduating from Cushing High School. Apply to Cushing ISD Scholarship Committee

## Scholarships

In addition to the donors mentioned in the preceding pages, the donors listed below have contributed to the success of the Angelina College Scholarship Program through their contributions:

- Lufkin Association of Independent Insurance Agents
- Lufkin Area Local American Postal Workers Union
- Lufkin Study Club
- George E. and Cynthia F. Griffith
- Mrs. Leland T. Jordan
- Vivian L. Simpson and family
- Friends of Mrs. Mary Ellen Rowland
- Beverly Enterprises
- Friends of Nona and Joe Kartye
- Pilot Club of Lufkin
- Friends and family of C.L. Alexander
- Friends and family of C.W. "Jiggs" Medford
- Friends and family of Everett (Buddy) & Verna Griffith and J.L. & Jean Ford
- Friends and family of Dr. Missy Crowson
- Friends and family of Bill Hambrick
- Friends and family of Robert Jones
- American Association of University Women, Lufkin Branch
- Partners of Sam's Club, friends and family of Cody "O" Oliver
- Fenley & Bate LLP
- Texas Guaranteed Student Loan Corporation, Dr. Charley Wootan Grant
- Nations Bank
- Alpha Beta Chi
- Linda and E.G. Ratliff
- Sarah Henderson Taylor and family
- Simon and Lucille Henderson Foundation
- Friends and family of John A. and Nina Choate
- Local Law Enforcement agencies

## ***Academic Regulations***

### **CLASSIFICATION OF STUDENTS**

**Academic Level:** A student is classified as a freshman or sophomore according to the number of semester hours of credit completed. A freshman classification includes those students with fewer than 30 semester hours. Sophomore classification requires the completion of 30 or more semester hours.

**Academic Load:** Students who are enrolled for 12 or more semester hours will be considered full-time students. Students enrolled in less than 12 semester hours will be classified as part-time.

The normal load during a long session (fall and spring semesters) is five academic courses or from 14 to 17 semester hours. Physical education activity courses and other one hour courses may be added to the normal course load. However, no student will be permitted to enroll in six academic courses without the permission of the Dean of Instruction. The normal load during each six-week summer session is six semester hours. The maximum load for each summer session is seven semester hours.

**Concurrent Enrollment:** Students concurrently enrolled in Angelina College and another college or university may not exceed the maximum allowable semester hour load without written permission from the Vice President and Dean of Instruction

### **SCHEDULE CHANGES**

Application for schedule changes must be made through the Office of Academic and Support Services. Courses may be added or substituted during the add/drop period only. A fee is required for changes made for the convenience of the student.

### **Rules Applying to Limitations on the Number of Courses that May Be Dropped Under Certain Circumstances by Undergraduate Students**

**STOP – Don’t Drop:** Under section 51.907 of the Texas Education Code, the College may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education. This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause with the appropriate

## Academic Regulations

College officer. Contact the Office of Academic Support Services in the Welcome Center for more information before you drop a course!

**Dropping Courses:** To officially drop a course or courses, a student must complete the necessary form in the Office of the Registrar. *Ceasing to attend class meetings does not constitute formal withdrawal from the course and failure to withdraw properly may result in a failing grade.* A student who drops a course on or before the 12<sup>th</sup> class day during the fall or spring semester or on or before the 4<sup>th</sup> class day during a summer session will not receive a grade and the course will not appear on the permanent record. A student dropping or withdrawing after the above dates will receive a W. Refer to the college calendar in the front of this bulletin for the last day to drop.

**Withdrawal from College:** A student who withdraws from the college must see their assigned advisor to complete an exit interview. All necessary forms can be obtained in the Office of the Registrar. Students are not considered to be officially withdrawn until these forms are completed and all financial obligations to the college have been met. Written request is required to withdraw from classes. This may be made in person at the Office of the Registrar or by fax or mail. Refer to the college calendar for the last day in the semester to drop. For flexible entry and other courses with unusual lengths, contact the Office of the Registrar for the last day to withdraw.

## NUMBERING OF COURSES

The semester hour is the basis of credit. As a general rule, one semester hour of credit is earned for each hour spent in class weekly. Two hours of laboratory work are considered to be equivalent to one hour of lecture. All college courses have a four-digit number and this number gives the rank and semester hour value as follows:

1. The first digit gives the rank of the course. Courses beginning with a zero are considered developmental, courses beginning with the number one are freshman level, and courses beginning with the number two are considered sophomore level.
2. The second digit signifies the semester hour value of the course.
3. The third and fourth digits distinguish the course from others in the same department.

On the printed course schedule of classes, a three-digit section number, which distinguishes the time the course is offered, follows all course numbers.

## AUDITING COURSES

Any student, 18 years of age or older, may audit a course by notifying, in writing, the Office of the Registrar prior to the official census date. The official census date is the 12<sup>th</sup> class day, as indicated in the fall and spring terms, and the 4<sup>th</sup> class day, as indicated in the summer terms. (See the college calendar on pages 3 & 4.) The auditing student may then attend classes but is generally not required to take examinations and is not entitled to earn credit for the audited course. Tuition and

## Academic Regulations

fees are the same for auditing as those charged for credit enrollment. Once a student chooses to audit a course, they cannot later ask to be changed to receive credit.

### SYSTEM FOR GRADING

During the long terms (fall and spring semester) mid-term estimated grades will be made available to students by each instructor. Mid-term estimates are not prepared during the summer sessions. At the conclusion of each term, final grades are prepared, mailed and recorded on the student's permanent record. The following grades are given (with description):

A	Excellent
B	Good
C	Average
D	Minimum passing
F	Failure
I/IP	Incomplete or In Progress
P/F	Pass or Fail
W	Withdrew after the census date and before the last day to withdraw
Au	Audit

The numerical ranges are established by the instructors and/or the divisions. The grade "I" indicates that the student has a valid excuse approved by the Vice President and Dean of Instruction for failure to complete the work required during the semester.

For college-level courses, incomplete work must be completed in the succeeding long term, e.g. Fall to Fall and Spring to Spring. Failure to complete the work during the prescribed time will result in a failing grade for the course. For developmental courses, a grade of "IP" will remain as a permanent grade unless the applicable course is subsequently repeated.

The grade of "I" in college-level courses will be calculated as hours attempted in computing the grade point average except in the case of developmental courses. The grade of "P/F" will not be calculated as hours attempted.

When a course is repeated, the most recent grade achieved is the effective grade for calculating grade point average.

All developmental courses posted to a student's permanent record will be designated by brackets in the credit earned and grade point columns. While a grade will be shown for each developmental course taken, the grade will not be included in the cumulative grade point average calculation. Developmental courses may not be used to satisfy degree requirements.



## Academic Regulations

### GRADE POINTS

Grade points are granted for all courses, with the exception of developmental courses, on the basis of the value in semester credit hours for the course and the grade earned as follows:

A	4 grade points per semester hour
B	3 grade points per semester hour
C	2 grade points per semester hour
D	1 grade points per semester hour
F, I, P/F	0 grade points

### DEAN'S HONOR LIST

To qualify for the Dean's Honor List the student must have been enrolled in at least 12 semester hours of college-level work and have attained a grade point average of 3.5 with no grade lower than a "C". The names of students who make the Dean's Honor List are posted at the end of each long semester.

### SCHOLASTIC REQUIREMENTS

**Attendance:** Students are required to attend all lecture and laboratory classes regularly and punctually. Responsibility for work missed because of illness or extracurricular activity is placed upon the student. A detailed attendance policy can be found in the student handbook available online and in the syllabus for specific courses.

**Academic Status:** All students are required to maintain a cumulative grade point average according to the following schedule:

<u>Credit Hours Attempted</u>	<u>Minimum GPA Acceptable</u>
1 to 20 hours	1.50 GPA
21 to 30 hours	1.75 GPA
31 hours and above	2.00 GPA

**Reminder:** A cumulative minimum GPA of 2.00 is required for graduation.

Transfer students will have their previous course work evaluated according to the schedule above.

**Academic Referral:** Any student who earns less than a 2.00 GPA in any term will be required to seek academic counseling before registering for the following term. The purpose of this referral is to assist those students who experience academic problems in their respective program areas.

**Scholastic Probation:** Failure to maintain a cumulative grade point average according to the above schedule will result in the student being placed on scholastic probation for the following semester. Transfer students whose cumulative grade point average does not meet the minimum requirements of the schedule will be

## Academic Regulations

admitted on scholastic probation, unless they were officially suspended from a previous college.

**Removal of Scholastic Probation:** All students who are placed on scholastic probation must earn sufficient grade points in the following semester to raise their cumulative GPA to the minimum required for the number of hours attempted. A student who earns at least a “C” average for the probationary term but has not brought the cumulative GPA up to the level required for the number of hours earned, will have their probation continued.

Students who are placed on probation will be notified and required to seek academic counseling before registering for the probationary term. The purpose of such counseling is to insure that an appropriate load and type of course work is taken in order to assist the student in removing the condition of probation.

**Scholastic Suspension:** Students placed on scholastic suspension at the end of a term will not be allowed to register for classes until their suspension period (next long semester) has elapsed. Students placed on suspension at the end of the fall term cannot enroll again until the following summer session; students placed on suspension at the end of the spring term cannot enroll again until the following spring; students placed on suspension at the end of a summer term cannot enroll again until the following spring.

The college does have a provision for consideration of students on suspension to enroll before their suspension period has elapsed. This provision applies to students suspended from Angelina College. Falsification of any admission documents concerning suspension will result in dismissal and forfeiture of fees.

An Angelina College student who wishes to be considered for re-enrollment before his suspension period has elapsed must file a letter of petition with the Office of the Registrar prior to the deadline listed in the college calendar. Upon receipt of this letter, the student will be given an appointment to appear before the appeals committee to state his case. This committee meets once each semester to hear appeals if extenuating conditions exist. The letter of petition must explain any special or unusual circumstances, which caused the student to be, suspended other than simply failing to maintain grades.

After review of the appeal and the student’s records and taking additional testimony as required, the appeals committee will reach a decision on re-enrollment and may recommend or require a student to undergo testing or counseling, or may require enrollment in any number and type of appropriate courses. The committee may also deny re-enrollment in which case the student will be required to serve out the suspension period prior to re-enrollment. The term the student is allowed to re-enroll is treated as a probationary semester with the same rules stated under Academic Status for cumulative GPA and Scholastic Probation. The student must use this probationary term to attempt to remove the condition of suspension. ***No student will***

Academic Regulations

*be considered more than once during his/her college career for re-enrollment while in a suspension period.*

### **STUDENT ACADEMIC RECORDS**

The student academic records are maintained in the Office of the Registrar in the Administration Building.

The retention policy allows the classification of short-term use records and permanent (long-term use) records.

The short-term use records are maintained as hard copies for the term\* of enrollment plus five years. These records include, but are not limited to: admissions applications, data changes, transcripts from other schools, proof of residency, and instructor grade books.

The permanent records maintained by the Office of the Registrar are Angelina College transcripts, AC bulletins, AC commencement programs, and AC schedule of classes.

\*Term of enrollment is the term in which the record is received.

### **RELEASE OF STUDENT INFORMATION**

The policy of the college with respect to release of information concerning students is based on the Family Educational Rights and Privacy Act of 1974 (FERPA). This law helps protect the privacy of student education records. The Act provides for the right of students to inspect and review education records, the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. With certain exceptions, AC will not disclose personally identifiable information from a student's education records to any third-party without written consent from the student. The law does allow authorized college personnel access to information contained in the records for facilitating internal college operations, promoting the student's education and reporting to local, state and federal agencies. The complete college policy concerning release of information about students is available upon request from the Office of the Registrar. Students wanting their parent, friend or other individual to access or obtain their records should give that person a signed release specifying what they need and a copy of the student's picture ID.

### **NON-DISCLOSURE OF DIRECTORY INFORMATION FOR ANGELINA COLLEGE**

In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without consent of the student. Angelina College may at its discretion, release Directory Information which shall include:

## Academic Regulations

- Name, address, telephone number
- Major
- Dates of attendance
- Classification
- Degrees, honors, and awards received
- Date of graduation
- Participation in officially recognized activities and sports
- Photographs of staged and everyday campus activities

Students may at any time request that all Directory Information be withheld by completing a Non-disclosure Statement located in the Office of the Registrar. Once non-disclosure is requested, all directory information will be withheld. A student can at any time change their status back to allow for disclosure of directory information by submitting an official request in writing to the Office of the Registrar. For more information, see the Office of the Registrar or call (936) 633-5211.

### REVIEW OF RECORDS

The Office of the Registrar maintains the permanent records for all students. Any student with a question of accuracy concerning his/her transcript, must submit a written request to the Office of the Registrar within **one calendar year** from which the grade was assigned. Every effort will be made to determine if the grade is correct and that it was entered according to the instructor's grade book.

Each student is encouraged to contact the instructor first and clarify the grades entered if there are questions. This should occur immediately following the awarding of the grade.

### ADDRESS AND OFFICIAL COMMUNICATION

Students changing addresses after registration are required to notify the Office of the Registrar in writing at once. The college communicates officially with students by AC student email, mail, personal interviews, assemblies and postings on bulletin boards. All notifications made through these channels will be considered delivered.

### AC STUDENT EMAIL

Angelina College students are assigned an email address upon completion of the admissions application. AC will use this email address to send official college correspondence. For information regarding student email username and password, see <http://www.angelina.edu/it/student-email-inst/>.

### AC PORTAL/CAMPUS CONNECT

Currently enrolled students may access their student information on the Angelina College website ([www.angelina.edu](http://www.angelina.edu)) by using the AC Portal. Information available includes class schedule, student account information, student financial aid information, student grades at the end of each term, and an unofficial Angelina

## Academic Regulations

College transcript. It may also be used for registration. Students may contact the IT Help Desk for more information.

### **ADMISSION AND READMISSION APPEALS**

The registrar is charged with the primary responsibility of making admissions decisions. However, in unusual cases, wherein it is believed sufficient grounds exist for appeal, a student denied admission for academic reasons may appeal through the Office of the Registrar. Angelina College students on academic suspension must normally serve out the suspension period prescribed according to the college academic policies (generally one long semester). However, in unusual cases, wherein it is believed sufficient grounds exist for appeal, an Angelina College student may appeal to the college admissions committee through the Office of the Registrar. A student may appeal only once during his/her college career. The action of the committee will be considered final. See regulations under section entitled "Scholastic Requirements" later in this bulletin. Refer to the college calendar in the front of this bulletin for the date of the appeals meeting.

### **COMMON COURSE NUMBERING SYSTEM**

Angelina College is a participant in the Texas Common Course Numbering System. The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes four-letter prefixes and four-digit numbers to identify courses specified in the system. The freshman and sophomore courses that are common between two or more member colleges or universities are identified in the first digit.

### **WORKFORCE EDUCATION**

The Workforce Education Course Manual (WECM) is the state community and technical college inventory of workforce education courses. It contains guidelines for course/program development including a designated course prefix of four letters and numbering system of four digits. It is designated to promote increased articulation and transferability of courses among institutions.

### **RESERVE OFFICERS' TRAINING CORPS (AROTC)**

The Army Reserve Officers' Training Corps (AROTC) offers many unique opportunities for both male and female students. ROTC normally is a four-year program, the basic course being conducted during the first two years of college, the advanced course during the last two years. In order to qualify for the advanced course, credit must be received for the basic course. Through a cooperative agreement between Angelina College and Stephen F. Austin State University, AC students may earn ROTC credits applicable to the four-year program.

Credit for the first two years does not obligate the student for further military service, but it does prepare him or her for entry into the advanced phase of ROTC with eventual commissioning as a 2<sup>nd</sup> Lieutenant in the active Army, Army Reserve or National Guard. In addition, entrance into the basic ROTC program gives

## Academic Regulations

students the opportunity to be eligible for ROTC scholarships and unique training opportunities such as Airborne School, Air Assault School and the Army Mountaineering Course.

Students may register at Angelina College for two semester credit hours of Military Science (MSC) each semester (see course descriptions). The class instruction and the lab will be conducted at Stephen F. Austin State University.

### **ARTICULATION BETWEEN TECHNICAL PROGRAMS AND FOUR-YEAR UNIVERSITY PROGRAMS**

This agreement will allow the student to transfer to the university without the significant loss of credits and to pursue advance study in academic and workforce education courses tailored to the graduates' background and educational objectives.

The workforce education graduates have an opportunity to pursue a baccalaureate degree – Bachelor of Applied Arts and Science Degree (BAAS) or the Bachelor of Science in Industrial Technology at selected four-year universities. This includes Stephen F. Austin State University, Sam Houston State University, Lamar University, and Texas A&M University.

Students must successfully complete an approved workforce education curriculum for two years and earn an Associate in Applied Science Degree from Angelina College. This degree may be earned in programs of studies that vary but are in the following three divisions: Business, Health Careers, and Technology and Workforce. Additional agreements have been signed with Texas State Technical College, Harlingen; Abilene Christian University; and Baylor University.

For more information, interested students should contact the Office of Academic Support Services and the appropriate division director.

In addition, there is an agreement with Pineywoods Community Academy for an Early College High School.

### **TRANSFER CURRICULA AND RESOLUTION OF TRANSFER Disputes for Lower-Division Courses**

The transfer curricula shall be as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit.

1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer curricula and transfer of credit.
  - A. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that the transfer of the course credit is denied.
  - B. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and/or guidelines.

## Academic Regulations

- C. 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 the denial, the institution whose credit is denied for transfer shall notify the Commissioner of its denial.
2. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

### **TUITION REBATE FOR CERTAIN UNDERGRADUATES**

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain baccalaureate degree recipients. To be eligible for a rebate under this program, students must meet all of the following requirements:

1. They must have enrolled for the first time in an institution of higher education in the Fall of 1997 semester or later.
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
3. They must have been a resident of Texas, must have attempted all course work at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree, and
4. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree from the catalog under which they were graduated. Hours attempted include transfer credit, course credit earned exclusively by examination, courses that are dropped after the official census date, developmental courses taken for credit, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

### **TRANSFER LIMITATIONS**

Students transferring to Texas public universities may find that all lower-division courses may not be accepted in a bachelor's degree. The number of freshman and sophomore semester credit hours accepted may range from 60-66. However, some universities may accept more in special cases. We want you to reach your educational goals and the advising/counseling staff can assist you in making appropriate decisions. You may contact the counselors in the Office of Academic Support Services, C200 or at (936) 633-5212.

### **ACADEMIC FRESH START**

Texas residents may apply for admission under the Academic Fresh Start Program, Texas Education Code 51.931 which entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. This legislation has been called the "right to

## Academic Guidelines

an academic fresh start” and it gives students the option of having course work taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll ignored for admission purposes. Students with three or more semester credit hours or the equivalent from an accredited institution awarded prior to fall semester 1989 and enrolled before 2003 are exempt from TSI regardless of any election of Academic Fresh Start. Students needing additional information must contact the Office of the Registrar.

## *Academic Guidelines*

### **GRADUATE GUARANTEE PROGRAM**

The program is available to students enrolled in either a transfer degree plan or a workforce education plan.

Angelina College guarantees to its Associate in Arts and Associate in Science graduates and to students who have met the requirements of a 60-credit-hour transfer plan, the transferability of course credits to those Texas colleges or universities which cooperate in the development of Equivalency/Degree Plan Guides. If such courses are rejected by the college or university, the student will be offered tuition-free alternative courses that are accepted by the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major or degree. Courses must be identified by the receiving university as transferable and applicable in The Equivalency/Degree Plan 1991-92 or later.
2. The catalog of the receiving institution states the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.
3. The guarantee applies to courses included in a written transfer plan, which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made – which must be completed with the advisors/counselors.

**Guarantee for Job Competency:** If a graduate who has earned an Associate in Applied Science (AAS) degree is judged by his or her employer to be lacking job skills as exit competencies for his or her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the college under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the AAS degree beginning May of 1992 or thereafter in an occupational program identified in the college bulletin.
2. The graduate must have completed the AAS degree at Angelina (with a majority of the credits being earned at the college) and must have completed the degree within a five-year time span.



#### Academic Guidelines

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the respective division director.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, dean, program coordinator or division director, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

#### **GRADUATION REQUIREMENTS**

A student may meet the degree requirements as outlined in the general bulletin at the time of first admission or as outlined in any subsequent bulletin issue previous to the date of graduation, provided the student meets the requirements not later than three years from the date of the bulletin selected.

In order to graduate with an Associate Degree, a student must file an application for degree/certificate in the Office of the Registrar by the deadline printed in the college calendar, then report to the bookstore to pay for cap, gown, and invitations and to be measured. Eligibility to receive an Associate Degree requires that the student must:

1. Have a minimum of sixty semester hours credit including no more than two semester hours of physical activity and one hour freshman seminar. Eligible veterans may be granted physical activity credit based on active military service in the armed forces. Can be waived for physically challenged students.
2. Have an overall average of "C" (2.0 grade point average) in all work attempted.
3. Have earned a minimum of 15 of the last 21 semester credit hours towards a degree at Angelina College.
4. Have earned a minimum of 25% of semester credit hours at Angelina College.
5. Have completed a program of study with freshman and sophomore courses as listed in the bulletin or have completed a modified bulletin program as approved by the associate dean of the division concerned.

## Academic Guidelines

6. Meet the minimum passing standard for the assessment test or successfully complete the individualized plan.
7. Document the appropriate hours when the reverse transfer is requested.

In order to fulfill the requirements for a Certificate of Completion, a student must file an application for degree/certificate in the Office of the Registrar by the deadline printed in the college calendar, then report to the bookstore to pay for the cap, gown, and invitations and to be measured. Eligibility to receive a Certificate of Completion requires that the student must:

1. Have at least 15 semester hours credit including no more than two semester hours of physical activity and one hour freshman seminar. Eligible veterans may be granted physical activity credit based on active military service in the armed forces. Can be waived for physically challenged students.
2. Complete courses outlined in program study (curriculum guide) for the certificate sought.
3. Have an overall average of "C" (2.0 grade point average) in all work attempted.
4. Have earned a minimum of 15 of the last 21 semester credit hours at Angelina College.
5. Have earned a minimum of 25% of semester credit hours at Angelina College.
6. Meet the minimum passing standard for the assessment test or successfully complete the individualized plan.

### **REVERSE TRANSFER**

Part of HB 3025, passed by the 82<sup>nd</sup> Texas Legislature, Regular Session, established the reverse transfer program awarding of an Associate degree for students who transferred from, or previously attended, a community college, earned at least 30 semester credit hours for coursework at the community college. Contact the Office of the Registrar at 936-633-5211.

### **SECOND ASSOCIATE DEGREE REQUIREMENTS (MULTIPLE DEGREES)**

A second associate degree may be conferred. A student must successfully complete all courses required in the degree plan for the second degree. Students must consult the director of the division in which they wish to pursue a second degree. The student must earn at least 15 semester credit hours of work at Angelina College in addition to those hours applied to the previous degree. Where course requirements among degrees are so similar that fewer than 15 semester credit hours would be necessary to complete the second degree, electives applicable to the degree should be substituted with the approval of the associate dean of the division.

Academic Guidelines

**COURSE REQUIREMENTS FOR  
CORE CURRICULA  
(NEW CORE CURRICULUM EFFECTIVE FALL 2014)  
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

STATE APPROVED FOUNDATIONAL  
COMPONENT AREAS WITH SEMESTER  
CREDIT HOURS (SCH's)

COURSES APPROVED BY THECB;  
IMPLEMENTATION FALL 2014

- |    |  |   |   |
|----|--|---|---|
| 1. | Communication (6 SCH's)<br>Courses focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion and audience. | ENGL 1301<br>ENGL 1302  |   |
| 2. | Mathematics (3 SCH's)<br>Courses focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.  | MATH 1314<br>MATH 1324<br>MATH 1332<br>MATH 1342  | MATH 1350<br>MATH 1414<br>MATH 2412<br>MATH 2413  |
| 3. | Life & Physical Sciences (6 SCH's)<br>Courses focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.   | BIOL 1406<br>BIOL 1407<br>BIOL 1408<br>BIOL 1409<br>BIOL 1411<br>BIOL 1413<br>BIOL 2401<br>BIOL 2402<br>BIOL 2404 | CHEM 1305<br>CHEM 1411<br>CHEM 1412<br>GEOL 1403<br>PHYS 1305<br>PHYS 1401<br>PHYS 1402<br>PHYS 2425<br>PHYS 2426 |

## Academic Guidelines

4. Language, Philosophy & Culture (3 SCH's)  
Courses focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.  
ENGL 2322  
ENGL 2323  
ENGL 2327  
ENGL 2328  
ENGL 2332  
ENGL 2333  
ENGL 2341  
SPAN 1411
5. Creative Arts (3 SCH's)  
Courses focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.  
ARTS 1301  
DRAM 1310  
MUSI 1306  
MUSI 1307  
MUSI 1310
6. American History (6 SCH's)  
Courses focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.  
HIST 1301  
HIST 1302
7. Government/Political Science (6 SCH's)  
Courses focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior civic engagement, and their political and philosophical foundations.  
GOVT 2305  
GOVT 2306

## Academic Guidelines

- |   |  |   |
|---|--|---|
| 8. Social and Behavioral Sciences (3 SCH's)   | ECON 2301<br>PSYC 2301<br>SOCI 1301  |   |
| Courses focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture. |  |   |
| 9. Component Area Option (6 SCH's)  | BUSI 2304<br>COMM 1307<br>EDUC 1300<br>PSYC 1300<br>SPCH 1315<br>SPCH 1318 | Or any course listed in sections 2, 3, 4, or 8. |

## ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

This degree is awarded to students who successfully complete an approved curriculum for a two-year technical program in the Business, Fine Arts, Health Careers, and Technology and Workforce Divisions. Specific credit hour requirements and course requirements vary among the various workforce education programs. Consult the appropriate division director for specific requirements for progression and graduation.

<u>FOUNDATIONAL COMPONENT AREA</u>	<u>COURSE SELECTION</u>	<u>CREDIT HRS</u>
Use eight component areas listed and the component area option	General education courses from approved Core Curriculum	
There must be at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, Life & Physical Science/Mathematics		15

## DEGREES AND CERTIFICATES

The associate degree program consists of two-year courses of study. The acceptability of work completed at Angelina College to meet the requirements of a degree at another institution is determined by that institution and not by Angelina College. The college does, however, have articulation agreements with other institutions and participates in the Texas Common Course Numbering System to insure the transferability of courses. **Associate in Arts Degree** is designed to provide course work for the first two years of study toward the Bachelors of Arts Degree offered by many colleges and universities primarily for liberal arts majors.\*

## Academic Support Services

**Associate in Science Degree** is designed to provide course work for the first two years of study toward the Bachelors of Science and Bachelors of Business Administration Degrees offered by many colleges and universities for business majors, science majors and others.\*

1. **Associate of Arts in Teaching** is designed to provide a broad, general background of course work for the first two years of study toward a Bachelor's degree for prospective elementary school teachers.\*
2. **Associate in Applied Science Degree** is designed primarily for those students who plan to complete their formal education in two years. In an increasing number of cases the courses are transferable en bloc and may be used as a part of the requirements of another degree. \*\*

\*The Texas Higher Education Board Rule Chapter 7, Subchapter A General Provisions. Section 7.7 (12) Curriculum (B): An academic associate degree must consist of at least 60 semester credit hours. (Exceptions may be justified by articulation agreements.)

\*\*The Guidelines for Instruction Programs in Workforce Education (GIPWE) is published by the Texas Higher Education Coordinating Board for credit and non-credit workforce programs. The degree is limited to a total of 60 semester credit hours.

The certificate programs offered are intended as one year or less courses of study. They are offered primarily for students in the business, health career, and technology and workforce education areas.

## *Academic Support Services*

### COUNSELING SERVICES

The college counseling program is designed to help students with their educational program, the study and selection of vocation. These services include counseling for selection of degree choices and courses, testing, student services, student development and study skill services. Most students have college faculty members who act as advisors in approving course selection each semester and degree planning in their major field of study. Counselors assist undecided students, refer students to an appropriate advisor, and provide assistance in registration to all students.

All students are given the opportunity through the school year to take additional tests which may help them individually in the choice of vocation. These tests are given in the Office of Academic Support Services and are interpreted to the student in private conferences.

## Academic Support Services

### **TEXAS SUCCESS INITIATIVE\***

The Texas Success Initiative (TSI) is a state statute requiring all undergraduate students entering a Texas public institution of higher education to demonstrate readiness for college-level reading, writing and mathematics before enrolling in college-level course work. Students may demonstrate college readiness by achieving the statutory threshold(s) on the state-approved readiness assessments, unless they are exempt. Students are exempt from readiness testing as described in the testing section of this bulletin.

Exemption documentation should be submitted to the Office of the Registrar. A student who does not meet any of the exemptions above as defined by the Texas Higher Education Coordinating Board must submit scores for TSI status.

### **READINESS ASSESSMENT AND COURSE PLACEMENT\***

\*Will change according to THECB guidelines

Angelina College accepts scores on the TSI Assessment Test for assessment purposes. These state-approved tests measure college-level readiness in reading, mathematics and writing.

Students shall participate in a developmental program for each semester of enrollment for those subjects where readiness has not been demonstrated. Students may demonstrate readiness by either passing the highest level of indicated developmental course work as prescribed by the developmental education faculty or by scoring at or above statutory thresholds on the approved test. Students are individually advised into the appropriate developmental program according to their assessment scores.

## ***Testing***

Angelina College Testing Center is committed to helping students succeed in their college endeavors. This commitment is kept through early evaluation and assessment of the student's strengths and weaknesses.

Located on the second floor of the Student Center, the testing center has been designated as an official testing center for ***PearsonVue*** and ***Prometric*** exams and a number of national and state testing programs. The following measurement and credentialing programs are administered through the Angelina College testing center:

- Bennett Mechanical Comprehension Test (BMCT)
- American College Testing Program (ACT)
- The College Board
- Texas Commission on Law Enforcement Officers standards & Education (TCOLE)
- General Education Developments (CB-GED)
- Health Education Systems, Inc. (HESI) A2 Admissions Exams (RN/VN)
- Certified Nursing Assistant (CNA)
- American Medical Technologists (AMT)
- National Association of Legal Assistants (NALA)
- Heating, Ventilation Air Conditioning EPA Certification (HVAC)
- Child Development Associate National Credentialing program (CDA)
- National Institute for Automotive Excellence (ASE)

Testing services are available in Jasper, Livingston, and Crockett off-campus instructional sites on a schedule basis. Available testing services and testing schedules for all sites may be accessed through the testing website at [www.angelina.edu/testing](http://www.angelina.edu/testing).

### **Testing Students with Disabilities**

Students who cannot test under standard conditions should request special testing accommodations.

The Testing Center provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American Disabilities Act of 1990 for qualified individual with a disability. The college will make reasonable testing accommodations for students with a diagnosed physical and/or learning disability. If special accommodations are required, the student must obtain an Application for Special Student Support Services from the Special Student Support Services Office and have an interview with a support services counselor. Current medical and/or psychological documentation must be submitted to substantiate the disability with the Application for Special Services. A special needs committee will review the application and supporting documentation. Upon completion of the Special Student



## Testing

Support Services application and interview, the student must provide the Angelina College Testing Center with a copy of the approved accommodations. For more information concerning Special Services for Students with Disabilities you should contact the Special Student Support Services Office located in the Student Center, Room 208 or visit the website at [www.angelina.edu/special-student-support-services](http://www.angelina.edu/special-student-support-services).

## TSI

The Texas Success Initiative (TSI) is a state-mandated program that applies to all students enrolling in Texas public colleges and universities for the first-time beginning the first class day of fall 2013. Students are required to take the TSI assessment to demonstrate college readiness, if they are not exempt. The exemptions include: achieving at or above the state exemption scores on ACT, SAT, TAKS, or STARR End of Course (EOC), earned an associate or baccalaureate degree, completed college-level coursework at a private or independent institution of higher education or an accredited out-of-state institution of higher education. For additional exemptions refer to the “Admissions” section of this bulletin.

The TSI Assessment is an instructional program designed to enhance the success of students in college-level courses. The program promotes the early diagnosis of basic skills in reading, mathematics (algebra & statistics), and writing, and mandates programs to ensure the success of students in higher education.

Based on how you perform you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate developmental course or intervention to improve your skills and prepare you for success in college-level courses.

### **Mandatory Pre-Assessment Activity:**

Before you take the TSI Assessment, you **must** participate in a Pre-Assessment Activity. Angelina College provides the Pre-Assessment Activity and documents your participation, it is required that you complete this activity before you take the test. You will **not** be allowed to take the TSI Assessment until you have completed this activity. The activity includes the following:

- An explanation of the importance of the TSI Assessment;
- Practice test questions and feedback;
- An explanation of all your developmental education options, if you don't meet the minimum passing standard; and
- Information on campus and community resources that will help you succeed as a college student.

### **CREDIT BY EXAMINATION**

A student who has attained college-level proficiency in high school or by independent study or other means can earn credit for college courses by examination provided he or she meets the minimum score requirements. Angelina College offers credit based on 1) departmental examinations, 2) The College Board Advanced Placement (AP), 3) the International Baccalaureate Diploma (IBD), 3) Course by Pass – Spanish and 4) College Level Examination Programs (CLEP).

#### **Credit by examination policies:**

1. Credit by examination is open to students who are currently enrolled at Angelina College.
2. Students may earn a maximum of 24 hours through credit by examination.
3. Students must meet minimum score requirements of a “B” or better to receive credit on departmental exams, 3 and above on AP exams, or 4 and above on IBD and 50 or above on CLEP Subject Exams.
4. Credits are posted on the official transcript upon the completion of one semester; students must complete a Petition to Record Credit by Exam (PRCE) which may be obtained from the Testing Center.
5. Angelina College Departmental Exams may be attempted only once in any given course; the College Board Advanced Placement may be repeated on any scheduled test date and CLEP may be retaken every six months.
6. Credit by exam may not be taken for a course in which student has been enrolled after the 12th class day, has audited or has completed.

#### **Procedures and Fees**

1. Credit By Examination score reports must be submitted to the testing center for interpretation and processing (i.e., AP, CLEP, IBD).
2. The testing center will submit to the appropriate division director the necessary forms required to post credit on the official transcript.
3. Departmental exam and Course By Passing information may be obtained from the testing center.
4. Departmental exams are \$20.00 and are payable to Angelina College and must be submitted to the testing center along with the registration admissions form two weeks prior to the exam date.
5. Upon receiving grades or score reports the testing center will forward to the student a written notification of the credit earned or denied. Those students who attain the minimum score required for granting credit must inform the testing center in writing of their intentions to accept or decline the credit they have earned by completing a Petition to Record Credit by Exam (PRCE).

## Testing

### **THE COLLEGE BOARD ADVANCED PLACEMENT (AP)**

The College Board Advanced Placement (AP) Examinations are not offered on the Angelina College campus; however, some AP Examinations are accepted for granting credit at Angelina College credit. Student grade reports containing scores of 3 or above must be submitted to the testing office along with a completed petition to record credit by exam (PRCE).

The AP Examinations are offered once a year in May, usually in high schools that offer college-level courses based on AP course descriptions. Each high school that gives the examinations sets its own registration deadline (no later than March) and collects fees.

Reports of AP Examination results are mailed by the College Board in mid-July to institutions listed as recipients by students. (The College Board code for Angelina College is 6025).

The AP Examinations test students over subject matter outlined in the AP course descriptions prepared by the College Board. The descriptions, which include sample questions, are available from some high school counselors and from the Advanced Placement Program website at <http://apcentral.collegeboard.com/home>.

If no high school in the vicinity is administering AP Examinations, students interested in taking AP Examinations should contact AP Services for information, by February 1<sup>st</sup>.

**ADVANCED PLACEMENT CHART (AP)**

<b>AP Test Subject</b>	<b>AC Course Number</b>	<b>Minimum Score</b>	<b>Credit Hours</b>
<b>BUSINESS</b>			
Macroeconomics	ECON 2301	3	3
Microeconomics	ECON 2302	3	3
<b>FINE ARTS</b>			
Art History	ARTS 1303&1304	3	6
Studio Art – 2-D Design	ARTS 1311	3	3
Studio Art - 3-D Design	ARTS 2343	3	3
Studio Art – Drawing	ARTS 1316	3	3
Music Theory	MUSI 1311&1312	3	6
<b>LIBERAL ARTS</b>			
Engl. Lang./Comp	ENGL 1301	3	3
Engl. Lit./Comp	ENGL 1302	3	3
Human Geography	GEOG 1301	3	3
U.S. Government & Politics	GOVT 2305	3	3
United States History	HIST 1301 & 1302	3	6
European History	HIST 2311 & 2312	3	6
Psychology	PSYC 2301	3	3
Spanish Language & Culture	SPAN 1411 & 1412	3	8
Spanish Language & Culture	SPAN 1411, 1412 & 2311	4 & Above	11
<b>MATH AND SCIENCE</b>			
Biology	BIOL 1408 & 1409	3	8
Environmental Science	BIOL 2306/2106	3	4
Chemistry	CHEM 1411 & 1412	3	8
Computer Sci-A	COSC 1301	3	3
Statistics	MATH 1342	3	3
Calculus AB	MATH 2413	3	4
Calculus BC	MATH 2413&2414	3	8
Physics C-Mechanics	PHYS 1401	3	4
Physics C-Elec. & Magn	PHYS 1402	3	4
Physics 1: Algebra Based	PHYS 2425	3	4
Physics 2: Algebra Based	PHYS 2426	3	4

## Testing

### THE INTERNATIONAL BACCALAUREATE PROGRAM

(S.B. No. 111, effective 1/2006)

Entering freshmen students who graduate with the International Baccalaureate Diploma (IBD) can receive college credit of at least 24 hours based on the completion of IB standard or higher level courses with a score of 4 or higher. If a score of less than 4 on an IBD exam is documented, fewer than 24 SCH will be granted. An equivalency chart identifying the number of semester credit hours may be obtained in the counseling center. An official transcript of grades must be submitted to the Office of the Registrar for evaluation. IBD credit hours will be posted on the official transcript as credit (CR) upon completion of one semester of enrollment and submission of the petition to record credit by examination application which may be obtained from the Testing Center.

#### IB - INTERNATIONAL BACCALAUREATE PROGRAM EQUIVALENCY CHART

COURSE(S)	SL SCORE	HL SCORE	AC COURSE	CREDIT HOUR(S)
Art (visual)	5	4	ART 1301	3
Biology	4		BIOL. 1408	4
Business Management	5	4	BUSI. 1301	3
Chemistry		6	CHEM. 1411 & 1412	8
Chemistry	6		CHEM. 1305 & 1105 1307 & 1107	8
Computer Science	5	4	COSC 1315	3
Economics	5	4	ECO. 2301 & 2302	6
English A1	5	4	ENG. 1301 & 1302	6
		5+	ENG. 1301, 1302 & select 2 from: ENG. 2307, 2326, or 2341	12
Geography	5	4	GEO. 1303	
History	5	4	HIST. 100 LEVEL	3
		5+	HIST. 1301 & 1302	6
Mathematics	3		MATH 1332	3
		4	MATH 2413	4
	3		MATH 1324	3
	3		MATH 2412	3
Music	5	4	MUSI 1306	3
Physics	5	4	PHYS. 1305 & 1105	4
Psychology	5	4	PSYC 2301	3
Theatre Arts	5	4	DRAM 1310	3

### **COURSE BY-PASS**

Advanced placement with credit for courses by-passed may be earned in Spanish. Students who have completed course work in Spanish with a grade of B or better at an accredited high school may earn up to eight hours credit in accordance with the following eligibility requirement:

1. Students who have completed one year of high school Spanish with a grade of B, or better, may enroll in Spanish 1412 and by-pass Spanish 1411. Four hours credit will be granted for Spanish 1411 provided that a grade of C or better is earned in Spanish 1412.
2. Students who have completed two years of high school Spanish with an average grade of B or better, may enroll in Spanish 2311 and by-pass Spanish 1411 and 1412. Eight hours of credit will be granted for Spanish 1411 and 1412 provided that a grade of C or better is earned in Spanish 2311.
3. In both cases, the student must apply for the by-pass credit through the Testing center by completing a Credit By Pass application and paying the required fee of \$20 per course to the Business Office.

\*Fees are non-refundable. To obtain information about credit by examination, including testing schedules, eligibility requirements, test descriptions, sample questions and fees, log on to [www.angelina.edu/testing/index.html](http://www.angelina.edu/testing/index.html) or contact the Testing Center located in the Student Center, Rm. 200D.

### **COLLEGE-LEVEL EXAMINATION PROGRAM® (CLEP)**

The CLEP Subject Examinations measure achievement in specific subject areas acquired through independent study, correspondence work, and career experiences. These exams require college-level knowledge and critical thinking ability. Angelina College is not an official test center for the CLEP but some subject exams with scores of 50+ are equivalent to Angelina College courses. Contact the Angelina College Testing Center or the Director of Testing and Student Development. For course equivalency information refer to the chart below or visit [www.angelina.edu/testing/index.html](http://www.angelina.edu/testing/index.html). A list of CLEP testing centers may be obtained from The College Board at: <http://www.collegeboard.org/search/test-centers>

Testing

CLEP Subject Exam	AC Course	Min. Score	Credit Hrs.
<b>BUSINESS</b>			
Financial Accounting	ACCT 2301	50	3
Introduction to Business Law	BUSI 2301	50	3
Principles of Macroeconomics	ECON 2301	50	3
Principles of Microeconomics	ECON 2302	50	3
Principles of Management	BMGT 1327	50	3
Principles of Marketing	MRKG 1311	50	3
<b>LIBERAL ARTS</b>			
College Composition	ENGL 1301	50	3
College Composition Modular	ENGL 1302	50	3
American Literature	ENGL 2326	50	3
Analyzing & Interpreting Literature	ENGL 2327 or ENGL 2328	50	3
American Government	GOVT 2305	50	3
U.S. History I: Pre-Columbian to 1865	HIST 1301	50	3
U.S. History II: 1865 to Present	HIST 1302	50	3
Western Civilization I: Ancient Near East to 1648	HIST 2311	50	3
Western Civilization II: 1648 to the Present	HIST 2312	50	3
Psychology, Introductory	PSYC 2301	50	3
Human Growth and Development	PSYC 2314	50	3
Sociology, Introductory	SOCI 1301	50	3
Spanish Language	SPAN 1411 & 1412	50-60	8
Spanish Language	SPAN 1411, 1412, 2311 & 2312	61<	14
<b>SCIENCE AND MATHEMATICS</b>			
Biology	BIOL 1408 & 1409	50	8
Chemistry	CHEM 1411 & 1412	50	8
Information Systems & Computer Applications	COSC 1301	50	3
College Algebra	MATH 1314	50	3

## Testing

<b>CLEP Subject Exam</b>	<b>AC Course</b>	<b>Min. Score</b>	<b>Credit Hrs.</b>
College Mathematics	MATH 1350	50	3
Pre-Calculus	MATH 2412	50	4
Calculus	MATH 2413	50	4

## CREDIT FOR MILITARY COURSES

AC will evaluate courses completed DANTES based on credit recommendation in the American Council on Education reference Guide to Evaluation of Educational Experiences in the Armed Services. Semester credit hours granted under this policy and the semester credit hours granted for College Level Examination Program (CLEP) together may not total more than 24. Students enrolled at AC wishing to have their educational experience through the DANTES transcript evaluated for possible credit should comply with the following procedures:

- The student should submit records showing completion of educational experiences in DANTES courses, which include the following: educational transcripts, discharge papers, and test scores. The student is responsible for furnishing satisfactory evidence to the evaluator.
- The Office of the Registrar references the submitted documents for credit recommendation from the Guide to Evaluation of Educational Experiences in the Armed Services.
- If a recommendation cannot be located, the student may request a recommendation from the American Council of Education in Washington, D.C.
- The evaluator completes the credit application and forwards it to the appropriate AC division chair.
- The department chair will grant or deny credit for a specific corresponding AC course.
- Credit will appear on the student's transcripts. The student who requests an evaluation of military courses must complete at least one semester credit hour in residence before appropriate credit is posted to their academic record.



## Library

### ***Library***

The library is dedicated to providing information access and research assistance to the Angelina College community of students, faculty, and staff both substantively and virtually. The Angelina College Library houses more than 35,000 titles and provides access to e-books, electronic reference resources and thousands of electronic periodical titles. Besides reference and research assistance, the AC Library offers information literacy instruction, variable study spaces, study rooms, open computer use, copy services and ADA compliant technology. The Library also houses a distance education classroom. Please visit the AC Library website for additional information at <http://www.angelina.edu/library/>.

### **COPYRIGHT COMPLIANCE STATEMENT**

It is the policy of Angelina College to comply with all Federal copyright law. All Angelina College faculty, staff, students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws. It should be kept in mind that, excepting fair use exemptions and release statements accompanying works, in general all works electronic or otherwise are copyrighted personal work. Papers produced for one class cannot be submitted as work completed in any other class without proper citation and the express permission of the instructor(s). All images, video and text copied from the Internet or any other source in part or in their entirety in compliance with assignments must be properly cited. Improper use of copyrighted materials constitutes plagiarism and is subject to the precepts of Academic Dishonesty under the Student Rights and Responsibilities policy found elsewhere in this bulletin.

### **STUDENT TUTORING AND ACCESS CENTER (STAC)**

There is a tutoring center on the second floor of the library; the center also contains assistive technology (tablets, Chrome books, and laptops, speaking and magnification applications) for use by students with disabilities. STAC was established using a Kurth Foundation Grant.

The glass-enclosed STAC is open from 8 am until 5pm, Monday through Thursday, and is staffed by two bachelor's prepared part-time coordinator-tutors and a number of peer tutors. Although appointments with specific tutors are available they are not necessary. Most students time their visits according to a posted schedule of tutor/course availability.

Subjects tutored typically include English grammar and writing, upper level math, accounting and other business classes, health careers prerequisites, and Spanish. If assistance is needed but not available for a particular subject, students are encouraged to submit a tutoring request to one of the STAC coordinators.

Online tutoring is available via a web service through Blackboard for off-campus and 24-hour assistance. Plans are being made for an online writing lab through the

STAC. All AC students are welcome in the STAC in the Writer's WorkBench lab (Room 101, Liberal Arts building), and in the mathematics lab (Room 213A, Mathematics/Science Building).

## ***Finances***

### **SCHEDULE OF CHARGES**

**Student Classifications:** for tuition purposes, students enrolled in Angelina College will be classified as follows:

1. **In-District** – Students who are legal residents of Angelina County. “Legal residents” include all students who, at the commencement of a semester or term, have established a bona fide residence in Angelina County.
2. **Out-of-District** – Students who are legal residents of Texas counties other than Angelina County.
3. **Out-of-State** – Students who are not legal residents of Texas, pursuant to the authority granted by Section 54.052 of the *Texas Education Code* are defined as:

Students who are less than 18 years of age, living away from their family and whose family has not resided in Texas for the 12 months immediately preceding the date of registration, or students of 18 years of age or over who reside out of state or who have not been legal residents of the state 12 months immediately preceding the date of registration.

Other residency requirements and information can be obtained in the Office of the Registrar.

### **TUITION AND FEES**

The following schedule indicates the tuition and mandatory fees for each credit hour of enrollment. **Tuition and fees for auditing courses are the same as regular enrollment in the courses. Enrollment for courses to be audited must be completed during regular registration period**

## Finances

### TUITION AND MANDATORY FEES

This tuition schedule is effective for Fall 2016, but may be revised for Spring and Summer 2017 pending state funding.

CREDIT HOURS	GENERAL INSTITUTION SERVICES FEES	IN-DISTRICT		OUT-OF-DISTRICT		OUT-OF-STATE	
		TUITION	TOTAL	TUITION	TOTAL	TUITION	TOTAL
1	10	114	124	180	190	265	275
2	20	132	152	218	238	310	330
3	30	198	228	327	357	465	495
4	40	264	304	436	476	620	660
5	50	330	380	545	595	775	825
6	60	396	456	654	714	930	990
7	70	462	532	763	833	1,085	1,155
8	80	528	608	872	952	1,240	1,320
9	90	594	684	981	1,071	1,395	1,485
10	100	660	760	1,090	1,190	1,550	1,650
11	110	726	836	1,199	1,309	1,705	1,815
12	120	792	912	1,308	1,428	1,860	1,980
13	130	858	988	1,417	1,547	2,015	2,145
14	140	924	1,064	1,526	1,666	2,170	2,310
15	150	990	1,140	1,635	1,785	2,325	2,475
16	150	1,056	1,206	1,744	1,894	2,480	2,630
17	150	1,122	1,272	1,853	2,003	2,635	2,785
18	150	1,188	1,338	1,962	2,112	2,790	2,940
19	150	1,254	1,404	2,071	2,221	2,945	3,095
20	150	1,320	1,470	2,180	2,330	3,100	3,250
21	150	1,386	1,536	2,289	2,439	3,255	3,405

A differential tuition rate increase of \$50 per credit hour applies to nursing clinical courses (RNSG 1260, RNSG 1262, RNSG 1363, RNSG 2363, RNSG 2360, VNSG 1360) and an increase of \$12 per credit hour for welding courses (WLDG 1428, 1435, 1457, 2406, 2413, 2443, and 2453).

**General Institution Services Fee:** This fee is a mandatory fee that entitles students to free admission to all regular college athletic events, drama/musical performances and student activities by presentation of valid ID card.

## Finances

### **Required Incidental Fees:**

Bowling (PHED 1103, 2103)	\$85
Concurrent Three-Peat Course Fee (per credit hour)	\$100
Diploma Replacement Fee	\$30
Distance Education (Internet, VCT, Hybrid)	\$50
Dorm daily rate:	
Student	\$15
Non-student	\$25
Golf (PHED 1111, 2111)	\$55
Installment Plan Fee	\$30
Purchase of an ID card, Non-credit Students	\$15
Late Registration Fee	\$20
Liability Insurance (Nursing/Human Services/Child & Family/Radiologic Technology/Respiratory Care/Pharmacy Tech/Sonography/Surgical Tech)	\$15
Liability Insurance (AUMT)	\$61
Liability Insurance (EMSP)	\$61
Loan Processing Fee	\$30
Martial Arts (PHED 1122, 2122)	\$50
MUAP (All 11## and 21##)	\$60
MUAP (All 12## and 22##)	\$90
Nursing Specialty Exam Fee (RNSG 1301, 1309, 1412, 1441, 2130, 2331, 2313; VNSG 1219, 1238, 1304, 1330, 1331, 1334, 1432, 1570)	\$45
Racquet Sports (PHED 1106, 2106, 2112)	\$50
Replacement or Special Request I.D.	\$10
Schedule Change (per change)	\$5
Scuba Fee (PHED 1124, 1125, 2124, 2225)	\$95
Scuba Fee (PHED 2125)	\$125
Swimming (PHED 1102, 2102)	\$70
Team Sports	\$50
Tennis (PHED 1107, 2107)	\$50
Transcript Fee	*
Testing Fees	
HESI (ADN, VN)	\$40
TSI Assessment	\$29
TSI Individual Assessment	\$15
Bennet Mechanical Comprehension Test (Automotive)	\$25
Campbell Interest Inventory	\$25
Departmental/Credit By Experience	\$20
General Education Development Test (GED)	\$35-\$135
HVAC Certification Exam	\$50
Keyboarding Tutorial	\$10
Monitoring Correspondence Exams	\$25
Nursing Subject Retest	\$30
Spanish By-Pass Credit	\$20
TCOLE	\$25
Typing Proficiency Test	\$20

## Finances

Work Keys (depending on test section) .....	\$15
Three-Peat Course Fee (per credit hour) .....	\$50
Concurrent Non-reimbursable (per credit hour).....	\$100

\*Students may request three official transcripts at no charge. Thereafter, a fee of \$5.00 will be assessed for each official transcript requested.

## Mandatory Laboratory Fees:

ACNT 1311 .....	\$15
ARCE 1452, 2452 .....	\$15
ARTC 1402, 1413, 2405, 2413 .....	\$15
ARTS 1311, 1316, 2316, 2323, 2326, 2333, 2343, 2346, 2348 .....	\$15
2356, 2366	
ARTV 1351, 1451 .....	\$15
AUMT 1407, 1410, 1416, 1419, 1445, 2417, 2425 .....	\$15
BCIS 1305 .....	\$15
BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2106, 2401, 2402, 2404, .....	\$15
2420	
BUSI 2304 .....	\$15
CDEC 1413, 1419, 1421, 1458, 2426 .....	\$15
CETT 1349, 1409, 1457, 2437 .....	\$15
CHEM 1105, 1107, 1411, 1412, 2423, 2425 .....	\$15
COMM 1129, 1318, 2311, 2330 .....	\$15
COSC 1300, 1301, 1315, 1320, 1336, 2320 .....	\$15
CPMT 1311 .....	\$15
DEMR 1405, 1406, 1413, 1442, 1449, 2432 .....	\$15
DFTG 1405, 1409, 1417, 1433, 2402, 2410, 2421, 2430 .....	\$15
DMSO 1351, 1405, 2351, 2353, 2405, .....	\$15
DRAM 1120, 1121, 1330, 1342, 1351, 1352, 2120, 2121, 2331, .....	\$15
2351, 2352	
DRAM 1341 .....	\$45
DSVT 1300 .....	\$15
EDUC 1301, 2301 .....	\$15
ELPT 1411, 1429, 1441, 1445, 2305, 2331, 2405, 2419 .....	\$15
EMSP 1355, 1356, 1438, 1501, 2306, 2243, 2338, 2348, 2430, 2434, 2544.....	\$15
ENGL 0250, 0310, 0320, 1301, 2311, NCBE 0130/0230 .....	\$15
ITRW 0410/0420	
ENGR 1304, 1305 .....	\$15
ENTC 2310 .....	\$15
FCEL 1305 .....	\$15
FORS 2450 .....	\$15
GEOL 1403, 1404 .....	\$15
GISC 1411 .....	\$15
GRPH 1459 .....	\$15
HART 1303, 1310, 1401, 1407, 1445, 2336.....	\$15
HYDR 1350, 1409, 1415, 2330, 2430, 2455, 2459 .....	\$15
IMED 1416, 2411 .....	\$15

## Finances

INEW 2330 .....	\$15
INTC 1301 .....	\$15
INRW 0410, 0420 .....	\$15
ITCC 1310, 1311, 1312, 1313, 1314, 1340, 2312, 2313, .....	\$15
ITNW (All) .....	\$15
ITSC (All) .....	\$15
ITSE (All) .....	\$15
ITSW (All) .....	\$15
ITSY 2400, 2441 .....	\$15
LOTT 1301 .....	\$15
MATH 0250, 0310, 0320, 0330, NCBM 0130, 0325 .....	\$15
MCHN 1320, 1405, 1426, 1438, 1441, 1452, 1454, 2305, 2435, 2438.....	\$15
2441, 2444, 2445	
MSCO (All) .....	\$15
MUEN 1121, 1122, 1123, 1124, 1131, 1132, 1141, 1142, 1151, 1152, 2121, ....	\$15
2122, 2123, 2124, 2131, 2132, 2141, 2142, 2151, 2152	
MUSC 1327, 1427, 2347 .....	\$15
MUSI 1116, 1117, 1162, 1181, 1182, 1183, 1185, 2101, 2116, 2117 .....	\$15
2117, 2181, 2182, 2192	
NCBE 0230 .....	\$15
PHED 1100, 1101, 1104, 1105, 1108, 1109, 1110, 1112, 1114, 1115 .....	\$15
1116, 1117, 1118, 1119, 1120, 1121, 1123, 1166, 1306, 2100, 2101, 2104,	
2105, 2108, 2109, 2110, 2113, 2114, 2115, 2116, 2117, 2118, 2119,	
2120, 2121, 2123	
PHED 2225.....	\$15
PHRA 1309, 1313, 1345, 1349 .....	\$15
PHYS 1105, 1115, 1401, 1402, 1411, 2425, 2426 .....	\$15
POFI (All) .....	\$15
POFT 1301, 1319, 1325, 1429, 2303 .....	\$15
PSYC 1300 cross referenced with EDUC 1300 .....	\$15
RADR (All) .....	\$15
REDG 0250, 0300, 0310, 0320, 1310, 2310, NCBR 0130 .....	\$15
RNSG 1205, 1215, 1260, 1262, 1301, 1309, 1327, 1341, .....	\$15
1343, 1360, 1363, 1412, 2130, 2213, 2363, 2460	
RSPT 1261, 1362, 1410, 1411, 1461, 1462, 2230, 2231, 2362, 2461, 2462 .....	\$15
SLNG 1344, 1345, 1404, 1405 .....	\$15
SPAN 1411, 1412 .....	\$15
SRGT 1405, 1409, 1441, 1442 .....	\$15
STSU 0200, 0300 .....	\$15
TECA 1303, 1311, 1318, .....	\$15
VNSG 1219, 1238, 1304, 1330, 1331, 1334, 1405, 1423, 1432, 1570 .....	\$15
1226, 1361, 1362, 1363	
WLDG 1291, 1337, 1391, 1421, 1428, 1435, 1457, 2406, 2413, .....	\$40
2443, 2453	

## Finances

### **TUITION INSTALLMENT PLAN**

During the fall or spring semesters, students who have no outstanding debt to the college and are not in student loan default status may elect to pay tuition and fees in installments. Students must have a valid credit card or bank account to utilize this plan, and will be directed to a website where information will be entered. A \$30.00 loan processing fee will be assessed.

Students who fail to make full payment according to the schedule indicated will be prohibited from registering for classes and may be denied credit for the work done that semester. Students will be assessed a missed payment fee. Interested students should inquire at the Business Office or the cashier during registration.

### **TUITION AND FEES – LIMITATIONS**

1. **Waiver of out-of-district tuition fees for individuals owning property subject to Ad Valorem taxation (Section 130.0032 Tex.Ed.Code).** Angelina College will waive the difference between out-of-district tuition fees and in-district tuition fees for individuals, or their dependents, who own property within the geographic boundaries of Angelina County which is subject to ad valorem taxation. Persons, or their dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt issued by the county tax assessor-collector's office, or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by Angelina College.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

2. **Concurrent enrollment in more than one institution of higher education (Section 54.062 Tex. Ed. Code).** When a student registers at more than one public institution of higher education at the same time, his/her tuition charges shall be determined in the following manner:
  - a. The student shall pay the full tuition charge to the first institution at which he/she registered; and in any event, he/she will pay an amount at least equal to the minimum tuition specified in this code.
  - b. If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student will not be required to pay the specified minimum tuition charge to the second institution in addition to the first institution, but will pay only the hourly rates, as provided in this code, to the second institution.
  - c. If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a

## Finances

higher minimum tuition charge specified in this code), then the student will first register at the institution having the lower minimum tuition and will pay the second institution only the amount equal to the difference between his/her total tuition charge at the second institution and his/her total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rate as provided in this code.

- d. If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which he/she is registered, that student will be considered a Texas resident at each of the institutions at which he/she is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subsection shall be so construed as to allow a non-resident to pay resident tuition except at institutions covered by Section 54.060 of this code.

**A copy of the student's paid receipt from the first institution must be presented during registration at Angelina College.**

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

3. **Hazlewood Act (Section 54.203 (a) & (b) Tex. Ed. Code).** Certain veterans who have served a minimum of 180 days on active military duty and who have received an honorable discharge, who were residents of Texas at the time of entry into the service, who have resided in Texas for at least the twelve month period before the date of registration, and whose entitlement to educational benefits under federal legislation (financial aid) has been exhausted are eligible for exemption from the payment of tuition and fees at public schools. Applicants are not exempted from the payment of property deposits, fees, lodging or board. These exemptions also apply to children of members of the Armed Forces killed in action or who died while in the service and to the children of members of the Texas National Guard and Texas Air National Guard killed since January 1, 1946, while on duty. The benefits are extended to the children of members of the Armed Forces who are missing in action or whose death is documented by the armed services as being directly caused by illness or injury connected with service in the Armed Forces. Benefits are also available to children of Texas veterans who are totally disabled for employability.

To obtain this exemption, the veteran or his/her dependent should furnish the following documents to the VA Certifying Official in the Financial Aid Office:

- a. A certified copy of discharge papers;
- b. A letter from the Veterans Administration or other proof that the veteran's benefits have been exhausted;
- c. Verification that federal financial aid is not available.



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Dependents should furnish official documentation from the military indicating eligibility. No student may use Hazlewood for more than 150 credit hours, with the count beginning in Fall 1995. The application for financial aid should be made at least six weeks in advance of registration. All documents should be submitted to the Office of Financial Aid well in advance of registration. Until an entitlement for this exception has been established, the student will pay the regular fees from his/her own funds.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

4. **Children of Certain Disabled Public Employees (Section 54.204 Tex. Ed. Code).** Children of certain firemen, peace officers, employees of the Texas Department of Corrections, and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from payment of all dues, fees, and charges. A person is not entitled to the exemption if the person does not apply initially for the exemption before the date the person becomes 21 years of age.  
A person is not entitled to an exemption for any term or semester the person begins after the date the person becomes 26 years of age.

5. **Surviving Spouse and Dependent Children of Certain Deceased Public Servants (Section 615.0225 Tex. Govt. Code).** A person is eligible to receive education benefits under this section if the person is a surviving spouse; or a surviving minor child as defined by Section 615.001. An eligible person who enrolls as a full-time student at an institution of higher education is exempt from tuition and fees at that institution until the student receives a bachelor's degree or 200 hours of course work, whichever comes first. The institution of higher education shall also provide textbooks to the student.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

6. **Deaf and Blind Students (Section 54.205 Tex. Ed. Code).** Certain deaf and blind persons may be eligible for exemption of tuition, lab fees, activity fees, and building use fees. Such persons are not exempt from charges for lodging, board, books or supplies for which other students normally pay.

To be eligible for the exemption, a person must:

- a. be a resident of Texas as defined by Coordinating Board rules;
- b. be a high school graduate or its equivalent (GED);
- c. present a certificate that he/she is a blind or deaf person. The certificate must be issued by the Department of Assistive and Rehabilitative Services, or the Texas Commission for the Deaf and Hearing

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Impaired, as appropriate. The certificate is required for the initial enrollment only and remains valid for subsequent enrollments at the institution in the student's designated course of study;

- d. present a letter of recommendation from the principal of the high school attended or from a public official or some other responsible person who knows the blind or deaf person.
- e. present a statement written by/for the blind or deaf person which sets out that person's purpose in pursuing higher education and which indicates the certificate or degree program to be pursued or the professional enhancement anticipated from the course of study for that certificate or degree program;
- f. provide proof that he/she meets the institution's entrance requirements. An institution may establish special entrance requirements to fit the circumstances of deaf and/or blind persons.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

7. **Honor Graduate (Section 54.201 Tex. Ed. Code).** The highest ranking graduate of each accredited Texas high school is eligible for a scholarship which provides full exemption from tuition for both semesters of the first regular session immediately following his/her graduation. When, in the opinion of the institution's president, the circumstances of the individual case (usually military service) merit such action, this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Application for this exemption should be made in the Financial Aid Office.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

8. **Children of Prisoners of War or Persons Missing in Action (Section 54.209 Tex. Ed. Code).** Dependent children of any person, who is a domiciliary of Texas on active duty as a member of the armed forces of the United States, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action, are eligible for exemption of tuition and fees. Application for this exemption should be made in the Financial Aid Office well in advance of the student's registration.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's

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Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

9. **Senior Citizens (Section 54.210 (b) & (c) Tex. Ed. Code).** The governing board of a state-supported institution of higher education may allow senior citizens (persons 65 years of age or older) to audit or enroll in up to six credit hours in any course(s) offered by the institution without the payment of tuition, if space is available.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

10. **Students in Foster or Other Residential Care (Section 54.211 Tex. Ed. Code).** Students who were in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding their 18th birthday; the day of the student's 14<sup>th</sup> birthday, if the student was also eligible for adoption on or after that day; or the day the student graduated from high school or received the equivalent of a high school degree; may be eligible to have tuition and fees waived. To receive the exemption, an otherwise eligible student must enroll in an institution of higher education not later than the third anniversary of the date 1) The student was discharged from the foster or other residential care, or 2) graduated from high school or received the GED, or 3) became 21 years of age. Eligible students should be able to provide documentation from the Department of Protective and Regulatory Services which certifies their eligibility for the tuition and fee exemption.
11. **Transfers for Economic Development (Section 54.052 (h) Tex. Ed. Code).** An individual eligible to establish a domicile in Texas, who has come from outside Texas and registered in an educational institution before having resided in Texas for a 12-month period immediately preceding the date of registration and his dependents, are entitled to pay the tuition fee and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization within five years of the date that such business or organization became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state and if the individual files with the Texas institution of higher education at which he registers a letter of intent to establish residency in Texas. Evidence of such eligibility must be obtained from the Texas Higher Education Coordinating Board.
12. **Nonresident Military Personnel in Texas (Section 54.058 Tex. Ed. Code)** Nonresident military personnel stationed in Texas, their spouse and their children are eligible to pay resident tuition rates. Applicants must

provide documentation from the military verifying assignment in Texas.

13. **Texas National Guard Tuition Assistance Program (Chapter 431.090 Tex. Govt. Code).** Eligible individuals in the Texas Army or Air National Guard and Texas State Guard may qualify to be exempt from payment of tuition. To apply, students should contact the unit commander of his/her National Guard, Air Guard or State Guard unit or the Education Officer, State Adjutant General's Office, P.O. Box 5218/AGTX-PAE, Austin, Tx., 78763-5218 or at 512-782-5515 or send an email to [education.office@tx.ngb.army.mil](mailto:education.office@tx.ngb.army.mil).
14. **Exemption for Adopted Students Formerly in Foster Care or Other Residential Care (Section 54.2111 Tex. Ed. Code).** A student is exempt from the payment of tuition and fees if the student:
  - a. was adopted; and
  - b. was the subject of an adoption assistance agreement under Subchapter D, Chapter 162, Family Code.

Eligible students should be able to provide documentation from the Department of Protective and Regulatory Services which certifies their eligibility for the tuition and fee exemption.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

15. **Exemption of eligible preceptors and eligible students from payment of up to \$500 of tuition per semester (Section 54.222 Tex. Ed. Code).** To receive an exemption under this program, a preceptor must be a resident of Texas, be a registered nurse, and be serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or other academic term for which the exemption is sought. A student that is a resident of Texas may receive the exemption as the child of a person meeting all criteria listed. An application is required. See Health Careers Division director. This exemption is adjusted based on other scholarships/grants received.

In order to receive this waiver/exemption, the student must be making satisfactory academic progress as defined by Angelina College's Satisfactory Academic Progress Policy found in the Financial Aid section of this bulletin.

16. **Exemption of children of professional nursing program faculty and staff from payment of tuition per semester (Section 54.221 Tex. Ed.**

## Finances

**Code).** To receive an exemption under this program, a student must be a resident of Texas; not have been granted a baccalaureate degree; be enrolled at Angelina College; and, be a child of an individual employed full time by Angelina College's nursing department as faculty, administrator, or teaching assistant. The exemption is to be prorated for children of employees meeting above criteria but employed less than full time. An application is required. See Health Careers Division director. This exemption is adjusted based on other scholarships/grants received.

17. **Students Receiving Competitive Scholarships (Section 54.064 Tex. Ed. Code).** Nonresident or foreign students receiving competitive academic or non-academic scholarships in the amount of \$1,000 or more are eligible to pay resident tuition rates. To be eligible, the student must have competed with other students, including Texas residents, and the scholarship must have been administered by a school-recognized scholarship committee. Eligibility will be revoked in any semester during which the student fails to receive the scholarship.
18. **Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses (Section 54.3531 Tex. Ed. Code).** To encourage persons employed as peace officers to take college courses designed to help them in their work, Angelina College will exempt the student from tuition and fees for certain courses in Peace Office Programs. To be eligible for the exemption, students must be:
  - a. Employed as a Peace Officer by the state of Texas or by a political subdivision of Texas
  - b. Enrolled as an undergraduate in an undergraduate program, including certificate, associate and baccalaureate degrees leading to a law enforcement-related or criminal justice certificate or degree. At Angelina College, these programs include the Certificate in Digital Forensic Specialty Level I and the AAS, Criminal Justice.
  - c. Making satisfactory academic progress toward the student's degree as determined by the institution.
  - d. Student must apply for the exemption at least one week before the last date of the institution's regular registration period for the applicable semester or other term. To apply for the exemption, students must provide the college's Financial Aid Office with proof of employment as a paid police officer, and enroll in the courses of a law enforcement or criminal justice curriculum.
  - e. Have not previously attempted a number of semester credit hours for courses taken at any Texas public institution of higher education while classified as a resident student for tuition purposes in excess of the maximum number specified in TEC Section 61.00595(a) (30 hours beyond the degree requirement).

## Finances

- f. To receive a continuation award, the police officer must meet the institution's financial aid academic progress requirements.
19. **Firefighters Taking Fire Science Courses (Section 54.353 Tex. Ed. Code).** To encourage persons employed as fire fighters or active members of volunteer fire departments to take college courses designed to help them in their work, Angelina College will exempt the student from tuition and lab fees for certain courses offered as part of a fire science curriculum. To be eligible for the exemption, a student must:
- a. Be employed as a paid fire fighter by a political subdivision of the State of Texas or active members of volunteer fire departments who hold an accredited advanced certification (or the equivalent), under the State Firemen's and Fire Marshal's Association of Texas volunteer certification program, OR a Phase V (Firefighter II) certification (or the equivalent) under the Texas Commission of Fire Protection's voluntary certification program under Section 419.071, Govt Code.
  - b. Enroll in courses offered as part of a Fire Science Curriculum. Eligible programs at Angelina College include: EMS-Basic Certificate, EMS-Intermediate Certificate, EMS-Paramedic Completion, and AAS, Emergency Medical Services
  - c. Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs).
  - d. The exemption may not be applied to additional tuition charged to an undergraduate student with excess or repeated hours under TEC. 54.014(a) or (f), or the additional tuition charged to a graduate student with excess hours under TEC. 61.059(l)(1) or (2).
  - e. Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a Grade Point Average requirement for persons to receive continuation awards through the program. The Bill also establishes a Limit to the Total Number of Hours, cumulative, that a student may take and continue to receive awards through this program. These changes went into effect in fall, 2014. Contact the Financial Aid Office for more information
  - f. Students apply for the exemption by providing the Financial Aid Office with proof of employment as a paid fire fighter, and enrolling in the courses of an eligible program.

## FINANCIAL RESPONSIBILITY

State Law requires that all tuition and fees be paid at the time of registration. Students are not entitled to enter classes or laboratories until their appropriate fees and deposits have been paid. Failure to pay the amount owed in the allotted time can result in any or all of the following sanctions: 1) drop or withdrawal from classes;

## Finances

2) withholding of future registration privileges; 3) withholding of transcripts; and 4) withholding award of a degree.

### RETURNED CHECK POLICY

Checks are accepted subject to collection through regular banking procedures. A returned check (regardless of reason) whether written by the student or on his/her behalf by a spouse, guardian, friend, parent or sponsor does not constitute an automatic withdrawal from college. A charge of \$30 will be assessed on any check returned by the bank. Upon notification from the bank of a returned check, instructors will be notified not to permit a student into class until the check and service charge are paid. The check must be cleared in the Business Office within ten days of the date on which notice was sent by the Business Office. Failure to respond will result in the check(s) being submitted to the County Attorney of Angelina County for prosecution and collection.

### REFUND POLICY

1. Students **who drop or who officially withdraw** from Angelina College (or who are officially dismissed from Angelina College) and who are enrolled in semester length courses shall receive refunds of tuition and **mandatory fees** in excess of the minimum tuition as follows:
  - A. *Fall and Spring Semesters*

Prior to the first class day.....	100%
During the first fifteen class days.....	70%
During class days sixteen through twenty.....	25%
After the twentieth class day.....	None
  - B. *Summer Semesters*

Prior to the first class day.....	100%
During the first five class days.....	70%
During the sixth and seventh class days.....	25%
After the seventh day.....	None
2. Students **who drop courses or who officially withdraw** from Angelina College (or who are officially dismissed) and who are enrolled in flex-entry and/or non-semester length courses with a census date other than the 12<sup>th</sup> class day (4<sup>th</sup> class day for the six-week summer sessions) shall receive refunds of tuition and **mandatory fees** in excess of the minimum tuition as follows:

Prior to the first class day.....	100%
After classes begin.....	Refer to table

## Finances

Length of Class Term In Weeks	Last Day for 70% Refund	Last day for 25% Refund
2 or less	2	N/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or Longer	15	20

3. **Officially withdraw or drop** means that the student goes through the Office of the Registrar and completes all required forms.
4. **Mandatory fees** mean only fees, General Institutional Services Fees and laboratory fees
5. **Class Days** refer to the number of calendar days the institution normally meets for classes, not the days a particular class meets. Important class days are listed in the college calendar.
6. All claims for loss or damage, loans, returned checks and other such charges will be considered before refunds are processed and mailed.
7. Required incidental fees for liability insurance, late registration, schedule changes, installment plans, parking, loan processing and testing **are not refundable.**
8. Refunds of tuition and mandatory fees will be returned to the student, or the student's estate in the event of substantiated death of the student; to the sponsor; to the donor; to the grantor; or other source from which payment was received. Where Federal Financial Aid, including Federal Pell, and another source of payment were applied to a student's account, refunds will be applied to Federal Financial Aid sources initially in the following sequence:
  - a. Federal PELL Grant Program
  - b. FSEOG Program
  - c. Other Title IV Programs
9. Classes which are cancelled at the convenience of the college due to low enrollment, shortage of space, unavailability of an instructor, or similar reasons will entitle the student to a full refund of tuition and fees.
10. If a student withdraws from the college because the student is called to active military service, the college, at the student's option, shall
  - a. Refund the tuition and fees paid by the student for the semester in which the student withdraws
  - b. Grant a student who is eligible under the college's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript, or



## Finances

- c. As determined by the instructor, assign an appropriate grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.
11. Students who add hours within the permissible period will have tuition and fees increased as necessary to meet provisions of state law and college policy.
12. Information regarding refunds for non-credit courses may be obtained from the Community Services office.
13. Refunds are made by check or direct deposit. The college will process refunds **thirty days** after the last day of schedule changes resulting from, but not limited to, withdrawal, dismissal, cancellation of classes, or dropped classes.
14. All refunds must be requested during the same semester in which the student's original payment was made. No refund of less than \$2.00 will be made unless requested by the student at the Business Office.

**Tuition and fees as published herein are subject to change, if necessary, to comply with *state law and regulations of the college*. Any variations from bulletin regulations governing charges or refunds must be approved by the Board of Trustees.**

## ROOM AND BOARD

Angelina College has 112 student spaces available in the college residence hall. These spaces may be reserved on a "first come, first served" basis after athletic scholarship recipients are housed and returning resident students have exercised their option to renew a reservation for the ensuing semester or term. A block of rooms may also be reserved for students participating in special student programs.

Applications for room reservations must be made on the form provided for this purpose. The form may be obtained from the Business Office. Room reservation applications must be accompanied by a \$100.00 deposit which will be retained by the college as a property deposit after successful applicants have moved into the residence hall. The deposit will be used as a protection against damage to the residence hall and furniture and fixtures. Reservations confirmed but not used or not cancelled by the required date will result in forfeit of the deposit.

Reservation deposits will be refunded only upon **written request** to the Business Office.

Once a room reservation has been confirmed, a non-refundable advance payment of \$200.00 must be paid. The advance payment will be applied toward the semester residence hall fee. Failure to make the advance payment will result in **cancellation** of the reservation and **forfeiture** of the deposit.

Notification of move in dates will be made when a room reservation is confirmed.

Students who have not checked in with the residence hall supervisor prior to the first class day of each semester may have their reservation cancelled.

## Finances

**Students must arrange to pay all remaining room and board fees before the time of dorm check-in.** This includes students receiving financial aid which is insufficient to cover room, board and fees.

Scholarship athletes should obtain meal plan information available at the Athletics office.

Non-scholarship dorm residents will be required to purchase a four-day meal plan\* at a cost of \$1,000.00. Unused meals expire at the end of each semester. The meals may be used any time the snack bar is open and will include grill items as well as the daily buffet. Additional meals may be purchased through the business office and may be carried forward to future semesters.

These rates are based on two occupants per room which is the normal occupancy.

\*These rates include applicable sales taxes, are subject to change if economic conditions so require, and include meals commencing on the first class day and ending on the last class day of a semester or term (class days are listed in the official College Calendar).

No meal plan is offered during summer terms, although students may purchase individual meal tickets in the Business Office. Additionally, the room rent\* for the Fall/Spring semesters is \$1,100.00 per semester. Residents will pay \$2,100.00 per Fall/Spring semester for room and board. The room rent\* for Summer I/II semesters is \$550.00.

All student residents will be required to sign a contract with Angelina College (parent must sign for individuals under 18 years of age). This contract will provide that the resident student will comply with all college and Residence Hall Council rules and regulations. Residence hall policies will be strictly enforced.

The residence hall rooms are furnished with study desks, chairs, beds, chests, and closets. Occupants must furnish their own personal items such as sheets, pillows, pillow cases, blankets, bedspreads, towels, wash cloths, curtains, rugs, brooms, mops, etc. Television cable is furnished for each room by the college. Telephone outlets are available in each room, but it is the student's responsibility to have service activated.

Students who officially withdraw from the college, who are dismissed at the convenience of the college on or after the first class day, or who are expelled from the residence hall for violation of policies, will not receive a refund of *room rent*. Students who are forced to withdraw due to illness or injury, such withdrawal being substantiated by a physician's written and signed statement, will receive a refund of the unearned *room rent* on a pro rata basis. In the event of the substantiated death of a student, the unearned *room rent* and the reservation deposit will be refunded to the estate of the student. In the case of refunds due to students who receive grants and/or scholarships, the refunds will be paid to the grants and/or scholarship accounts.

## Finances

Students who officially withdraw from the college, who are dismissed at the convenience of the college, or who are expelled from the residence hall, will receive refunds of *board costs* based on the unused portion calculated as a percentage of the semester remaining. Such refunds resulting from the substantiated death of a student will be paid to the student's estate. In the case of refunds due to students who receive grants and/or scholarships, the refunds will be paid to the grants and/or scholarship accounts. No refunds will be made until the student turns in a completed dorm check-out sheet to the Business Office.

Students who find it necessary to seek housing off-campus may obtain assistance from the Dean of Student Services in locating private housing. The college cafeteria and snack bar are open to all students. Students not residing on campus may purchase meal tickets or pay cash. Angelina College provides room and board, and all other services, without discrimination on the basis of sex, age, race, color, creed, religion, national origin or physical disability.

## Workforce Programs

### WORKFORCE DEGREES AND CERTIFICATES

#### ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS

This degree is awarded to students who successfully complete an approved curriculum for a two-year technical program in the Business, Health Careers, or Technology and Workforce Divisions. There is also two workforce programs in the Fine Arts Division. Specific credit hour requirements and course requirements vary among the various workforce education programs. Consult the appropriate division director for specific requirements for progression and graduation.

<u>CORE COMPONENT</u>	<u>COURSE SELECTION</u>	<u>CREDIT HRS</u>
Use five components areas listed	General education courses	
There must be at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, Life & Physical Science/Mathematics		15

#### BUSINESS DIVISION AREAS OF CONCENTRATION

Computer Information Systems	Management Development (and
General Business	Marketing and Small Business)
Leading to a BBA	Office Administration
Real Estate	

#### HEALTH CAREERS DIVISION AREAS OF CONCENTRATION

Emergency Medical Services	Pharmacy Technology Program
Diagnostic Medical Sonography	Radiologic Technology
Nursing – RN/VN	Respiratory Care Practitioner
Surgical Technology	

#### TECHNOLOGY AND WORKFORCE DIVISION AREAS OF CONCENTRATION

Automotive Technology	Electronics Technology
Child & Family Development	Fluid Power Technology
Criminal Justice	Human Services
Diesel Technology	Paralegal (Legal Assistant)
Drafting and Design Technology	Machine Tool Technology
Electrical Maintenance	Networking
Electromechanical Technology	Welding Technology

Business Division

## ***Business Division***

### **Areas of Concentration**

**\*Ongoing changes are being approved and the online publication will supersede this printed Bulletin.**

**Computer Information Systems  
General Business  
Leading to a BBA**

**Management Development (and  
Marketing and Small Business)  
Office Administration  
Real Estate**

Briefly stated, the purpose and curricula in the Business Division of Angelina College is designed to meet the needs of four groups of students who plan to enter or continue careers in the field of business.

1. **Students who desire to continue their education at a senior college or university after two years at Angelina College.** This two-year curriculum is designed for the student who needs to transfer to a senior college or university to complete a Baccalaureate Degree in Business Administration. This degree plan is designed so most, if not all, courses will transfer to senior colleges and universities. Students planning to complete a four-year degree in the areas of General Business, Computer Information Systems, Economics, Finance, Management, Marketing, and/or International Business should follow the curriculum shown under the Leading to a BBA Degree, Associate in Science in Business. Also available for Business Division majors are other Baccalaureate degree options, such as the BAAS degree.
2. **Students who desire to obtain a two-year degree from Angelina College prior to or while concurrently pursuing a career in the field of business.** Students in this group normally plan to enter the work force prior to or upon graduation and do not intend to continue their formal education at a senior college or university. These students can pursue one of several Associate in Applied Science degrees in the fields of Computer Information Systems, General Business, Management Development (Management/Marketing), Office Administration and Office Administration – Legal Secretary. Many of the courses in some of these programs will not transfer to a four-year school Baccalaureate degrees are a potential option for Management Development, Office Administration and Computer Information Systems and courses do transfer in many cases. Tech Prep Enhanced Skills Certificates are available for AAS graduates in General Business, and Management Development.

Business Division

3. **Students who desire a one-year or one-semester course of study at Angelina College prior to entering the work force.** Angelina College offers a one-year certificate in General Business, Management Development, Network Administration, Networking, Computer Programmer/Specialist, Office Administration and Office Administration-Legal Secretary-Word Processing. These certificates offer intensive courses of study to provide the necessary training and knowledge in these particular fields. Also available are one semester certificates in Office Administration, Microcomputer Applications and Operations, and Real Estate. These are for those students who desire or need to seek gainful employment or advancement at the earliest possible time.
4. **Students who desire to participate in one of the career development programs offered by the Business Division at Angelina College.** The students in this group are those desiring to learn a new skill or upgrade an existing one. The programs in this area are geared to existing employment requirements of business and industry and are modified periodically to keep current with technology, requirements of a particular course of study, or business/industry demands. This might include one course or a group of courses in the areas of Computer Information Systems, Management/Marketing Development, Office Administration or Real Estate.

Specific degree/course requirements for Associate in Science (Leading to a BBA), Associate in Applied Science degrees, and for the one-year and one-semester Certificates of Completion programs are shown on the following pages. **No deviations from the listed courses will be permitted unless specifically approved in writing by the student's advisor and the division director.**

Business Division

## ACCOUNTING

### ASSOCIATE IN APPLIED SCIENCE

\*Teach-out Plan ends Spring 2017.

*STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communications</u> ENGL 1301 and 1302*	6
2. <u>Mathematics</u> MATH 1314* or MATH 1324*	3
MATH 1342*	3
3. <u>Creative Arts</u> ARTS 1301, DRAM 1310, MUSI 1310, <b>or</b> MUSI 1306	3
4. <u>Social and Behavioral Sciences</u> ECON 2301	3
5. <u>Component Area Option</u> BUSI 2304* – Business Report Writing and Correspondence	<u>3</u>
<b>Total Hours</b>	<b>21</b>
REQUIRED TECHNICAL CORE COURSES	
ACCT 2301 and ACCT 2302* – Principles of Accounting I & II	6
ACNT 1331 – Federal Income Tax for Individuals (Fall Semester)	3
ACNT 1311* – Intro to Computerized Accounting (Fall Semester)	3
ACNT 2309* – Cost Accounting (Spring Semester)	3
ACNT 2488 – Accounting Internship (Spring Semester)	4
ITSW 1304 – Introduction to Spreadsheets	<u>3</u>
<b>Total Hours</b>	<b>22</b>
OTHER REQUIRED COURSES	
BUSI 1301 –Business Principles	3
POFT 1321 – Business Math	3
HECO 1307 – Personal Finance	3
PHED (2) – Activity Courses	2
STSU 0X00 – Student Development	0
POFI 1301 – Computer Applications I <b>or</b> BUSI 2301 – Business Law	3
HRPO 1311 – Human Relations	<u>3</u>
<b>Total Hours</b>	<b><u>17</u></b>
<b>Total Hours for Degree</b>	<b>60</b>

\*Prerequisites: See Course Descriptions

This Associate degree in Accounting will no longer be awarded at Angelina College after Spring 2017. We are not accepting new students for this program. The current students in this program are encouraged to complete all required ACNT courses in

## Business Division

Spring 2017. ACNT 1311 and ACNT 1331 will not be available after Fall 2016.  
ACNT 2309 and ACNT 2488 will not be available after Spring 2017.

We are still offering ACCT 2301 and ACCT 2302 for other programs. For those interested in accounting degrees, the available programs are two-year in General Business or four-year in Leading to a BBA.

## GENERAL BUSINESS

### ASSOCIATE IN APPLIED SCIENCE

<b>First Year</b>		
<b>First Semester</b>		<b>CREDIT HRS</b>
BUSI 1301	Business Principles	3
POFT 1321	Business Math	3
ENGL 1301	Composition I	3
ACNT 1303	Intro to Accounting I <b>or</b>	
ACCT 2301	Principles of Accounting I	3
POFT 2303*	Speed & Accuracy Building	3
STSU 0300	Student Development	0
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
POFT 1325	Business Math Using Technology	3
HRPO 1311	Human Relations	3
ENGL 1302*	Composition II	3
ACNT 1304*	Intro to Accounting II <b>or</b>	
ACCT 2302*	Principles of Accounting II	3
POFI 1301	Computer Applications <b>or</b>	
ITSC 1301	Intro to Computers	3
<b>Total Hours</b>		<b>15</b>
<b>Second Year</b>		
<b>First Semester</b>		
BUSI 2301	Business Law	3
HECO 1307	Personal Finance	3
MRKG 1311	Principles of Marketing	3
ITSW 1301*	Intro to Word Processing	3
ECON 2301	Principles of Economics	3
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
MATH 1314*	College Algebra <b>or</b>	
MATH 1332	Contemporary Math	3
BMGT 1327	Principles of Management	3
BUSI 2304*	Business Report Writing & Correspondence	3
ECON 2302	Principles of Economics II	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz Music	3
<b>Total Hours</b>		<b>15</b>
<b>Total Hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.



Business Division

**GENERAL BUSINESS**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL ONE CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ACNT 1303	Intro to Accounting I	3
BUSI 1301	Business Principles	3
POFT 1321	Business Math	3
ENGL 1301	Composition I	3
POFT 1429	Keyboard & Document Format <b>or</b>	
POFT 2303*	Speed & Accuracy Building	3/4
PHED XXX	Activity Course	1
STSU 0300	Student Development	<u>0</u>
<b>Total Hours</b>		<b>16/17</b>
<b>Second Semester</b>		
ACNT 1304*	Intro to Accounting II	3
POFT 1325	Business Math Using Tech	3
BUSI 2304*	Business Report Writing & Correspondence	3
POFI 1301	Computer Applications I <b>or</b>	
ITSE 1307	Intro to C++ <b>or</b>	
POFT 2303	Speed & Accuracy Building	3
ELECTIVE**	Selected from list below	3
ITSW 1301	Intro to Word Processing	3
PHED XXXX	Activity Course	<u>1</u>
<b>Total Hours</b>		<b>19</b>
<b>Total Hours for Certificate</b>		<b>35/36</b>

\*Prerequisites: See Course Descriptions.

\*\*Elective List:

ITSC 1301	Introduction to Computers
SPCH 1321	Business & Professional Speaking
BMGT 1301	Supervision <b>or</b>
POFT 1301	Business English <b>or</b>
POFT 1309	Administrative Office Procedures I

**ENHANCED SKILLS CERTIFICATES\***

**GENERAL BUSINESS**  
**MANAGEMENT DEVELOPMENT EMPHASIS**

<b>First Semester</b>		<b>CREDIT HRS</b>
BMGT 1301	Supervision	3
MRKG 2349	Advertising & Sales Promotion <b>or</b>	
BUSG 1380	Cooperative Education Business	3
HRPO 2301	Human Resource Management	3
BUSG 2309	Small Business Management	<u>3</u>
<b>Total Hours for Certificate</b>		<b>12</b>

Business Division

**GENERAL BUSINESS**  
**OFFICE ADMINISTRATION EMPHASIS**

<b>First Semester</b>		<b>CREDIT HRS</b>
POFT 2303**	Speed & Accuracy Building <b>or</b>	
POFT 2364**	Practicum	3
POFT 1301	Business English	3
POFI 2331**	Desktop Publishing for the Office	3
POFT 1319	Records & Information Management I	<u>3</u>
<b>Total Hours for Certificate</b>		<b>12</b>

\* The Enhanced Skills Components can be achieved concurrently or following completion of the General Business Associate in Applied Science degree.

\*\* Prerequisites: See Course Descriptions

## **BBA FIELD OF STUDY**

Senate Bill 148 of the 75<sup>th</sup> Texas Legislature (1997) mandated Field of Study curricula. The fields of study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved field of study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the field of study. Core Curriculum and Field of Study for Bachelor of Business Administration is designed for students seeking the BBA degree, including all specializations, concentrations, etc.

The following set of courses is designed to apply to the bachelor's degree BA or BS as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in Business Administration. Fields of study are valid only when no course substitutions are made.

### **Core Curriculum Courses**

Select courses from the Core Curriculum.

Semester Credit Hours: 42

*Students should visit with an advisor regarding transfer to a specific college or university.*

### **<sup>1</sup>BBA Field of Study**

#### **21-24**

ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
MATH	1324	Mathematics for Business & Social Sciences
MATH	1342	Elementary Statistical Methods
SPCH	1321	Business & Professional Speaking
ACCT	2301	Principles of Accounting I
ACCT	2302	Principles of Accounting II
BUSI	2304	Business Report Writing & Correspondence

**Other Credits: 1**

**Total Credit Hours: 60**

<sup>1</sup>Notes: Courses applied to fulfill the field of study curriculum requirement should also be used to satisfy requirements in the general academic core curriculum. (2) Up to a total of six additional semester credit hours of business-related lower-division course work may be transferred by local agreement between institutions, OR required by the receiving institution as long as the additional credit does not duplicate any other requirement. (3) Special circumstances dictate other supplements to the field of study curriculum.

## LEADING TO BBA DEGREE

### ASSOCIATE IN SCIENCE IN BUSINESS

**First Year****First Semester**

		CREDIT HRS
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
Science & Lab	Chemistry, Physics, Geology, or Biology	4
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1306	Music Appreciation	3
STSU 0300	Student Development	0
PHED XXXX	Activity Course	<u>1</u>
<b>Total Hours</b>		<b>14</b>

**Second Semester**

ENGL 1302*	Composition II	3
HIST 1302	U S History II	3
Science & Lab	Chemistry, Physics, Geology, or Biology	4
SPCH 1321	Business & Prof Speaking	3
BUSI 1301	Business Principles	<u>3</u>
<b>Total Hours</b>		<b>16</b>

**Second Year****First Semester**

ACCT 2301	Principles of Accounting I	3
ECON 2301	Principles of Economics	3
ENGL 23XX	ENGL 2322, 2323, 2327, 2328, 2332, 2333, or 2341	3
GOVT 2305	Federal Government	3
MATH 1324*	Finite Mathematics	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ACCT 2302*	Principles of Accounting II	3
BUSI 2304*	Business Report Writing & Correspondence	3
ECON 2302	Principles of Economics II	3
GOVT 2306	Texas Government	3
MATH 1342*	Elementary Statistical Methods	<u>3</u>
<b>Total Hours</b>		<b><u>15</u></b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

Business Division

**COMPUTER INFORMATION SYSTEMS  
PROGRAMMER/ANALYST  
ASSOCIATE IN APPLIED SCIENCE**

**First Year**

**First Semester**

		CREDIT HRS
ITSC 1301	Intro to Computers	3
ITSE 1302	Computer Programming	3
ITNW 1325*	Fundamentals of Networking Technology	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ITSE 1307*	Intro to C++	3
ITSE 1331*	Intro to Visual Basic Programming	3
ITSE 1350*	Systems Analysis & Design I	3
MATH 1314*	College Algebra <b>or</b>	
MATH 1324*	Math for Business & Social Science	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz Music	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Year**

**First Semester**

ITSW 1307	Intro to Data Base	3
ITSW 1304	Intro to Spreadsheets	3
INEW 2330*	Computer Software Project I	3
ACCT 2301	Principles of Accounting I	3
SPCH 1315	Public Speaking	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ITSE 2317*	Java Programming	3
INEW 2332*	Computer Software Project II	3
**ITSC 2380*	Coop, Computer & Info Sciences <b>or</b>	
**ITSC 2339*	Personal Computer Help Desk	3
ECON 2301	Principles of Macroeconomics	3
ACCT 2302	Principles of Accounting II	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

**COMPUTER INFORMATION SYSTEMS**  
**COMPUTER PROGRAMMER SPECIALIST**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ENGL 1301	Composition	3
SPCH 1315	Public Speaking	3
HRPO 1311	Human Relations <b>or</b>	
BMGT 1327	Principles of Management	3
ITSC 1301	Introduction to Computers	3
ITSE 1302	Computer Programming	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
ITSE 1331	Introduction to Visual Basic Programming	3
ITSE 1307	Introduction to C++ Programming	3
ITSE 2317	Java Programming	3
ITSC 2380	Cooperative Education, Computer and Information Sciences <b>or</b>	
ITSC 2339	Personal Computer Help Desk Support	<u>3</u>
<b>Total Hours:</b>		<b><u>12</u></b>
<b>Total Hours for Certificate</b>		<b>15</b>

**MICROCOMPUTER APPLICATIONS**  
**AND OPERATIONS**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ITSC 1301	Introduction to Computers	3
ITSW 1304	Introduction to Spreadsheets	3
ITSW 1307	Introduction to Database	3
ITSW 1310	Introduction to Presentation Graphics Software	3
ITSW 1301*	Introduction to Word Processing	<u>3</u>
<b>Total Hours for Certificate</b>		<b>15</b>

\*Prerequisites: See Course Descriptions

Business Division

## COMPUTER INFORMATION SYSTEMS

### NETWORK SUPPORT TECHNICIAN ASSOCIATE IN APPLIED SCIENCE

**First Year**

**First Semester**

		CREDIT HRS
ITNW 1325*	Fundamentals of Networking Technologies	3
ITCC 1310*	Networking for Home & Small Business Networks	3
CMPT 1311*	Intro to Computer Maintenance	3
LOTT 1301*	Intro to Fiber Optics	3
ENGL 1301	Composition I	3
STSU 0X00	Student Development	<u>0</u>
<b>Total</b>		

**Hours 15**

**Second Semester**

INTW 1408*	Implementing & Supporting Client Operating Systems	4
ITCC 1311*	Working at a Small-to-Medium Business or ISP	3
ITSC 1307*	UNIX Operating Systems I <b>or</b>	
ITSC 1305*	Personal Computer Operating Systems	3
ITSE 1302	Computer Programming	3
SPCH 1315	Public Speaking	<u>3</u>
<b>Total Hours</b>		<b>16</b>

**Second Year**

**First Semester**

ITNW 1454*	Implementing & Supp. Servers	4
ITSY 2400*	Operating System Security	4
ITCC 1312*	Introducing Routing & Switching in the Enterprise	3
ITSE 1307*	Intro to C++ Programming <b>or</b>	
ITSE 1331*	Introduction to Visual Basic Programming <b>or</b>	
ITSE 2317*	Java Programming	<u>3</u>
<b>Total Hours</b>		<b>14</b>

**Second Semester**

ITCC 1313*	Designing & Supporting Computers and Networks	3
**ITSC 2380*	Coop. Educ., Computer & Info. Sciences, General <b>or</b>	
ITSC 2339*	Personal Computer Help Desk Support	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz Music	3
ECON 2301	Principles of Economics I	3
MATH 1314*	College Algebra <b>or</b>	
MATH 1324*	Math for Business & Soc. Science	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

**COMPUTER INFORMATION SYSTEMS  
NETWORK ADMINISTRATION  
CERTIFICATE OF COMPLETION  
(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ITNW 1325*	Fundamentals of Networking Technologies	3
ITNW 1408*	Implementing and Supporting Client Operating Systems	4
ITNW 1454*	Implementing and Supporting Servers	<u>4</u>
<b>Total Hours</b>		<b>11</b>
<b>Second Semester</b>		
ITSY 2400*	Operating System Security	4
ITSC 2380*	Cooperative Education, Computer and Information Sciences <b>or</b>	
ITSC 2339*	Personal Computer Help Desk Support	<u>3</u>
<b>Total Hours</b>		<b><u>18</u></b>
<b>Total Hours for Certificate</b>		<b>29</b>

**COMPUTER INFORMATION SYSTEMS  
NETWORKING  
CERTIFICATE OF COMPLETION  
(LEVEL 1 CERTIFICATE)**

<b>First Year</b>		
<b>First Semester</b>		<b>CREDIT HRS</b>
ITNW 1325*	Fundamentals of Networking Technologies	3
ITNW 1408*	Implementing and Supporting Client Operating Systems	4
ITNW 1454*	Implementing and Supporting Servers	4
ITSY 2400*	Operating System Security	<u>4</u>
<b>Total Hours</b>		<b>15</b>
<b>Second Semester</b>		
ITNW 1453*	Supporting Network Sever Infrastructure	4
ITNW 2354*	Internet/Intranet Server	3
ITNW 1445*	Implementing. Network Directory Services	<u>4</u>
<b>Total Hours</b>		<b>11</b>
<b>Second Year</b>		
<b>First Semester</b>		
ITNW 2411*	Implementing Mail Servers <b>or</b>	
ITNW 2452*	Administering SQL Server	4
ITSC 2380*	Coop Education, Computer and Information Sciences <b>or</b>	
ITSC 2339*	Personal Computer Help Desk Support	<u>3</u>
<b>Total Hours</b>		<b><u>7</u></b>
<b>Total Hours for Certificate</b>		<b>33</b>



Business Division

**MANAGEMENT DEVELOPMENT**  
**ASSOCIATE IN APPLIED SCIENCE**  
**A MANAGEMENT, MARKETING & SMALL BUSINESS PROGRAM**

**First Year**

**First Semester**

		CREDIT HRS
BGMT 1301	Supervision	3
BUSG 1380	Cooperative Education I, Business	3
BUSI 1301	Business Principles	3
BGMT 1327	Principles of Management	3
ENGL 1301	Composition I	3
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

BUSG 1381	Cooperative Education II, Business	3
MRKG 1311	Principles of Marketing	3
POFT 1321	Business Math <b>or</b>	
HECO 1307	Personal Finance	3
POFI 1301	Computer Applications I	3
HRPO 1311	Human Relations	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Year**

**First Semester**

MRKG 2333	Principles of Selling	3
BUSG 2380	Cooperative Education III, Business	3
BUSI 2304	Business Report Writing & Correspondence	3
ACCT 2301	Principles of Accounting I	3
ECON 2301	Principles of Economics	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

BUSG 2381	Coop. Ed. IV., Business	3
MRKG 2349	Advertising & Sales Promotion	3
HRPO 2301	Human Resources Mgmt. <b>or</b>	
BUSG 2309	Small Business Management	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1310	Music Appreciation <b>or</b>	
MUSI 1306	American Jazz Music	3
MATH 1314*	College Algebra <b>or</b>	
MATH 1332	Contemporary Math <b>or</b>	
	Core curriculum 3 hour science	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

**MANAGEMENT DEVELOPMENT**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
BGMT 1301	Supervision	3
BUSG 1380	Cooperative Education I, Business	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
SPCH 1321	Business & Prof Speaking	3
PHED XXX	Activity Course	1
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>16</b>
<b>Second Semester</b>		
BGMT 1327	Principles of Management	3
BUSG 1381	Cooperative Education II, Business	3
MRKG 1311	Principles of Marketing	3
POFT 1321	Business Math	3
POFI 1301	Computer Applications I	3
HECO 1307	Personal Finance	3
PHED XXXX	Activity Course	<u>1</u>
<b>Total Hours</b>		<b>19</b>
<b>Total hours for Certificate</b>		<b>35</b>

**ENHANCED SKILLS CERTIFICATES\***  
**MANAGEMENT DEVELOPMENT**  
**MANAGEMENT EMPHASIS**

<b>First Semester</b>		<b>CREDIT HRS</b>
HRPO 2301	Human Resources Management <b>or</b>	
BUSG 2309	Small Business Management	3
BUSI 2301	Business Law <b>or</b>	
BUSI 2304**	Business Report Writing and Correspondence	3
ACCT 2302**	Principles of Accounting II	3
HECO 1307**	Personal Finance	<u>3</u>
<b>Total Hours for Certificate</b>		<b>12</b>

Business Division

**MANAGEMENT DEVELOPMENT  
COMPUTER EMPHASIS**

<b>First Semester</b>		<b>CREDIT HRS</b>
HRPO 2301	Human Resources Management <b>or</b>	
BUSG 2309	Small Business Management	3
BUSI 2301	Business Law <b>or</b>	
BUSI 2304**	Business Report Writing and Correspondence	3
ITSW 1307	Introduction to Data Base	3
ITSW 1301**	Introduction to Word Processing	<u>3</u>
<b>Total Hours for Certificate</b>		<b>12</b>

\*The Enhanced Skills Components can be achieved concurrently or following completion of the Management Development Associate in Applied Science Degree.

\*\*Prerequisites: See Course Descriptions

## OFFICE ADMINISTRATION

### ASSOCIATE IN APPLIED SCIENCE

**First Year****First Semester****CREDIT HRS**

ACNT 1303	Intro to Accounting I <b>or</b>	
ACCT 2301	Principles of Accounting I	3
HRPO 1311	Human Relations	3
POFT 1309*	Administrative Office Procedures I	3
ITSW 1301*	Intro to Word Processing	3
POFT 1319	Records & Info Management I <b>or</b>	3
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ACNT 1304*	Intro to Accounting II <b>or</b>	
ACCT 2302*	Principles of Accounting II	3
ITSW 1304	Introduction to Spreadsheets	3
POFT 1301	Business English	3
POFT 2303*	Speed & Accuracy Building	3
POFI 2331*	Desktop Publishing	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Year****First Semester**

POFT 1321	Business Math	3
BUSI 1301	Business Principles	3
POFI 1301	Computer Applications <b>or</b>	
HITT 1305	Medical Terminology	3
ENGL 1301	Composition I	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1306	Music Appreciation	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

MATH 1314*	College Algebra <b>or</b>	
MATH 1332*	Contemporary Math	3
PSYC 2301	General Psychology <b>or</b>	
ECON 2301	Principles of Macroeconomics	3
BUSI 2304*	Business Report Writing & Correspondence	3
SPCH 1321	Business & Professional Speech	3
**POFT 2364*	Practicum Admin Assistant	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

Business Division

**OFFICE ADMINISTRATION**  
**WORD PROCESSING**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ITSW 1301*	Intro to Word Processing	
3		
POFI 2331*	Desktop Publishing	3
POFT 2303*	Speed & Accuracy Building	3
POFT 1301	Business English	3
POFI 1301	Computer Applications	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**OFFICE ADMINISTRATION**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
ENGL 1301	Composition I	3
ACNT 1303	Intro to Accounting I <b>or</b>	
ACCT 2301	Principles of Accounting I	3
ITSW 1301*	Intro to Word Processing	3
ITSW 1304	Intro to Spreadsheets	3
POFT 1309*	Administrative Office Procedures I	3
POFT 1319	Records & Info Management I	3
STSU 0300	Student Development	<u>0</u>
<b>Total Hours</b>		<b>18</b>
<b>Second Semester</b>		
POFT 2303*	Speed & Accuracy Building	3
POFT 1301	Business English	3
POFT 1321	Business Math	3
POFI 2331*	Desktop Publishing	3
BUSI 2304*	Bus. Report Writing & Correspondence	3
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Certificate</b>		<b>33</b>

\*Prerequisites: See Course Descriptions.

**OFFICE ADMINISTRATION**  
**LEGAL SECRETARY SPECIALTY**  
**ASSOCIATE IN APPLIED SCIENCE**

**First Year****First Semester**

		CREDIT HRS
POFT 1321	Business Math	3
POFT 1309*	Admin Office Procedures I	3
ENGL 1301	Composition I	3
ITSW 1301*	Intro to Word Processing	3
LGLA 1307	Intro to Law & the Legal Profession	3
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ITSW 1304	Introduction to Spreadsheets	3
CRIJ 1306	Courts & Criminal Proc. <b>or</b>	
LGLA 1345	Civil Litigation	3
BUSI 2301	Business Law	3
POFI 2331*	Desktop Publishing for Office	3
POFT 2303*	Speed & Accuracy Building	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Year****First Semester**

BUSI 2304*	Business Report Writing & Correspondence	3
POFI 1301	Computer Applications I	3
GOVT 2305	Federal Government <b>or</b>	
PSYC 2301	General Psychology	3
ELECTIVE	Legal Core Course	3
MATH 1314*	College Algebra <b>or</b>	
MATH 1332*	Contemporary Math	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

SPCH 1318	Interpersonal Communication	3
ACNT 1303	Intro to Accounting I	3
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Intro to Theatre <b>or</b>	
MUSI 1310	Music Appreciation <b>or</b>	
MUSI 1306	American Jazz Music	3
ELECTIVE	Legal Core Course	3
**POFT 2364*	Practicum Admin Assistant	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions.

Business Division

**OFFICE ADMINISTRATION  
LEGAL SECRETARY SPECIALTY  
CERTIFICATE OF COMPLETION  
(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
POFT 1321	Business Math	3
POFT 1309*	Admin Office Procedures I	3
ENGL 1301	Composition I	3
ITSW 1301*	Intro to Word Processing	3
LGLA 1307	Intro to Law & the Legal Profession	3
POFT 2303*	Speed & Accuracy Building	3
STSU 0X00	Student Development	<u>0</u>
<b>Total Hours</b>		<b>18</b>
<b>Second Semester</b>		
ITSW 1304	Introduction to Spreadsheets	3
CRIJ 1306	Courts & Criminal Procedures or	
LGLA 1345	Civil Litigation	3
ACNT 1303	Intro to Accounting I	3
BUSI 2301	Business Law	3
POFI 2331*	Desktop Publishing for Office	<u>3</u>
<b>Total Hours</b>		<b><u>15</u></b>
<b>Total hours for Certificate</b>		<b>33</b>

\*Prerequisites: See Course Descriptions.

**REAL ESTATE**  
**SALESMAN CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
RELE 1201	Principles of Real Estate I	2
RELE 1238	Principles of Real Estate II	2
RELE 2201	Law of Agency	2
RELE 1211	Law of Contracts	2
RELE 1200	Contract Forms & Addenda	2
RELE 1319	Real Estate Finance	3
RELE 1221	Real Estate Marketing	<u>2</u>
<b>Total Hours</b>		<b>15</b>

**REAL ESTATE**  
**CERTIFICATE OF COMPLETION**  
**(LEVEL 1 CERTIFICATE)**

<b>First Semester</b>		<b>CREDIT HRS</b>
RELE 1201	Principles of Real Estate I	2
RELE 1238	Principles of Real Estate II	2
RELE 2201	Law of Agency	2
RELE 1211	Law of Contracts	2
RELE 1200	Contract Forms & Addenda	2
RELE 1319	Real Estate Finance	3
RELE 1221	Real Estate Marketing	<u>2</u>
<b>Total Hours</b>		<b>15</b>

<b>Second Semester</b>		
ENGL 1301	Composition I	3
RELE 1303	Real Estate Appraisal	3
RELE 1309	Real Estate Law	3
RELE 1325	Real Estate Math	3
RELE 2331	Real Estate Brokerage	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total hours for Certificate</b>		<b>30</b>



## ***COURSE DESCRIPTIONS***

**ACCOUNTING – ACCT 2301 – PRINCIPLES OF ACCOUNTING I.** Three hours credit. This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities and owner's equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Must be TSI complete for Math. Three lecture hours each week.

**ACCOUNTING – ACCT 2302 – PRINCIPLES OF ACCOUNTING II.** Three hours credit. A continuation of ACCT 2301. This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 or equivalent. Three lecture hours each week.

**ACCOUNTING – ACNT 1303 – INTRODUCTION TO ACCOUNTING I.** Three hours credit. A study of analyzing, classifying, and recording business transactions in both a manual and a computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Does not meet requirements for Associate in Science or B.B.A. degree. Three lecture hours each week.

**ACCOUNTING – ACNT 1304 – INTRODUCTION TO ACCOUNTING II.** Three hours credit. A study of accounting for merchandizing, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and computerized environment. Prerequisites: ACNT 1303. Does not meet requirements for Associate in Science or a B.B.A. degree. Three lecture hours each week.

**ACCOUNTING – ACNT 1311 – INTRODUCTION TO COMPUTERIZED ACCOUNTING.** Three hours credit. Introduction to utilizing the computer in maintaining accounting records, with primary emphasis on a general ledger package. Prerequisite: ACCT 2301 or equivalent plus typing skills. Three lecture hours each week. Lab fee. Taught in fall semester only.

**ACCOUNTING – ACNT 1331 – FEDERAL INCOME TAX FOR INDIVIDUALS.** Three hours credit. A study of the federal tax law for preparation of individual income tax returns. Three lecture hours each week. Taught in Fall semester only. Lab fee.

**ACCOUNTING – ACNT 2309 – COST ACCOUNTING.** Three hours credit. Budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making. Prerequisite: ACCT 2301 and ACCT 2302 or equivalent. Three lecture hours each week. Taught in spring semester only.

## Business Division

**ACCOUNTING – ACNT 2488 – ACCOUNTING INTERNSHIP.** Four hours credit. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: ACCT 2301. Capstone course. Taught in the Spring semester only.

**BUSINESS – BUSI 1301 – BUSINESS PRINCIPLES.** Three hours credit. This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Three lecture hours each week.

**BUSINESS – HECO 1307 – PERSONAL FINANCE.** Three hours credit. Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trusts. Three lecture hours each week.

**BUSINESS – POFT 1321 – BUSINESS MATH.** Three hours credit. Fundamentals of business mathematics including analytical and critical thinking skills. Three lecture hours each week.

**BUSINESS – BUSG 1191 – SPECIAL TOPICS IN BUSINESS ADMINISTRATION AND MANAGEMENT, GENERAL, (SIFE).** One hour credit. 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. May be repeated for credit.

**BUSINESS – BUSI 2301 – BUSINESS LAW.** Three hours credit. The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: sophomore standing or approval of Division Director. Three lecture hours each week.

**BUSINESS – BUSI 2304 – BUSINESS REPORT WRITING AND CORRESPONDENCE.** Three hours credit. Theory and applications for technical reports and correspondence in business. Includes oral component. Prerequisite: ENGL 1301. Three lecture/lab hours each week. Lab fee. This is a capstone experience.

**COMPUTER INFORMATION SYSTEMS – INEW 2330 – COMPREHENSIVE SOFTWARE PROJECT: PLANNING & DESIGN.** Three hours credit. A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree. Three lecture and one lab hour each week. Lab fee. Prerequisite: ITSE 1350. Lab fee.

**COMPUTER INFORMATION SYSTEMS – INEW 2332 – COMPREHENSIVE SOFTWARE PROJECT: CODING, TESTING, AND IMPLEMENTATION.** Three hours credit. A comprehensive application of skills learned in previous semesters in a simulated workplace. Includes coding, testing, maintenance, and documentation of a complete software and/or hardware solution. This

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course may be used as a capstone course for a degree. Three lecture and one lab hour each week. Lab fee. Prerequisite: INEW 2330. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 1325 – FUNDAMENTALS OF NETWORKING TECHNOLOGIES.** Three hours credit. Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Three lecture and one lab hour each week. Prerequisites: Satisfy Business Division guidelines. See Division Director. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 1408 – IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS.** Four hours credit. The fundamentals of managing and configuring network clients. Prerequisite: ITNW 1325 or approval of Division Director. Four lecture hours and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 1445 – IMPLEMENTING NETWORK DIRECTORY SERVICES.** Four hours credit. In-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisite: ITNW 1454 or approval of Division Director. Four lecture hours and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 1453 – SUPPORTING NETWORK SERVER INFRASTRUCTURE.** Four hours credit. Installing, configuring, managing, and supporting a network infrastructure. Prerequisite: ITNW 1454 or approval of Division Director. Four lecture hours and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 1454 – IMPLEMENTING AND SUPPORTING SERVERS.** Four hours credit. Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Prerequisite: ITNW 1408 or approval of Division Director. Four lecture hours and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 2354 – INTERNET/INTRANET SERVER.** Three hours credit. Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Prerequisite: ITNW 1453 or approval of Division Director. Three lecture hours and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 2411 – IMPLEMENTING MAIL SERVERS.** Four hours credit. An in-depth study of electronic messaging using mail servers. Prerequisite: ITNW 1445 or approval of Division Director. Three lecture and two lab hours each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITNW 2452 – ADMINISTERING SQL SERVER.** Four hours credit. Administering SQL Server is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Prerequisite: ITNW 1445 or approval of Division Director. Three lecture and two lab hours each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSC 1301 – INTRODUCTION TO COMPUTERS.** Three hours credit. Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Three lecture and one lab hour each week. Lab fee.

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**COMPUTER INFORMATION SYSTEMS – ITSC 1307 – UNIX OPERATING SYSTEM 1.** Three hours credit. Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory systems management concepts. Three lecture and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSC 2339 – PERSONAL COMPUTER HELP DESK SUPPORT.** Three hours credit. Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. One lecture and five lab hours each week. Prerequisite: Sophomore standing and approval of Division Director. This is a capstone experience. Lab Fee.

**COMPUTER INFORMATION SYSTEMS – ITSC 2380 – COOPERATIVE EDUCATION, COMPUTER AND INFORMATION SCIENCES, GENERAL.** Three hours credit. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. A weekly one-hour seminar is held in conjunction with the student's job. Prerequisite: Sophomore standing and Division Director approval. This is a capstone experience. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSE 1302 – COMPUTER PROGRAMMING.** Three hours credit. Introduction to computer programming including design, development, testing, implementation, and documentation. Three lecture and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSE 1307 – INTRODUCTION TO C++.** Three hours credit. Introduction to computer programming using C++. Emphasis on the fundamentals of object oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices and files. Three lecture and one lab hour each week. Lab fee. Prerequisite: ITSC 1301.

**COMPUTER INFORMATION SYSTEMS – ITSE 1331 – INTRODUCTION TO VISUAL BASIC PROGRAMMING.** Three hours credit. Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices and files. Three lecture and one lab hour each week. Prerequisite: ITSC 1301. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSE 1350 – SYSTEMS ANALYSIS AND DESIGN.** Three hours credit. Introduction to the planning, design and construction of computer information systems using the systems development life cycle and other appropriate design tools. Three lecture and one lab hour each week. Prerequisite: ITSC 1301. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSE 2317 – JAVA PROGRAMMING.** Three hours credit. Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets. Three lecture and one lab hour each week. Prerequisite: ITSC 1301. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSW 1304 – INTRODUCTION TO SPREADSHEETS.** Three hours credit. Instruction in the concepts, procedures, and application of electronic spreadsheets. Three lecture and one lab hour each week. Lab fee.

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**COMPUTER INFORMATION SYSTEMS – ITSW 1307 – INTRODUCTION TO DATABASE.** Three hours credit. Introduction to database theory and the practical applications of a database. Three lecture and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSW 1310 – INTRODUCTION TO PRESENTATION GRAPHICS SOFTWARE.** Three hours credit. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Used as a capstone for the Microcomputer certificate. Three lecture and one lab hour each week. Lab fee.

**COMPUTER INFORMATION SYSTEMS – ITSY 2400 – OPERATING SYSTEM SECURITY.** Four hours credit. Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Four lecture and one lab hour each week. Lab fee. Prerequisite: ITNW 1454 or approval of Division Director.

**COMPUTER INFORMATION SYSTEMS – POFI 1301 – COMPUTER APPLICATIONS I.** Three hours credit. Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency. Three lecture and one lab hour each week. Lab fee.

**ECONOMICS – ECON 2301 – PRINCIPLES OF MACROECONOMICS.** Three hours credit. An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Three lecture hours each week.

**ECONOMICS – ECON 2302 – PRINCIPLES OF MICROECONOMICS.** Three hours credit. Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Three lecture hours each week.

**HUMAN RELATIONS – HRPO 1311 – HUMAN RELATIONS.** Three hours credit. Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in business and industrial environments. Three lecture hours each week.

**MANAGEMENT DEVELOPMENT – BMGT 1301 – SUPERVISION.** Three hours credit. A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills are examined. Three lecture hours each week.

**MANAGEMENT DEVELOPMENT – BMGT 1327 PRINCIPLES OF MANAGEMENT.** Three hours credit. Concepts, terminology, principles, theories, and issues in the field of management. Three lecture hours each week.

**MANAGEMENT DEVELOPMENT – BUSG 1380, 1381, 2380 & 2381 – COOPERATIVE EDUCATION I, II, III, & IV – BUSINESS/COMMERCE, GENERAL.** Three hours credit. 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

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the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. A weekly one-hour seminar is held in conjunction with the student's job. BUSG 2381 is a capstone course.

**MANAGEMENT DEVELOPMENT – BUSG 2309 – SMALL BUSINESS MANAGEMENT.** Three hours credit. Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Three lecture hours each week.

**MANAGEMENT DEVELOPMENT – HRPO 2301 – HUMAN RESOURCE MANAGEMENT.** Three hours credit. Behavioral and legal approaches to the management of human resources in organizations. Three lecture hours each week.

**MARKETING – MRKG 1311 – PRINCIPLES OF MARKETING.** Three hours credit. Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Three lecture hours each week.

**MARKETING – MRKG 2333 – PRINCIPLES OF SELLING.** Three hours credit. Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect salespeople. Three lecture hours each week.

**MARKETING – MRKG 2349 – ADVERTISING AND SALES PROMOTION.** Three hours credit. Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting and regulatory constraints. Three lecture hours each week.

**OFFICE ADMINISTRATION – POFT 1301 – BUSINESS ENGLISH.** Three hours credit. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Three lecture hours each week. Lab fee.

**OFFICE ADMINISTRATION – POFT 1309 – ADMINISTRATIVE OFFICE PROCEDURES I.** Three hours credit. Study of current office procedures, duties, and responsibilities applicable to an office environment. Prerequisite: POFT 1429 or equivalent. Three lecture hours each week.

**OFFICE ADMINISTRATION – POFT 1319 – RECORDS AND INFORMATION MANAGEMENT I.** Three hours credit. Introduction to basic records information management filing systems, including manual and electronic filing. Three lecture hours each week. Lab fee.

**OFFICE ADMINISTRATION – POFT 1325 – BUSINESS MATH USING TECHNOLOGY.** Three hours credit. Skill development in business math problem-solving skills using electronic technology. Three lecture hours each week including lab exercises. Lab fee.

**OFFICE ADMINISTRATION – POFT 1429 – BEGINNING KEYBOARDING.** Four hours credit. Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Four lecture hours each week including lab exercises. Lab fee.

**OFFICE ADMINISTRATION – POFT 2303 – SPEED AND ACCURACY BUILDING.** Three hours credit. Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to

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improve student proficiency. Three lecture hours each week including lab exercises. Prerequisite: POFT 1429 or equivalent. Lab fee.

**OFFICE ADMINISTRATION – POFT 2364 – PRACTICUM – ADMINISTRATIVE ASSISTANT/ SECRETARIAL SCIENCE.** Three hours credit. Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. A participatory online seminar is held in conjunction with student's job. Offered only during Spring semester. Prerequisite: An accumulation of 30 hours of course work toward the A.A.S. degree in Office Administration or permission of the instructor. This is a capstone course.

**REAL ESTATE – RELE 1200 – CONTRACT FORMS AND ADDENDA.** Two hours credit. Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use forms and case studies involving use of forms.

**REAL ESTATE – RELE 1201 – PRINCIPLES OF REAL ESTATE I.** Two hours credit. A beginning overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 to 60 hours of required instruction for salesperson license. Thirty-two contact hours. Required for TREC exam.

**REAL ESTATE – RELE 1211 – LAW OF CONTRACTS.** Two hours credit. Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. Forty-eight contact hours. Required for TREC exam.

**REAL ESTATE – RELE 1221 – REAL ESTATE MARKETING.** Two hours credit. 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 Practices Consumer Protection Act. Forty-eight contact hours. Recommended for TREC exam.

**REAL ESTATE – RELE 1238 – PRINCIPLES OF REAL ESTATE II.** Two hours credit. A continuing overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens; distinctions between personal and real property; appraisals; finance and regulations; closing procedures; and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 to 60 hours of required instruction for salesperson license. Thirty-two contact hours. Required for TREC exam.

**REAL ESTATE – RELE 1303 – REAL ESTATE APPRAISAL.** Three hours credit. The central purposes and functions of an appraisal, social and economic determinants of value, appraisal

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case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. Forty-eight contact hours.

**REAL ESTATE – RELE 1309 – REAL ESTATE LAW.** Three hours credit. Legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Forty-eight contact hours.

**REAL ESTATE – RELE 1319 – REAL ESTATE FINANCE.** Three hours credit. Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending. Community Reinvestment Act and the state housing agency. Forty-eight contact hours.

**REAL ESTATE – RELE 1325 – REAL ESTATE MATHEMATICS.** Three hours credit. Basic arithmetic skills includes mathematical logic, percentages, interest, time, value of money, depreciation, amortization, proration, and estimation of closing statements. Recommended for TREC exam. Forty-eight contact hours.

**REAL ESTATE – RELE 2201 – LAW OF AGENCY.** Two hours credit. Law of agency, including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of the agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency. Thirty-two contact hours. Required for TREC exam.

**REAL ESTATE – RELE 2331 – REAL ESTATE BROKERAGE.** Three hours credit. A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. Forty-eight contact hours.

**WORD PROCESSING – ITSW 1301 – INTRO TO WORD PROCESSING.** Three hours credit. An overview of the production of documents, tables, and graphs. Prerequisites: POFT 1429 or equivalent. Three lecture hours each week plus one hour of lab exercises. Lab fee.

**WORD PROCESSING – POFI 2331 – DESKTOP PUBLISHING.** Three hours credit. In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: ITSW 1301. Three lecture hours each week plus one hour of lab exercises. Lab fee.



Health Careers Division

## ***Health Careers Division***

### **AREAS OF CONCENTRATION**

**Emergency Medical Services  
Technology**

**Nursing – RN/VN**

**Pharmacy Technology Program**

**Surgical Technology**

**Radiologic**

**Diagnostic Medical Sonography**

**Respiratory Care Practitioner**

### **PHILOSOPHY**

The goal of the Health Careers Division is to provide quality education. The Health Careers faculty believes in the philosophy, purpose, and goals of Angelina College, and: (1) that education in health occupations can be provided through a framework of higher education; (2) that our communities provide suitable clinical/practicum experiences; and, (3) that through a carefully designed curriculum, the graduate of these programs can be gainfully employed.

### **ADMISSION TO PROGRAMS**

The college will accept to the limit of its physical and financial resources all students that meet the admissions requirements of each program. The Health Careers Programs, because of excessively high demand, have additional admission requirements and we recommend early application; however, the Division does not discriminate on the basis of race, creed, color, sex, age, national origin or disability.

A person must show evidence of good physical and mental health, a medical record with specific health requirements and immunizations are required upon admission, followed by an annual TB test. Each student who registers is required to purchase liability insurance yearly. Upon “conditional acceptance” into a program, all students must complete a certified background check and random drug testing using our approved providers, following our approved protocol.

As a student enrolled in a Health Careers program, you will encounter certain risks while you are in a classroom, laboratory experience, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your financial responsibility and not the responsibility of Angelina College or the clinical/practicum site.

**Progression Policy:** A student must earn a minimum grade of “C” or “P” in all required courses in order to progress within the health careers programs. All program specific courses and general education courses must be taken in the appropriate sequence. Guided electives are exempted.

**Emergency Medical Services.** Applicants for the EMSP program are selected prior to each semester. All students wishing to take any EMSP course must make application to the program and have approval of the Program Coordinator prior to

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registration. Specific requirements will be found under the Emergency Medical Services heading of this bulletin.

**Nursing: Associate Degree Program.** Prospective applicants are selected once a year in late summer. There are several prerequisite courses a person may start taking in either the fall, spring or summer semesters. The student must be Texas Success Initiative (TSI) complete to attend a mandatory information session. Prospective applicants are encouraged to contact the Health Career Division (HC100) or (936)633-5265 as early as possible to sign up for an information session and be informed on required deadlines. Specific requirements will be found under the Nursing heading in this bulletin.

**Nursing: Associate Degree – Transition Track.** All interested LVNs are encouraged to apply as early as possible. A class is admitted each Summer Session I or II. Applications and information can be obtained from the Health Careers Division (HC 100). All interested applicants must attend a mandatory Information Session. In order to attend the Information Session, the prospective applicants must have passed TSI Assessment and be TSI complete. Specific requirements will be found under the Transition Nursing heading in this bulletin.

**Nursing: Vocational Nursing – Lufkin, Jasper, Crockett, Livingston and Hudson High School Cohort.** Students are selected once a year during the fall and spring as designated. Interested persons must undergo required testing on specific dates and must attend a mandatory Information Session. Applications and information may be obtained from the Health Careers Division (HC 100), at (936)633-5265 for Lufkin. For Crockett please call (936)545-4324 or for Jasper please call (409)383-6359. Specific requirements will be found under the Nursing heading in this bulletin. For Livingston please call 936-329-8490 and Hudson High School Cohort must contact the Hudson Career/Tech coordinator.

**Radiologic Technology.** Applicants for this program are selected once a year at the end of Summer Session II. All applicants must attend a mandatory Information Session. Those selected begin Radiography student status at the beginning of the Fall Semester. Specific requirements will be found under the Radiologic Technology heading in this bulletin. Information and applications may be obtained from the Health Careers Division office (HC II 128) or you may call (936)633-5267.

**Diagnostic Medical Sonography Program.** Applicants for the program are selected every other year (even years) at the end of Summer Session II. All applicants must attend a mandatory Information Session. Dates and times for the information sessions can be found on the program's website under the "Health Careers Division" web page or by contacting the Health Careers II secretary at (936) 633-5267. Those selected begin sonography student status at the beginning of the Fall semester. Specific requirements will be found under the Diagnostic Medical Sonography heading in this bulletin.

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**Respiratory Care Technology.** Applicants for this program are selected once a year at the end of Summer Session I. All applicants must attend a mandatory Information Session and must be TSI complete. Those selected begin as a respiratory program student status at the beginning of the fall semester. Specific requirements will be found under the Respiratory Care Program heading in this bulletin. Information and applications may be obtained from the Health Careers Division office (HC II 128) or you may call (936)633-5267.

**Pharmacy Technology Program.** Applicants for this program are selected once a year in the summer. All applicants must attend a mandatory Information Session. Information (date and times) on the mandatory Information Session can be found on the program's website under the "Health Careers" Division" web page or by contacting the Health Careers administrative assistant at (936) 633-5267. Those selected begin Pharmacy Technology student status at the beginning of the fall semester. Specific requirements will be found under the Pharmacy Technology Program heading in this bulletin.

**Surgical Technology Program.** Applicants for this program are selected once a year during the fall semester. All Applicants must attend a mandatory program Information Session and must be TSI complete. Information (dates and times) on the mandatory program information session can be found on the program's website under the "Health Careers Division" web page or by contacting the Health Careers receptionist at (936) 633-5265. Those applicants selected for the program become surgical technology student status at the beginning of the spring semester. Prospective applications are encouraged to contact the Health Careers Division (HCI, room 100) or (936) 633-5265 as early as possible to sign up for an information session and be informed of all deadlines. Specific requirements for this program will be found under the Surgery Technology heading in this bulletin.

### Health Careers Core Curriculum

The Health Careers core curriculum is a group of courses presenting information and skills common to most health careers. The core curriculum courses are considered "enhancer" courses. The purpose of the core curriculum is to assist students in being successful in choosing a health career suitable to their interest and to enhance their medical/health knowledge base prior to enrollment in a specific health career program. The number of courses adopted by each program varies according to the length and needs of the program.

The courses included in the Health Careers core curriculum include:

- HPRS 1201 – Introduction to Health Professions
- HITT 1305 – Medical Terminology
- PHRA 1309 – Pharmaceutical Mathematics

## **EMERGENCY MEDICAL SERVICES PROGRAM**

### **ASSOCIATE IN APPLIED SCIENCE**

THECB Approval for Fall 2015.

The Emergency Medical Services Program by is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL, 33763, (phone: 727-210- 2350, [www.caahep.org](http://www.caahep.org)).

The EMSP programs at Angelina College include curricula that meet and/or exceed the Texas Department of State Health Services (TDSHS) standards for certification in emergency medical services. The College offers a cooperative program with the Lufkin and Nacogdoches hospitals, Nacogdoches County EMS, the City of Lufkin Fire Department/EMS, and Americare/Allegiance EMS Livingston, designed to provide understanding, proficiency and skill in Emergency Medical Services. **All students wishing to take any EMSP course MUST make application to the program and have the approval of the Program Coordinator PRIOR to registration.**

### **PROGRAM STUDENT LEARNING OUTCOMES**

Upon completion of the Emergency Medical Services Program, the graduate should possess the knowledge and skills to:

1. Demonstrate entry level competencies for employment in the profession by functioning as an interdependent member of the pre-hospital health care team and demonstrating leadership in a team setting.
2. Communicate, verbally, pertinent information concerning the patient to the health care provider receiving the patient.
3. Communicate, in writing, pertinent information concerning the patient to the health care provider receiving the patient.
4. Integrate all information to date to establish a field clinical impression (diagnosis).
5. Integrate all information from the patient's history and examination findings to select and implement the appropriate patient care.

### **ADMISSION CRITERIA**

#### **EMERGENCY MEDICAL SERVICES PROGRAM**

1. Application and acceptance to Angelina College.
2. Written application and acceptance to the EMSP Program.
3. A document (transcript, high school diploma, GED certificate) indicating graduation from high school or its equivalent **MUST BE** on file in the EMSP office.
4. A complete physical history and certificate of immunization are required. Physical form provided during information session.
5. Provide proof of a current 2 year American Heart Association Health Care Provider CPR card.
6. The TSI Assessment for students seeking a certificate or degree.

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7. TDSHS Certification – must have copies of any current TDSHS certifications (if applicable).
8. All applicants must attend an Information Session prior to acceptance.
9. A background check is to be done within two weeks of the beginning of the course. A drug screen is required and will be done shortly after classes begin. These are done at the student's expense at a designated time. Approximate cost \$80.00. These screenings are completed through agencies designated by the program.
10. Platinum Planner required.
11. The drug screen and background check must be negative to receive full admission to the program

## **EMERGENCY MEDICAL SERVICES**

### **CERTIFICATE PROGRAMS**

#### **BASIC PROGRAM**

<b>Fall or Spring Semesters:</b>	<b>CREDIT HRS</b>
EMSP 1160 – Clinical EMT/Technician – Basic	1
EMSP 1501 – Emergency Medical Technician – Basic	<u>5</u>
<b>Total Hours</b>	<b>6</b>

Upon successful completion (with a grade of “C” or higher) of the EMSP courses, the student is eligible to take the examination for certification as an Emergency Medical Technician – Basic by the National Registry of EMTs and the Texas Department of State Health Services. Courses must be taken concurrently.

#### **PARAMEDIC CERTIFICATE**

<b>Spring Semesters Only:</b>	<b>CREDIT HRS</b>
EMSP 1261 – Clinical EMT/Technician – Intermediate	2
EMSP 1355 – Trauma Management	3
EMSP 1356 – Patient Assessment and Airway Management	3
EMSP 1338 – Introduction to Advanced Practice	3
EMSP 2160 – Clinical EMT/Technician Paramedic I	<u>1</u>
<b>Total Hours</b>	<b>12</b>

Upon successful completion (with a grade of “C” or higher) of the EMSP courses, the student is eligible to continue to the Paramedic Certificate at Angelina College, if the student successfully completed the EMSP – Basic program. Courses must be taken concurrently.

**PARAMEDIC COMPLETION  
CERTIFICATE OF COMPLETION**

	<b>CREDIT HRS</b>
<b>First Summer Session</b>	
EMSP 2348 – Emergency Pharmacology	3
EMSP 2205 – EMS Operations	2
EMSP 2261 – Clinical EMT/Technician – Paramedic II	<u>2</u>
<b>Total Hours</b>	<b>7</b>
<b>Second Summer Session</b>	
EMSP 2544 – Cardiology	<u>5</u>
<b>Total Hours: 5</b>	
<b>Fall Semester</b>	
EMSP 2243 – Assessment Based Management	2
EMSP 2430 – Special Populations	4
EMSP 2434 – Medical Emergencies	4
EMSP 2462 – Clinical EMT/Technician - Paramedic III	<u>4</u>
<b>Total Hours</b>	<b><u>14</u></b>
<b>Total Hours for Certificate</b>	<b>26</b>

Upon successful completion (with a grade of “C” or higher) of the EMSP courses, the student is eligible to take the examination for certification as an Emergency Medical Technician – Paramedic by the National Registry of EMTs and the Texas Department of State Health Services and earn a Certificate of Completion from Angelina College. During the fall and completion of courses the student may request opportunity to take the AEMT (Advanced Emergency Medic Technician) test.

Note: The current state certifying examinations for EMT-Basic and AEMT and EMT-Paramedic are the exams administered by the National Registry of EMTs.

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## **EMERGENCY MEDICAL SERVICES PROGRAM**

### **ASSOCIATE IN APPLIED SCIENCE**

#### **First Year**

##### **Fall Semester**

	<b>CREDIT HRS</b>
BIOL 1408 General Biology	4
STSU 0X00 Student Development	0
EMSP 1501 Emergency Medical Technician Basic	5
EMSP 1160 Clinical-EMT/Technician Basic	<u>1</u>
<b>Total Hours</b>	<b>10</b>

##### **Spring Semester**

EMSP 1338 Introduction to Advance Practice	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 1355 Trauma Management	3
EMSP 1261 Clinical-EMT/Technician	2
EMSP 2160 Clinical-EMT/Technician-Paramedic I	<u>1</u>
<b>Total Hours</b>	<b>12</b>

#### **Second Year**

##### **Summer Session I & II (12 Weeks)**

EMSP 2348 Emergency Pharmacology	3
EMSP 2205 EMS Operations	2
EMSP 2261 Clinical-EMT/Technician/Paramedic II	2
EMSP 2544 Cardiology	<u>5</u>
<b>Total Hours</b>	<b>12</b>

##### **Fall Semester**

EMSP 2434 Medical Emergencies	4
EMSP 2430 Special Populations	4
EMSP 2243 Assessment Based Management*	2
EMSP 2462 Clinical-EMT/Technician-Paramedic III	<u>4</u>
<b>Total Hours</b>	<b>14</b>

##### **Spring Semester**

ENGL 1301 Composition	3
SPCH 1318 Interpersonal Communication	3
xxxx xxxx MUSI 1306, MUSI 1310, ARTS 1301 or DRAM 1310	3
SOCI 1301 Intro to Sociology	<u>3</u>
<b>Total Hours</b>	<b>12</b>
<b>Total Hours for Degree</b>	<b>60</b>

\*Capstone course of the EMSP program

## **NURSING**

### **ASSOCIATE IN APPLIED SCIENCE**

Angelina College Nursing Program provides high quality nursing education in a culturally, racially and ethnically diverse community by creating positive teaching and learning environments consistent with professional, educational and ethical standards of nursing.

### **CAREER TRACKS**

The nursing program is designed to permit students to enter as a beginning student or LVN and to exit at either the vocational or associate degree level. The Angelina College Nursing Program provides basic nursing education for the associate degree level on the Lufkin Campus and provides programs for vocational nursing at these locations: Lufkin, Jasper, Crockett, Livingston and Hudson High School.

#### **Associate Degree Nursing Track/Vocational Nursing Options (Lufkin Campus Only):**

The associate degree nursing program at the main campus in Lufkin is a multiple entry/ multiple exit program (MEEP). Upon successful completion of two calendar years of study, students receive the Associate in Applied Science degree and are eligible to apply for registered nurse licensure by examination.

Students may choose to enroll in the vocational nursing option of the associate degree program. These students complete the first year of the associate degree track plus two optional vocational summer courses in preparation for vocational nurse licensure by examination. These students receive a certificate of completion from Angelina College. After completing the vocational nursing option, students may exit or continue through the second year of the curriculum and complete the associate degree nursing track.

The associate degree nursing track/vocational nursing option and all the vocational programs are accredited by the Board of Nursing for the State of Texas. This agency establishes rules and regulations governing education, examination, licensure and practice of nursing.

#### **LVN to ADN Transition Track:**

This track is designed to facilitate the transition of the Licensed Vocational Nurse into the associate degree nursing track.

The curriculum begins the summer semester of each year. Applicants must:

- a. meet program admissions requirements
- b. be a graduate of a Texas vocational nurse program or out-of-state accredited program
- c. hold a valid Texas vocational nurse license in good standing.



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After successful completion of the equivalent of two calendar years, the student will receive the Associate in Applied Science degree and will be eligible to apply for registered nurse licensure by examination.

### **MISSION STATEMENT**

In accordance with the mission of Angelina College, the Nursing Program provides quality nursing education in response to the unique needs and ethnic diversity of East Texas.

The mission of the nursing program is accomplished by:

- 1) Maintaining program accreditation by BON
- 2) Preparing students for licensure and beginning nursing practice
- 3) Implementing a program that permits students to exit at either the vocational or associate degree level by achieving the Differentiated Essential Competencies of Graduates of Texas Nursing Programs
- 4) Promoting a caring orientation in a technologically changing environment
- 5) Advocating a comprehensive approach to client care through use of the nursing process
- 6) Developing a curriculum that reflects advances in nursing practice, current health trends and changes in individual family and community.

### **ASSOCIATE DEGREE NURSING**

Upon completion of the associate Degree level, the graduate nurse as a member of the profession should have the knowledge and skill to provide and coordinate care for clients (individuals and families) in a variety of settings by:

1. Demonstrating the use of clinical reasoning, nursing process and evidence based practice outcomes as a basis for decision making.
2. Exhibiting behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.
3. Accepting responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families.
4. Promoting safety in the patient and family environment by: following scope and standards of nursing practice, practicing within the parameters of individual knowledge, skills and abilities; identifying and reporting actual and potential unsafe practices and implementing measures to prevent harm.
5. Providing patient centered care by collaborating, coordinating and/or facilitating comprehensive care with an interdisciplinary/ multidisciplinary healthcare team to determine and implement best practices for the patients and their families.

**ADMISSION CRITERIA**  
**ASSOCIATE DEGREE NURSING/VOCATIONAL NURSING OPTION**  
**(MEEP)**

1. Gain admission to the college.
  2. **Must be Texas Success Initiative (TSI) complete.**
  3. Bring proof of TSI completion to the health careers' secretary in HC, room 100 to register for a nursing program information session. Dates for these sessions are posted in HC and on the Angelina College website under "Nursing". The information sessions are mandatory for admission to the nursing program.
  4. Attend the scheduled information session to get an application packet.
  5. Submit the completed application packet by designated date.
  6. Pass the dosage calculation test (90% or better) by designated date (grade is good for two years).
  7. Complete all prerequisite courses with a grade of "C" or better by designated date:
    - PSYC 2301 - General Psychology/or PSYC 2314 Life Span Growth and Development
    - ENGL 1301 - English Composition
    - RNSG 1208 - Dosage Calculations for Nursing
    - BIOL 2401 - Anatomy and Physiology I
    - BIOL 2402 - Anatomy and Physiology II
    - STSU 0100, 0200, or 0300 - Student Success
- Note:** Prerequisite courses may be taken only twice for selection consideration. If a prerequisite course is taken more than twice, only the second grade will be calculated in the cumulative GPA for prerequisite courses. This second grade must be at least a "C."
8. Submit current college transcript(s) showing any prerequisite courses completed after application packet deadline. Applicants for transfer into the nursing program are reviewed on an individual basis. **Applicants are not guaranteed acceptance.** A minimum grade of "C" is required for all courses transferred. The grade point average in prerequisite courses is used in the selection process. **It is strongly recommended that prerequisite courses taken more than five (5) years prior to transfer, be audited.** Students must provide transcripts and records that reflect the classroom and clinical hours.
  9. Submit a completed physical health form no later than the designated date:
    - a. Receive immunizations mandated by the Texas Department of State Health Services for health care workers. **Note: All Hepatitis B series must be completed by the first clinical day of the first semester. This series requires six months to complete.**
  10. Provide proof of current 2 year American Heart Association CPR card (Health Care Provider)
  11. "Conditional" acceptance into the nursing program is limited; applicants will be ranked and selected based on the following criteria:
    - a. Cumulative GPA in

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PSYC 2301/PSYC 2314

ENGL 1301

RNSG 1208

BIOL 2401

BIOL 2402

- b. Completion of **all** requirements by posted deadlines.
  - c. Admission test scores – Passing admissions test scores (Test scores are good for two years.)
  - d. Weighted score based on the first or second grade in science
  - e. Completion of co-requisite general education courses
- 12. Applicants will be notified of “conditional” acceptance decisions by the second summer session, by posting of the Angelina College student email.
  - 13. A background check will be done in July of each year by Texas Board of Nursing procedure.
  - 14. A drug screen will be done and must be negative to receive “full” acceptance into the Nursing Program.
  - 15. Students are allowed one entry and one re-entry into the nursing Program.
  - 16. Contact Nursing office at (936) 633-5265 for questions or comments.

**NURSING****ASSOCIATE IN APPLIED SCIENCE**

(Nursing LVN to AND Transitions Track: Fall I and Spring I RNSG courses are acquired by paying for Credit by Experience)

<b>Required Prerequisite Courses</b>		<b>CREDIT HRS</b>
PSYC 2301	General Psychology	3
ENGL1301	English Composition	3
RNSG 1208	Dosage Calculations for Nursing	2
STSU 0300	Student Development	0
BIOL 2401	Human Anatomy & Physiology I	4
BIOL 2402	Human Anatomy & Physiology II	4
<b>Total Hours</b>		<b>16</b>
<b>First Year</b>		
<b>Fall Semester</b>		
RNSG 1205	Nursing Skills	2
RNSG 1215	Health Assessment	2
RNSG 1309	Introduction to Nursing	3
RNSG 1262	Clinical Nursing	2
RNSG 2420	Microbiology	2
<b>Total Hours</b>		<b>11</b>
<b>Spring Semester</b>		
RNSG 1341	Common Concepts	3
RNSG 1363	Clinical Nursing	3
RNSG 1301	Pharmacology	3
PSYC 2314	Life Span*	2
<b>Total Hours</b>		<b>11</b>
<b>Summer Semester</b>		
VNSG 1570	Vocational Nursing Practice	5
VNSG 1360	Clinical Nursing – MEEP	3
RNSG 1327	Transition: Vocational Nursing Profession	3
RNSG 1260	Clinical Nursing – Transitions	2
<b>Total Hours</b>		<b>13</b>
<b>Second Year</b>		
<b>Fall Semester</b>		
Elective**	Fine Arts/Humanity – Guided	3
RNSG 1343	Complex Concepts	3
RNSG 1412	Nursing Care of the Childbearing/Child Rearing Family	4
RNSG 2360	Clinical Nursing	2
<b>Total Hours</b>		<b>12</b>
<b>Spring Semester</b>		
RNSG 2331	Advanced Concepts – Adult Health	3
RNSG 2130	Professional Nursing Review and Licensure Preparation	1
RNSG 2363	Clinical Nursing	3
RNSG 2213	Mental Health Nursing	2
<b>Total Hours</b>		<b>9</b>
<b>Total Hours for Degree</b>		<b>60</b>

\*Mandatory if taking VN MEEP

\*\*Choose one three hour elective from the following: ARTS 1301, MUSI 1306/1310, DRAM 1310

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**Optional Vocational exit (Offered during summer sessions after first year) To take this option, student must have completed both PSYC 2301 and PSYC 2314.**

VNSG 1570 – Vocational Nursing Practice	5
VNSG 1360 – Clinical Nursing	<u>3</u>
<b>Total Hours</b>	<b>8</b>

**ADMISSION CRITERIA**  
**LVN to ADN TRANSITION TRACK**

1. Gain admission to the college.
2. **Must be Texas Success Initiative (TSI) complete.**
3. Been employed as an LVN for at least one year, if not a graduate of an Angelina College VN program.
4. Attend a Transitions (VN to RN) Information Session or meet with the transition program faculty to develop a degree plan and obtain an application packet.
5. Complete all **prerequisite** courses with a grade of “C” or better:
  - PSYC 2301 - General Psychology **or**
  - PSYC 2314 - Lifespan Growth and Development
  - ENGL 1301 - English Composition
  - RNSG 1208 - Dosage Calculations for Nursing
  - BIOL 2401 - Anatomy and Physiology
  - BIOL 2402 - Anatomy and Physiology
  - BIOL 2420 - Microbiology
  - STSU 0100, 0200, 0300

Note: Prerequisite courses may be taken only twice for selection consideration. If a prerequisite course is taken more than twice, only the second grade will be calculated in the cumulative GPA for prerequisite courses. The second grade must be a “C” or better.

6. Pass the dosage calculations test with a score of 90% or higher (good for two years).
7. Submit completed application packet by posted deadline.
8. Submit official college transcript(s) showing completion of prerequisite courses.

Applicants will be ranked and selected based on the following criteria

- a. Cumulative GPA in prerequisite courses
  - b. Admission assessment exam scores
  - c. Weighted score based on first or second grade in science
  - d. Completion of non-nursing core curriculum
9. Submit a completed physical health form no later than the designated date:
    - a. Receive immunizations mandated by the Texas Department of State Health Services for health care workers. Note: All hepatitis B series must be completed by the first clinical day of the first semester. This series requires 6 months to complete.

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10. Provide proof of current 2 year American Heart Association CPR card (Health Care Provider).
11. Applicants will be notified of “conditional” acceptance decisions by college email.
12. Upon “conditional” acceptance to the program, a random drug will be done at the student’s expense (approximately \$40.00).
13. The drug screen and background check must be negative to receive “full” acceptance into the Nursing Program.
14. The background check will be done by the Texas Board of Nursing.
15. To complete the equivalent of two calendar years, students must pay to have credit by experience courses added to transcript.

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**NURSING**  
**LVN TO ADN TRANSITIONS TRACK**  
(Same as 60-hour Associate Degree Nursing Program)

<b>Required Prerequisite Courses</b>		<b>CREDIT HRS</b>
PSYC 2301	General Psychology	3
ENGL1301	English Composition	3
RNSG 1208	Dosage Calculations for Nursing	2
STSU 0300	Student Development	0
BIOL 2401	Human Anatomy & Physiology I	4
BIOL 2402	Human Anatomy & Physiology II	4
<b>Total Hours</b>		<b>16</b>
<b>First Year</b>		
<b>Fall Semester</b>		
RNSG 1205	Nursing Skills	2
RNSG 1215	Health Assessment	2
RNSG 1309	Introduction to Nursing	3
RNSG 1262	Clinical Nursing	2
RNSG 2420	Microbiology	2
<b>Total Hours</b>		<b>11</b>
<b>Spring Semester</b>		
RNSG 1341	Common Concepts	3
RNSG 1363	Clinical Nursing	3
RNSG 1301	Pharmacology	3
PSYC 2314	Life Span*	2
<b>Total Hours</b>		<b>11</b>
<b>Summer Semester</b>		
VNSG 1570	Vocational Nursing Practice	5
VNSG 1360	Clinical Nursing – MEEP	3
RNSG 1327	Transition: Vocational Nursing Profession	3
RNSG 1260	Clinical Nursing – Transitions	2
<b>Total Hours</b>		<b>13</b>
<b>Second Year</b>		
<b>Fall Semester</b>		
Elective	Fine Arts/Humanity – Guided**	3
RNSG 1343	Complex Concepts	3
RNSG 1412	Nursing Care of the Childbearing/Child Rearing Family	4
RNSG 2360	Clinical Nursing	2
<b>Total Hours</b>		<b>12</b>
<b>Spring Semester</b>		
RNSG 2331	Advanced Concepts – Adult Health	3
RNSG 2130	Professional Nursing Review and Licensure Preparation	1
RNSG 2363	Clinical Nursing	3
RNSG 2213	Mental Health Nursing	2
<b>Total Hours</b>		<b>9</b>
<b>Total Hours for Degree</b>		<b>60</b>

\*Mandatory if taking VN MEEP

\*\*Choose one three hour elective from the following: ARTS 1301, MUSI 1306/1310, DRAM 1310

\*\*\* Credit by exam courses for first year of nursing.

## **VOCATIONAL NURSING ADMISSION CRITERIA**

### **Vocational Nursing Program – (Offered in Lufkin, Crockett, Jasper, Livingston, and Hudson High School Cohort)**

The vocational nursing program prepares the graduate to independently perform basic nursing skills in non-complex situations and to assist the registered nurse or physician in complicated circumstances. Courses begin in the spring semester and conclude at the end of the fall semester (Lufkin, Crockett, Jasper Cohort) and begin in the Fall Semester and conclude at the end of the Summer Semester (Livingston and Hudson HS cohort) for a total of 45 semester credit hours. A certificate of completion is awarded upon successful fulfillment of course requirements. The vocational nursing program is approved by the Board of Nursing for the State of Texas. Graduates are eligible to apply for licensure by examination through BON.

## **MISSION STATEMENT**

In accordance with the mission of Angelina College, the Nursing Program provides quality nursing education in response to the unique needs and ethnic diversity of East Texas.

The mission of the nursing program is accomplished by:

- 1) Maintaining program accreditation by the Texas Board of Nursing
- 2) Preparing students for licensure and beginning nursing practice
- 3) Implementing a program that permits students to exit at either the vocational or associate degree level by achieving the Differentiated Essential Competencies of Graduates of Texas Nursing Programs
- 4) Promoting a caring orientation in a technologically changing environment
- 5) Advocating a comprehensive approach to client care through use of the nursing process
- 6) Developing a curriculum that reflects advances in nursing practice, current health trends and changes in individual family and community.

## **PROGRAM STUDENT LEARNING OUTCOMES FOR THE NURSING PROGRAMS VOCATIONAL NURSING**

Upon completion of the vocational level, the graduate nurse as a member of the profession should have the knowledge and skills to provide and coordinate nursing care in structured health care settings for individual clients who are experiencing common, well-defined health problems with predictable outcomes. The VN graduate will be able to

1. Demonstrate the use of critical thinking and the nursing process as a basis for decision making that promotes the development and practice of vocational nursing.
2. Implement teaching plans for clients concerning promotion, maintenance and restoration of health that promotes the development and practice of vocational nursing.



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3. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients and their families.
4. Assume accountability and responsibility for the quality of nursing care provided to patients and their families.
5. Implement measures to promote quality and a safe environment for patients, self, and others.

**ADMISSION CRITERIA  
VOCATIONAL NURSING PROGRAM – (OFFERED IN LUFKIN,  
CROCKETT, JASPER, LIVINGSTON, AND HUDSON HIGH SCHOOL  
COHORT)**

1. Gain admission to the college.
2. **Must be Texas Success Initiative (TSI) complete.**
3. Attend an information session in Jasper, Crockett, Lufkin, or Livingston to obtain an application packet and information on the program.
4. Admission test scores – A minimum score of 75 in reading and math on the admission assessment test will be used for the final determination. Dates for the exam will be announced at the information sessions. The composite score on the admission assessment test will be used as part of the final determination.
5. Submit completed application packet by deadline.
6. Submit a completed physical health form no later than the designated date:
  - a. Receive immunizations mandated by the Texas Department of State Health Services for health care workers. Note: All hepatitis B series be completed by the first clinical day of the first semester. This series requires 6 months to complete.
7. Provide proof of current (2 yr) American Heart Association Healthcare Provider CPR card.
8. Complete all prerequisite courses with a grade of “C” or better by designated date:

RNSG 1208 – Dosage Calculations for Nursing  
Must score a 90 or above on Dosage Calculations test (score good for two years).
9. Questions concerning the vocational track should be directed to the VN Program Coordinator at (936) 633-5265, or to instructors and secretaries in Jasper at (409) 489-9000, in Crockett at (936) 545-4323, and in Livingston at 936-329-8490.
10. Applicants will be ranked and selected based on:
  - a. Composite scores of admission assessment.
  - b. Complete files that include all requirements by assigned deadlines.
  - c. Grade obtained in prerequisite course.
  - d. Completion of Health Career Core Courses
  - e. Completion of General Education Courses for the registered nurse track
  - f. Health care related work experience/training/certificates

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g. The Hudson High School cohort will have an additional interview requirement.

11. Applicants will be notified of “conditional” acceptance decisions by e-mail.
12. Upon “conditional” acceptance to the program, a random drug screen and background check will be done at the student’s expense (approximately \$85.00), as designated by the program.
13. The drug screen and background check must be negative to receive “full” acceptance into the Nursing Program.

## VOCATIONAL NURSING PROGRAM CERTIFICATE PROGRAM

Required Prerequisite Courses		CREDIT HRS
RNSG 1208 - Dosage Calculations for Nursing		2
<b>First Semester</b>		
VNSG 1405*	Health Science	4
VNSG 1304*	Foundations of Nursing	3
VNSG 1226*	Gerontology	2
VNSG 1423*	Basic Nursing Skills	4
VNSG 1361*	Clinical – PN	3
<b>Total Hours</b>		<b>16</b>
<b>Second Semester</b>		
VNSG 1331*	Pharmacology	3
VNSG 1429*	Medical/Surgical Nursing	4
VNSG 1330*	Maternal/Newborn	3
VNSG 1362*	Clinical – PN	3
<b>Total Hours</b>		<b>13</b>
<b>Third Semester</b>		
VNSG 1219*	Professional Development	2
VNSG 1334*	Pediatric Nursing	3
VNSG 1238*	Mental Illness	2
VNSG 1432*	Medical/Surgical Nursing II	4
VNSG 1363*	Clinical – PN	3
<b>Total Hours</b>		<b>14</b>
<b>Total Hours for Certificate</b>		<b>45</b>

\*Prerequisites & co-requisites. See course descriptions. Courses must be taken in sequence.

## **PHARMACY TECHNOLOGY PROGRAM (PHRA) CERTIFICATE PROGRAM**

Angelina College offers a cooperative pharmacy technology program with the area hospitals, retail, mail order, and long-term care pharmacies. The certificate program is designed to provide understanding, proficiency, and skill in pharmacy technology.

Angelina College is accredited for pharmacy technician training by the American Society of Health System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education (ACPE). Students must register with the Texas State Board of Pharmacy as an ACTIVE pharmacy technician-trainee prior to attending clinical. Students must register with the Texas State Board of Pharmacy as a pharmacy technician-trainee prior to attending clinical. Students will be eligible to take the National Pharmacy Technician Certification Examination that is administered by the Pharmacy Technicians Certification Board (PTCB). Students enrolled in the program will also be eligible to become certified in the preparation of intravenous admixtures. In addition, this will meet the required 40 hours of training on compounding sterile products. Upon completion of the program, the graduate will receive a certificate of completion from Angelina College and from the Pharmacy Technology Program.

The program curriculum is a balance of approved didactic, simulated lab and experiential training, which offers the student an opportunity for educational development as well as occupational competence during the nine-month program. The student must achieve a minimum grade of “C” in all (PHRA) pharmacy technology courses or be dropped from the program.

All applicants should be advised that any conviction of a felony or a misdemeanor charge (other than a minor traffic violation), or hospitalization or treatment for mental illness or chemical dependence can make you ineligible for certification. Applicants are informed of AC policies of illicit drug use, criminal background check, and immunization requirements during a mandatory information session.

### **PROGRAM MISSION**

In accordance with the mission of Angelina College, the Pharmacy Technology Program provides quality pharmacy technician education in response to the unique needs and ethnic diversity of East Texas.

The mission of the pharmacy technology program is accomplished by:

1. Maintaining program accreditation by Texas Higher Education Coordinating Board (THECB), the American Society of Health-System Pharmacist (ASHP), Accreditation Council for Pharmacy Education (ACPE) and the Southern Association of College and Schools Commission on Colleges (SACSCOC).
2. Preparing students for certification and entry level into practice as a pharmacy technician.

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3. Advocating a comprehensive approach to client/patient care through use of the safe procedures and processes.
4. Developing a curriculum that reflects advances in the pharmacy technology, current health trends and changes in individual family and community systems.

#### **PROGRAM GOALS**

1. Provide the highest quality instruction of a curriculum designed to prepare the graduate for an entry level into practice as a pharmacy technician.
2. Provide a curriculum designed to incorporate the knowledge, comprehension, and application of affective, psychomotor and critical thinking skills resulting in accreditation by the American Society of Health-System Pharmacists (ASHP)/ Accreditation Council for Pharmacy Education (ACPE).
3. Prepare graduates for certification and entry level employment.
4. Promote a caring orientation in a technologically changing environment.
5. Advocate a comprehensive approach to pharmacy technician education and training.
6. Implement a curriculum that reflects current health practices in retail, hospital pharmacy and mail-order market.

#### **PROGRAM TERMINAL STUDENT LEARNING OUTCOMES**

Upon the completion of a certificate of completion in Pharmacy Technology, the graduate technician should possess the knowledge and skills to implement safe, competent, entry level skills in a pharmacy setting. The graduate will accomplish this by the following:

1. Demonstrating an understanding of safe and unsafe practices while assisting the pharmacist in serving patients.
2. Demonstrating an understanding of the control systems to maintain medication inventory.
3. Demonstrating an understanding of the administration management of pharmacy practice.
4. Utilize critical thinking skills and analytic abilities to prepare IV admixture and sterile compounding.
5. Demonstrating entry level competencies for employment into the profession.

#### **ADMISSION CRITERIA**

##### **PHARMACY TECHNOLOGY PROGRAM**

1. Application and acceptance to Angelina College.
2. Attend a mandatory information session to obtain an application packet.
3. Completed application packet for pharmacy technology program **must be submitted by June 15<sup>th</sup> each year for consideration of fall entry. This application is complete only when all information requested is received.** This includes a completed physical health form, receiving appropriate immunizations as mandated by Texas Department of State Health Services (TDSHS) for health care workers, and proof of a current 2 year American Heart Association CPR card.
4. Student must be Texas Success Initiative (TSI) complete.

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5. Send all official transcripts directly to Angelina College Director of Admissions/Registrar from issuing schools/agencies. College transfer students must submit official transcripts from all colleges in which the applicant was enrolled. **A copy of official college transcripts and a high school transcript or GED scores should be turned in with the completed program (PHRA) application.**
6. “Conditional” acceptance into the pharmacy technology program will be limited; applicants will be ranked and selected based on a point system. The point system will be based on pre-admissions testing (test scores and Keyboarding score- 30 WPM or higher or a recent college-level computer course – grade C or better), attendance of information session, former health care work related experience, former college education courses or college degree, and completion of ALL requirements by the posted deadlines.
7. Interview: the top 20-30 eligible applicants will be interviewed. Candidates will be interviewed on an individual basis by the program coordinator and faculty. Applicants will be required to take a basic math skills test and write a short essay on a topic prior to interviews on a schedule date in June.
8. Students who have been selected for “conditional” acceptance into the PHRA program will be notified with a letter from the Pharmacy Technology Program coordinator by August 1st of each year.
9. Upon “conditional” acceptance to the program, a random drug screen and background check will be done at the student’s expense (approximately \$80.00).
10. The drug screen and background check must be negative to receive “full” acceptance into the program.

## PHARMACY TECHNOLOGY PROGRAM

### CERTIFICATE OF COMPLETION

<b>BASIC CORE OF GENERAL EDUCATION COURSES</b>		<b>CREDIT HRS</b>
<b>Summer I, Summer II, or Fall Semester</b>		
<u>Natural Sciences (4 hours)</u>		
BIOL 1408	General Biology I***	4
<b>REQUIRED TECHNICAL CORE COURSES</b>		
<b><u>Fall Semester</u></b>		
PHRA 1266*	Practicum 1 **	2
PHRA 1301*	Introduction to Pharmacy	3
PHRA 1305*	Drug Classification	3
PHRA 1309*	Pharmaceutical Mathematics I	3
PHRA 1313*	Community Pharmacy Practice	3
<b><u>Spring Semester</u></b>		
PHRA 1102*	Pharmacy Law	1
PHRA 1345*	Compounding Sterile Preparations & Aseptic Techniques	3
PHRA 1349*	Institutional Pharmacy Practice	3
PHRA 1441*	Pharmacy Drug Therapy and Treatment	4
PHRA 2366*	Practicum II **	3
<b>OTHER REQUIRED COURSE</b>		
STSU 0100, 0200, or 0300 – Student Success		<u>0</u>
<b>Total Hours for Certificate</b>		<b>32</b>

\*Prerequisites and co-requisites required. See course descriptions. Courses must be taken in sequence.

\*\*You must be 18 years of age or older by September 1st to participate in the PHRA practicum rotations.

\*\*\* Biology 1408 or higher level biology course with a minimum grade of “C” or better.

## **RADIOLOGIC TECHNOLOGY RADIOGRAPHY**

The college offers a cooperative program with the area hospitals designed to provide understanding, proficiency, and skill in Radiography. Upon completion of the program, the successful student is granted an Associate in Applied Science Degree and is eligible to become certified by the American Registry of Radiographic Technologists.

The program curriculum is a balance of general education, technical courses and supervised practicum at area hospitals. The curriculum provides the student an opportunity for educational development and occupational competence during the two-year program. The student must achieve a minimum grade of "C" in all Radiography courses or be dropped from the program. To graduate from the program students must maintain an overall GPA of 2.0.

### **ADMISSION CRITERIA RADIOLOGIC TECHNOLOGY PROGRAM**

1. Application and acceptance to Angelina College.
2. **Must be Texas Success Initiative (TSI) complete.**
3. Annually attend an information session to obtain a program application and/or information.
4. Submit completed application for the radiography program, completed physical health form, receive appropriate immunizations as mandated by the Texas Department of State Health Services for health care workers, and provide proof of current 2 year American Heart Association CPR Healthcare Provider card **no later than May 1<sup>st</sup> each year for August consideration. All requested information must be received by the program in order for the application to be complete. The hepatitis B series (3 shots in 6 months) must be completed by the first clinical day of the Fall semester.**
5. Complete all prerequisite courses prior to the designated selection date:
  - BIOL 2404 – Human A & P (General)
  - ENGL 1301 – Composition
  - PSYC 2301 – General Psychology
  - MATH 1314 – College Algebra or
  - OR MATH 1332 – Contemporary Math**
  - RADR 1201 – Introduction to Radiography
  - RADR 1203 – Patient Care

**Prerequisite courses may be taken only twice for selection consideration. If a prerequisite course is taken more than twice, only the second grade will be calculated in the cumulative GPA for prerequisite courses.** Students who receive a grade of "D" or "F" in RADR 1201 or RADR 1203 will not be eligible for consideration.
6. Submit official college transcript(s) indicating completion of prerequisite courses before the August decision date.

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7. Acceptance into the radiography program is limited. Applicants will be ranked and selected based on the following criteria:
  - a. Completion of **all** requirements by published deadlines
  - b. Cumulative GPA in BIOL 2404, ENGL 1301, PSYC 2301, MATH 1314 or MATH 1332; RADR 1201, RADR 1203. Calculation of the GPA is accomplished after the end of the second Summer Session each year with students ranked in descending numerical order. Thirty applicants (30) with the highest GPA in the prerequisite courses will be scheduled for a personal interview to determine the students that will be accepted for “conditional” program admission. In case of GPA tie(s), the following items will be used for final selection: students with higher grades in MATH 1314 or MATH 1332; BIOL 2404, RADR 1201 AND RADR 1203 will receive greater consideration.
  - c. “Conditional” program admission is based on the cumulative GPA in the prerequisite courses and the individual interview. The Radiography program currently accepts 20-25 students per year.
8. Applicants will be notified of “conditional” admission decisions by letter prior to Fall registration.
9. Upon “conditional” acceptance into the program, a random drug screen and background check will be done at the student’s expense (approximately \$85.00).
10. The drug screen and background check must be negative/successful to receive “full” acceptance into the program.

### **RADIOGRAPHY**

#### **MISSION AND PHILOSOPHY**

The Radiologic Technology Program, in concert with the mission and philosophy of Angelina College, is committed to provide a quality and comprehensive education in general radiography for preparation in the profession. Through didactic information, educational resources, and a variety of clinical experiences, the program is designed to develop competent, responsible and independent radiography professionals. The program’s mission is also supported by a dedicated team of experienced faculty, radiographers, and physicians who encourage and model life-long learning in radiography.

#### **GOALS**

1. Students will demonstrate entry-level competency for employment in the profession.
2. Students will recognize the importance of professionalism and ethical behavior.
3. Students will employ critical thinking and problem solving skills.
4. Students will demonstrate the ability to communicate effectively.



## Health Careers Division

### **PROGRAM EFFECTIVENESS GOALS**

The program will accomplish its mission by graduating competent radiographers.

1. Graduates will pass the ARRT certification exam.
2. Graduates will be employed in the medical imaging field.
3. Graduates will be satisfied with their educational experience.
4. Employers will be satisfied with the quality of program graduates.

### **PROGRAM STUDENT LEARNING OUTCOMES**

Upon the completion of an Associate of Applied Science degree in Radiologic Technology, the graduate should possess the knowledge and skills to implement safe, competent, entry level skills in diagnostic radiography.

#### Goal 1: PSLO

1. Students will properly position patients for routine radiographic procedures.
2. Students will select appropriate technical factors.
3. Students will employ safe radiation safety practices.

#### Goal 2: PSLO

1. Students will conduct themselves in a professional manner.
2. Students will demonstrate ethical behavior.
3. Students will be cognizant of the importance of life-long learning.

#### Goal 3: PSLO

1. Students will critique radiographic images.
2. Students will modify routine procedures to meet the needs of the patient.

#### Goal 4: PSLO

1. Students will explain radiographic procedures to patients.
2. Students will give clear instructions to patients.
3. Students will obtain accurate information regarding patient history.

### **STATE LICENSING REQUIREMENTS**

The State of Texas requires the certification of Medical Radiologic Technologists (MRT) through the Texas Medical Board (TMB).

The Radiography Program conforms to state requirements by being accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for the **General (or Specialty in Radiography) Certificate** (allowing for performance of all radiological procedures). JRCERT contact information: JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Phone: 312.704.5300, fax: 312.704.5304, and Internet: [www.jrcert.org](http://www.jrcert.org), or [mail@jrcert.org](mailto:mail@jrcert.org).

The graduate must apply for the American Registry of Radiologic Technologists (ARRT) certification examination, write the examination, and pass the examination.

The graduate must also complete an application to the TMB-MRT program, pay applicable fees, and furnish other documentation as required by the Texas Medical Board – MRT program. Once TMB has received your status report indicating that you passed and are in good standing with the ARRT, they will issue a **General (or**

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**Specialty in Radiography) Certificate**, allowing you to work as a radiographer in the State of Texas.

Students considering this program are advised that any conviction of a felony or misdemeanor charge (other than a minor traffic violation/DWI **is not** a minor traffic violation) can make you ineligible for certification by the ARRT and subsequently by the State of Texas. The ARRT is the only agency that can address whether they will or will not allow an individual with a criminal record to sit for their examination. If you are in doubt, students should investigate the possibilities with the ARRT at (651) 687-0048 or [www.arrt.org](http://www.arrt.org).

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## RADIOLOGIC TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

#### First Year

##### Summer Session I

		CREDIT HRS
RADR 1201	Introduction to Radiography	2
RADR 1203	Patient Care	2
BIOL 2404	General Human Anatomy and Physiology	<u>4</u>
	<b>Total Hours</b>	<b>8</b>

##### Summer Session II

ENGL 1301	Composition	3
MATH 1314	College Algebra	3
<i>or MATH 1332</i>	<i>Contemporary Math</i>	
PSYC 2301	General Psychology	<u>3</u>
	<b>Total Hours</b>	<b>9</b>

##### Fall Semester

STSU 0X00	Student Development*	0
RADR 1266*	Practicum – Radiologic Technology/Science	2
RADR 1313*	Principles of Radiographic Imaging I	3
RADR 1411*	Basic Radiographic Procedures	4
RADR 2309*	Radiographic Imaging Equipment	<u>3</u>
	<b>Total Hours</b>	<b>12</b>

##### Spring Semester

RADR 1267*	Practicum – Radiologic Technology/Science	2
RADR 2333*	Advanced Medical Imaging	3
RADR 2401*	Intermediate Radiographic Procedures	4
RADR 2305*	Principles of Radiographic Imaging II	<u>3</u>
	<b>Total Hours</b>	<b>12</b>

#### Second Year

##### Summer Session I

RADR 2266*	Practicum – Radiologic Technology/Science	<u>2</u>
	<b>Total Hours</b>	<b>2</b>

##### Fall Semester

RADR 1302*	Radiographic Image Evaluation I	3
RADR 2313*	Radiation Biology & Protection	3
RADR 2366*	Practicum – Radiologic Technology/Science	3
Elective	Guided Elective	<u>3</u>
	<i>(Choose one - ARTS 1301, MUSI 1306, MUSI 1310, or DRAM 1310)</i>	
	<b>Total Hours</b>	<b>12</b>

##### Spring Semester

RADR 1391*	Special Topics in Medical Rad. Technology	3
RADR 2335*	Radiologic Technology Seminar	3
RADR 2367*	Practicum – Radiologic Technology/Science	<u>3</u>
	<b>Total Hours</b>	<b>9</b>
	<b>Total Degree Hours</b>	<b>64</b>

\* Prerequisites and co-requisites required. See course descriptions. Courses must be taken in sequence.

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

### **ASSOCIATE IN APPLIED SCIENCE**

The college offers a cooperative program with area hospitals that is designed to provide understanding, proficiency, and skill in diagnostic medical sonography. Upon completion of the program, the successful student is awarded an Associate in Applied Science Degree and meets the requirements set by the American Registry for Diagnostic Medical Sonography (ARDMS) to apply for their licensure examination.

The program curriculum provides a balance of didactic and technical courses which affords each student individual opportunities for educational development and clinical competence. The student must achieve a minimum grade of “C” in all sonography courses or be dropped from the program.

***Program admission to the Diagnostic Medical Sonography program is offered only in even years.***

### **PROGRAM ACCREDITATION**

Angelina College Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL, 33756, (phone: 727-210-2350, [www.caahep.org](http://www.caahep.org)).

### **ADMISSION CRITERIA**

#### **DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM**

1. Application and acceptance to Angelina College.
2. Must be Texas Success Initiative (TSI) complete.
3. Attend a mandatory sonography program information session to obtain a program application and program information. Dates for these sessions are posted in HC-II and on the Angelina College website under “Health Careers Division”.
4. Program application must be submitted, completed physical health form, receive appropriate immunizations as mandated by the Texas Department of State Health Services for health care workers, and provide proof of current 2 year American Heart Association CPR card no later than July 15<sup>th</sup> each accepting year for August consideration. **All requested information must be received by the program in order for the application to be complete.** The hepatitis B series (3 shots in 6 months) must be completed by the first clinical day of the first semester.
5. Official college transcripts must be submitted in the Application Packet. College transfer students must submit official transcripts from all colleges attended.
6. Complete all prerequisite courses with a grade of “C” or better prior to designated date:

BIOL 2404 – Human A&P (General)

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ENGL 1301 – Composition  
PSYC 2301 – General Psychology  
MATH 1314 – College Algebra  
PHYS 1305 – Elementary Physics  
DMSO 1210 – Introduction to Sonography

**Prerequisite courses may be taken only twice for selection consideration. If a prerequisite course is taken more than twice, only the second grade will be calculated in the cumulative GPA for prerequisite courses.**

7. “Conditional” acceptance into the diagnostic medical sonography program is limited. Applicants will be ranked and selected based on the following criteria:
  - a. Completion of ALL requirements by published deadlines.
  - b. Cumulative GPA in BIOL 2404, ENGL 1301, PSYC 2301, MATH 1314, PHYS 1305, and DMSO 1210. Applicants will be ranked according to the cumulative GPA of the prerequisite courses following the completion of the second Summer semester. Twenty (20) applicants with the highest GPA in the prerequisite courses will be scheduled for a personal interview.
  - c. Program admission is based upon a point value system. The point value system is posted on the Angelina College website under “Links” on the Health Career Division page.
8. Applicants will be notified on “conditional” acceptance decisions by the end of the second summer session, by posting of the decision on the Health Careers website.
9. Upon “conditional” acceptance to the program, a random drug screen and background check will be done at the student’s expense (approximately \$85.00).
10. The drug screen and background check must be successful/negative to receive “full” acceptance into the Sonography program.

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

### **MISSION AND PHILOSOPHY**

The Diagnostic Medical Sonography Program, in concert with the mission and philosophy of Angelina College, is committed to provide a quality and comprehensive education in general sonography for preparation in the profession. Through didactic information, educational resources, and a variety of clinical experiences, the program is designed to develop competent, responsible, and independent sonography professionals. The program’s mission is also supported by a dedicated team of experienced faculty, sonographers, and physicians who encourage and model life-long learning in diagnostic medical sonography.

### **PROGRAM LEARNING OUTCOMES**

Upon completion of an Associate of Applied Science degree in Diagnostic Medical Sonography, the graduate should possess the knowledge and skills to implement

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safe, competent, entry level skills in sonography. The graduate will accomplish this by the following:

- a. Demonstrate entry level competency for employment in the profession.
- b. Utilize critical thinking skills and analytic capabilities to ensure production of high quality diagnostic sonograms.
- c. Utilize effective oral and written communication.
- d. Demonstrate independent judgment and discretion in the technical performance of medical imaging procedures.
- e. Demonstrate awareness of the need for life-long learning and professional growth.

### GOALS

To prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

To produce graduates who meet the requirements set by the American Registry for Diagnostic Medical Sonography certification examination upon completion of the program.

To seek new community partnerships for clinical practice as needs are identified according to student growth and the addition of advanced modality certificate programs.

To provide students with both academic and clinical instruction in the field of Diagnostic Medical Sonography in order to meet the employment needs of the graduate and of the medical communities.

To foster and promote the pursuit of life-long learning and professional growth in each student.

### LICENSURE REQUIREMENTS

Students considering this program are advised that any conviction of a felony or misdemeanor charge (other than a minor traffic violation/DWI **is not** a minor traffic violation) can make them ineligible for certification by the ARDMS. The ARDMS is the only agency that can address whether they will or will not allow an individual with a criminal record to write the examination. If in doubt, students should investigate the possibilities with the ARDMS at [www.ardms.org](http://www.ardms.org) or (301) 738-8401.

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## DIAGNOSTIC MEDICAL SONOGRAPHY

### ASSOCIATE IN APPLIED SCIENCE

#### First Year

##### Summer I Session

		CREDIT HRS
ENGL 1301	Composition	3
BIOL 2404	General Human Anatomy & Physiology	4
PHYS 1305	Elementary Physics	<u>3</u>
	<b>Total Hours</b>	<b>10</b>

##### Summer II Session

PSYC 2301	General Psychology	3
MATH 1314	College Algebra	3
DMSO 1210	Introduction to Sonography	<u>2</u>
	<b>Total Hours</b>	<b>8</b>

##### Fall Semester

STSU 0X00	Student Success	
DMSO 1266*	Practicum (or Field Experience)	2
DMSO 1351*	Sonographic Sectional Anatomy	3
DMSO 1441	Abdominopelvic Sonography	4
DMSO 1342*	Intermediate Ultrasound Physics	<u>3</u>
	<b>Total Hours</b>	<b>12</b>

##### Spring Semester

DMSO 1267*	Practicum (or Field Experience)	2
DMSO 2353*	Sonography of Superficial Structures	3
DMSO 2405*	Sonography of Obstetrics/Gynecology	<u>4</u>
	<b>Total Hours</b>	<b>9</b>

##### Summer II

DMSO 2266*	Practicum (or Field Experience)	<u>2</u>
	<b>Total Hours</b>	<b>2</b>

#### Second Year

##### Fall Semester

DMSO 2366*	Practicum (or Field Experience)	3
DMSO 2342*	Sonography of High Risk Obstetrics	3
DMSO 2351	Doppler Physics	3
*Guided Elective – Creative Arts		<u>3</u>
ARTS 1301, DRAM 1310, MUSI 1310, MUSI 1306 or ENGL 2322, 2323, 2326, 2332, 2379		
	<b>Total Hours</b>	<b>12</b>

##### Spring Semester

DMSO 2367*	Practicum (or Field Experience)	3
DMSO 2230*	Advanced Ultrasound and Review	2
DMSO 1455*	Sonographic Pathophysiology	4
DSVT 1300*	Principles of Vascular Technology	<u>3</u>
	<b>Total Hours</b>	<b>12</b>
	<b>Total Hours for Degree</b>	<b>65</b>

\*Prerequisites and co-requisites required. See course descriptions. Courses must be taken in sequence.

## **RESPIRATORY CARE PROGRAM**

### **RESPIRATORY CARE PRACTITIONER (RCP)**

The college offers a cooperative program with the area hospitals designed to provide understanding, proficiency, and skill in respiratory care. Upon successful completion of the program, the student is granted the Associate in Applied Science Degree. This qualifies the graduate to write the NBRC Therapist Multiple Choice Exam, and become a **Certified Respiratory Therapist (CRT)** and after passing the Clinical Simulation Exam become a **Registered Respiratory Therapist (RRT)**

The program curriculum is a balance of general education and technical courses as well as supervised clinical at area hospitals. The curriculum provides the student an opportunity for educational development as well as occupational competence during the two-year programs. The student must achieve a “C” in all Respiratory Care courses and an overall “C” average in **all** coursework or be dropped from the program.

### **RESPIRATORY CARE PROGRAM STUDENT LEARNING OUTCOMES**

Upon completion of an Associate of Applied Science degree in Respiratory Care, the graduate should possess the knowledge and skills to:

1. Demonstrate entry-level competencies for employment in the profession.
2. Utilize critical thinking/ problem solving skills to direct course of patient care.
3. Demonstrate the ability to communicate effectively with all involved with the patient.
4. Demonstrate awareness of the need for life-long learning in the profession.

### **ADMISSIONS CRITERIA**

#### **RESPIRATORY CARE PROGRAM**

1. Application and acceptance to Angelina College.
2. Attend a mandatory “Respiratory Information Session” before application deadline. (See Angelina College website for current dates)
3. Must be Texas Success Initiative (TSI) complete.
4. Submit an official High School / GED transcript and all official college transcripts with the completed program application
5. Prerequisite courses include Biology 2404; English 1301; Psychology 2301; Math 1332 or 1314, RSPT 1201 and STSU Student Success. A minimum grade of C is required. If the student chooses to repeat a course, only the second grade will be considered for GPA calculation.
6. Students must complete required health forms and submit them with complete immunization records by the first week of July (note: college summer - office hours) for August consideration. Drug screening and a certified background check will be required after “conditional” acceptance into the program at a designated time. All expenses related to these health requirements are the student’s responsibility.
7. Student must be able to physically do the work of a Respiratory Therapist  
“See Handbook”



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8. Selection of the number of authorized students for “conditional” acceptance (approx. 12 - 18) is based upon a point system where GPA of the prerequisite courses is very important. Calculations for GPA’s will be accomplished after the end of the first Summer Session of each year.
9. A final personal meeting-interview with Respiratory faculty members will be conducted with the “conditionally” accepted candidates

#### **RESPIRATORY CARE PHILOSOPHY**

Respiratory Care functions within the parameters established by the Mission and Philosophy of Angelina College. Our mission is to provide quality education and services to enable students to develop their intellectual potential, to achieve career proficiency, to attain physical well-being and to enrich their social, cultural and civic experiences.

Just as the college is committed to its mission through its philosophy, the Respiratory Care Program embodies its major tenants. We will instill the principles of scholarship and teach good citizenship. Through our Respiratory Care Program we are committed to helping a wide range of individuals prepare and maintain themselves for successful employment and living in a rapidly changing and highly technological world. The faculty is committed to diversified instruction which takes into consideration the dignity and worth of each individual and which encourages students to be creative and open-minded in their thinking and behavior. The Respiratory Care Program is also committed to serving the general and dynamic needs of the changing medical community. Involvement and interaction between the college and the communities of interest are essential to ensure relevance and vitality in the Respiratory Care Program and serves to enhance the economic, cultural and social life of the community. This commitment is based on the idea that lifelong learning is necessary for the maintenance and improvement of a democratic society and that education helps to equalize opportunity for all people.

Respiratory Care is an interpersonal process that is a direct and/or indirect service to people. The respiratory care practitioner may perform activities that range from assistance to the physician to the performance of many therapeutic and diagnostic modalities.

As a respiratory care student, you should approach respiratory care education as a continuous process which leads to a change in behavior. A dedicated team of experienced faculty, respiratory therapists, and physicians fosters a creative and innovative approach to respiratory care by establishing an atmosphere conducive to learning. The faculty is committed to help the student to identify, establish and reach educational and personal goals. This occurs in a climate of mutual acceptance and respect of individual differences. The student is encouraged to question, discuss, and seek more knowledge.

Students entering the program will have reasonable opportunity for success. The program is designed to be skills-oriented and emphasizes direct patient contact. At the completion of the program, the graduate is eligible for the NBRC Therapist

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Multi Choice exam and capable of adjusting techniques to allow for differences in patient condition and equipment thus making him/her an attractive employment prospect for the East Texas area.

### **PROGRAM GOALS**

1. The program will graduate students with entry level respiratory skills.
2. The program will graduate students with the ability to problem-solve, think critically and communicate effectively.
3. The program will graduate students who demonstrate an awareness of the need to participate in life -long learning through professional development.
4. Graduates will be employed or actively engaged in pursuing a higher degree within six months of graduation.
5. Prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs).”

### **STATE LICENSING REQUIREMENTS**

The State of Texas requires the certification and/or registry of the Respiratory Care Practitioner (RCP) through the Texas Department of State Health Services (TDSHS).

The Respiratory Care Program conforms to state requirements by being accredited by the Commission on Accreditation for Respiratory Care (CoARC). The graduate must apply for the National Board for Respiratory Care (NBRC) Therapist Multiple Choice Examination, write and pass the examination. The graduate should authorize the NBRC to forward the information to the TDSHS-RCP program.

The graduate must also complete an application to the TDSHS-RCP program, pay applicable fees, and furnish other documentation as required by the Texas Department of Health – RCP program. Once TDSHS has received the status report indicating that the student has passed and is in good standing from the NBRC, they will issue a Respiratory Care Practitioner Certificate (RCP), allowing him/her to work as a respiratory care practitioner in the state of Texas.

Students should be advised that any conviction of a felony or misdemeanor charge (other than a minor traffic violation/DUI is not a minor traffic violation) can make them ineligible for certification by the NBRC and subsequently by the State of Texas. The NBRC is the only agency that can address whether they will or will not allow an individual with a criminal record to write the examination. If in doubt, students should investigate the possibilities with the NBRC by calling a Toll-Free number: (888.341.4811).

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## RESPIRATORY CARE

### ASSOCIATE IN APPLIED SCIENCE

<b>First Year</b>		<b>CREDIT HRS</b>
<b>Summer I</b>		
STSU 0300	Student Development	0
MATH 1332	Contemporary Math or Math 1314	3
BIOL 2404	General Human Anatomy & Physiology	4
<b>Total Hours</b>		<u>7</u>
<b>Summer II</b>		
RSPT 1201	Introduction to Respiratory Care	2
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
<b>Total Hours</b>		<u>8</u>
<b>Fall</b>		
RSPT 1227	Applied Physics/ Chemistry for Respiratory Care	2
RSPT 1340	Advanced Cardiopulmonary	3
RSPT 1361	Respiratory Care Clinical I	3
RSPT 1410	Respiratory Care Procedures I	4
<b>Total Hours</b>		<u>12</u>
<b>Spring</b>		
RSPT 1362	Respiratory Care Clinical II	3
RSPT 1411	Respiratory Care Procedures II	4
RSPT 2210	Cardiopulmonary Disease	2
RSPT 2314	Mechanical Ventilation	3
<b>Total Hours</b>		<u>12</u>
<b>Second Year</b>		
<b>Summer I</b>		
RSPT 1261	Respiratory Care Clinical III	2
RSPT 2317	Respiratory Care Pharmacology	3
RSPT 2353	Neonatal/Pediatric Respiratory Care	3
<b>Total Hours</b>		<u>8</u>
<b>Summer II (One of the Following)</b>		
ARTS 1301	Art Appreciation or	
DRAM 1301	Introduction to Theater or	
MUSI 1306	Music Appreciation	3
<b>Total Hours</b>		<u>3</u>
<b>Fall</b>		
RSPT 1137	Basic Dysrhythmia Interpretation	1
RSPT 2255	Critical Care Monitoring	2
RSPT 2305	Pulmonary Diagnostics	3
RSPT 2361	Respiratory Care Clinical IV	3
<b>Total Hours</b>		<u>9</u>
<b>Spring</b>		
RSPT 2231	Respiratory Care Simulations	2
RSPT 2230	Respiratory Care Exam Preparation	2
RSPT 2362	Respiratory Care Clinical V	3
<b>Total Hours</b>		<u>7</u>
<b>Total Hours For Degree</b>		<u>66</u>

## **SURGICAL TECHNOLOGY PROGRAM (SRGT)**

### **LEVEL I CERTIFICATE**

**Surgical Technology Program.** Applicants for this program are selected once a year during the fall semester. Prospective applicants are to contact the Health Careers Division or call (936) 633-5265 as early as possible to sign up for a mandatory information session. Information sessions (dates and times) will be posted during the spring semester. This information and more can be found on the college's website ([www.angelina.edu](http://www.angelina.edu)) under "Health Careers". Those applicants selected for the program become surgical technology students and begin the program in January (spring semester). Specific requirements for this program will be found under the Surgery Technology heading in this bulletin.

A surgical technologist is an allied health professional who works as part of the surgical team to ensure that the operative procedure is conducted under optimal conditions. The surgery technology program is a 12 month certificate program that combines classroom, laboratory instruction, and clinical experiences in approved hospital surgical suites and/or outpatient surgical centers in our 12 county service area. Upon completion of the program, the graduate is granted a Level 1, 12- month certificate from Angelina College and is eligible to take the national certification examination to become a Certified Surgical Technologist (CST).

The following skills and abilities will be necessary for an individual applying for admission to the surgical technology program:

- Be conscientious, orderly and always prepared.
- Be an active listener with good communication skills.
- Possess a personal commitment to their education and the field of surgical technology.
- Ability to respond quickly and remain calm under pressure.
- Be able to anticipate what is needed by the surgeon and function as a team member.
- Possess ability to handle instruments and equipment safe and effectively.
- Ability to handle the emotional and physical demands of the operating room environment.
- Be accountable, honest, dependable, and reliable.
- Have an excellent foundation of moral and ethical principles.

Duties of a surgical technologist may include, but are not be limited to:

- Preparation of the operating room by setting up sterile back table, mayo stand, solutions (including medications), surgical instruments and equipment.
- Assembling of both sterile and non-sterile equipment, as well as adjusting and checking its functions to ensure that it is working properly.
- Preparing of patients for surgery by clipping and prepping incision sites.
- Transporting of patients to and from the operating room, positioning patients on the operating table and covering the patients with sterile surgical drapes.
- Following the surgeon's direction in passing instruments, holding retractors,

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- cutting sutures and applying dressings.
- Counting sponges, needles, supplies and instruments before, during and after surgical procedures.
- Preparing specimens for laboratory analysis.

### **PROGRAM ACCREDITATION**

Angelina College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL, 33756 phone: 727-210-2350, web: [www.caahep.org](http://www.caahep.org).

### **SURGICAL TECHNOLOGY**

#### **MISSION AND PHILOSOPHY**

The Surgical Technology Program, in concert with the mission and philosophy of Angelina College will be committed to provide a quality and comprehensive education in surgical technology for entry-level preparation into the profession.

#### **PROGRAM GOALS**

1. To provide the highest quality instruction of a curriculum designed to prepare the graduate to demonstrate the knowledge, comprehension, application of technical, affective, psychomotor and critical thinking skills, and competency in the role as an entry-level surgical technologist.
2. To produce graduates who are eligible and competent to pass the Certification for Surgical Technology (CST) examination upon completion of the program.
3. To promote and foster a desire for life-long learning and professional growth in each program graduate.
4. To provide students with both academic and clinical instruction in the field of Surgical Technology in order to meet the employment needs of the graduate and medical communities.

#### **PROGRAM OBJECTIVES/LEARNING OUTCOMES**

1. Demonstrate entry-level competencies for employment in the profession.
2. Defend the importance of the physical, interpersonal, and ethical aspects of the role of the surgical technologist.
3. Utilize critical thinking as a basis for decision making in the role of a surgical technologist.
4. Assume accountability and responsibility for the quality of care provided to patients.
5. Recognize the importance of lifelong learning in the profession of surgical technology.

#### **ADMISSION TO PROGRAM**

The surgical technology program (SRGT) has a selected admission process because more students apply to the program than the program can accommodate. To be eligible for consideration for selection, applicants for the SRGT program must meet the following admission criteria. **Meeting criteria for selection does not**

**guarantee admission to the program. Final selection will be based on the applicant pool and space availability.**

### **ADMISSION CRITERIA**

The following are the proposed Admission Criteria for the Surgical Technology program:

1. **Gain admission to Angelina College:** Follow the steps as outlined by the college for general admission to the college. Being accepted to the college does not mean acceptance into the Surgical Technology Program.
2. **Pre-admission/Placement Tests:**
  - a. Students must be Texas Success Initiative (TSI) complete.
  - b. Please contact the Angelina College Testing Center at 936-633-5495 for testing times and dates.
3. **Mandatory Surgical Technology Information Session:** Applicants are required to attend an information session to obtain an application and receive further information. Dates for information session are published on the Angelina College website and in local newspapers or may be obtained from the program at 936-633-5265
4. **Program Application:** Submit a **completed** application with all required documents by the designated date and time.
5. **Transcripts:** All applicants must submit an official high school transcript or GED scores, and official college/university transcripts.
6. **Pre-requisite Courses:** Complete all required pre-requisite courses with a minimum grade of “C” (2.00) prior to designated date.
7. **Acceptance:** Acceptance into the surgical technology program is limited; therefore, applicants will be ranked and selected based on a point system. The point system will be based on attendance to an information session; former health care related work experience; grade point averages, completion of the required prerequisite courses with a grade of “C” or better, and completion of ALL requirements by the posted deadline. Each applicant will also be required to write a short essay on their interest in the surgical technology program. Letters of recommendation are encouraged.
8. **Interview:** The top 20 applicants will be interviewed on an individual basis by an interview committee. Ten of those applicants will be chosen for the program, with alternates as needed.
9. **Conditional Acceptance:** Accepted applicants will be notified of conditional acceptance into the program by the end of the fall semester. Students must accept their spot in the program within 1 week of notification or they will forfeit their spot in the program.
10. **Additional Information:**
  - a. A negative background check is required before full admission into the program.
  - b. Once accepted, a random drug screen will be done at the student’s expense.
  - c. Anyone convicted of a crime other than a minor traffic violation, hospitalized or treated for mental illness or chemical dependency must contact the program coordinator for advisement. Any of these incidences

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could make you ineligible for certification.

11. **Clinical Rotations:** Clinical rotations are required in the program. Traveling is required to these practicum educational sites. You must be 18 years or older by January 1 to participate in these clinical rotations and have completed all health requirements.

## SURGICAL TECHNOLOGY PROGRAM

### ASSOCIATE IN APPLIED SCIENCE

<b>First Year</b>		
<b>First Semester</b>		<b>CREDIT HRS</b>
STSU 0X00	Student Development	0
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math	3
BIOL 2401	Anatomy & Physiology	4
HITT 1305	Medical Terminology	3
<b>Total Hours</b>		<b>13</b>
<b>Second Semester</b>		
BIOL 2402	Anatomy & Physiology II	4
ARTS 1301	Art Appreciation or	
DRAM 1301	Introduction to Theater or	
MUSI 1306	Music Appreciation or	
MUSI 1310	American Jazz	3
PSYC 2301	General Psychology	3
RNSG 1208	Dosage Calculations for Nursing	2
<b>Total Hours</b>		<b>12</b>
<b>Summer I</b>		
SRGT 1505	Introduction to Surgical Technology	5
<b>Total Hours</b>		<b>5</b>
<b>Summer II</b>		
SRGT 1509	Fundamentals of Perioperative Concepts & Techniques	5
<b>Total Hours</b>		<b>5</b>
<b>Second Year</b>		
<b>First Semester</b>		
SRGT 1541	Surgical Procedures I	5
SRGT 1542	Surgical Procedures II	5
SRGT 1260	Clinical Surgical Technologist I	2
<b>Total Hours</b>		<b>12</b>
<b>Second Semester</b>		
SRGT 1460	Clinical Surgical Technologist II	4
SRGT 2460	Clinical Surgical Technologist III	4
SRGT 2130	Professional Readiness (Capstone Course)	1
BIOL 2420	Microbiology	4
<b>Total Hours</b>		<b>13</b>
<b>Total Hours For Degree</b>		<b>60</b>



## SURGICAL TECHNOLOGY PROGRAM

### CERTIFICATE OF COMPLETION

REQUIRED PREREQUISITE COURSES		CREDIT HOURS
STSU XXXX	Student Development	0
HITT 1305	Medical Terminology	3
BIOL 2401	Anatomy and Physiology I	4

#### REQUIRED COREQUISITE COURSES

##### Spring

BIOL 2402	Anatomy and Physiology II	4
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##### Fall

PSYC 230	General Psychology	3
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**Total Hours** 14

#### REQUIRED TECHNICAL COURSES

##### Spring Semester

SRGT 1405	Introduction to Surgical Technology	4
SRGT 1409	Fund. of Perioperative Concepts & Techniques	4
SRGT 1441	Surgical Procedures I	4

##### Summer Semester

SRGT 1442	Surgical Procedures II	4
SRGT 1260	Clinical-Surgical Technologist I	2

##### Fall Semester

SRGT 2130	Professional Readiness (capstone course)	1
SRGT 1360	Clinical-Surgical Technologist II	3
SRGT 2461	Clinical-Surgical Technologist III	4

**Total Hours** 26

**Total hours for Certificate** **40**

- Technical courses must be taken in sequence. Co-requisites and prerequisites required. See course descriptions.
- The student must achieve a minimum grade of “C” (2.00) in all course work and a “C” in all surgical technology courses to continue in the program.
- Students must fulfill the required 624 clinical hours and 120 specified cases before completion of this program per the Core Curriculum for Surgical Technology 6<sup>th</sup> edition.
- **All student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this education experience, nor will he or she be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist (per ARC/STSA Standard V.C).**

### ***COURSE DESCRIPTIONS***

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1210 – INTRODUCTION TO SONOGRAPHY.** An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. Thirty-two classroom hours.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1266 – PRACTICUM (OR FIELD EXPERIENCE) - DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN.** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Two hundred and fifty-six clinical hours. Prerequisites: DMSO 1210. Co-requisite: DMSO 1342, DMSO 1351, and DMSO 1405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1267 – PRACTICUM (OR FIELD EXPERIENCE) - DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN.** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Two hundred fifty-six clinical hours. Prerequisites: DMSO 1342, DMSO 1351, DMSO 1266, and DMSO 1405. Co-requisites: DMSO 2353, DMSO 2405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1342 – INTERMEDIATE ULTRASOUND PHYSICS.** Three hours credit. Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, the mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. Forty-eight classroom hours. Co-requisites: DMSO 1266, DMSO 1351, and DMSO 1405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1351 – SONOGRAPHIC SECTIONAL ANATOMY.** Three hours credit. Sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants. Forty-eight classroom hours. Prerequisites: DMSO 1210 and DMSO 1302. Lab Fee. Co-requisite: DMSO 1266, DMSO 1342, and DMSO 1405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1441 – ABDOMINOPELVIC SONOGRAPHY.** Four hours credit. Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning technique, transducer selection, and scanning protocols. Forty-eight classroom hours and 48 lab hours. Co-requisites: DMSO 1266, DMSO 1342, and DMSO 1351. Lab fee. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 1455 – SONOGRAPHIC PATHOPHYSIOLOGY.** Four hours credit. Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis, and superficial structures. Forty-eight classroom hours. Prerequisites: DMSO 2342, DMSO 2351, and DMSO 2366. Co-requisites: DSVT 1300, DMSO 2230, DMSO 2367. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2266 – PRACTICUM (OR FIELD EXPERIENCE) - DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN.** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Two hundred

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twenty-four clinical hours. Prerequisites: DMSO 1267, DMSO 2353, and DMSO 2405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2230 – ADVANCED ULTRASOUND AND REVIEW.** Two hours credit. Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Forty-eight classroom hours. Prerequisites: DMSO 2342, DMSO 2351, and DMSO 2366. Lab Fee. Co-requisites: DSVT 1300, DMSO 1355, DMSO 2367. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2342 – SONOGRAPHY OF HIGH-RISK OBSTETRICS.** Three hours credit. Maternal disease and fetal abnormalities. Includes scanning techniques, patient history, and laboratory data, transducer selection and scanning protocols. Forty-eight classroom hours. Prerequisites: DMSO 2266. Co-requisites: DMSO 2351 and DMSO 2366. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2351 – DOPPLER PHYSICS.** Three hours credit. Doppler and hemodynamic principles relating to arterial and venous imaging. Forty-eight classroom hours and 48 lab hours. Lab Fee. Prerequisites: DMSO 2266. Co-requisites: DMSO 2342 and DMSO 2366. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2353 – SONOGRAPHY OF SUPERFICIAL STRUCTURES.** Three hours credit. Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Forty-eight classroom hours. Lab Fee. Prerequisites: DMSO 1342, DMSO 1266, DMSO 1351, and DMSO 1405. Co-requisites: DMSO 1267, DMSO 2405. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2366 PRACTICUM (OR FIELD EXPERIENCE) – DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN .** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Three hundred and eighty-four clinical hours. Prerequisites: DMSO 2266. Co-requisites: DMSO 2342, DMSO 2351. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2367 – PRACTICUM (OR FIELD EXPERIENCE) - DIAGNOSTIC MEDICAL SONOGRAPHY/SONOGRAPHER AND ULTRASOUND TECHNICIAN.** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Three hundred and eight-four clinical hours. Prerequisites: DMSO 2351, DMSO 2342, and DMSO 2366. Co-requisite required: DMSO 2230, DMSO 1355, DSVT 1300. Program acceptance required.

**DIAGNOSTIC MEDICAL SONOGRAPHY – DMSO 2405 – SONOGRAPHY OF OBSTETRICS/ GYNECOLOGY.** Four hours credit. Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Sixty-four classroom and sixty-four lab hours. Lab fee. Prerequisites: DMSO 1342, DMSO 1266, DMSO 1351, and DMSO 1405. Co-requisites: DMSO 2353, DMSO 1267. Program acceptance required.

**DIAGNOSTIC VASCULAR TECHNOLOGY – DSVT 1300 – PRINCIPLES OF VASCULAR TECHNOLOGY.** Three hours credit. Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams. Forty-

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eight class room hours and 48 lab hours. Prerequisites: DMSO 2342, DMSO 2351, and DMSO 2366. Corequisites: DMSO 2230, DMSO 1355, and DMSO 2367. Program acceptance required. Lab fee.

**EMERGENCY MEDICAL – EMSP 1160 – CLINICAL – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN.** One hour credit. 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business /industry. 80 clinical hours. Prerequisite is a current Health care provider CPR card. Co-requisites is EMSP 1501.

**EMERGENCY MEDICAL – EMSP 1261 – CLINICAL – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN.** Two hours credit. 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. 128 clinical hours. Prerequisites: EMT Basic and Current Provider CPR card, Co-requisites: EMSP 1355, EMSP 1338, EMSP 1356and EMSP 2160.

**EMERGENCY MEDICAL – EMSP 1338 – INTRODUCTION TO ADVANCED PRACTICE.** Four hours credit. Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concepts of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communication; and interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. Forty-eight classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1160, EMSP 1501. Co-requisites: EMSP 1261, EMSP 1355, EMSP 1356 and EMSP 2160.

**EMERGENCY MEDICAL – EMSP 1355 – TRAUMA MANAGEMENT.** Three hours credit. Knowledge and skills in the assessment and management of patients with traumatic injuries. Integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient; and integrate multiple determinates of trauma conditions into clinical care. 32 classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1160, EMSP 1501. Co-requisites:, EMSP 1261, EMSP 1338, EMSP 1356and EMSP 2160.

**EMERGENCY MEDICAL – EMSP 1356 – PATIENT ASSESSMENT AND AIRWAY MANAGEMENT.** Three hours credit. Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Perform a history and comprehensive physical

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exam on various patient populations; establish and/or maintain a patent airway; and demonstrate oxygenation and ventilation of a patient; differentiate respiratory distress, failure and arrest; interpret results of monitoring devices. 32 classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1160, EMSP 1501. Co-requisites: EMSP 1261, EMSP 1338, EMSP 1355 and EMSP 2160.

**EMERGENCY MEDICAL – EMSP 1501 – EMERGENCY MEDICAL TECHNICIAN – BASIC.** Five hours credit. Preparation for certification as an Emergency Medical Technician (EMT) Basic. Apply operational principles in out-of-hospital environments; demonstrate lifesaving care to patients at the Emergency Medical Technician (EMT) level; and display professional and ethical behaviors expected of emergency personnel. 144 classroom and laboratory hours. Prerequisite is a current Health care provider CPR card. Co-requisite is EMSP 1160.

**EMERGENCY MEDICAL – EMSP 2160 – CLINICAL – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN.** One hour credit. 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Sixty-four clinical hours. Prerequisites: EMT Basic and Current Provider CPR card. Co-requisites: EMSP 1261, EMSP 1338, EMSP 1355, EMSP 1356.

**EMERGENCY MEDICAL – EMSP 2205 – EMS OPERATIONS.** Two hours credit. Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; and identify hazardous materials and other specialized incidents. Forty-eight classroom and laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1261, 1338, 1356, 1355, 2160. Co-requisites: EMSP 2261, EMSP 2348.

**EMERGENCY MEDICAL – EMSP 2243 – ASSESSMENT BASED MANAGEMENT.** Two hours credit. A capstone experience covering comprehensive, assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special needs patients. Integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan. Sixty-four classroom and laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 2544. Co-requisites: EMSP 2462, EMSP 2430, EMSP 2434.

**EMERGENCY MEDICAL – EMSP 2261 – CLINICAL – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN.** Two hours credit. 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Course may be repeated if topics and learning outcomes vary. One hundred twenty-eight clinical hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1261, 1338, 1356, 1355, 2160. Co-requisites: EMSP 2238, 2348.

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**EMERGENCY MEDICAL – EMSP 2348 – EMERGENCY PHARMACOLOGY.** Three hours credit. utilization of medications in treating emergency situations. Utilize knowledge of pharmacological concepts to demonstrate safe administration of medications in emergency settings. 32 classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 1261, EMSP 1355, EMSP 1338, EMSP 1356 and EMSP 2160. Co-requisites: EMSP 2238, 2261.

**EMERGENCY MEDICAL – EMSP 2430 – SPECIAL POPULATIONS.** Four hours credit. Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for diverse patients with special needs, and integrate multiple determinates of special conditions into clinical care. Forty-eight classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 2544. Co-requisites: EMSP 2434, 2462 and 2243.

**EMERGENCY MEDICAL – EMSP 2434 – MEDICAL EMERGENCIES.** Four hours credit. Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for the medical patient; and integrate multiple determinates of medical conditions into clinical care. Forty-eight classroom and 48 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 2544. Co-requisites: EMSP 2430, EMSP 2462 and 2243.

**EMERGENCY MEDICAL – EMSP 2462 – CLINICAL – EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN.** Four hours credit. 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Course may be repeated if topics and learning outcomes vary. 256 clinical hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 2544. Co-requisites: EMSP 2430, 2434 and 2243.

**EMERGENCY MEDICAL – EMSP 2544 – CARDIOLOGY.** Five hours credit. A detailed study of the knowledge and skills in the assessment and management of patients with cardiac emergencies. Integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the cardiac patient. Curriculum based on U.S. Department of transportation National Standard Curriculum. Sixty-four classroom hours and 32 laboratory hours. Prerequisites: EMT Basic and Current Provider CPR card, EMSP 2238, 2348, 2261. Lab fee.

**HEALTH PROFESSIONS – HPRS 1201 – INTRODUCTION TO HEALTH PROFESSIONS.** Two hours credit. An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care. Thirty-two classroom and sixty-four lab hours.

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**MEDICAL TERMINOLOGY – HITT 1305 – MEDICAL TERMINOLOGY.** Three hours credit. Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols. The study of terminology related to surgical procedures, medical specialties and diagnostic procedures. Forty-eight classroom hours.

**NURSING – RNSG 1193 – SPECIAL TOPICS IN REGISTERED NURSING/REGISTERED NURSE.** One credit hour. Topics address recently identified current events, skills, knowledges, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiples times to improve student proficiency.

**NURSING – RNSG 1205 – NURSING SKILLS.** Two hours credit. Study of the concepts and principles necessary to perform basic nursing skills for the adult patient and demonstrate competence in the performance of nursing practices and procedures. Content include knowledge, judgment, skills, and professional values within a legal/ethical framework. Sixteen hours of lecture and sixty-four hours of lab experiences. Prerequisites: BIOL 2401 and 2402, RNSG 1208, ENGL 1301, PSYCH 2301 or 2314, Co-requisite: RNSG 1262 and BIOL 2420. Lab fee.

**NURSING – RNSG 1208 – DOSAGE CALCULATIONS FOR NURSING.** Two hours credit. Read, interpret, and solve dosage calculation problems. Thirty-two classroom hours. 16 lab hours. Prerequisite: TSI complete or MATH 0320.

**NURSING – RNSG 1215 – HEALTH ASSESSMENT.** Two hours credit. Development of skills and techniques required for a comprehensive nursing health assessment within a legal/ethical framework. Sixteen classroom and forty-eight lab hours. Prerequisites: BIOL 2401 and 2402, RNSG 1208, ENGL 1301, PSYCH 2301 or 2314. Co-requisite: RNSG 1262 and BIOL 2420. Lab fee.

**NURSING – RNSG 1260 – CLINICAL NURSING-TRANSITIONS.** Two hours credit. 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. 144 clinical hours Prerequisites: BIOL 2401, 2402, and 2420, RNSG 1208, ENGL 1301, PSYC 2301 & 2314, and a current CPR card. Co-requisite: RNSG 1327

**NURSING – RNSG 1262 – CLINICAL NURSING (FUNDAMENTALS, NURSING SKILLS, PHYSICAL ASSESSMENT).** Two hours credit. 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. Placement in first year nursing curriculum during the fall semester is required. One hundred ninety-two clinical hours. Prerequisites: BIOL 2401 and 2402, RNSG 1208, ENGL 1301, PSYCH 2301 or 2314 and a current CPR card. Co-requisite: RNSG 1309 and BIOL 2420.

**NURSING – RNSG 1293 – SPECIAL TOPICS IN REGISTERED NURSING/REGISTERED NURSE.** Two hours credit. Topics address recently identified current events, skills, knowledges, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiples times to improve student proficiency.

**NURSING – RNSG 1301– PHARMACOLOGY.** Three hours credit. Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Content include the roles and responsibilities of the

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nurse in safe administration of medications within a legal/ethical framework. Forty-eight classroom hours. Prerequisites: completion of all nursing prerequisite courses, RNSG 1205, 1215, 1309, 1262, and BIOL 2420. Specialty exam fee.

**NURSING – RNSG 1309 – INTRODUCTION TO NURSING.** Three hours credit. Overview of nursing and the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of the health care team, and member of the profession. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. Forty-eight classroom hours. Prerequisites: BIOL 2401 and 2402, RNSG 1208, ENGL 1301, PSYC 2301 Co-requisites: RNSG 1262 and BIOL 2420. Specialty exam fee.

**NURSING – RNSG 1327 – TRANSITION FROM VOCATIONAL TO PROFESSIONAL NURSING.** Three hours credit. Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. Forty-eight classroom hours. Prerequisites: BIOL 2401, 2402 and 2420, RNSG 1208, ENGL 1301, PSYC 2301 or 2314. Co-requisite: RNSG 1260.

**NURSING – RNSG 1341 – COMMON CONCEPTS OF ADULT HEALTH.** Three hours credit. Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. Forty-eight classroom hours. Prerequisites: RNSG 1205, 1215, 1309 and 1262, BIOL 2420 Co-requisites: RNSG 1363.

**NURSING – RNSG 1343 – COMPLEX CONCEPTS OF ADULT HEALTH.** Three hours credit. Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of a profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgment, skills, and professional values within a legal/ethical framework. Forty-eight classroom hours. Prerequisites: RNSG 1341, 1363, and 1301, Psych 2314. Co-requisite: RNSG 2360.

**NURSING – RNSG 1363 – CLINICAL NURSING (COMMON CONCEPTS OF ADULT HEALTH).** Three hours credit. 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. Placement in first year nursing curriculum during the spring semester is required. Two hundred eighty-eight clinical hours. Prerequisite: RNSG 1205, 1215, 1262, 1309, and current CPR card. Co-requisite: RNSG 1341.

**NURSING – RNSG 1393 – SPECIAL TOPICS IN REGISTERED NURSING/REGISTERED NURSE.** Three credit hours. Topics address recently identified current events, skills, knowledges, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiples times to improve student proficiency.

**NURSING – RNSG 1412 – NURSING CARE OF THE CHILDBEARING AND CHILDBREARING FAMILIES.** Four hours credit. Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving



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processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Eighty classroom and sixteen lab hours. Prerequisites: RNSG 1262, 1341, 1301, 1363 Co-requisites: RNSG 2360. Lab fee. Specialty exam fee.

**NURSING – RNSG 2130 – PROFESSIONAL NURSING REVIEW AND LICENSURE PREPARATION.** (Capstone Course) One hour credit. Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. Sixteen classroom hours. Prerequisites: RNSG 1343, 1412, 2360. Co-requisite: none. Specialty exam fee.

**NURSING – RNSG 2213 – MENTAL HEALTH NURSING.** Two hours credit. Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. Forty Eight classroom hours. Prerequisites: RNSG 1343, 1412, and 2360. Co-requisite: RNSG 2363. Specialty exam fee.

**NURSING – RNSG 2331 – ADVANCED CONCEPTS OF ADULT HEALTH.** Three hours credit. Application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. Forty-eight classroom hours. Prerequisites: RNSG 1343, 1412, and 2360. Co-requisites: RNSG 2363. Specialty exam fee.

**NURSING – RNSG 2360 – CLINICAL NURSING.** Three hours credit. 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. Placement in second year nursing curriculum during the fall semester is required. Two hundred eighty-eight clinical hours. Prerequisites: RNSG 1341, 1363, and 1301; a current CPR card. Co-requisites: RNSG 1343, and 1412.

**NURSING – RNSG 2363 – CLINICAL NURSING (ADVANCED CONCEPTS OF ADULT HEALTH/MENTAL HEALTH NURSING).** Three hours credit. 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. Placement in second year nursing curriculum during the spring semester is required. Two hundred eighty-eight clinical hours. Prerequisites: RNSG 1412, 1343, 2360, and a current CPR card. Co-requisite: RNSG 2331, and 2313.

**PHARMACY TECHNOLOGY – PHRA 1102 – PHARMACY LAW.** One hour credit. Overview of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technician and pharmacist responsibilities in practice settings. Sixteen classroom hours. Co-requisites: PHRA 1345, 1349, 1441, and 2266. Prerequisites: PHRA 1313, 1305, 1301, 1266, 1309 and BIOL 1408 (or higher level biology course).

**PHARMACY TECHNOLOGY – PHRA 1266 – PRACTICUM I – PHARMACY TECHNICIAN/ASSISTANT.** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. A health practicum is an unpaid learning experience. Two hundred and forty practicum hours. Co-requisites: PHRA 1313, 1305, 1301, 1309, and BIOL 1408 (or higher level biology course). Lab fee.

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**PHARMACY TECHNOLOGY – PHRA 1301 – INTRODUCTION TO PHARMACY.** Three hours credit. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Forty-eight classroom hours. Co-requisites: PHRA 1313, 1305, 1266, 1309, and BIOL 1408 (or higher level biology course).

**PHARMACY TECHNOLOGY – PHRA 1305 – DRUG CLASSIFICATION.** Three hours credit. A study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Forty-eight class-room hours. Co-requisites: PHRA 1313, 1266, 1301, 1309 and BIOL 1408 (pending approval or higher level biology course).

**PHARMACY TECHNOLOGY – PHRA 1309 – PHARMACEUTICAL MATHEMATICS I.** Three hours credit. Pharmaceutical mathematics including reading, interpreting and solving calculation problems encountered in the preparation and distribution of drugs. Forty-eight classroom hours. Co-requisites: PHRA 1313, 1305, 1301, 1266 and BIOL 1408 (or higher level biology course). Lab fee.

**PHARMACY TECHNOLOGY – PHRA 1313 – COMMUNITY PHARMACY PRACTICE.** Three hours credit. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Sixty-four classroom hours. Co-requisites: PHRA 1305, 1309, 1266, 1301 and BIOL 1408 (or higher level biology course). Lab fee.

**PHARMACY TECHNOLOGY – PHRA 1345 – COMPOUNDING STERILE PREPARATIONS AND ASEPTIC TECHNIQUE.** Three hours credit. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Thirty-two classroom and thirty-two lab hours. Prerequisites: PHRA 1313, 1305, 1301, 1266, 1309, and BIOL 1408 (or higher level biology course). Co-requisites: PHRA 1102, 1349, 1441 and 2366. Lab fee.

**PHARMACY TECHNOLOGY – PHRA 1349 – INSTITUTIONAL PHARMACY PRACTICE.** Three hours credit. Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, pharmaceutical compounding, inpatient drug distribution systems, continuous quality improvement, and inventory control. Forty-eight classroom hours. Prerequisites: PHRA 1313, 1305, 1301, 1266, 1309 and BIOL 1408 (or higher level biology course). Co-requisites: PHRA 1345, 1102, 1441, and 2366. Lab fee.

**PHARMACY TECHNOLOGY – PHRA 1441 – PHARMACY DRUG THERAPY AND TREATMENT.** Four hours credit. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Eighty classroom hours. Lab fee. Prerequisites: PHRA 1313, 1305, 1301, 1266, 1309, and BIOL 1408 (or higher level biology course). Co-requisites: PHRA 1345, 1102, 1349, and 2366.

**PHARMACY TECHNOLOGY – PHRA 2366 – PRACTICUM II – PHARMACY TECHNICIAN.** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Three hundred and sixty practicum hours. Prerequisites: PHRA 1305, 1301, 1266, 1309, 1313, and BIOL 1408 (or higher level biology course). Co-requisites: PHRA 1345, 1413, 1349, 1441, and 1102.

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**RADIOGRAPHY – RADR 1201 – INTRODUCTION TO RADIOGRAPHY.** Two hours credit. An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system. Thirty-two classroom hours. Co-requisites: RADR 1203.

**RADIOGRAPHY – RADR 1203 – PATIENT CARE.** Two hours credit. An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication, and patient interaction skills, and basic pharmacology. Thirty-two classroom hours. Co-requisite: RADR 1201. Lab fee.

**RADIOGRAPHY – RADR 1266 – PRACTICUM (OR FIELD EXPERIENCE) – RADIOLOGIC TECHNOLOGY/ SCIENCE – RADIOGRAPHER.** Two hours credit. Practical, general workplace training supported by and individualized learning plan developed by the employer, college, and student.. Two hundred twenty-four clinical hours. Prerequisites: RADR 1201 and 1203. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 1267 – PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/ SCIENCE RADIOGRAPHER.** Two hours credit. Practical, general workplace training supported by and individualized learning plan developed by the employer, college, and student.. Two hundred twenty-four clinical hours. Prerequisites: RADR 1266, 1411, 1313 and 2309. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 1302 –RADIOGRAPHIC IMAGE EVALUATION I.** Three hours credit. Scientific process of radiographic image evaluation. Forty-eight classroom hours and 16 lab hours. Prerequisites: RADR 2266.

**RADIOGRAPHY – RADR 1313 – PRINCIPLES OF RADIOGRAPHIC IMAGING I.** Three hours credit. Radiographic image quality and the effects of exposure variables. Thirty two classroom and sixteen laboratory hours. Prerequisites: RADR 1201 and 1203. Co-requisite: RADR 1411 and RADR 2309. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 1391 – SPECIAL TOPICS IN MEDICAL RADIOLOGIC TECHNOLOGY/TECHNICIAN.** Three hours credit. 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. Forty-eight classroom hours. Prerequisites: RADR 2313, 1302, and 2366. Co-requisite: RADR 2335. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 1411 – BASIC RADIOGRAPHIC PROCEDURES.** Four hours credit. An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Forty-eight classroom and sixty-four lab hours. Prerequisites: RADR 1201 and 1203. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2333 – ADVANCED MEDICAL IMAGING.** Three hours credit. An exploration of specialized imaging modalities. Forty-eight classroom hours. Prerequisite: RADR 1313, 1411, and 2309. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2266 - PRACTICUM (OR FIELD EXPERIENCE) - RADIOLOGIC TECHNOLOGY/ SCIENCE RADIOGRAPHER.** Two hours credit. Practical, general workplace

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training supported by and individualized learning plan developed by the employer, college, and student.. Two hundred twenty-eight clinical hours. Prerequisites: RADR 1267, 2401, 2305 and 2333. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2305 – PRINCIPLES OF RADIOGRAPHIC IMAGING II.** Three hours credit. Continuation of radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. Thirty-two classroom and 16 laboratory hours. Prerequisites: RADR 1313, 1411, and 2309. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2309 – RADIOGRAPHIC IMAGING EQUIPMENT.** Three hours credit. Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components of the imaging process. Forty-eight classroom hours. Prerequisites: RADR 1201 and 1203. Co-requisites: RADR 1411 and RADR 1313. Lab fee. Program acceptance required

**RADIOGRAPHY – RADR 2313 – RADIATION BIOLOGY AND PROTECTION.** Three hours credit. Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Forty-eight classroom hours. Prerequisites: RADR 1313, 2266, 2305, 2309, 2333, and 2401. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2333 – ADVANCED MEDICAL IMAGING.** Three hours credit. Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis. Forty-eight classroom hours. Prerequisite: RADR 1313, 1411, and 2309. Lab fee.

**RADIOGRAPHY – RADR 2335 – RADIOLOGIC TECHNOLOGY SEMINAR.** Three hours credit. A capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning. Forty-eight classroom hours. Prerequisites: RADR 2313, 1302 and 2366. Co-requisite: RADR 1391. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2366 – PRACTICUM – RADIOLOGIC TECHNOLOGY/ SCIENCE – RADIOGRAPHER.** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Three hundred and eighty-four clinical hours. Prerequisite: RADR 2266. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2367 – PRACTICUM – RADIOLOGIC TECHNOLOGY/SCIENCE – RADIOGRAPHER.** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Three hundred and eighty-four clinical hours. Prerequisite: RADR 2366. Lab fee. Program acceptance required.

**RADIOGRAPHY – RADR 2401 – INTERMEDIATE RADIOGRAPHIC PROCEDURES.** Four hours credit. A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy. Forty-eight classroom and sixty-four lab hours. Prerequisite: RADR 1201, 1266, 1313, 1411, and 2309. Lab fee. Program acceptance required.

**RESPIRATORY CARE – RSPT 1201 – INTRODUCTION TO RESPIRATORY CARE.** Two hours credit. An introduction to the field of respiratory care. Outline the history of the respiratory

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care profession; outline the organization and function of hospital departments; describe issues in medical malpractice and ethics; identify the respiratory therapists' role in performing basic vital signs, body mechanics, and cardiopulmonary assessment; and describe infection control techniques.

**RESPIRATORY CARE – RSPT 1227 - APPLIED PHYSICS / CHEMISTRY FOR RESPIRATORY CARE.** Two hours credit. Review of the theoretical and practical applications of mathematics physics and chemistry with focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. Describe the basic principles of mechanics, gas laws, fluid dynamics, and thermal dynamics; and relate the laws of physics as well as the chemistry of ABGs used in therapeutic procedures and diagnostic tests to respiratory care

**RESPIRATORY CARE – RSPT 1261 – RESPIRATORY CARE CLINICAL III.** Two hours credit. 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. One hundred and ninety-two clinical hours. Prerequisites: RSPT 2210, 2314, 1411, and 1362. Co-requisite: RSPT 2353. Lab fee.

**RESPIRATORY CARE – RSPT 1340 – ADVANCED CARDIOPULMONARY ANATOMY AND PHYSIOLOGY.** Three hours credit. Provides an advanced presentation of anatomy and physiology of the cardiovascular and pulmonary systems. Explain advanced concepts of cardiopulmonary ventilation/perfusion concepts; and summarize principles of gas transport. 60 classroom hours. Co requisites: RSPT 2317, 1410, and 1361.

**RESPIRATORY CARE – RSPT 1361 – RESPIRATORY CARE CLINICAL I.** Three hours credit. 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. Two hundred and fifty-six clinical hours. Co requisites: RSPT 2317, 1340, and 1410. Lab fee.

**RESPIRATORY CARE – RSPT 1362 – RESPIRATORY CARE CLINICAL II.** Three hours credit. 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. Two hundred and fifty-six clinical hours. Prerequisites: RSPT 2317, 1340, 1410 and 1361. Co requisite: RSPT 2210, 2314 and 1411. Lab fee.

**RESPIRATORY CARE – RSPT 1410 – RESPIRATORY CARE PROCEDURES I.** Four hours credit. Essential knowledge of the equipment and techniques used in the treatment of pulmonary disease. Utilize respiratory care equipment; perform therapeutic procedures including oxygen therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy, and pulse oximetry; recommend modification therapy and maintain patient records. Thirty four classroom and fifty one lab hours. (Total of eighty five contact hours) Co-requisites: RSPT 2317, 1340 and 1361. Lab fee.

**RESPIRATORY CARE – RSPT 1411 – RESPIRATORY CARE PROCEDURES II.** Four hours credit. Develops essential knowledge and skills of airway care and mechanical ventilation. Set up equipment; conduct airway care; initiate mechanical ventilation; troubleshoot equipment; maintain patient records and communicate relevant information to members of the health care team. Thirty four classroom and fifty one lab hours. (Total of eighty five contact hours)

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Prerequisites: RSPT 2317, 1340, 1410, and 1361. Co-requisites: RSPT 2210, 2314, and 1362. Lab fee.

**RESPIRATORY CARE – RSPT 2210 – CARDIOPULMONARY DISEASE.** Two hours credit. Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Analyze the etiology, pathophysiology, clinical manifestations, and management of cardiopulmonary disorders; and compare cardiopulmonary disorders. Thirty-four classroom hours. Prerequisites: RSPT 2317, 1340, 1410 and 1361. Co-requisites: RSPT 2314, 1411 and 1362.

**RESPIRATORY CARE – RSPT 2230 – RESPIRATORY CARE EXAM PREPARATION.** Two hours credit. A comprehensive review to optimize respiratory care credentialing exam success. Recall, apply, and analyze concepts and theories in respiratory therapy. Fifty two classroom hours. Prerequisites: RSPT 2255, 2305 and 2361, Co-requisites RSPT 2131 and 2362

**RESPIRATORY CARE – RSPT 2231 – RESPIRATORY CARE CASE SIMULATIONS.** One hour credit. Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. Utilize clinical simulations to enhance information gathering and decision making skills. Thirty four classroom hours. Prerequisites: RSPT 2255, 2305 and 2361. Co requisites: RSPT 2230, and 2362.

**RESPIRATORY CARE – RSPT 2255 – CRITICAL CARE MONITORING.** Two hours credit. Advanced monitoring techniques used to assess a patient in the critical care setting. Describe the principles/techniques involved in critical care monitoring; interpret patient data; and apply data to evaluate cardiopulmonary disorders. Forty-eight classroom hours. Prerequisites: RSPT 2353 and 1261. Co requisites: RSPT 2305 and 2361.

**RESPIRATORY CARE – RSPT 2305 – PULMONARY DIAGNOSTICS.** Three hours credit. The theories and techniques involved in pulmonary function testing, blood gas theory and analysis, quality control. Explain pulmonary function testing; interpret pulmonary function test results; describe principles/concepts involved in blood gas analysis; analyze quality control data for pulmonary function and blood gas equipment. Forty-eight classroom hours. Prerequisites: RSPT 1261 and 2353. Co-requisites: RSPT 2255 and 2361.

**RESPIRATORY CARE – RSPT 2314 – MECHANICAL VENTILATION.** Three hours credit. The study of mechanical ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Describe procedures for mechanical ventilation as related to spontaneous and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics; explain indications; complications, and physiologic effects/principles of mechanical ventilation; and apply initiation, management and weaning of ventilator support. Sixty four classroom hours. Prerequisites: RSPT 2317, 1340, 1410, and 1361. Co-requisites: RSPT 2210, 1411, and 1362.

**RESPIRATORY CARE – RSPT 2317 – RESPIRATORY CARE PHARMACOLOGY.** Three hours credit. A study of drugs that affect cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Explain the mode of action, clinical indications, dosages, hazards and side effects of pulmonary and cardiovascular drugs; calculate drug dosages; and select drugs for optimal therapeutic benefits. Forty-eight classroom hours. Co-requisites: RSPT 1340, 1410, and 1361.

**RESPIRATORY CARE – RSPT 2353 – NEONATAL AND PEDIATRIC CARDIOPULMONARY CARE.** Three hours credit. A study of neonatal/pediatric cardiopulmonary care. Describe fetal

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development and transition to extrauterine life; assess maternal and fetal history; modify therapy to neonatal pediatric patients; describe the etiology, pathophysiology, clinical manifestations and management of neonatal/pediatric disorders; and analyze, interpret and apply patient data in selective patient care settings. Forty-eight classroom hours. Prerequisites: RSPT 2210, 2314, 1411 and 1362. Co-requisite: RSPT 1261.

**RESPIRATORY CARE – RSPT 2361 – RESPIRATORY CARE CLINICAL IV.** Three hours credit. 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. Two-hundred and fifty-six clinical hours. Prerequisites: RSPT 2353 and 1261. Co-requisites: RSPT 2255 and 2305. Lab fee.

**RESPIRATORY CARE – RSPT 2362 – RESPIRATORY CARE CLINICAL V.** Three hours credit. 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. Two-hundred and fifty-six clinical hours. Prerequisites: RSPT 2255, 2305 and 2361. Co requisites: RSPT 2131, and 2230. Lab fee. Lab fee.

**SURGICAL TECHNOLOGY – SRT 1260 – CLINICAL-SURGICAL TECHNOLOGY/ TECHNOLOGIST I.** Two hours credit. 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. One hundred and forty-four clinical hours. Prerequisites: Current CPR card, BIOL 2401, HITT 1305, STSU 0X00 SRT 1405, 1409, 1441, & 1260. Co-requisites: SRT 2460 and 2130.

**SURGICAL TECHNOLOGY – SRT 1360 – CLINICAL-SURGICAL TECHNOLOGY/ TECHNOLOGIST II.** Three hours credit. 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. One hundred and ninety-two clinical hours. Prerequisites: Current CPR card, BIOL 2401 2402, HITT 1305, STSU 0X00, BIOL 2402, SRT 1405, and SRT 1409. Co-requisites: SRT 2460 and 2130. Pre-requisites: SRT 1441 and 1260.

**SURGICAL TECHNOLOGY – SRT 1405 – INTRODUCTION TO SURGICAL TECHNOLOGY.** Four hours credit. Introduction to surgical technology theory, surgical pharmacology and anesthesia, technological sciences, and patient care concepts. Forty-eight classroom and 48 laboratory hours. Prerequisites: Current CPR card, BIOL 2401, HITT 1305, STSU 0X00. Co-requisites: BIOL 2402, SRT 1409 and SRT 1441. Lab fee.

**SURGICAL TECHNOLOGY – SRT 1409 – FUNDAMENTALS OF PERIOPERATIVE CONCEPTS AND TECHNIQUES.** Four hours credit. In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Forty-eight classroom and 64 laboratory hours. Prerequisites: Current CPR card, BIOL 2401, HITT 1305, STSU 000. Co-requisites: BIOL 2402, SRT 1405 and SRT 1441. Lab fee.

**SURGICAL TECHNOLOGY – SRT 1441 – SURGICAL PROCEDURES I.** Four hours credit. Introduction to surgical procedures and related pathologies. Emphasis on surgical procedures related to general, obstetrics/gynecology, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for perioperative patient care. Forty-eight classroom and 64 laboratory hours. Prerequisites:

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Current CPR card, BIOL 2401, HITT 1305, STSU 0X00. Co-requisites: BIOL 2402, SRTG 1405 and 1409. Lab fee.

**SURGICAL TECHNOLOGY – SRTG 1442 – SURGICAL PROCEDURES II.** Four hours credit. Introduction to surgical procedures and related pathologies. Emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for perioperative patient care. Forty-eight classroom and 64 laboratory hours. Prerequisites: Current CPR card, BIOL 2401 & 2402, HITT 1305, STSU 0X00, SRTG 1260, 1405, 1409, & 1441. Co-requisites: SRTG 1260. Lab fee.

**SURGICAL TECHNOLOGY – SRTG 2130 – PROFESSIONAL READINESS.** One hour credit. Transition into the professional role of the surgical technologist. Includes professional readiness for employment, attaining certification, and maintaining certification status. A capstone experience. Prerequisites: Current CPR card, BIOL 2401 & 2402, HITT 1305, STSU 0X00, SRTG 1260, 1405, 1409, 1441, & 1442. Co-requisites: SRTG 1360 & 2460, PSYC 2301.

**SURGICAL TECHNOLOGY – SRTG 2460 – CLINICAL-SURGICAL TECHNOLOGY/TECHNOLOGIST III.** Four hours credit. 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. Two- hundred and eighty-eight clinical hours. Prerequisites: Current CPR card, BIOL 2401 & 2402, HITT 1305, STSU 000, SRTG 1405, 1409, 1441, 1260, & 1442. Co-requisites: SRTG 1442, SRTG 1360, SRTG 2130 and PSYC 2301.

**VOCATIONAL NURSING – VNSG 1219 – PROFESSIONAL DEVELOPMENT.** Two hours credit. Study of the importance of professional growth. Topics include the role of licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Thirty-two classroom hours. Prerequisites: VNSG 1226, 1330, 1331, 1362, and 1429. Co-requisites: VNSG 1238, 1334, 1432, and 1363. Lab fee. Specialty exam fee.

**VOCATIONAL NURSING – VNSG 1226 – GERONTOLOGY.** Two hours credit. Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of perceptions toward care of the older adult. Thirty-two classroom hours. Co-requisites: VNSG 1304, 1405, 1423, and 1361.

**VOCATIONAL NURSING – VNSG 1238 – MENTAL ILLNESS.** Two hours credit. Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Thirty-two classroom hours. Prerequisites: VNSG 1330, 1331, 1362 and 1429. Co-requisites: VNSG 1219, 1334, 1432, and 1363. Specialty exam fee. Lab fee.

**VOCATIONAL NURSING – VNSG 1304 – FOUNDATIONS OF NURSING.** Three hours credit. Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Forty-eight classroom hours. Co-requisites: VNSG 1226, 1361, 1405, 1423, and 1304. Specialty exam fee. Lab fee.



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**VOCATIONAL NURSING – VNSG 1330 – MATERNAL/NEWBORN NURSING.** Three hours credit. A study of the biological, psychological, and sociological concepts applicable to basic needs of the family relating to childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the child bearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Forty-eight classroom hours. Prerequisites: VNSG 1226, 1304, 1361, 1405 and 1423. Co-requisites: VNSG 1133, 1136, 1331, 1362, and 1429. Specialty exam fee. Lab fee.

**VOCATIONAL NURSING – VNSG 1331 – PHARMACOLOGY.** Three hours credit. Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process. Forty-eight classroom hours. Prerequisites: VNSG 1238, 1304, 1361, 1405, and 1423. Co-requisites: VNSG 1330, 1331, 1362, and 1429. Lab fee. Specialty exam fee.

**VOCATIONAL NURSING – VNSG 1334 – PEDIATRIC NURSING.** Three hours credit. Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs. Forty-eight classroom hours. Prerequisites: VNSG 1331, 1429, 1306, and 1362. Co-requisites: VNSG 1219, 1432, and 1363. Lab fee. Specialty exam fee.

**VOCATIONAL NURSING – VNSG 1360 – CLINICAL NURSING.** Three hours credit. 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. Placement in summer session, following first year nursing curriculum – Lufkin campus only. 288 clinical hours. Prerequisites: VNSG 1341, 1262, 1263, and current CPR card. Co-requisite: VNSG 1570.

**VOCATIONAL NURSING – VNSG 1361 – CLINICAL NURSING.** Three hours credit. 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. Jasper campus. 288 clinical hours. Prerequisite: A current CPR card. Co-requisites: VNSG 1570.

**VOCATIONAL NURSING – VNSG 1362 – CLINICAL NURSING.** Three hours credit. 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. Placement in second semester. 288 clinical hours. Prerequisites: VNSG 1304, 1405, 1423, 1361 and a current CPR card. Co-requisites: VNSG 1226, 1331, 1429, and 1330.

**VOCATIONAL NURSING – VNSG 1363 – CLINICAL NURSING.** Three hours credit. 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. Placement in third semester. 288 clinical hours. Prerequisites: VNSG 1331, 1330, 1429, and 1362. Co-requisites: VNSG 1219, 1238, 1334, and 1432.

**VOCATIONAL NURSING – VNSG 1405 – HEALTH SCIENCE.** Four hours credit. An introduction to the general principles of anatomy and physiology, nutrition, and microbiology that are necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions. Sixty-four classroom hours. Co-requisites: VNSG 1226, 1361, 1423, and 1304.

## Health Careers Division

**VOCATIONAL NURSING – VNSG 1423 – BASIC NURSING SKILLS.** Four hours credit. Mastery of basic nursing skills and competencies for a variety of health care settings. Using the nursing process as the foundation for all nursing interventions. Eighty classroom hours. Co-requisites: VNSG 1133, 1136, 1304, 1361, and 1405. Lab fee.

**VOCATIONAL NURSING – VNSG 1429 – MEDICAL-SURGICAL NURSING I.** Four hours credit. Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum in a variety of health care settings. Sixty-four classroom hours. Prerequisites: VNSG 1226, 1304, 1423, 1361, and 1405. Co-requisites: VNSG 1330, 1331, and 1362.

**VOCATIONAL NURSING – VNSG 1432 – MEDICAL-SURGICAL NURSING II.** Four hours credit. Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Sixty-four classroom hours. Prerequisites: VNSG 1226, 1330, 1331, 1362, and 1429. Co-requisites: VNSG 1219, 1238, 1307, and 1363. Specialty exam fee. Lab fee.

**VOCATIONAL NURSING – VNSG 1570 – EXIT TO VOCATIONAL NURSING PRACTICE.** Five hours credit. Delineates the professional role, accountability, and responsibilities of the vocational nurse. Explores the bio-psycho-social-spiritual aspects of clients through-out the life cycle. Emphasizes the vocational nurse's role in maternal/child nursing. Correlates principles of mental health, nutrition, pharmacology, and health teaching in the care of a variety of clients. Focuses on the nursing process in the plan of care of clients throughout the life cycle. Eighty classroom and sixteen lab hours. Placement in summer semester first year – Lufkin campus only. Prerequisites: VNSG 1301, 1341, 1363, and a current CPR card. Co-requisites: VNSG 1360. Specialty exam fee. Lab fee.

Technology and Workforce Division

## ***Technology and Workforce Division***

### **AREAS OF CONCENTRATION**

<b>Automotive Technology</b>	<b>Electronics Technology</b>
<b>Child &amp; Family Development</b>	<b>Fluid Power Technology</b>
<b>Criminal Justice</b>	<b>Heating, Ventilation, and Air</b>
<b>Diesel Technology</b>	<b>Conditioning</b>
<b>Drafting and Design Technology</b>	<b>Human Services</b>
<b>Electrical Maintenance</b>	<b>Paralegal (Legal Assistant)</b>
<b>Electromechanical Technology</b>	<b>Machine Tool Technology</b>
<b>Electronics Technology</b>	<b>Networking</b>
<b>Welding Technology</b>	

The workplace is changing and so are the skills that students must have in order to find a “smart job.” *Workforce 2000* (Hudson Institute) identifies a growing need for increased workplace skills for the U.S. to remain a global competitor in the marketplace. The 21<sup>st</sup> century brings new demands on the existing employees and new employees entering the workforce. The Technology and Workforce Division programs reflect an effort to prepare students with skills and competencies that employers want.

### **ASSESSMENT REQUIREMENTS**

**Associate Degrees: TSI Assessment after the Pre-Assessment Activity (PAA)**

**Level 1 Certificate: Work keys Math and Reading**

Angelina College requires that all Level 1 certificate students demonstrate proficiency in reading and mathematics to enhance success in the program and in their career.

### **SCANS**

The SCANS Report (Secretary’s Commission of Necessary Skills, Dept. of Labor) has identified a three-part foundation and five competencies that employees must have to successfully find employment. They are:

#### **Foundation skills**

Basic Skills – reading, writing, arithmetic and math, speaking, and listening.

Thinking Skills – the ability to learn, to reason, to think creatively, to make decisions.

Personal Qualities – individual responsibility, self-esteem and self-management, sociability, and integrity.

## Technology and Workforce Division

### **Workplace Competencies**

Resources – know how to allocate time, money, materials, space and staff.

Interpersonal Skills – work with teams, teach each other, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.

Information – acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.

Systems – understand social, organizational, and technological systems, monitor and correct performance, and design or improve systems.

Technology – select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

### **The specific purposes of the Technology and Workforce Division of Angelina College are:**

1. To provide instruction and adequate pre-employment training for students preparing for positions in industry requiring high degrees of skill and technical knowledge.
2. To provide for students majoring in other divisions of the college the opportunity to supplement their work as need may arise.
3. To assist students in selecting careers in order to live fuller lives and better assume the responsibilities of American citizenship.
4. To provide workforce education upgrade and training for current employees of industry.

## **AUTOMOTIVE TECHNOLOGY**

The complexity of motor vehicles demands a very high level of technical knowledge and skill for service personnel. Basic learning skills in reading, writing and computation are essential to success in the field. The program is a full time commitment for one academic year, all day four days a week for two semesters plus all day for five days a week in the summer session for Cooperative Education. Twelve students are admitted each year to begin classes in August. Each student completes the program admission process that includes providing a set of proscribed tools as a condition for acceptance. The Automotive Technology curriculum prepares graduates for entry-level employment in vehicle diagnosis, repair and maintenance work. Basic vehicle theory and principles are taught in the classroom to give the student an understanding of how electrical, electronic and mechanical components function and why they fail. Actual shop practices train the student to utilize appropriate safety procedures, research repair procedures, record time and effort, to make repairs, diagnose, replace and adjust components. The program has limited enrollment to the first twelve applicants to meet the following criteria for the Fall Semester:

### **ADMISSION CRITERIA AUTOMOTIVE TECHNOLOGY**

**Program application process to be completed before the end of the first Summer Session:**

1. Gain admission to Angelina College including assessment of reading, writing and mathematics skills
2. All applicants will complete WorkKeys Assessment for Applied Mathematics and Reading for Information.
3. Applicant's assessment scores meet or exceed:
  - a. Reading: WorkKeys Level 5
  - b. Mathematics: WorkKeys Level 5
4. Complete the course placement if required for reading, writing and/or mathematics skills: REDG 0300, ENGL 0310 and/or TECM 1301 in lieu of MATH 0310
5. Score 42 or higher on the Bennett Test of Mechanical Comprehension (administered by Testing Center)

Technology and Workforce Division

**Program admission process:**

1. Interview with a committee composed from the program's advisory committee and faculty
2. Conditional acceptance into the Automotive Technology program will be made before the third Friday in July
3. Students selected for "conditional" acceptance will provide the proscribed tool set on or before the second Tuesday in August
4. The **first twelve students** to provide the proscribed tool set and complete any other conditional terms will receive "full" acceptance into the program; they then must pay tuition, fees and purchase textbooks prior to the first class day.

**AUTOMOTIVE TECHNOLOGY**  
**CERTIFICATE OF COMPLETION**  
**LEVEL 1**

**First Year**

**First Semester**

	<b>CREDIT HRS</b>
AUMT 1407 Automotive Electrical Systems	4
AUMT 1410 Automotive Break Systems	4
AUMT 1416 Suspension and Steering	4
AUMT 1419 Automotive Engine Repair	<u>4</u>
<b>Total Hours</b>	<b>16</b>

**Second Semester**

	<b>CREDIT HRS</b>
AUMT 2417 Automotive Engine Performance Analysis I	4
AUMT 2425 Automotive Automatic Transmission & Transaxle	4
AUMT 1445 Automotive Climate Control Systems	4
AUMT 2434 Automotive Engine Performance Analysis II	<u>4</u>
<b>Total Hours</b>	<b>16</b>

**Third Semester**

	<b>CREDIT HRS</b>
AUMT 2480 Cooperative Education – Automobile/Automotive Mechanics Technology/Technician	4
<b>Total Hours</b>	<u><b>4</b></u>
<b>Total Hours For Certificate</b>	<b>36</b>

External Field Experience: AUMT 2480 Cooperative Education.

## **CHILD AND FAMILY DEVELOPMENT**

A degree in Child and Family Development provides an in-depth understanding of varied career opportunities in the profession through course studies. A career in Child and Family Development is very rewarding. It requires a person with positive self-concept, is energetic and reliable, and genuinely enjoys working with children and their families.

Students will have hands-on supervised experience with children from birth to 13 years of age, and will apply knowledge attained in the classroom. Students will engage in field experiences at an approved licensed/accredited child care facility or public/private school in the community.

The Associate of Applied Science degree can be completed in two years by attending full time and following the degree plan. The certificate may be completed in one year if attending full-time.

The Child and Family Development program at Angelina College transfers 65 degree credits to Stephen F. Austin State University towards the Bachelor of Science in Child Development and Family Living. Students transferring to Stephen F. Austin State University typically complete the Bachelor of Science degree in two years.

### **REQUIRED FIELD EXPERIENCE PARTICIPATION CRITERIA CHILD AND FAMILY DEVELOPMENT**

1. All students must be in compliance with state personnel qualifications as stated in the Minimum Standards Rules for Licensed Child Care Centers §746.1103. These requirements include:
  - a. A current clear TB test.
  - b. An acceptable criminal history and central registry background check.
  - c. A Notarized Licensing Affidavit for Applicants for Employment form.
  - d. Completion of 9-hour pre-service training (offered at the beginning of each semester).
2. Must attend all Lab Orientation meetings each semester for all courses with required labs, if offered.
3. Must comply with all other Child and Family Development requirements as identified in the course syllabi and lab contract, or otherwise required by the instructor in writing.
4. In courses that require a lab component, the following guidelines will be followed in regard to field experience placement:
  - a. Field Experience may be conducted at an approved facility in the student's local area at child care facilities or public/private schools which are licensed or accredited, as appropriate.
  - b. Field experiences may be conducted at Mary Jo Gorden Child Development Center on the Angelina College campus.

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- c. Field experiences may be conducted at student's place of employment (licensed child care centers or accredited public or private school campuses only).
- d. All field experience supervisors must agree to provide feedback to Angelina College Child and Family instructors.

## **CAREER OPPORTUNITIES FOR CHILD AND FAMILY DEVELOPMENT PROFESSIONALS**

The Child and Family Field is diverse and exciting! Child and Family Development Professionals are in various settings working with infants, children, youth, and adults. Employment opportunities are as follows:

### **CHILD AND FAMILY LEVEL 1 CERTIFICATE**

- Head Start Administrator/Teacher/Aid
- Faith-Based Services
- Assisted Living Centers
- Pregnancy Care Center
- Adoption Agencies
- Women's Shelters
- Children's Camps
- Food Assistance Programs
- Youth Development Programs
- Hospice Programs
- Montessori

### **CHILD AND FAMILY LEVEL 1 CERTIFICATE – ADMINISTRATION**

- Child Care Director
- Program Director
- Site Supervisor
- Master Teacher
- Teacher
- Associate Teacher
- Assistant Teacher
- Infant/Toddler Teacher
- Children with Special Needs
- School Age Program Teacher



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### **ASSOCIATES DEGREE IN APPLIED SCIENCE**

Employment opportunities include all of the opportunities listed above as well as:

- Early Childhood Intervention
- Children/Adult Protective Services
- Foster Care Agencies
- Family Financial Counseling Service
- Drug and Alcohol Prevention Services
- Child Welfare
- Military Family Support Services
- Community Education

## **CHILD AND FAMILY DEVELOPMENT**

### **ASSOCIATE IN APPLIED SCIENCE**

THECB Approval for Fall 2015.

#### **First Year**

##### **First Semester**

		<b>CREDIT HRS</b>
STSU 0300	Student Development	3
TECA 1354	Child Growth & Development	3
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
SPCH 1318	Interpersonal Communication	3
ENGL 1301	Composition I	<u>3</u>
<b>Total Hours</b>		<b>13</b>

##### **Second Semester**

TECA 1318	Wellness of the Young Child	3
TECA 1303	Families, School and Community	3
ENGL 1302	Composition II	3
PSYC 2301	General Psychology	3
ARTS 1301	Art Appreciation or	
DRAM 1310	Introduction to Theater <b>or</b>	
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz	<u>3</u>
<b>Total Hours</b>		<b>15</b>

#### **Second Year**

##### **First Semester**

CDEC 1419	Child Guidance	4
CDEC 1421	The Infant & Toddler	4
GOVT 2306	Texas Government	3
BIOL 1408	Biology for Non-Science Majors or	
BIOL 1409	Biology for Non-Science Majors II <b>or</b>	
BIOL 1411	General Botany <b>or</b>	
CHEM 1411	General Chemistry I <b>or</b>	4
CHEM 1305	Introductory Chemistry I <b>and</b>	3
CHEM 1105	Fundamentals of Chemistry Lab	<u>1</u>
<b>Total Hours</b>		<b>15</b>

Technology and Workforce Division

**Second Semester**

CDEC 1458	Creative Arts For Early Childhood	4
CDEC 1359	Children With Special Needs	3
CDEC 2426	Administration of Programs For Children I	4
TECA 1311	Educating Young Children	3
GOVT 2305	Federal Government	3
<b>Total Hours</b>		<b><u>17</u></b>
<b>Total Hours For Degree</b>		<b>60</b>

Capstone: TECA 1311 Educating Young Children  
 Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

## CHILD AND FAMILY DEVELOPMENT

### LEVEL 1 ADMINISTRATIVE CERTIFICATE

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1419	Child Guidance	4
CDEC 1421	The Infant & Toddler	4
TECA 1354	Child Growth & Development	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

CDEC 1359	Children with Special Needs	3
CDEC 2426	Administration of Programs for Children I	4
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
HRPO 2301	Human Resources Management <b>or</b>	
BMGT 1301	Supervision <b>or</b>	
BMGT 1327	Principles of Management	<u>3</u>
<b>Total Hours</b>		<b><u>16</u></b>
<b>Total hours for Certificate</b>		<b>31</b>

Capstone Course: TECA 1311- Educating Young Child

Technology and Workforce Division

## **CHILD AND FAMILY DEVELOPMENT**

### **LEVEL 1 CERTIFICATE**

#### **First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1419	Child Guidance	4
CDEC 1421	The Infant & Toddler	4
TECA 1354	Child Growth & Development	<u>3</u>
<b>Total Hours</b>		<b>15</b>

<b>Second Semester</b>		<b>CREDIT HRS</b>
CDEC 1359	Children with Special Needs	3
TECA 1319	Wellness of the Young Child	3
TECA 1303	Families, School and Community	3
CDEC 1458	Creative Arts For Early Childhood	4
TECA 1311	Educating Young Children	<u>3</u>
<b>Total Hours</b>		<b>16</b>
<b>Total Hours for Certificate</b>		<b>31</b>

Capstone Course: TECA 1311- Educating Young Child

## **CRIMINAL JUSTICE**

The purpose of the Criminal Justice Associate program is to prepare the student, academically, for direct entry into many positions available in the Criminal Justice profession. The student may also choose to transfer to one of many colleges and universities that offer Bachelor of Applied Science or baccalaureate and graduate programs in the field of Criminal Justice.

## **CRIMINAL JUSTICE FIELD OF STUDY**

Senate Bill 148 of the 75<sup>th</sup> Texas Legislature (1997) mandated Field of Study curricula. The field of study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved field of study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the field of study.

Core Curriculum and Field of Study for Criminal Justice is designed for students seeking a bachelor's degree BA or BS.

The following set of courses is designed to apply to the bachelor's degree deemed appropriate by the awarding institution. The field of study curriculum is furthermore

Technology and Workforce Division

intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in criminal justice.

Fields of study are valid only when no course substitutions are made.

**CRIMINAL JUSTICE CORE**  
**LEVEL 1 CERTIFICATE**

**First Year**

**First Semester**

		<b>CREDIT HRS</b>
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practices	3
CRIJ 2313	Correctional Systems and Practices	<u>3</u>
	<b>Total Hours</b>	<b>9</b>

**Second Year**

**First Semester**

		<b>CREDIT HRS</b>
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2328	Police Systems and Practices	3
	<b>Total Hours</b>	<u><b>6</b></u>
	<b>Total Hours for Certificate</b>	<b>15</b>

Technology and Workforce Division

## CRIMINAL JUSTICE ASSOCIATE IN APPLIED SCIENCE

### First Year

#### First Semester

		CREDIT HRS
ENGL 1301	Composition I	3
GOVT 2305	Federal Government	3
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems & Practices	3
ARTS 1301	Art Appreciation	
DRAM 1310	Introduction to Theatre <b>or</b>	
MUSI 1310	American Jazz Music <b>or</b>	
MUSI 1310	Music Appreciation	3
PHED 1101	Exercise and Jogging I	
PHED 1151	Scuba Diving I <b>or</b>	
PHED 1108	Weight Training I <b>or</b>	
PHED 1104	Dance I	1
STSU 0300	Orientation	<u>3</u>
<b>Total Hours</b>		<b>16</b>

#### Second Semester

CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1313	Juvenile Justice System	3
ENGL 1302	Composition II	3
MATH 1314	College Algebra <b>or</b>	
MATH 1342	Elementary Statistics	3
SOCI 1301	Introductory Sociology <b>or</b>	
PSYC 2301	General Psychology	3
PHED 2108	Weight Training II <b>or</b>	
PHED 1152	Scuba Diving II <b>or</b>	
PHED 2104	Dance II <b>or</b>	
PHED 2101	Exercise and Jogging II	<u>1</u>
<b>Total Hours</b>		<b>16</b>

### Second Year

#### First Semester

SPCH 1318	Interpersonal Communication	3
GOVT 2306	Texas Government	3
CRIJ 1307	Crime in America	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2314	Criminal Investigation	<u>3</u>
<b>Total Hours</b>		<b>15</b>

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### Second Semester

CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2328	Police Systems & Practices	3
CRIJ 2301	Community Resources in Corrections	3
BIOL 1408	General Biology or	
BIOL 1409	General Human Biology <b>or</b>	
CHEM 1411	General Chemistry I <b>or</b>	
CHEM 1305	Introductory Chemistry I <b>and</b>	
CHEM 1105	Introductory Chemistry Laboratory I	4
<b>Total Hours</b>		<b><u>13</u></b>
<b>Total Hours For Degree</b>		<b><u>60</u></b>

Comments Capstone: CRIJ 2323 Legal Aspects of Law Enforcement  
Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

## FIELD OF STUDY TRANSFER CURRICULUM FOR CRIMINAL JUSTICE

### LEADING TO THE BACHELOR OF SCIENCE IN CRIMINAL JUSTICE OR BACHELOR OF ARTS IN CRIMINAL JUSTICE

Requirements: 36-48 hours academic major, 21 hours must be upper division level.  
The lower division degree requirements must include 15 hours of Criminal Justice courses consisting of the following:

CRIJ 1301	Introduction to Criminal Justice
CRIJ 1306	Court Systems & Practices
CRIJ 1310	Fundamentals of Criminal Law
CRIJ 2313	Correctional Systems and Practices
CRIJ 2328	Police Systems & Practices

The field of study includes, in addition to the five specified courses, up to an additional six hours of transfer courses from the Academic Course Guide Manual, specified by a local agreement, or an additional six semester credit hours at the receiving institution, as long as the additional coursework does not duplicate content already covered in the other Field of Study courses.

Technology and Workforce Division

### Core Curriculum Courses

Select courses from the Core Curriculum.

**Semester Credit Hours: 42**

*Students should visit with an advisor regarding transfer to a specific college or university.*

<b><sup>1</sup>Criminal Justice Field of Study</b>	<b>15</b>
CRIJ 1301 Introduction to Criminal Justice	
CRIJ 1306 Court Systems & Practices	
CRIJ 1310 Fundamentals of Criminal Law	
CRIJ 2313 Correction Systems and Practices	
CRIJ 2328 Police Systems and Practices	
<b>Total Credit Hours</b>	<b>60</b>

**<sup>1</sup>Note: Up to a total of 3 additional semester credit hours of criminal justice-related lower-division course work may be transferred by local agreement OR required by the receiving institution, as long as the additional credit does not duplicate any other requirement.**

## DIESEL TECHNOLOGY LEVEL 1 CERTIFICATE

Diesel mechanics repair and maintain diesel engines that power transportation equipment, such as heavy trucks, buses, and locomotives; construction equipment such as bulldozers; cranes and road graders; and farm equipment such as tractors and combines; electric generators, compressors and pumps used in oil well drilling and in irrigation. Diesel mechanics are employed by equipment dealers, leasing companies, independent automotive repair shops, local and long-distance trucking companies, public transit companies, school systems, and Federal, State and local governing boards.

### First Year

<b>First Semester</b>	<b>CREDIT HRS</b>
DEMR 1405 Basic Electrical Systems	4
DEMR 1413 Fuel Systems	4
DEMR 1406 Diesel Engine I	<u>4</u>
<b>Total Hours</b>	<b>12</b>

### Second Semester

	<b>CREDIT HRS</b>
DEMR 2432 Electronic Controls	4
DEMR 1442 Power Train Applications I	4
DEMR 1449 Diesel Engine II	<u>4</u>
<b>Total Hours</b>	<b><u>12</u></b>
<b>Total Hours for Certificate</b>	<b>24</b>

Capstone Course: DEMR 1449- Diesel Engine II

## DRAFTING AND DESIGN TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

The drafter is a technician who correlates work between the design and production departments of industry. The drafter's chief function is to prepare working drawings from sketches, written specifications, or field notes furnished by an engineer. The drawings will enable craftsmen and operatives to produce a finished manufactured product or complete a construction project. This program provides both manual and computer-aided drafting experience supplemented with related technical information. The graduate will be qualified for entry-level technician positions in drafting.

**First Year****First Semester**

		CREDIT HRS
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1405	Technical Drafting	4
ENGL 1301	Composition	3
STSU 0300	Student Success*	0
DFTG 1325	Blueprint Reading and Sketching	3
	<b>Total Hours</b>	<b>14</b>

**Second Semester**

TECM 1301	Industrial Mathematics	3
DFTG 1417	Architectural Drafting - Residential	4
DFTG 1433	Mechanical Drafting	4
DFTG 2430	Civil Drafting	4
	<b>Total Hours</b>	<b>15</b>

**Second Year****First Semester**

XXXX X300	Elective	3
PHYS 1305	General Physics	3
ARTS 1301	Art Appreciation <b>or</b>	
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz Music <b>or</b>	
DRAM 1310	Introduction to Theater	3
DFTG 2402	Machine Drafting	4
DFTG 2421	Topographical Drafting	4
	<b>Total Hours</b>	<b>17</b>

**Second Semester**

SPCH 1318	Interpersonal Communication <b>or</b>	
SPCH 1315	Public Speaking	3
ARCE 2452	Mechanical & Electrical Systems	4
ARCE 1452	Structural Drafting	4
SOCI 1301	Introductory Sociology <b>or</b>	
PSYC 2301	General Psychology	3
	<b>Total Hours</b>	<b>14</b>
	<b>Total Hours For Degree</b>	<b>60</b>

**Notes:**

DFTG 2486- Internship (Drafting and Design Technology) may be substituted for any third or fourth semester drafting course (DFTG or ARCE)



Technology and Workforce Division

STSU 0300-Student Development, depending on TSI scores could be replaced by STSU 0200 or STSU 0100

Capstone Course: ARCE 1452-Structural Drafting or DFTG 2486-Internship (Drafting and Design Technology)

Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

## **DRAFTING AND DESIGN TECHNOLOGY**

### **LEVEL 1 CERTIFICATE**

#### **First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
STSU 0300	Student Development	3
DFTG 1409	Basic Computer-Aided Drafting	4
DFTG 1325	Blueprint Reading and Sketching	3
DFTG 1405	Technical Drafting	4
ENGL 1301	Composition	<u>3</u>
<b>Total Hours</b>		<b>14</b>

<b>Second Semester</b>		<b>CREDIT HRS</b>
DFTG 1433	Mechanical Drafting	4
DFTG 1417	Architectural Drafting – Residential	4
DFTG 2430	Civil Drafting	4
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>15</b>
<b>Total Hours For Certificate</b>		<b>29</b>

Note: STSU 0300 Student Development, depending on TSI scores could be replaced with STSU 0200 or STSU 0100

Capstone Course: DFTG 2430- Civil Drafting

## **ELECTROMECHANICAL TECHNOLOGY**

### **ASSOCIATE IN APPLIED SCIENCE**

### **ELECTRICAL SPECIALTY**

Electromechanical technology is a diverse area of study, which combines electrical and mechanical systems used in all areas of industry. Mechanical systems include power transmission, fluid power systems (hydraulics and pneumatics) and material handling. Electrical systems include power generation and distribution, as well as machinery controls and process industries. Process industries include chemical and petroleum refining and production. Also included in this area of study is the specialty of HVAC. Heating Ventilation and Air Conditioning technicians are employed by contractors to install and maintain essential environmental controls required in business and residential settings. Employment opportunities for all

## Technology and Workforce Division

graduates are diverse, and are available locally and nationwide. Projected growth trends across the State show increasing demand for graduates with these job skills.

### First Year

#### First Semester

		CREDIT HRS
ENGL 1301	English Composition	3
ELPT 1411	Basic Electrical Theory	4
ELPT 1321	Introduction to Electrical Safety and Tools	3
DFTG 1325	Blueprint Reading and Sketching	3
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>16</b>

#### Second Semester

SOCI 1301	Introduction to Sociology	3
CETT 1325	Digital Fundamentals	3
SPCH 1318	Interpersonal Communications	3
HYDR 1409	Basic Fluid Power I (Hydraulics)	4
ELPT 2305	Motors and Transformers	<u>3</u>
<b>Total Hours</b>		<b>16</b>

### Second Year

#### First Semester

ELPT 1441	Motor Control	4
PHYS 1305	General Physics	3
ELPT 1445	Commercial Wiring	4
ELPT 2419	Programmable Logic Controllers I	<u>4</u>
<b>Total Hours</b>		<b>15</b>

#### Second Semester

ELPT 2331	AC/DC Drives	3
ELPT 1429	Residential Wiring	4
INTC 2359	Distributed Control Systems	3
MUSI 1306	Music Appreciation <b>or</b>	
MUSI 1310	American Jazz Music <b>or</b>	
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Introduction to Theater	<u>3</u>
<b>Total Hours</b>		<b><u>13</u></b>
<b>Total Hours For Degree</b>		<b>60</b>

Capstone: INTC 2359 Distributed Controls

Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

Technology and Workforce Division

**ELECTROMECHANICAL TECHNOLOGY**  
**CERTIFICATE OF COMPLETION**  
**ELECTRICAL SPECIALTY**  
**LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
ELPT 1411	Basic Electrical Theory	4
ELPT 1321	Introduction to Electrical Safety and Tools	3
DFTG 1325	Blueprint Reading and Sketching	3
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>13</b>

**Second Semester**

ELPT 2305	Motor and Transformers	3
ELPT 1429	Residential Wiring	4
ELPT 1445	Commercial Wiring	4
<b>Total Hours</b>		<u><b>11</b></u>
<b>Total Hours For Certificate</b>		<b>24</b>

Capstone Course: ELPT 1445 Commercial Wiring

**ELECTROMECHANICAL**  
**MAINTENANCE TECHNICIAN SPECIALTY**  
**LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
TECM 1301	Industrial Mathematics	3
ELPT 1411	Basic Electrical Theory	4
HYDR 1409	Basic Fluid Power I (Hydraulics)	<u>4</u>
<b>Total Hours</b>		<b>11</b>

**Second Semester**

X4XX	Electromechanical Elective	4
X4XX	Electromechanical Elective	4
<b>Total Hours</b>		<u><b>8</b></u>
<b>Total Hours for Certificate</b>		<b>19</b>

Technical Math Course (TECM) does not satisfy the core general education Natural Science/Mathematics requirement.

Electromechanical Elective Options:

HYDR 2459	Advanced Hydraulics
HYDR 1415	Basic Fluid Power II (Pneumatics)
ELPT 1445	Commercial Wiring

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WLDG 1421	Intro to Welding Fundamentals
MCHN 1438	Machining I
ELPT 2305	Motors and Transformers
ELPT 2419	Programmable Logic Controllers
ELPT 1429	Residential Wiring

Technology and Workforce Division

**ELECTROMECHANICAL TECHNOLOGY**  
**PROCESS CONTROL TECHNICIAN**  
**LEVEL 1 CERTIFICATE**

This certificate provides skills in the area of process control wiring and programming. The graduate would work with plant electricians to assist in the wiring, programming and troubleshooting of automated production and control systems.

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
STSU 0X00		0
ELPT 1321	Intro to Electrical Safety and Tools	3
ELPT 1411	Basic Electrical Theory	4
TECM 1301	Industrial Mathematics	3
CETT 1325	Digital Fundamentals	3
<b>Total Hours</b>		<b><u>13</u></b>

**Second Semester**

		<b>CREDIT HRS</b>
INTC 2359	Distributed Control Systems	3
ELPT 1441	Motor Controls	4
ELPT 1445	Commercial Wiring	4
ELPT 2419	Programmable Logic Controllers	4
<b>Total Hours</b>		<b><u>15</u></b>

**Total Hour for Certificate      28**

Capstone course: INTC 2359 Distributed Control Systems

**ELECTROMECHANICAL TECHNOLOGY**  
**ASSOCIATE IN APPLIED SCIENCE**  
**FLUID POWER SPECIALTY**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
HYDR 1409	Basic Fluid Power I (Hydraulics)	4
STSU 0300	Student Success	3
ELPT 1321	Introduction to Electrical Safety and Tools	3
DFTG 1325	Blueprint Reading and Sketching	3
ENGL 1301	English Composition	3
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b><u>16</u></b>

Technology and Workforce Division

**Second Semester**

ELPT 1411	Basic Electrical Theory	4
SPCH 1318	Interpersonal Communication	3
HYDR 1415	Basic Fluid Power II (Pneumatics)	4
ELPT 1441	Motor Control	<u>4</u>
<b>Total Hours</b>		<b>15</b>

**Second Year**

**First Semester**

HYDR 2455	Hydraulics Proportional & Servo Valves	4
ENTC 2310	Machine Design	3
HYDR 1350	Hydraulics, Fabrications & Repair	3
PHYS 1305	General Physics	3
ELPT 2305	Motors and Transformers	<u>3</u>
<b>Total Hours</b>		<b>16</b>

**Second Semester**

SOCI 1301	Introduction to Sociology	3	<b>CREDIT HRS</b>
HYDR 2330	Fluid Power System Design	3	
HYDR 2459	Advanced Hydraulics	4	
MUSI 1306	Music Appreciation <b>or</b>	3	
MUSI 1310	American Jazz Music <b>or</b>		
ARTS 1301	Art Appreciation <b>or</b>		
DRAM 1310	Introduction to Theater	3	
<b>Total Hours</b>		<b>13</b>	
<b>Total Hours for Degree</b>		<b>60</b>	

Capstone Course: HYDR 2330 Fluid Power System Design  
 Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

**FLUID POWER SPECIALTY  
 LEVEL 1 CERTIFICATE**

**First Year**

**First Semester**

DFTG 1325	Blueprint Reading and Sketching	3	<b>CREDIT HRS</b>
ELPT 1321	Introduction to Electrical Safety and Tools	3	
ELPT 1411	Basic Electrical Theory	4	
HYDR 1409	Basic Fluid Power I (Hydraulics)	4	
TECM 1301	Industrial Mathematics	<u>3</u>	
<b>Total Hours</b>		<b>17</b>	

**Second Semester**

HYDR 1415	Basic Fluid Power II (Pneumatics)	4
ELPT 2305	Motors and Transformers	3
HYDR 1350	Hydraulics, Fabrication & Repair	3
ENTC 2310	Machine Design	<u>3</u>

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<b>Total Hours</b>	<b><u>13</u></b>
<b>Total Hours for Certificate</b>	<b>30</b>

Capstone course: HYDR 1350 Hydraulics, Fabrication and Repair

**INDUSTRIAL HVAC SPECIALTY  
LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>	<b>CREDIT HRS</b>
HART 1407 Refrigeration Principles	4
HART 1401 Basic Electricity for HVAC	4
HART 1303 Air Conditioning Control Principles	4
DFTG 1325 Blueprint Reading and Sketching	<u>3</u>
<b>Total Hours</b>	<b>14</b>

**Second Semester**

HART 1445 Gas and Electric Heating	4
HART 2336 Air Conditioning Troubleshooting	3
TECM 1301 Industrial Mathematics	3
HART 1356 EPA Recovery Certification Preparation	3
HART 1310 HVAC Shop Practices and Tools	<u>3</u>
<b>Total Hours</b>	<b><u>16</u></b>
<b>Total Hours for Certificate</b>	<b>30</b>

Capstone course: HART 2336 Air Conditioning Troubleshooting

**HEATING, VENTILATION AND AIR CONDITIONING RESIDENTIAL  
SPECIALTY CERTIFICATE  
LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>	<b>CREDIT HRS</b>
HART 1401 Basic Electricity for HVAC	4
HART 1407 Refrigeration Principles	4
HART 1441 Residential Air Conditioning	4
HART 1445 Gas and Electric Heating	4
<b>Total Hours</b>	<b>16</b>

**Second Semester**

HART 2336 Air Conditioning Troubleshooting	3
<b>Total Hours</b>	<b><u>3</u></b>
<b>Total Hours for Certificate</b>	<b>19</b>

Capstone course: HART 2336 Air Conditioning Troubleshooting

Technology and Workforce Division

**HEATING, VENTILATION AND AIR CONDITIONING COMMERCIAL  
AND REFRIGERATION SPECIALTY CERTIFICATE  
LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
HART 1401	Basic Electricity for HVAC	4
HART 1407	Refrigeration Principles	4
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
<b>Total Hours</b>		<b>16</b>

**Second Semester**

HART 2336	Air Conditioning Troubleshooting	3
HART 2441	Commercial Air Conditioning	4
HART 2334	Advanced Air Conditioning Controls	3
HART 2442	Commercial Refrigeration	4
HART 1256	EPC Recovery Certification Preparation	2
<b>Total Hours</b>		<b>16</b>
<b>Total Hours for Certificate</b>		<b>32</b>

Capstone course: HART 2336 Air Conditioning Troubleshooting

## **ELECTRONICS TECHNOLOGY**

Electronics technicians are employed in many sectors of business to include: forest products, defense, medical, communications and government. The technician's jobs include medical equipment maintenance, plant maintenance, aircraft maintenance, manufacturing, automotive, and research. Networking technicians trained in electronics serve in a wide range of jobs.

Training for electronic technicians must include mathematics, science, computer maintenance, networking, basic and advanced electronic theories. The curriculum provides a career path sequence of courses and awards that build upon each other. All courses in the level one certificate are also applicable to the degree.

## **ELECTRONICS TECHNOLOGY ASSOCIATE IN APPLIED SCIENCE**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
STSU 0300	Student Development	3
ITCC 1310	Cisco Discovery I: Networking for Home and Small Businesses	3
CETT 1409	DC-AC Circuits	4
CETT 1325	Digital Fundamentals	3



Technology and Workforce Division

CPMT 1311	Introduction to Computer Maintenance	3	
TECM 1301	Industrial Mathematics	<u>3</u>	
		<b>Total Hours</b>	<b>16</b>
<b>Second Semester</b>			<b>CREDIT HRS</b>
ENGL 1301	Composition	3	
SPCH 1318	Interpersonal Communication	3	
CETT 1349	Digital Systems	3	
ITCC 1311	Cisco Discovery II: Working at a Small-To-Medium Business or ISP	3	
ITSC 1305	Introduction to PC Operating Systems	<u>3</u>	
		<b>Total Hours</b>	<b>15</b>
<b>Second Year</b>			
<b>First Semester</b>			
LOTT 1301	Introduction to Fiber Optics	3	
SOCI 1301	Introductory Sociology	3	
ITCC 1312	Cisco Discovery III: Introducing Routing and Switching in the Enterprise	3	
CETT 1457	Linear Integrated Circuits	4	
MUSI 1306	Music Appreciation <b>or</b>		
MUSI 1310	American Jazz <b>or</b>		
ARTS 1301	Art Appreciation <b>or</b>		
DRAM 1310	Introduction to Theater	<u>3</u>	
		<b>Total Hours</b>	<b>16</b>
<b>Second Semester</b>			
CETT 2437	Microcomputer Control	4	
PHYS 1305	General Physics	3	
ITCC 1313	Discovery: Designing and Supporting Computer Networks	3	
INTC 2359	Distributed Control Systems	<u>3</u>	
		<b>Total Hours</b>	<b>13</b>
		<b>Total Hours for Degree</b>	<b>60</b>

Capstone Course: ITCC 1313 Discovery: Designing and Supporting Computer Networks

Technical Math courses (TECM) do not satisfy the core general education Life & Physical Science/Mathematics requirement.

**ELECTRONICS TECHNOLOGY**  
**NETWORKING SPECIALTY**  
**LEVEL 1 CERTIFICATE**

**First Year**

**First Semester** **CREDIT HRS**

ITCC 1310	Cisco Discovery I: Networking for Home and Small Businesses	3
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>6</b>

**Second Semester**

CETT 1409	DC-AC Circuits	4
ITCC 1311	Cisco Discovery II: Working At A Small-To Medium Business or ISP	3
CETT 1325	Digital Fundamentals	<u>3</u>
<b>Total Hours</b>		<b>10</b>

**Second Year**

**First Semester**

ITCC 1349	Digital Systems	3
ITCC 1312	Cisco Discovery III: Introducing Routing and Switching in the Enterprise	<u>3</u>
<b>Total Hours</b>		<b>6</b>

**Second Semester**

ITCC 1313	Discovery: Designing and Supporting Computer Networks	3
CETT 2437	Microcomputer Control	<u>4</u>
<b>Total Hours</b>		<u>7</u>
<b>Total Hours for Certificate</b>		<b>29</b>

Capstone Course: ITCC 1313 Discovery: Designing and Supporting Computer Networks

Technology and Workforce Division

**ELECTRONICS TECHNOLOGY**  
**BASIC NETWORKING SPECIALTY**  
**LEVEL 1 CERTIFICATE**

**First Year**

**First Semester**

**CREDIT HRS**

ITCC 1310	Cisco Discovery I: Networking for Home and Small Businesses	3
ITSC 1305	Introduction to PC Operating Systems	<u>3</u>
<b>Total Hours</b>		<b>6</b>

**Second Semester**

ITCC 1311	Cisco Discovery II: Working at a Small-to Medium Business or ISP	<u>3</u>
<b>Total Hours</b>		<b>3</b>

**Second Year**

**First Semester**

ITCC 1312	Cisco Discovery III: Introducing Routing and Switching in the Enterprise	<u>3</u>
<b>Total Hours</b>		<b>3</b>

**Second Semester**

ITCC 1313	Discovery: Designing and Supporting Computer Networks	<u>3</u>
<b>Total Hours</b>		<u><b>3</b></u>
<b>Total Hours For Certificate</b>		<b>15</b>

Capstone Course: ITCC 1313 Discovery: Designing and Supporting Computer Networks

**ELECTRONICS TECHNOLOGY**  
**COMPUTER MAINTENANCE**  
**LEVEL 1 CERTIFICATE**

**First Year**

**First Semester**

**CREDIT HRS**

POFI 1301	Computer Applications I	3
CPMT 1311	Introduction to Computer Maintenance	3
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>9</b>

**Second Semester**

CETT 1409	DC-AC Circuits	4
CETT 1325	Digital Fundamentals	3
ITSC 1305	Introduction to PC Operating Systems	<u>3</u>
<b>Total Hours</b>		<u><b>10</b></u>
<b>Total Hours For Certificate</b>		<b>19</b>

Capstone Course: CETT 1325 Digital Fundamentals

## HUMAN SERVICES

The purpose of the Human Services Associate Program is to prepare the graduate for entry-level employment in one of the diverse human service programs such as mental health, mental retardation, troubled youth, the aging, case management, and case technician positions in child protective services.

The core curriculum consists of a general program of course work in the behavioral sciences, Life & Physical Sciences and liberal arts, along with human services theory courses and skills supplemented by field work experience in an appropriate agency or institution. This program is not to be confused with the college transfer program of **Social Work** in the Liberal Arts Division which is for students seeking specifically to earn a Bachelor's Degree in Social Work.

The Human Services A.A.S. Alcohol/Drug Abuse Counseling option has completed proposed for a Teach-Out Plan. All currently enrolled students must see the faculty advisor to develop a transition degree outline and to discuss future employment.

## HUMAN SERVICES

### CASE MANAGEMENT SPECIALTY

#### ASSOCIATE IN APPLIED SCIENCE WILL CONTINUE

##### First Year

##### Second Semester

##### CREDIT HRS

STSU 0300	Student Success	3
SOCI 1301	Introduction to Sociology	3
SCWK 1321	Orientation to Social Services	3
DAAC 1311	Counseling Theories	3
GMSW 1313	Assessment and Service Delivery	3
GERs 1345	Polices & Programs for Older Adults	3
<b>Total Hours</b>		<b>15</b>

##### Second Semester

GERs 1343	Psychology of Adult Development and Aging	3
CMSW 1191	Basic Family Assessment	1
DAAC 1417	Basic Counseling Skills	4
SPCH 1318	Interpersonal Communication	3
PMHS 1280	Cooperative Education I – Psychiatric/Mental Health Services Technician	2
CMSW 1353	Family Intervention Strategies <b>or</b>	
CMSW 1309	Problems of Children and Adolescents	3
<b>Total Hours</b>		<b>16</b>

##### Second Year

##### First Semester

PSYT 2321	Crisis Intervention	3
PSYT 2301	Psychology of Group Dynamics	3
PMHS 2280	Cooperative Education II – Psychiatric/Mental Health Services Technician	2

Technology and Workforce Division

PSYT 2331	Abnormal Psychology	3
BIOL 1408	General Biology <b>or</b>	
BIOL 1409	General Human Biology	<u>4</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

ENGL 1301	Composition	3
SCWK 2301	Assessment and Case Management	3
CMSW 1327	Treatment Modalities with Special Populations	3
PMHS 2281	Cooperative Education III – Psychiatric/Mental Health Services Technician	2
ARTS 1301	Art Appreciation or	
MUSI 1306	Music Appreciation or	
MUSI 1310	American Jazz Music or	
DRAM 1310	Introduction to Theater	<u>3</u>
<b>Total Hours</b>		<b><u>14</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

Capstone Course: SCWK 2301 - Assessment and Case Management

## HUMAN SERVICES

### LEVEL 1 CERTIFICATE

**First Year**

**First Semester**

		<b>CREDIT HRS</b>
SCWK 1321	Orientation to Social Services	3
CMSW 1313	Assessment and Service Delivery	3
DAAC 1311	Counseling Theories	3
PSYT 2321	Crisis Intervention	<u>3</u>
<b>Total Hours</b>		<b>12</b>

**Second Semester**

DAAC 1417	Basic Counseling Skills	4
PMHS 1280	Cooperative Education – Psychiatric/Mental Health Services Technician	2
CMSW 1191	Basic Family Assessment	1
<b>Total Hours</b>		<u>7</u>
<b>Total Hours For Certificate</b>		<b>19</b>

Capstone Course: PMHS 1280- Cooperative Education I

## MACHINE TOOL TECHNOLOGY

The Machine Tool Technology program provides training for entry-level positions in precision metalworking careers. Manual and computer numerical controlled (CNC) machines are used to develop trainee skills.

The students will learn to operate lathes, mills, engine lathes, surface grinders, and other precision equipment. Graduates of this program are prepared to work in machine shops, quality control, and maintenance or production.

The objectives of the program are:

1. To provide education and training for entry-level machine tool technicians.
2. To provide education and training skills and competencies of existing machine tool technicians.
3. To provide flexible education and training curriculum for full-time, part-time and apprenticeship students.

## MACHINE TOOL TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

#### First Year

##### First Semester

		CREDIT HRS
MCHN 2444	Computerized Numerical Control Programming	4
STSU 0300	Student Development	3
ENGL 1301	Composition	3
MCHN 1343	Machine Shop Mathematics	3
MCHN 1438	Machining I	4
<b>Total Hours</b>		<b>14</b>

##### Second Semester

MCHN 1441	Basic Machine Shop II	4
MCHN 1190	Special Topics in Machine Shop Assistant	1
WLDG 1337	Introduction to Welding Metallurgy	3
SOCI 1301	Introductory Sociology	3
MCHN 2435	Advanced CNC Machining	4
<b>Total Hours</b>		<b>15</b>

#### Second Year

##### First Semester

MCHN 1426	Introduction to Computer-Aided Manufacturing (CAM)	4
SPCN 1318	Interpersonal Communication	3
MCHN 1191	Special Topics in Machinist/Machine Technologist	1
MCHN 1452	Intermediate Machining I	4
MUSI 1306	Music Appreciation or	
MUSI 1310	American Jazz Music <b>or</b>	
ARTS 1301	Art Appreciation <b>or</b>	

Technology and Workforce Division

DRAM 1310	Introduction to Theater	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

PHYS 1305	General Physics	3
MCHN 2438	Advanced Computer-Aided Manufacturing (CAM)	4
MCHN 1191	Special Topics in Machinist/Machine Technologist	1
MCHN 1454	Intermediate Machining II	4
WLDG 1421	Welding Fundamentals <b>or</b>	
WLDG 1428	Introduction to Shielded Metal Arc Welding	<u>4</u>
<b>Total Hours</b>		<b><u>16</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

Capstone Course: MCHN 1454- Intermediate Machining II

## MACHINE TOOL TECHNOLOGY

### ENHANCED SKILLS CERTIFICATE

### JOURNEYMAN MACHINIST

This advanced curriculum provides the skills, principles and applications for a Journeyman Machinist. The advanced skills will concentrate on computer numerically controlled (CNC) machining and turning centers. Completion of The Associate of Applied Science in Machine Tool Technology is prerequisite for enrollment.

		CREDIT HRS
MCHN 2441	Advanced Machining I	4
MCHN 2445	Advanced Machining II	4
<b>Total Hours</b>		<b>8</b>

## MACHINE TOOL TECHNOLOGY

### MACHINE OPERATOR

### LEVEL 1 CERTIFICATE

#### First Year

		CREDIT HRS
<b>First Semester</b>		
MCHN 1438	Basic Machine Shop I	4
DFTG 1325	Blueprint Reading and Sketching	3
TECM 1301	Industrial Mathematics	3
<b>Total Hours</b>		<b>10</b>

#### Second Semester

MCHN 2444	Computerized Numerical Control Programming	4
MCHN 1441	Basic Machine Shop II	4
MCHN 1190	Special Topics in Machine Shop Assistant	1
<b>Total Hours</b>		<b>9</b>

#### Second Year

##### First Semester

MCHN 1452	Intermediate Machining I	4
MCHN 1343	Machine Shop Mathematics	3
MCHN 1191	Special Topics in Machinist/Machine Technologist	1
<b>Total Hours</b>		<b>8</b>

##### Second Semester

MCHN 1191	Special Topics in Machinist/Machine Technologist	1
MCHN 1454	Intermediate Machining II	4
<b>Total Hours</b>		<b>5</b>
<b>Total Hours for Degree</b>		<b>32</b>

Capstone Course: MCHN 1454- Intermediate Machining II



Technology and Workforce Division

**MACHINE TOOL TECHNOLOGY**  
**COMPUTER NUMERICAL CONTROL MACHINE OPERATOR**  
**LEVEL 1 CERTIFICATE**

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
MCHN 1438	Basic Machine Shop I	4
MCHN 2444	Computerized Numerical Control Programming	4
TECM 1301	Industrial Mathematics	<u>3</u>
<b>Total Hours</b>		<b>11</b>

**Second Semester**

MCHN 2435	Advanced Computer Numerical Control Machining	4
DFTG 1325	Blueprint Reading and Sketching	<u>3</u>
<b>Total Hours</b>		<b><u>10</u></b>
<b>Total Hours for Certificate</b>		<b>18</b>

Capstone Course: MCHN 2435 – Advanced CNC Machining

**PARALEGAL (LEGAL ASSISTANT)**  
**ASSOCIATE IN APPLIED SCIENCE**

The purpose of the Paralegal Associate in Applied Science is to prepare students for employment as a paralegal/ legal assistant, with the knowledge and skills necessary to perform legal research, drafting, investigation, record-keeping and related administrative functions under the guidance and supervision of a licensed attorney. Students completing all course requirements and acquiring the associate degree would be eligible to apply for certification, by examination, from the National Association of Legal Assistants.

**First Year**

<b>First Semester</b>		<b>CREDIT HRS</b>
LGLA1307	Introduction to Law and the Legal Professions	3
LGLA 1303	Legal Research	3
LGLA 2305	Interviewing and Investigating	3
STSU 0300	Student Development	0
ITSW 1301	Introduction to Word Processing	3
ENGL 1301	English Composition	<u>3</u>
<b>Total Hours</b>		<b>15</b>

**Second Semester**

LGLA 1345	Civil Litigation	3
LGLA 1119	Legal Ethics	1
LGLA 2331	Advanced Legal Research	3
SPCH 1318	Interpersonal Communications	3
MUSI 1306	Music Appreciation	
MUSI 1310	American Jazz <b>or</b>	
ARTS 1301	Art Appreciation <b>or</b>	
DRAM 1310	Introduction to Theater	3
MATH 1314	College Algebra <b>or</b>	

## Technology and Workforce Division

XXXX X3XX	Core Life & Physical Science Course	3
	<b>Total Hours</b>	<b>16</b>

### Second Year

#### First Semester

LGLA 1353	Wills, Trusts, and Probate Administration	3
LGLA 1355	Family Law	3
LGLA 1305	Legal Writing	3
LGLA 2313	Criminal Law and Procedure	3
GOVT 2305	Federal Government	3
	<b>Total Hours</b>	<b>15</b>

#### Second Semester

LGLA 2371	Advanced Criminal Law and Procedure	3
LGLA 2309	Real Property	3
LGLA 2303	Torts and Personal Injury Law	3
PSYC 2301	General Psychology	3
LGLA 2266	Practicum (or Field Experience)	2
	<b>Total Hours</b>	<b>14</b>
	<b>Total Hours for Degree</b>	<b>60</b>

External Field Experience: LGLA 2266 Practicum

## WELDING TECHNOLOGY

### ASSOCIATE IN APPLIED SCIENCE

The two-year curriculum in welding is designed to provide sufficient skill and training in the various basic welding and cutting processes. These basic skills prepare a person for entry-level employment as a welder to industry. These skills are required in the fabrication and construction of products and structures made of metal, and the maintenance and repair of these products and structures. Emphasis is placed on the opportunity to gain practical experiences in welding, and to provide related courses in layout, interpreting blueprints and drawings, and properties of various metals.

### First Year

#### First Semester

		CREDIT HRS
STSU 0300	Student Development	3
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
DFTG 1325	Blueprint Reading and Sketching or	3
DFTG 1409	Basic Computer-Aided Drafting	4
WLDG 1421	Welding Fundamentals	4
ENGL 1301	Composition	3
	<b>Total Hours</b>	<b>14</b>

#### Second Semester

WLDG 1337	Introduction to Welding Metallurgy	3
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 2413	Intermediate Weld Using Multiple Processes	4
ARTS 1301	Art Appreciation or	
MUSI 1310	American Jazz Music or	
ARTS 1301	Art Appreciation or	
DRAM 1310	Introduction to Theater	3
	<b>Total Hours</b>	<b>14</b>

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**Second Year**

**First Semester**

WLDG 2355	Advanced Welding Metallurgy	3
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2406	Intermediate Pipe Welding	4
ELPT 1411	Basic Electrical Theory or	
HYDR 1409	Basic Fluid Power I (Hydraulics) or	
MCHN 1438	Basic Machine Shop I	4
SPCH 1318	Interpersonal Communication	<u>3</u>
<b>Total Hours</b>		<b>18</b>

**Second Semester**

WLDG 2443	Advanced Shielded Metal Arc Welding	4
WLDG 2453	Advanced Pipe Welding	4
PHYS 1305	Elementary Physics	3
SOCI 1301	Introduction to Sociology	<u>3</u>
<b>Total Hours</b>		<b><u>14</u></b>
<b>Total Hours For Degree</b>		<b>60</b>

Capstone Course: WLDG 2443-Advanced Shielded Metal Arc Welding

Note: Students are limited to two 4 Semester Hour Credit courses per semester.

## WELDING TECHNOLOGY

### LEVEL 1 CERTIFICATE – BASIC

**First Year**

**First Semester**

		CREDIT HRS
WLDG 1421	Welding Fundamentals	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
TECM 1301	Industrial Mathematics	3
DFTG 1325	Blueprint Reading and Sketching or	3
DFTG 1409	Basic Computer-Aided Drafting	<u>4</u>
<b>Total Hours</b>		<b>14</b>

**Second Semester**

WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 2443	Advanced Shielded Metal Arc Welding	4
<b>Total Hours</b>		<b><u>8</u></b>
<b>Total Hours for Certificate</b>		<b>22</b>

**Comments** Capstone Course: WLDG 2443-Advanced Shielded Metal Arc Welding. Note: Students are limited to two 4 Semester Credit Hour courses per semester.

## WELDING TECHNOLOGY

### LEVEL 1 CERTIFICATE – INTERMEDIATE

**First Year**

**First Semester**

		CREDIT HRS
WLDG 1421	Intro to Welding Fundamentals	4
TECM 1301	Industrial Mathematics	3
WLDG 1428	Intro to Shield Metal Arc Welding (SMAW)	4
DFTG 1325	Blueprint Reading and Sketching or	3
DFTG 1409	Basic Computer-Aided Drafting	<u>4</u>
	<b>Total Hours</b>	<b>14 or 15</b>

**Second Semester**

MCHN 1438	Basic Machine Shop I or	
ELPT 1411	Basic Electrical Theory or	
HYDR 1409	Basic Fluid Power I (Hydraulics)	4
WLDG 1337	Introduction to Metallurgy	3
WLDG 1435	Introduction to Pipe Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	<u>4</u>
	<b>Total Hours</b>	<b>15</b>

**Second Year**

**First Semester**

WLDG 2406	Intermediate Pipe Welding	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	<u>4</u>
	<b>Total Hours</b>	<b>8</b>
	<b>Total Hours for Certificate</b>	<b>37 or 38</b>

***COURSE DESCRIPTIONS***

**AUTOMOTIVE TECHNOLOGY – AUMT 1407 – AUTOMOTIVE ELECTRICAL SYSTEMS.** Four hours credit. An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will define basic electrical principles; interpret wiring schematics and symbols; explain operation of batteries, starting/charging systems, and automotive circuits; use test equipment; and perform basic electrical repairs. Concurrent enrollment in AUMT 1410. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 1410 – AUTOMOTIVE BRAKE SYSTEMS.** Four hours credit. Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, and anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will explain operation of modern brake systems; and diagnose and repair hydraulic systems, drum/disc brake systems, and anti-lock brake systems. Concurrent enrollment in AUMT 1407. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 1416 – SUSPENSION AND STEERING.** Four hours credit. Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will explain operations of suspension and steering systems; diagnose and repair system components including electronically controlled systems; perform wheel alignment procedures; and perform tire service and repair. Prerequisite: AUMT 1407. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 1419 – AUTOMOTIVE ENGINE REPAIR.** Four hours credit. Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will explain engine operating principles, demonstrate engine diagnostic procedures: cylinder head, valve train, block assembly, lubrication, and cooling systems. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 1445 – AUTOMOTIVE CLIMATE CONTROL SYSTEMS.** Four hours credit. Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. The student will use safety procedures including proper refrigerant handling; explain the refrigeration cycle; and diagnose and repair systems. Prerequisites: AUMT 1407. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 2417 – ENGINE PERFORMANCE ANALYSIS I.** Four hours credit. Theory, operation, diagnosis of drivability concerns, and repair ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will explain engine dynamics; diagnose and repair ignition system and fuel delivery systems and use current engine performance diagnostic equipment. Prerequisite/co-requisite: AUMT 1407. Two lecture and six lab hours each week. Lab fee.

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**AUTOMOTIVE TECHNOLOGY – AUMT 2425 – AUTOMOTIVE AUTOMATIC TRANSMISSION AND TRANSAXLE.** Four hours credit. A study of the operation, hydraulic principles, and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will diagnose, service, adjust, and repair automatic transmissions/transaxles. Prerequisite: AUMT 1407. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 2434 – AUTOMOTIVE ENGINE PERFORMANCE ANALYSIS II.** Four Credit hours. Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Utilizing appropriate safety measures, the student will diagnose and repair emission control systems; computerized engine performance systems, and advanced ignition and fuel systems; and use of advanced engine performance diagnostic equipment. Prerequisite: AUMT 2417. Two lecture and six lab hours each week. Lab fee.

**AUTOMOTIVE TECHNOLOGY – AUMT 2480 – COOPERATIVE EDUCATION – AUTOMOTIVE TECHNOLOGY.** Four hours credit. 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 including a lecture component. The work experience consists of approximately 320 hours of on-the-job training. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Fulltime hours each week at a local dealership. Prerequisites: Completion of all AUMT lecture and lab courses with a grade of "C" or better. Capstone experience.

**CHILD & FAMILY DEVELOPMENT – CDEC 1413 – CURRICULUM RESOURCES FOR EARLY CHILDHOOD PROGRAMS.** Four hours credit. A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – CDEC 1359 – CHILDREN WITH SPECIAL NEEDS.** Three hours credit. 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.

**CHILD & FAMILY DEVELOPMENT – CDEC 1419 – CHILD GUIDANCE.** Four hours credit. An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Course includes 30 hours of field experiences. Three

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lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – CDEC 1421 – THE INFANT & TODDLER.** Four hours credit. A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – CDEC 1458 – CREATIVE ARTS FOR EARLY CHILDHOOD.** Four hours credit. An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – CDEC 2426 – ADMINISTRATION OF PROGRAMS FOR CHILDREN I.** Four hours credit. Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – TECA 1303 – FAMILIES, SCHOOL, AND COMMUNITY.** Three hours credit. 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. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – TECA 1311 – EDUCATING YOUNG CHILDREN.** Three hours credit. An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the national Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

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**CHILD & FAMILY DEVELOPMENT – TECA 1318 – WELLNESS OF THE YOUNG CHILD.** Three hours credit. A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes 30 hours of field experiences. Three lecture hours each week. Three field experience hours must be conducted weekly for ten assigned weeks. Lab fee.

**CHILD & FAMILY DEVELOPMENT – TECA 1354 – CHILD GROWTH & DEVELOPMENT.** Three hours credit. A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

**CRIMINAL JUSTICE – CRIJ 1301 – INTRODUCTION TO CRIMINAL JUSTICE.** Three hours credit. This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 1306 – COURT SYSTEMS & PRACTICES.** Three hours credit. This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 1307 – CRIME IN AMERICA.** Three hours credit. American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 1310 – FUNDAMENTALS OF CRIMINAL LAW.** Three hours credit. This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 1313 – JUVENILE JUSTICE SYSTEM.** Three hours credit. A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 2301 – COMMUNITY RESOURCES IN CORRECTIONS.** Three hours credit. An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 2313 – CORRECTIONAL SYSTEMS AND PRACTICES.** Three hours credit. This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and



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rehabilitation; populations served; Constitutional issues; and current and future issues. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 2314 – CRIMINAL INVESTIGATION.** Three hours credit. Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 2323 – LEGAL ASPECTS OF LAW ENFORCEMENT.** Three hours credit. Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. Three lecture hours each week.

**CRIMINAL JUSTICE – CRIJ 2328 – POLICE SYSTEMS AND PRACTICES.** Three hours credit. This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. Three lecture hours each week.

**DIESEL TECHNOLOGY – DEMR 1405 – BASIC ELECTRICAL SYSTEMS.** Four hours credit. An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators. The students will perform circuit analysis; identify electrical symbols; use special tools; and test circuits. Prerequisite: Work Keys test sections for Applied Math and Reading for Information. Three lecture and two lab hours each week. Lab fee.

**DIESEL TECHNOLOGY – DEMR 1406 – DIESEL ENGINE I.** Four hours credit. An introduction to the basic principles of diesel engines and systems. The student will describe the history of diesel engines and diesel systems and their evolution; demonstrate knowledge of the basic principles of diesel systems and engines and how they function; and utilize precision instruments to diagnose and repair basic systems and engines. Prerequisite: Work Keys test sections for Applied Math and Reading for Information. Two lecture and six lab hours each week. Lab fee.

**DIESEL TECHNOLOGY – DEMR 1413 – FUEL SYSTEMS.** Four hours credit. In-depth coverage of fuel injector pumps and injection systems with emphasis on operation and fuel flow. The student will identify various components of injector pumps and injectors as well as the components of the complete fuel system. Evaluation of injector pumps and injectors will be accomplished by the student using special tools for inspection and testing. Prerequisite: Work Keys test sections for Applied Math and Reading for Information. Three lecture and two lab hours each week. Lab fee.

**DIESEL TECHNOLOGY – DEMR 1442 – POWER TRAIN APPLICATIONS I.** Four credit hours. In-depth coverage of the mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components. Interpret power flow; assess component failure; and demonstrate ability to make power train component repairs. Prerequisite: DEMR 1413 and Work Keys test sections for Applied Math and Reading for Information. Three lecture and two lab hours each week. Lab fee.

**DIESEL TECHNOLOGY – DEMR 1449 – DIESEL ENGINE II.** Four hours credit. An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines. The student will identify engine components and their working relationship to the engine; evaluate engine components by inspection, testing and/or measurement; and demonstrate disassembly and reassembly of the diesel engine. Prerequisite: DEMR 1406 and Work Keys

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test sections for Applied Math and Reading for Information. Two lecture and six lab hours each week. Lab fee.

**DIESEL TECHNOLOGY – DEMR 2432 – ELECTRONIC CONTROLS.** Four hours credit. Study of advanced skills in diagnostic and programming techniques of electronic control systems. The student will utilize specialized tools to diagnose or change parameters; read and interpret technical manuals; and identify and test sensors and actuator circuits. Prerequisite: DEMR 1405 and Work Keys test sections for Applied Math and Reading for Information. Three lecture and two lab hours each week. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – ARCE 1452 – STRUCTURAL DRAFTING.** Four hours credit. 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 designed to meet industry standards including the American Institute of Steel Construction and the American Concrete Institute, with emphasis on framed and seated connectors, beam and column detailing, including units on concrete detailing conforming to the American Concrete Institute. Two lecture and four lab hours each week. Lab fee. Prerequisite: DFTG 1409.

**DRAFTING AND DESIGN TECHNOLOGY – ARCE 2452 – MECHANICAL AND ELECTRICAL SYSTEMS.** Four hours credit. The properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction. Two lecture and four lab hours each week. Lab fee. Prerequisite: DFTG 1417.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 1325 – BLUEPRINT READING AND SKETCHING.** Three hours credit. An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings. The student will state the meaning of the alphabet of lines, pictorial and multiple-view drawings, dimensions, notes and symbols, sections and auxiliary views, and working drawings to include detail and assembly drawings. The student will read and interpret drawings create freehand sketches, and use pictorial and orthographic drawing techniques. Three lecture hours.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 1405 – TECHNICAL DRAFTING.** Four hours credit. Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projections methods, geometric construction, sections, auxiliary views, and reproduction processes. Two lecture and four lab hours each week. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 1409 – BASIC COMPUTER-AIDED DRAFTING.** Four hours credit. An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems, and plot/print to scale; as well as using input and output devices. Two lecture and four lab hours each week. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 1417 – ARCHITECTURAL DRAFTING – RESIDENTIAL.** Four hours credit. Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structures with emphasis on light frame construction methods. The student will demonstrate a general understanding of architectural terms, symbols, use of residential construction materials and processes, and

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knowledge of reference materials. The student will demonstrate the ability to produce a set of residential construction drawings to include: site plan, floor plan, elevations, wall sections, schedules, details, and foundation plan. Two lecture and four lab hours each week. Prerequisite: DFTG 1409. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 1433 – MECHANICAL DRAFTING.** Four hours credit. An introductory course covering a study of mechanical drawings using dimensioning and tolerances, use of sectioning techniques, orthographic projections, and pictorial drawings. Common fasteners, isometrics and oblique drawings, including bill of materials. The student will apply tolerance techniques to draw detail, isometric, and oblique drawing and draw common fasteners. Two lecture and four lab hours each week. Prerequisite: DFTG 1409.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 2366 – PRACTICUM (FIELD EXPERIENCE).** Three hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and outcomes vary. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the workplace; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communications in the workplace. Prerequisite: Thirty-four hours of drafting courses. One lecture hour and sixteen hours at the workplace each week.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 2402 – MACHINE DRAFTING.** Four hours credit. Production of detail and assembly drawings of machines, threads, gears, cams, tolerances, limit dimensioning, surface finishes, and precision drawings. Two lecture and four lab hours each week. Prerequisite: DFTG 1409 and DFTG 1433. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 2421 – TOPOGRAPHICAL DRAFTING.** Four hours credit. A course in map drafting. Emphasis is given to plotting of surveyor's field notes. Includes plotting and drawing elevations, contour lines, plan and profiles, and laying out traverses. Two lecture and four lab hours each week. Prerequisite: DFTG 1409.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 2430 – CIVIL DRAFTING.** Four hours credit. An in-depth study of drafting methods and principles used in civil engineering. The student will interpret field notes; develop documents for road and highway design; analyze and layout drainage and utilities infrastructure; and perform appropriate calculations. Three lecture and three lab hours each week. Prerequisite: DFTG 1409. Lab fee.

**DRAFTING AND DESIGN TECHNOLOGY – DFTG 2486 – INTERNSHIP – DRAFTING.** Four hours credit. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or non-paid experience. This course may be repeated if topics and learning outcomes vary. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behaviors, safety practices, interpersonal and

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teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisite: Sophomore standing and a 3.0 or better G.P.A., one hour lecture and sixteen hours each week at the workplace.

**DRAFTING AND DESIGN TECHNOLOGY – GISC 1411 – INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND GLOBAL POSITIONS SYSTEMS (GPS).** Four hours credit. Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography. The student will explain basic concepts of GIS and GPS including positioning on the earth, mapping the earth in spatial terms, and populating the GIS to access data; create and access data in the GIS using an appropriate software package; and develop and print maps with industry standard legends. Operate industry standard GIS packages on a personal computer; capture positional and attribute information among several coordinate systems; acquire GIS information from databases, existing maps, and the Internet; and annotate output for finished maps, documents and reports. Prerequisite: DFTG 1409. Two lecture and four lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1321 – INTRODUCTION TO ELECTRICAL SAFETY AND TOOLS.** Three hours credit. A comprehensive overview of safety rules and regulations and the selection, inspection, use, and maintenance of common tools for electricians. The student will explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tagout procedures; and demonstrate safe work habits using common hand and power tools for electricians. Three lecture hours and one lab hour each week.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1411 – BASIC ELECTRICAL THEORY.** Four hours credit. Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Students will be able to explain atomic structure and basic values such as voltage, current, resistance, and power; determine electrical values for combination circuits in direct current (DC) and alternating current (AC) containing resistance, inductance, and capacitance; summarize the principles of magnetism; calculate voltage drop based on conductor length, type of material, and size; and utilize electrical measuring instruments. Corequisite: TECM 1301. Three lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1429 – RESIDENTIAL WIRING.** Four hours credit. Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Students will be able to compute the circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to electrical codes; demonstrate grounding methods; install ground fault circuits; identify residential wiring methods; and demonstrate proper safety procedures. Corequisite: TECM 1301. Three lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1440 – MASTER ELECTRICIAN EXAM REVIEW I.** Four hours credit. Electrical theory, code calculations, and interpretations applicable to becoming a Master Electrician. Emphasizes residential, commercial, and industrial installations using the current edition of the National Electric Code (NEC) and local ordinances. Student will be able to use circuit analysis techniques to solve for unknowns in direct current (DC) and alternating current (AC) circuits; use the NEC to size conductors, raceways, overcurrent protection, and other equipment for branch circuits; use the NEC to size services for single-family dwellings, multi-family dwellings, offices, stores, schools, mobile homes, recreational vehicles, commercial cooking equipment, and motors; and

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differentiate the rules and regulations of different cities relating to meeting the requirements for taking the Master Electrician's Exam. Prerequisites: Associate of Applied Science in Electromechanical Technology. Four lecture hours each week.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1441 – MOTOR CONTROL.** Four hours credit. Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Students will be able to identify practical applications of jogging and plugging; describe the types of motor braking and their operating principles; explain different starting methods for large motors; and demonstrate proper troubleshooting methods on circuits using wiring and schematic diagrams. Corequisite: TECM 1301. Three lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 1445 – COMMERCIAL WIRING.** Four hours credit. Commercial wiring methods. Includes over-current protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. Students will be able to interpret electrical blueprints/drawings; compute the circuit sizes and over-current protection needed for the installation of branch circuits, feeders, and service entrance conductors; explain the proper installation of wiring devices according to the National Electrical Code (NEC) and local electrical codes; demonstrate grounding methods; identify commercial wiring methods including conduit bending; and demonstrate proper safety procedures. Corequisite: TECM 1301. Three lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 2331 – AC/DC DRIVES.** Three hours credit. Installation and maintenance of alternating current (AC) and direct current (DC) variable speed drives with emphasis on application, operating characteristics, and troubleshooting techniques. Students will be able to explain technical terms associated with AC and DC drive systems; differentiate between the basic types of control logic and schemes used for AC and DC speed control; compare the advantages and disadvantages of AC versus DC drive systems; program AC and DC drives for specific applications; and troubleshoot drives to board level. Prerequisite: ELPT 1411. Two lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 2305 – MOTORS AND TRANSFORMERS.** Four hours credit. Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. Students will be able to match the type of single-phase motor with its principles of operation; compare the operating characteristics of the three types of three-phase motors; explain the advantages of Wye and Delta connections in motor and transit applications; size overcurrent, short circuit, and ground fault protective devices; and utilize nameplate information. Prerequisite: ELPT 1411. Two lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ELPT 2419 – PROGRAMMABLE LOGIC CONTROLLERS I.** Four hours credit. Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls. Students will be able to identify and describe digital logic circuits and explain numbering systems; explain the operation of programmable logic controllers; convert ladder diagrams into programs; incorporate timers and counters utilizing programmable logic controllers; and execute and evaluate programs. Prerequisite: ELPT 1411. Two lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – ENTC 2310 – MACHINE DESIGN.** Three hours credit. Design considerations for machinery. Includes selection of mechanical components

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and machine construction principles. Students will learn the applications and selection processes for various mechanical elements/components within basic power transmission units. Students will evaluate suitability of mechanical drive components; construct a mechanical system; establish a lubrication plan; establish a maintenance schedule; and evaluate system performance. Two lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1303 – AIR CONDITIONING CONTROL PRINCIPLES.** Three hours credit. A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. The student will test, repair, and/or replace HVAC-related electrical and control components, wiring and equipment; read, draw, and interpret high and low voltage control circuits. Two lecture and four lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1310 – HVAC SHOP PRACTICES AND TOOLS.** Three hours credit. Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices. The student will demonstrate the use of hand tools, power tools and instruments; construct flares, swages and bends using tubing tools; use a torch for brazing and soldering; identify industry safety, and environmental regulations; and perform safety procedures. Two lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1356 – EPA RECOVERY CERTIFICATION PREPARATION.** Three hours credit. Certification training for HVAC refrigerant recovery, recycle and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. The student will learn to define refrigerant recovery, recycle and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle and Reclaim. Three lecture hours each week.

**ELECTROMECHANICAL TECHNOLOGY – HART 1401 – BASIC ELECTRICITY FOR HVAC.** Four hours credit. Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Student will demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety. Three lecture and three lab hours. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1407 – REFRIGERATION PRINCIPLES.** Four hours credit. An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. The student will identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures. Three hours lecture and three hours lab each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1256 – EPA RECOVERY CERTIFICATION PREPARATION.** Two hours credit. Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and

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refrigeration systems. Prerequisite: WorkKeys Test Section for Applied Math and Reading for Information. Two lecture hours each week.

**ELECTROMECHANICAL TECHNOLOGY – HART 1441 – RESIDENTIAL AIR CONDITIONING.** Four hours credit. A study of components, applications, and installation of mechanical air conditioning systems including operation conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisite: HART 1401 and HART 1407. Three lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 1445 – GAS AND ELECTRIC HEATING.** Four hours credit. A study of the procedures and principles used in servicing heating systems including gas fire furnaces and electric heating systems. The student will identify different types of gas furnaces; identify and describe component operation of gas furnaces; service and troubleshoot gas furnaces; perform safety inspections on gas and electric heating systems; identify unsafe operation of gas furnaces; identify and discuss component operation of electric heating systems; and service and troubleshoot electric heating systems. Three lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 2336 – TROUBLESHOOTING.** Four hours credit. An advanced course in the application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. The student will test and diagnose components, systems, and accessories; complete applicable documentation. Prerequisites: HART 1401, 1303, 1407, and/or co-requisite HART 1445. One hour lecture and five hours lab each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 2334 – ADVANCED AIR CONDITIONING CONTROLS.** Four hours credit. Theory and practical application of electrical control devices, electromechanical controls, and/or pneumatic controls. Prerequisite: HART 1441. Two lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 2441 – COMMERCIAL AIR CONDITIONING.** Four hours credit. A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Prerequisite: HART 1441. Three lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HART 2442 – COMMERCIAL REFRIGERATION.** Four hours credit. Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. Prerequisite: HART 1401 and HART 1407. Three lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 1350 – HYDRAULICS, FABRICATION & REPAIR.** Three hours credit. Fabrication of hydraulic power units to provide fluid power for an industrial or mobile operation. Includes techniques and methods of constructing conduits and fittings. The student will demonstrate fabrication of power units; interpret blueprints and specifications; demonstrate disassembly, repair, and reassembly of hydraulic components; and analyze failed components. Two lecture hours and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 1391 – SPECIAL TOPICS IN HYDRAULICS TECHNOLOGY/TECHNICIAN.** Three hours credit. 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

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designed to be repeated multiple times to improve student proficiency. The student outcomes/objectives are determined by local occupational need and business and industry trends. Three lecture and lab hours each week.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 1409 – BASIC FLUID POWER I (HYDRAULICS).** Four hours credit. An introduction to the basic principles of hydraulic pressure, flow, and system components, including system controls, symbols, and circuits. The student will state Pascal's law and its consequences involving pressure; state the continuity equation and explain its application to the flow rate; name the basic hydraulic system components and state the function of each; calculate pressure, force, or actuator size given any two parameters; and determine proper conductor size given flow and velocity parameters. Three lecture hours and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 1415 – BASIC FLUID POWER II (PNEUMATICS).** Four hours credit. An introduction to the basic principles of pneumatic pressure, flow, and system components, symbols, and circuits. Emphasis on troubleshooting techniques, good maintenance procedures, and safety practices. The student will state Pascal's law and its consequences involving pressure; explain the general gas law and its applications; identify the basic pneumatic system components; state the function of each component; calculate pressure, force, or actuator size given any two parameters; and determine compressor size given flow rate, pressure, and actuator requirements. Three lecture hours and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 2330 – FLUID POWER SYSTEM DESIGN.** Four hours credit. Advanced operation of control valves and their controls for open and closed loop systems. Topics include filtration requirements for hydraulic systems; operation of hydraulic circuits; design circuits, including hydraulics, pneumatics, electrical/electronic controls, and mechanical interface. The student will identify the fluid power symbols for control valves; the fluid requirements for control valves; and describe the operation of control valves; contrast open and closed loop control; describe symmetrical and nonsymmetrical spools; apply the use of constant torque motors; describe the operation of linear velocity displacement transformer (LVDT) in proportional valves; and describe digital electrohydraulic devices; and design a fluid power system. Prerequisite/co-requisite: HYDR 2459. Two lecture and three lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 2455 – HYDRAULICS PROPORTIONAL & SERVO VALVES.** Four hours credit. Electronics and instrumentation associated with hydraulic proportional and servo valves. The student will identify servo or proportional valves for specific applications; demonstrate troubleshooting techniques for proportional and servo valves; and systems. Prerequisite/co-requisite: HYDR 2459. Three lecture hours and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – HYDR 2459 – ADVANCED HYDRAULICS.** Four hours credit. A study of cylinder loading, accumulator volume, positive and negative loads and specialty valves. The student will calculate positive and negative loads; calculate side load on cylinder rods; calculate the volume of fluid in an accumulator; and utilize specialty valves. Prerequisite: HYDR 1409 or HYDR 1415. Three lecture hours and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – INTC 1301 – PRINCIPLES OF INDUSTRIAL MEASUREMENTS.** Three hours credit. A study of the principles and devices for the measurement of control variables such as temperature, pressure, flow, level, and basic control



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functions. The student will demonstrate the fundamentals of tubing layout and bending; apply the principles of process instruments and devices; and describe the control loop as applied to control and detection of pressure, temperature, level, flow, etc. Three lecture hours each week. Prerequisite Associate of Applied Science in Electromechanical Technology.

**ELECTRONICS TECHNOLOGY – CETT 1325 – DIGITAL FUNDAMENTALS.** Three hours credit. An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic. Students will be able to construct digital circuits such as combinational logic circuits, clocking and timing circuits, and troubleshoot various digital circuits using schematic diagrams. Students will be able to construct various control systems using digital logic and interface circuitry. Corequisite: TECM 1301. Two lecture and two lab hours each week. Lab fee.

**ELECTRONICS TECHNOLOGY – CETT 1349 – DIGITAL SYSTEMS.** Three hours credit. An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic. Students will be able to construct digital circuits such as combinational logic circuits, clocking and timing circuits, and troubleshoot various digital circuits using schematic diagrams. Students will be able to construct various control systems using digital logic and interface circuitry. Prerequisite: CETT 1325. Two lecture and two lab hours each week. Lab fee.

**ELECTRONICS TECHNOLOGY – CETT 1409 – DC-AC CIRCUITS.** Four hours credit. Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Students will construct and analyze DC and AC circuits from simple to complex; perform test measurements; and utilize a multimeter and oscilloscope to differentiate between two AC signals with respect to voltage, current, and power. Corequisite: TECM 1301. Three lecture and two lab hours each week. Lab fee.

**ELECTRONICS TECHNOLOGY – CETT 1457 – LINEAR INTEGRATED CIRCUITS.** Four hours credit. A study of the characteristics, operations and testing of linear integrated circuits. Applications include instrumentation and active filtering. Students will construct and troubleshoot circuits containing linear integrated circuits. Prerequisite: CETT 1409. Three lecture and two lab hours each week. Lab Fee.

**ELECTRONICS TECHNOLOGY – CETT 2437 – MICROCOMPUTER CONTROL.** Four hours credit. A study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Students will be able to interface a microcontroller to monitor and control an industrial application. Prerequisite: CETT 1409. Two lecture and four lab hours each week. Lab fee.

**ELECTRONICS TECHNOLOGY – CPMT 1311 – INTRODUCTION TO COMPUTER MAINTENANCE.** Three hours credit. A study of the information for the assembly of a microcomputer system. Emphasis is on the evolution of the microprocessor and microprocessor bus structures. The student will identify modules that make up a computer system and its operation; identify each type of computer bus structure; and assemble/setup microcomputer systems, accessory boards, and install/connect associated peripherals. Textbook must be purchased from Angelina College Bookstore. Two lecture and two lab hours each week. Lab fee.

**ELECTROMECHANICAL TECHNOLOGY – INTC 2359 – DISTRIBUTED CONTROL SYSTEMS.** Three credit hours. Philosophy and application of distributed control systems. Includes

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hardware, firmware, software, configuration, communications and networking systems required to implement a distributed control strategy. Corequisite: TECM 1301. Two lecture and three lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – ITSC 1305 – INTRODUCTION TO PC OPERATING SYSTEMS.**

Three hours credit. A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. The student will install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and demonstrate the use of utilities. Prerequisite: CPMT 1311 or concurrent enrollment. Textbook must be purchased from Angelina College Bookstore. Two lecture and two lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – ITCC 1310 – NETWORKING FOR HOME AND SMALL BUSINESSES.**

Three hours credit. This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners and cameras. Two lecture and three lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – ITCC 1311 – WORKING AT A SMALL-TO-MEDIUM BUSINESS OR ISP.**

Three hours credit. This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context. Prerequisite: ITCC 1310. Two lecture and three lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – ITCC 1312 – INTRODUCING ROUTING AND SWITCHING IN THE ENTERPRISE.**

Three hours credit. This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting. Prerequisite: ITCC 1311. Two lecture and three lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – ITCC 1313 – DESIGNING AND SUPPORTING COMPUTER NETWORKS.**

Three hours credit. Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analyses, and system integration. Prerequisite: ITCC 1312. Two lecture and three lab hours each week. Lab fee.

### **ELECTRONICS TECHNOLOGY – LOTT 1301 – INTRODUCTION TO FIBER OPTICS.**

Three credit hours. An introductory course in fiber optics and its application, including advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors. Prerequisite: Proficiency on work keys, reading and mathematics. Two lecture and two lab hours each week. Lab fee.

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**ENGINEERING – ENGR 1304 – ENGINEERING GRAPHICS I.** Three hours credit. An introductory course including the use of instruments, computer graphics, geometrical construction, orthographic projections, auxiliaries, sections, dimensioning, axonometric projection, threads, and descriptive geometry applications. Two lecture and four lab hours each week. Lab fee.

**ENGINEERING – ENGR 1305 – ENGINEERING GRAPHICS II.** Three hours credit. A course involving the principles and application of orthographic projections, including space relation of points, lines, and planes; true length lines in space, intersection and development of space surfaces and curved surfaces; vectors, shades, and shadows. Two lecture and four lab hours each week. Prerequisite: ENGR 1304. Lab fee.

**HUMAN SERVICES - CMSW 1191 – BASIC FAMILY ASSESSMENT.** One credit hour. 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. Learning outcomes/objectives are determined by local occupational need and business and industry trends. This course examines assessments commonly used in social services that focus on family systems. Co-requisite: PMHS 1280 – Cooperative Education I. One semester hour credit. One lecture hour per week.

**HUMAN SERVICES - CMSW 1309 – PROBLEMS OF CHILDREN AND ADOLESCENTS.** Three hours credit. Examine common problems and evaluate effective prevention and intervention models of at-risk children and youth. Topics include social, family, educational systems impact, juvenile delinquency, teen sexuality, and mental health including addictive behaviors to promote wellness. Prerequisites: SCWK 1321. Three semester hours credit. Three lecture hours per week.

**HUMAN SERVICES - CMSW 1313 – ASSESSMENT AND SERVICE DELIVERY.** Three hours credit. A study of interviewing and assessment instruments and approaches for working with multicultural populations. Emphasis is on service delivery systems in human services. Topics include awareness of commonly used assessments, ethical standards of practice, awareness of multicultural issues and competence in service delivery. Students will identify commonly used assessments including a psychosocial history; articulate client rights and ethical responsibilities; describe limitations of confidentiality; identify community resources; and create alliances with multidisciplinary professionals. Students will demonstrate appropriate results reporting to clients in hypothetical service situations. Three semester hours credit. Three lecture hours per week.

**HUMAN SERVICES - CMSW 1327- Treatment Modalities for Special Populations.** Three hours credit. An introduction to evidence-based treatment methods with special populations including ethnic minorities, elderly, children, youth, alternative lifestyles, persons with addictions or mental health issues. Co-requisite: DAAC or PMHS 2280/2281. Prerequisites: SCWK 1321, CMSW 1313 and DAAC 1311. Three semester hours credit. Three lecture hours per week.

**HUMAN SERVICES - CMSW 1353 – FAMILY INTERVENTION STRATEGIES.** Three hours credit. The study of current family intervention strategies. The student will distinguish between major theories of assessment, intervention and treatment in families. Study will emphasize healthy family structures and family development stages as they apply to interventions. Students will also develop self-awareness as connected to the family system. Prerequisite: SCWK 1321 or DAAC 1319. Three semester hours credit. Three lecture hours per week.

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**HUMAN SERVICES - DAAC 1311 – COUNSELING THEORIES.** Three credit hours. An examination of the major theories and current treatment modalities used in the field of counseling. Students will identify major counseling theories; define and explain techniques relevant to the various theories; and identify major approaches to treatment. Ethics and professional standards in counseling will also be examined, along with the student's development as a helper in the Human Services profession. Prerequisites: SCWK 1321 – Orientation to Social Services. Three semester hours credit. Three lecture hours per week.

**HUMAN SERVICES - DAAC 1417 – BASIC COUNSELING SKILLS.** An overview and application of the basic counseling skills. Prerequisite: DAAC 1311, Counseling Theories. Four semester hours credit. Four lecture hours per week. Includes lab for counseling skills practice.

**HUMAN SERVICES - GERS 1345 – POLICIES AND PROGRAMS FOR OLDER ADULTS.** Three hours credit. Students will identify the public policies and programs designed to address issues related to older adults, including the identification of the least restrictive living environment for elder services. Students will identify services and programs available for older adults; identify common themes in public policy related to aging; analyze the impact of public policies and programs; and develop strategies to impact the creation of public policy related to older adults. Prerequisite: SCWK 1321. Three semester hours credit. Three lecture hours per week.

**HUMAN SERVICES - PMHS 1280 – COOPERATIVE EDUCATION I – PSYCHIATRIC/MENTAL HEALTH SERVICES TECHNICIAN.** Two-semester hour's credit. Career related activities in the student's area of specialization are offered through an individualized agreement among the college, employer (state, regional and local human services agencies), and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Students will complete a research project based on their assigned placement agencies. Prerequisite: SCWK 1321 Co-requisite: CMSW 1191- Basic Family Assessment. Two semester hours credit. Two hours of lecture each week.

**HUMAN SERVICES - PMHS 2280 - COOPERATIVE EDUCATION II - PSYCHIATRIC/MENTAL HEALTH SERVICES TECHNICIAN.** Two semester hours credit. Career related activities in the student's area of specialization are offered through an individualized agreement among the college, employer (state, regional and local human services agencies), and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Students will complete a research project reflecting counseling theories practiced at their placement agencies. Prerequisite: SCWK 1321 and PMHS 1280. Co-requisite: PSYT 2301 – Psychology of Group

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Dynamics, or CMSW 1327-Treatment Modalities of Special Populations. Two semester hours credit. Two hours of lecture each week. 100 clock hours of field experience required.

**HUMAN SERVICES - PMHS 2281 – COOPERATIVE EDUCATION III - PSYCHIATRIC/MENTAL HEALTH SERVICES TECHNICIAN.** Two semester hours credit. Career related activities in the student's area of specialization are offered through an individualized agreement among the college, employer (state, regional and local human services agencies), and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Students will complete a research project to prepare for entering the workforce in human services. Prerequisite: DAAC 1311, PSYT 2321 and PMHS 2280. Co-requisite: PSYT 2301 – Psychology of Group Dynamics, or CMSW 1327-Treatment Modalities of Special Populations. Two semester hours credit. Two hours of lecture each week. 100 clock hours of field experience required.

**HUMAN SERVICES - PSYT 2301 – PSYCHOLOGY OF GROUP DYNAMICS.** Three hours credit. Exploration of group counseling skills, techniques, stages of group development, confidentiality and ethics; and group leader roles, leadership and facilitation. Students will differentiate between types of groups; describe the basic stages of the group process; participate in development of group leadership skills; cite examples of client documentation and use of record keeping skills; and identify issues of confidentiality. Co-requisite: PMHS 2280 or 2281 – Cooperative Education II or III. Prerequisites: PMHS 1280 and DAAC 1311. Three semester hours credit. Three lecture hours per week. Lab included for practice of group leadership skills.

**HUMAN SERVICES - PSYT 2321– CRISIS INTERVENTION.** Three hours credit. Examination of crisis management and intervention theories in assisting clients in crisis situations. Topics include coping skills to increase emotional or behavioral stability through resolution of crisis and suicide assessment and intervention. Students will apply principles and theories of crisis intervention and demonstrate crisis intervention skills in a practice environment. Prerequisite: SCWK 1321. Three semester credit hours per week. Three lecture hours each week.

**HUMAN SERVICES - PSYT 2331 – ABNORMAL PSYCHOLOGY.** Three semester hours credit. Examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavioral disorders. Study will focus on clinical disorders, including mood and anxiety disorders. Students will analyze symptomatic disorders; and design treatment plans and strategies. Prerequisite: SCWK 1321, Orientation to Social Services and DAAC 1311, Counseling Theories. Three semester hours credit. Three lecture hours each week.

**HUMAN SERVICES - SCWK 1321 – ORIENTATION TO SOCIAL SERVICES.** Three credit hours. Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; populations served by social service workers; and review of current treatment and/or services. Students will: Describe the historical development of social services; discuss terminology used by social service providers; assess client needs to determine eligibility for social service programs; and compare and contrast the populations served including treatments and

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resources. Prerequisite: None. Co-Requisite with other freshman Human Services courses first semester in the major. Three semester credit hours. Three lecture hours per week.

**HUMAN SERVICES - SCWK 2301- ASSESSMENT AND CASE MANAGEMENT.** Three hours credit. Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention and/or referral and probable case management needs for at-risk populations. Students will describe the steps in screening, assessment, and case management; gather relevant information from client and secondary sources; and apply knowledge of assessment skills of special population clients. Prerequisites: CMSW 1313, Assessment and Service Delivery, DAAC 1311, Counseling Theories, and PSYT 2321, Crisis Intervention. Three semester hours credit. Three lecture hours per week.

**PARALEGAL – LGLA 1119 – LEGAL ETHICS & PROFESSIONAL RESPONSIBILITY.** One hour credit. 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. Includes a review of the canons, codes, and rules of professional responsibility. The student will define and properly use terminology related to legal ethics; describe the ethical responsibilities of lawyers and law office personnel; recognize breaches of ethical obligations that may result in malpractice or disciplinary actions; and demonstrate knowledge of the canons of legal ethics governing legal professionals. Prerequisite or concurrent enrollment in LGLA 1307. One lecture hour per week.

**PARALEGAL – LGLA 1303 – LEGAL RESEARCH.** Three hours credit. Law library techniques and computer-assisted legal research. The student will locate, read and understand primary and secondary legal authority; design and implement effective research strategies; and be familiar with computer-assisted legal research tools and the proper role of these tools. Prerequisite: LGLA 1307. Three lecture hours per week with extensive outside use of legal research resources.

**PARALEGAL – LGLA 1307 – INTRODUCTION TO LAW AND THE LEGAL PROFESSION.** Three hours credit. This course provides an overview of the law and of legal professions. Topics include legal concepts, systems and terminology; ethical obligations and regulations; professional trends and issues with particular emphasis on the paralegal. The student will develop a legal vocabulary; explain fundamental legal concepts and systems; explain the ethical obligations of the legal profession with particular emphasis on the paralegal's role; and discuss topics relating to the paralegal profession. Three lecture hours each week.

**PARALEGAL – LGLA 1345 – CIVIL LITIGATION.** Three hours credit. This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of litigation. The student will define and properly use terminology relating to civil litigation; locate, describe, and analyze sources of law relating to the civil litigation and applicable court rules; describe and analyze other sources of law relating to constitutional law; locate, U.S. Constitution and its amendments. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 1351 – CONTRACTS.** Three hours credit. This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code. The student will define and properly use terminology relating to

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contract law; locate, describe, and analyze sources of law relating to contract law; describe the role and ethical obligations of the paralegal relating to contract law; and draft documents commonly used in contract law. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 1353 – WILLS, TRUSTS AND PROBATE ADMINISTRATION.** Three hours credit. This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. The student will define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal relating to wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 1355 – FAMILY LAW.** Three hours credit. This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. The student will define and properly use terminology relating to family law; locate, describe, and analyze sources of law relating to family law; describe the role and ethical obligations of the paralegal relating to family law; and draft documents commonly used in family law. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 1391 – SPECIAL TOPICS IN PARALEGAL/LEGAL ASSISTANT.** Three hours credit. 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. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Prerequisites: Completion of 45 hours in the program including LGLA 1303 and LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2166 – PRACTICUM (OR FIELD EXPERIENCE).** One hour credit. Practical general workplace training supported by an individualized learning plan developed by the employer, college and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized tools, materials, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communication skills using the terminology of the occupation and the business/industry. Prerequisites: LGLA 1303, 1307, 1345, 1351, 2303, 2309 and 2313 or permission of the instructor. Minimum six hours per week practicum and lecture one hour per week.

**PARALEGAL – LGLA 2266 – PRACTICUM (OR FIELD EXPERIENCE).** Two hours credit. Practical general workplace training supported by an individualized learning plan developed by the employer, college and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized tools, materials, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communication skills using the terminology of the occupation

## Technology and Workforce Division

and the business/industry. Prerequisites: LGLA 1303, 1307, 1345, 1351, 2303, 2309 and 2313 or permission of the instructor. Minimum thirteen hours per week practicum and lecture one hour per week.

**PARALEGAL – LGLA 2303 – TORTS AND PERSONAL INJURY LAW.** Three hours credit. This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. The student will define and properly use terminology relating to tort law; locate, describe, and analyze sources of law relating to tort law; describe the role and ethical obligations of the paralegal in tort law; and draft documents commonly used in tort law. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2305 – INTERVIEWING AND INVESTIGATING.** Three hours credit. This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. The student will conduct effective interviews with clients and witnesses in preparation for alternative dispute resolution and litigation processes; utilize multiple sources of information; and apply ethical standards in interviewing and investigation. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2309 – REAL PROPERTY.** Three hours credit. This course presents fundamental concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents. The student will define and properly use terminology relating to real property; locate, describe, and analyze sources of law relating to real property; describe the role and ethical obligations of the paralegal relating to real property transactions; and draft documents commonly used in real property transactions. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2371 – Advanced Criminal Law and Procedure.** Three hours credit. Advanced concepts of the procedural rules of criminal cases in Texas. This class will be focused primarily on Texas criminal procedural rules, as opposed to federal criminal procedure. The students will learn how a criminal case procedurally goes through the Texas system, including studying criminal investigation (search warrants, arrest warrants, etc), arrests v. investigatory stops, booking, first appearance, bail procedures, examining trials, grand jury, indictments, pre-trial matters, motions to suppress, criminal discovery, motions in limine, plea bargaining, negotiations and procedures, jury selection, trial proceedings, various rules of evidence that apply to Texas criminal cases, appellate procedures, and the paralegal's role and job opportunities in the criminal justice system. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2313 – CRIMINAL LAW AND PROCEDURE.** Three hours credit. Procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions as applied to paralegals. The student will define and properly use terminology relating to criminal law; locate and analyze cases and statutes relating to criminal law; evaluate the role and ethical obligations of the paralegal relating to criminal law; and draft documents commonly used in criminal law. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.



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**PARALEGAL – LGLA 2331 – ADVANCED LEGAL RESEARCH AND WRITING.** Three hours credit. Computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. The student will analyze complex legal issues; apply effective research strategies to resolve those issues and report the results in an acceptable written legal format. Prerequisite: LGLA 1307, prerequisite LGLA 1303 or approval of the instructor. Three lecture hours each week.

**PARALEGAL – LGLA 2337 – MEDIATION.** Three hours credit. Alternative dispute resolution. Emphasizes the role of the paralegal in mediation. Include differences between mediation and arbitration, the process of mediation, and dispute resolution techniques. The student will compare and contrast various methods of alternative dispute resolution; apply negotiation and mediation techniques; and analyze ethical issues relating to alternative dispute resolution. Prerequisite or concurrent enrollment in LGLA 1307. Three lecture hours each week.

**PARALEGAL – LGLA 2366 – PRACTICUM (OR FIELD EXPERIENCE).** Three hours credit. developed by the employer, college and student. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized tools, materials, equipment, procedures, regulations, laws and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, appropriate verbal and written communication skills using the terminology of the occupation and the business/industry. Prerequisites: LGLA 1303, 1307, 1345, 1351, 2303, 2309 and 2313 or permission of the of the instructor. Minimum twenty hours per week practicum and one lecture hour each week.

**MACHINE TOOL TECHNOLOGY – MCHN 1190 – SPECIAL TOPICS IN MACHINE SHOP ASSISTANT.** One hour credit. 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. Must be taken with MCHN 1441.

**MACHINE TOOL TECHNOLOGY – MCHN 1191 – SPECIAL TOPICS IN MACHINE SHOP ASSISTANT.** One hour credit. 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. To be repeated once for credit. Must be taken with MCHN 1452 and MCHN 1454.

**MACHINE TOOL TECHNOLOGY – MCHN 1343 – MACHINE SHOP MATHEMATICS.** Three hours credit. Designed to prepare the student with technical, applied mathematics skills that will be necessary in future machine shop-related courses. The student will define the use of formulas and identify conversion methods of numbering systems; convert fractions to decimals and back; use formulas in solving measurement problems; and compute correctly by adding, subtracting, multiplying, and dividing whole numbers, decimals, fractions and mixed numbers. Proficiency on work keys, reading and mathematics. Three hours lecture each week.

**MACHINE TOOL TECHNOLOGY – MCHN 1426 – INTRODUCTION TO CAM.** Four hours credit. A study of Computer-Assisted Manufacturing (CAM) systems. Software is used to develop application for manufacturing. Emphasis is on tool geometry, tool selection, and the tool library. The student will demonstrate knowledge of Computer-Assisted Manufacturing systems, create, download, and machine parts using Computer-Assisted Manufacturing

## Technology and Workforce Division

software. Prerequisites: DFTG 1325, MCHN 1343, and 1438. Two hours lecture and four hours lab each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 1438 – MACHINING I.** Four hours credit. An introduction to machine shop theory, math and terminology, basic bench work, and part layout using a variety of common measuring tools. Application of basic operation of machine tools, such as handsaws, grinders, drill presses, lathes and mills with common hand tools. The student will identify machine parts and their functions; select layout tools and techniques; define machine shop terminology; perform basic machine setups; calculate common shop formulas; perform semi-precision and precision layout; execute grinding techniques; demonstrate basic machine operations; and apply proper measuring tools. Proficiency on work keys, reading and mathematics. Two lecture and four lab hours each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 1441 – BASIC MACHINE SHOP II.** Four hours credit. A continuation of Basic Machine Shop I. The student will identify machine parts and their function; select layout tools and techniques; define machine shop terminology; perform basic machine setups; calculate common shop formulas; perform semi-precision layout; execute grinding techniques; demonstrate basic machine operations; and apply proper measuring tools. Prerequisite: MCHN 1438. Two lecture and four lab hours each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 1452 – INTERMEDIATE MACHINING I.** Four hours credit. Operation of drills, milling machines, lathes, and power saws. Introduction to precision measuring tools. The student will use shop machine tools and measuring tools; use shop machinery and tools in a safe manner; and use precision measuring instruments to defined tolerances. Prerequisite: MCHN 1441. Two lecture and four lab hours each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 1454 – INTERMEDIATE MACHINING II.** Four hours credit. This course provides further instruction in the operation of lathes, milling machines, surface grinders to produce more advanced knowledge and projects. OD and ID grinding will also be covered. Development of job process plan to include operation of lathes, milling machines, drill presses, and power saws. Set-up, layout, and tool maintenance is included. Emphasis on shop safety and preventative maintenance. Two lecture and four laboratory hours each week. Prerequisite MCHN 1452 Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 2435 – ADVANCED CNC MACHINING.** Four hours credit. The study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers. The student will set up and operate CNC machining centers; set up and operate CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances. Prerequisite: MCHN 2444. Two hours lecture and four hours lab each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 2438 – ADVANCED COMPUTER-ASSISTED MANUFACTURING (CAM).** Four hours credit. Use Computer-Aided Manufacturing (CAM) software to create multi-axis part programs; transfer programs to the machine control unit; and machine parts. Two lecture and four lab hours each week. Prerequisite MCHN 1426 Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 2441 – ADVANCED MACHINING OPERATIONS I.** Four hours credit. An advanced study of lathe and milling operations. Emphasis is on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, special tooling, bench assembly, and materials metallurgy. The student will identify and apply special tooling for the lathe and milling machines; interpret advanced

## Technology and Workforce Division

operation formulas; list machine and work setup procedures; identify and select proper materials for machining of specific materials; calculate feeds and speeds; calculate machine movements; perform advanced lathe and milling machine setup operations; and perform advanced machining operation to specifications. Prerequisite: Associate of Applied Science in Machine Tool Technology Two lecture and four lab hours each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 2444 – CNC PROGRAMMING.** Four hours credit. An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled Programming and operation of computer numerically controlled (CNC) machine shop equipment. Students will demonstrate a knowledge of computer numerically controlled machines, contrast conventional and conversational programming using lathes and mills to machine complete parts. Three lecture and three lab hours each week. Lab fee.

**MACHINE TOOL TECHNOLOGY – MCHN 2445 – ADVANCED MACHINING OPERATIONS II.** Four hours credit. Advanced milling, drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis is on job planning and advanced uses of precision measuring instruments. The student will hold close tolerances on mills, lathes, drills, and grinders; and make complicated setup on lathes, mills, grinders, and drills. Prerequisite: MCHN 2441. Two lecture and four lab hours each week. Lab fee.

**TECHNICAL MATH – TECM 1301 – INDUSTRIAL MATHEMATICS.** Specific mathematical calculations required by business, industry, and health occupations. Solve technical math problems using addition, subtraction, multiplication, and division; convert between whole numbers, fractions, mixed numbers, and decimals; perform calculations involving percents, ratios, and proportions; and convert numbers to different units of measurement. Three lecture hours each week.

**WELDING – WLDG 1337 – INTRODUCTION TO METALLURGY.** Three hours credit. A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis is on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metals including hardness, machineability, and ductility. The student will describe technical terms used in the various phases of metallurgy, from early history to classification of steel; will discuss ferrous and non-ferrous metals and how they are processed and used in industry; and describe mechanical and physical properties, surface treatments, and heat treatments of metals. Prerequisite: proficiency on Work Keys reading and mathematics. Three lecture hours each week. Lab fee.

**WELDING – WLDG 1391 – SPECIAL TOPICS IN WELDER/WELDING TECHNOLOGIST.** Three hours credit. 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. The student outcomes/objectives are determined by local occupational need and business and industry trends. Prerequisite: Must have completed 32 credit hours of welding. Three lecture hours each week.

**WELDING – WLDG 1421 – INTRO TO WELDING FUNDAMENTALS.** Four hours credit. An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. The student will demonstrate safety procedures associated with oxyacetylene and arc processes; perform basic welds using oxyacetylene and arc welding equipment; and identify ferrous and non-ferrous metals. Proficiency on work keys, reading and mathematics. Two lecture and four lab hours each week. Lab fee.

## Technology and Workforce Division

**WELDING – WLDG 1428 – INTRO TO SHIELDED METAL ARC WELDING.** Four hours credit. An introduction to shielded metal arc welding (SMAW) process. Emphasis is on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. The student will select electrodes and amperage settings for various thicknesses of materials and welding positions; define principles of arc welding; and interpret electrode classifications. The student will perform SMAW operations in various positions using selected electrodes and different joint designs. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 1421. Lab fee.

**WELDING – WLDG 1435 – INTRO TO PIPE WELDING.** Four hours credit. An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis is on weld positions 1G and 2 G using various electrodes. The student will describe equipment and required pipe preparation and perform 1G and 2G welds using various electrodes. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 2443. Lab fee.

**WELDING – WLDG 1457 – INTERMEDIATE SHIELDED METAL ARC WELDING.** Four hours credit. A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. The student will identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles. The student will prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 1428. Lab fee.

**WELDING – WLDG 2288 – INTERNSHIP WELDER/WELDING TECHNOLOGY.** Two hours credit. 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. The course may be repeated if topic and learning outcomes vary. As outlined in the learning plan, the student will master theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicate in the applicable language of the occupation and the industry. Eight hours of practical experience each week. Prerequisite: Student must have completed 36 hours of welding courses.

**WELDING – WLDG 2355 – ADVANCED WELDING METALLURGY.** Three hours credit. A study of metallurgy as it applies to welding, including structure, identification, and testing of metals; temperature changes and their effect on welded metals; properties of metals, and factors affecting weldability of ferrous and non-ferrous metals. The student will identify the structure and properties of metals and describe changes that occur when welds are made. The student will perform various metallurgy tests of ferrous and non-ferrous metals. Prerequisite: WLDG 1337. Three lecture hours each week.

## Technology and Workforce Division

**WELDING – WLDG 2406 – INTERMEDIATE PIPE WELDING.** Four hours credit. A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. The student will describe equipment and required pipe preparation. The student will perform 1G, 2G, 5G, and 6G welds using various electrodes. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 1435. Lab fee.

**WELDING – WLDG 2413 – WELDING USING MULTIPLE PROCESSES.** Four hours credit. Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding, or any other approved welding process. The student will identify proper safety equipment and tools and identify and select the proper welding process for a given application. The student will demonstrate the ability to analyze situations and make decisions using skills as taught concerning safety and electrode selections; and select the most economic and practical welding process for the given tasks. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 2453. Lab fee.

**WELDING – WLDG 2443 – ADVANCED SHIELDED METAL ARC WELDING.** Four hours credit. Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. The student will describe effects of preheating and post weld heating; explain precautions used when welding various metals and alloys; distinguish between qualification and certification procedures; and discuss problems of welding discontinuities. The student will perform open groove welds with mild steel and low alloy electrodes. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 1457. Lab fee.

**WELDING – WLDG 2453 – ADVANCED PIPE WELDING.** Four hours credit. Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis is on weld positions 5G and 6G using various electrodes. The student will describe equipment and required pipe preparation and perform 5G and 6G welds using various electrodes. Two lecture and four lab hours each week. Proficiency on work keys, reading and mathematics. Pre or corequisite: WLDG 2406. Lab fee.

**COURSE REQUIREMENTS FOR CORE\* CURRICULA**

**ASSOCIATES IN ARTS (A.A.) AND**

**ASSOCIATES IN SCIENCE (A.S.) DEGREE PROGRAMS**

**\*(CORE CURRICULA CHANGES WILL FOLLOW THECB GUIDELINES)**

The purpose of these degree programs is to provide curricula in university parallel and the professional areas that enable students to enter as juniors at the four-year institution of their choice. While the liberal arts curricula suggested in this Bulletin will satisfy the requirements of most senior institutions, it is the students' responsibility to identify as early as possible the institution to which they will transfer and to ascertain the specific requirements of that institution for the freshman and sophomore year. Each student's curriculum should be planned by the student and a counselor or academic advisor with a specific four-year institution in mind.

Students who attend Angelina College for one or two years and transfer to senior colleges or universities should have no difficulty completing transfer of credits if these steps are followed:

1. Select a major field of study and a senior college or university which offers a bachelor's degree in the chosen field.
2. Write or visit the admissions office of the senior college or university and obtain a current copy of its catalog. Study the freshman and sophomore courses suggested.
3. See your faculty advisor or counselor at AC who will help you select AC courses corresponding to those offered for freshman and sophomore years at the senior college or university.
4. Complete the courses with a grade point average of at least 2.0 (C average).
- 5a. Early in your last semester at AC, apply for admission to the senior college or university and ask the Office of the Registrar to send the institution to which you are transferring a transcript of your credits.

5b. For students in a Fine Arts program – plan for auditions at the university in either January or February; therefore, you should apply in the fall before the last semester.

Bachelor's degrees awarded by most senior colleges and universities require approximately 120 semester hours, or approximately four years of study. The A.A. and A.S. degree certifies completion of the first two years of study, or a minimum of 60 semester hours. Most senior institutions will accept 66 semester hours in transfer.

\*The approved core curriculum is effective Fall 2014.

Transfer Programs

**ANGELINA COLLEGE CORE CURRICULUM COURSES**

CORE COMPONENT	CORE #	COURSE SELECTION		HOURS REQUIRED
COMMUNICATION	010	Select 2	ENGL 1301, 1302	6
MATHEMATICS	020	Select 1	MATH 1314, 1324, 1332, 1342, 1350, 1414, 2412, 2413	3*
LIFE AND PHYSICAL SCIENCE	030	Select 2	BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401,2402, 2404 CHEM 1305, 1411, 1412 GEOL 1403** PHYS 1401, 1402, 2425**, 2426**	6*
LANGUAGE, PHILOSOPHY & CULTURE	040	Select 1	ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341 SPAN 1411	6
CREATIVE ARTS	050	Select 1	ARTS 1301 DRAM 1310 MUSI 1306, 1307** , 1310	3
AMERICAN HISTORY	060	Select 2	HIST 1301, 1302	6
GOVERNMENT/ POLITICAL SCIENCE	070	Select 2	GOVT 2305, 2306	6
SOCIAL AND BEHAVIORAL SCIENCES	080	Select 1	ECON 2301 PSYC 2301, 2314** SOCI 1301	3
COMPONENT AREA OPTION	090	Select 1	BUSI 2304 COMM 1307** SPCH 1315, 1318	3
		Select 1	Any additional course listed above from core #020, 030, 040, or 080** or EDUC/PSYC 1300	3*
Total Requirements				42

\* Additional hours will fulfill degree requirements

\*\* Pending THECB approval

**Ongoing changes are being approved and the online publication will supersede this printed Bulletin.**

## **GENERAL EDUCATION**

Changes approved by (THECB); implementation in Fall 2014

The purpose of the General Education Program at Angelina College is the development of essential knowledge, skills, and attitudes that are necessary for intellectual growth and professional advancement for living in a diverse world. This program is defined by eight state-mandated foundational component areas and the \*corresponding six core objectives. The advisors must facilitate the appropriate selection among the core courses listed in each foundational component area. The new core objectives include:

1.       \*Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2.       \*Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3.       \*Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4.       \*Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5.       \*Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6.       \*Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.

\*Education expands the students' vision with knowledge of various contrasting views of human experience which can impact their own goals and values. It can help students advance intellectual and practical skills that are essential for all learning. The foundational component areas are as follows.



## Transfer Programs

### **STATE APPROVED FOUNDATIONAL COMPONENT AREAS WITH SEMESTER CREDIT HOURS (SCH'S)**

1. Communication (6 SCH's)  
Courses focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion and audience.
2. Mathematics (3 SCH's)  
Courses focus on quantitative literacy in logic, patterns, and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.
3. Life and Physical Sciences (6 SCH's)  
Courses focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.
4. Language, Philosophy & Culture (3 SCH's)  
Courses focus on how ideas, values, beliefs, and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.
5. Creative Arts (3 SCH's)  
Courses focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.
6. American History (6 SCH's)  
Courses focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.
7. Government/Political Science (6 SCH's)  
Courses focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior civic engagement, and their political and philosophical foundations.
8. Social and Behavioral Sciences (3 SCH's)  
Courses focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.
9. Component Area Option (6 SCH's)

Transfer Programs

**ANGELINA COLLEGE CORE CURRICULUM COURSES**

CORE COMPONENT	CORE #	COURSE SELECTION		HOURS REQUIRED
COMMUNICATION	010	Select 2	ENGL 1301, 1302	6
MATHEMATICS	020	Select 1	MATH 1314, 1324, 1332, 1342, 1350, 1414, 2412, 2413	3*
LIFE AND PHYSICAL SCIENCE	030	Select 2	BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401,2402, 2404 CHEM 1305, 1411, 1412 GEOL 1403 PHYS 1401, 1402, 2425, 2426	6*
LANGUAGE, PHILOSOPHY & CULTURE	040	Select 1	ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2341 SPAN 1411	6
CREATIVE ARTS	050	Select 1	ARTS 1301 DRAM 1310 MUSI 1306, 1307, 1310	3
AMERICAN HISTORY	060	Select 2	HIST 1301, 1302	6
GOVERNMENT/ POLITICAL SCIENCE	070	Select 2	GOVT 2305, 2306	6
SOCIAL AND BEHAVIORAL SCIENCES	080	Select 1	ECON 2301 PSYC 2301, 2314** SOCI 1301	3
COMPONENT AREA OPTION	090	Select 1	BUSI 2304 COMM 1307 SPCH 1315, 1318	3
		Select 1	Any additional course listed above from core #020, 030, 040, or 080 or EDUC/PSYC 1300	3*
Total Requirements				42

\* Additional hours will fulfill degree requirements

\*\* Pending THECB approval

**Ongoing changes are being approved and the online publication will supersede this printed Bulletin.**

Fine Arts Division

## ***Fine Arts Division***

**\*Ongoing changes are being approved and the online publication will supersede this printed Bulletin.**

Academic Areas: Art, Graphic Arts, Journalism, Music, Speech and Theatre

Field of Study Programs:

- (1) Communication-Journalism and Speech
- (2) Music

The Division of Fine Arts includes Art, Drama, Music and Communications. Courses are offered for three types of students:

1. Those who desire to pursue a professional career in Fine Arts after completing a standard four-year curriculum.
2. Those who desire courses in Fine Arts to complement their major or minor fields.
3. Those who desire to enrich their lives through participation in Fine Arts.

\*Transfer program changes are pending. Consult your advisor for the latest information.

It is the purpose of the Division of Fine Arts to function as an educational and cultural force in the college and the community.

The theater department produces at least four productions a year with acting and design opportunities available to students. Focus on the development of portfolio, resume, and audition pieces is a priority of the student experience.

The Angelina College Chorale participates in a major musical theatre production, a Christmas concert, and a Spring concert. Members have the opportunity to audition for the Texas Two-year College All-State Choir.

The AC Singers perform as ambassadors for the college presenting a high-energy variety show on campus as well as in the community and the area schools.

Vocal, piano, and instrumental students perform as soloists as well as in various ensembles in the community and surrounding service area.

As members of the Texas Community College Journalism Association and Texas Intercollegiate Press Association, the staff members of our two student publications attend conventions in the fall and the spring and participate with students from other member schools in writing, layout, and photography competitions.

#### Fine Arts Division

The Concert Band performs a variety of band repertoire including marches, overtures, and arrangements of classical and contemporary music. They combine with the Lufkin Community Band for a fall and spring concert.

The AC Swinging Roadrunner Jazz Combo and the Angelina College Community Big Band perform small combo and Big Band era arrangements in concerts at Angelina College and in the surrounding community. Students have the opportunity to audition for the TCCBDA All-State Symphonic Band and the All-State Jazz Band.

Each year, a number of art exhibits are held at Angelina College. Major artists are invited to give special exhibitions of their work. Student art shows are presented regularly. In addition to the courses, workshops, lectures, and demonstrations are held to enrich the experiences in art.

The course sequences listed on the following pages are to be used as a guide. Each student should consult with the Division Director or the assigned advisor on specific graduation requirements. Students planning to transfer to another institution for additional study should become familiar with specific graduation requirements of that institution.

Fine Arts Division

## VISUAL ARTS TRANSFER PROGRAM

<b>*STATE FOUNDATIONAL COMPONENTS</b>	<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u> ENGL 1301 & ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1314 OR MATH 1332** (Mathematics)	3
3. <u>Life and Physical Sciences (6 hours)</u> Chemistry, Physics, Biology or Geology	6
4. <u>Language, Philosophy &amp; Culture (3 hours)</u> ENGL (Sophomore English)	3
5. <u>Creative Arts (3 hours)</u> DRAM 1310, MUSI 1310, or MUSI 1306	3
6. <u>American History (6 hours)</u> HIST 1301, HIST 1302 or HIST 2301	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 & GOVT 2306	6
8. <u>Social &amp; Behavioral Science (3 hours)</u> SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> SPCH 1315* Choose one from the following area: Language, Philosophy & Culture, or Social & Behavioral Sciences	3 <u>3</u>
<b>Total Hours</b>	<b>42</b>
<b>FOUNDATIONAL COMPLETION COMPONENTS</b>	
Science Lab hours (2 hours)	2
<b>OTHER REQUIRED COURSES</b>	
STSU 0X00 – Student Development	0
PHED – Activity Course	1
<b>VISUAL ARTS CORE</b>	
ARTS 1311 – Basic Design	3
ARTS 1316 – Basic Drawing	3
ARTS 1303 – Art History Survey I	3
ARTS 2316 – Painting I***	3
ARTS 1304 – Art History Survey II	<u>3</u>
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* See advisor

\*\*Prerequisite: ARTS 1311 and ARTS 1316 or consent of instructor

**TRANSFER PROGRAM**  
**GENERAL SPEECH/COMMUNICATION**

<b>*STATE FOUNDATIONAL COMPONENTS</b>	<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u> ENGL 1301 & ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1314 OR MATH 1332 (Mathematics)	3
3. <u>Life and Physical Sciences (6 hours)</u> Chemistry, Physics, Biology or Geology	6
4. <u>Language, Philosophy &amp; Culture</u> ENGL – Sophomore level	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301, HIST 1302	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 & GOVT 2306	6
8. <u>Social and Behavioral Sciences (3 hours)</u> SOCI 1301, PSYC 2301, ECON 2301	3
9. <u>Component Area Option (6 hours)</u> SPCH 1315*	3
Choose 1 from the areas listed below: Language, Philosophy & Culture or Social & Behavioral Science	<u>3</u>
<b>Total Hours</b>	<b>42</b>
 <b>FOUNDATIONAL COMPLETION COMPONENTS</b>	
10. Science Lab hours (2)	2
 <b>OTHER REQUIRED COURSES</b>	
11. STSU 0X00 – Student Development	0
12. PHED – Activity Course	1
13. COSC 1315 or COSC 1301	3
14. ENGL-Sophomore Level	<u>3</u>
 <b>FIELD OF STUDY CURRICULUM</b>	
15. SPCH 1342 – Voice & Articulation	3
16. SPCH 1318 – Interpersonal Communication	3
17. SPCH 1321 – Business & Professional Speaking	<u>3</u>
<b>Total Hours</b>	<b><u>18</u></b>
<b>Total Hours for Degree</b>	<b>60</b>

Fine Arts Division

**FIELD OF STUDY**  
**JOURNALISM/MASS COMMUNICATION**

<b>*REQUIRED CORE CURRICULUM COMPONENTS</b>		<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u>		
ENGL 1301		3
ENGL 1302		3
2. <u>Mathematics (3 hours)</u>		
MATH 1314 OR MATH 1332***		3
3. <u>Life and Physical Sciences (6 hours)</u>		
Chemistry, Physics, Biology or Geology		6
4. <u>Language, Philosophy &amp; Culture (3 hours)</u>		
ENGL (Sophomore English)		3
5. <u>Creative Arts (3 hours)</u>		
ARTS 1301, DRAM 1310, MUSI 1310, or MUSI 1306		3
6. <u>American History (6 hours)</u>		
HIST 1301, HIST 1302		6
7. <u>Government/Political Science (6 hours)</u>		
GOVT 2305 & GOVT 2306		6
8. Social and Behavioral Sciences (3 hours)		
PSYC 2301		3
9. <u>Component Area Option (3 hours)</u>		
SPAN 1411, ECON 2301, or SOCI 1301		3
SPCH 1315 or SPCH 1318		3
<b>Total Hours</b>		<b>42</b>
<b>FOUNDATIONAL COMPLETION COMPONENTS</b>		
Science Lab hours (2 hrs)		2
<b>OTHER REQUIRED COURSES</b>		
STSU 0300 – Student Development		0
PHED – Activity Course		1
<b>JOURNALISM CORE</b>		
COMM 1307 – Intro to Mass Communication		3
COMM 1318 – Photography I + lab *		3
COMM 2305 – Editing and Layout		3
COMM 2311 – Media Writing + Lab*		3
COMM 2315 – News Reporting		3
<b>Total Hours</b>		<b>15</b>
<b>Total Hours for Degree</b>		<b>60</b>

\* Must be enrolled in appropriate lab

\*\* Prerequisite: See advisor

\*\*\* See Advisor

**TRANSFER PROGRAM**  
**MUSIC FIELD OF STUDY**

<b>*REQUIRED CORE CURRICULUM COMPONENTS</b>		<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u> ENGL 1301 & ENGL 1302		6
2. <u>Mathematics (3 hours)</u> MATH 1314 OR MATH 1332**		3
3. <u>Life &amp; Physical Sciences (3 hours)</u> Chemistry, Physics, Biology or Geology w/lab		3
4. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1310, MUSI 1306, MUSI 1307*		3
5. <u>American History (6 hours)</u> HIST 1301, HIST 1302 or HIST 2301		6
6. <u>Government/Political Science (6 hours)</u> GOVT 2305 & GOVT 2306		<u>6</u>
<b>Total Hours</b>		<b>28</b>
<b>FOUNDATIONAL COMPLETION COMPONENT</b>		
7. Science Lab hours (1 hr)		1
<b>OTHER REQUIRED COURSES</b>		
8. Theory of Music (Taken in sequence total 16 hours)		
MUSI 1311/1116		4
MUSI 1312/1117		4
MUSI 2311/2116		4
MUSI 2312/2117		4
9. Private Lessons – Principal Area (4 semesters 2 hrs ea)		
MUAP X2XX		8
10. Private Lessons – Secondary Area (4 semesters 1 hr ea)		
MUSI X1XX – Piano Class or MUAP X1XX		4
11. Ensemble (4 hours)		
MUEN – Jazz Band, Concert Band, Choir, AC Singers, Guitar Ensemble		<u>4</u>
<b>Total Hours</b>		<b><u>32</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

\*See Advisor



Fine Arts Division

**ASSOCIATE IN APPLIED SCIENCE  
SOUND RECORDING TECHNOLOGY (SRT)**

<b>*REQUIRED CORE CURRICULUM COMPONENTS</b>		<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u> ENGL 1301 & ENGL 1302		6
2. <u>Mathematics (3 hours)</u> MATH 1314		3
3. <u>American History or Government/Political (3 hours)</u> HIST 1301, HIST 2301 GOVT 2305 or GOVT 2306		3
4. <u>Component Area Option (3 hours)</u> SPCH 1315 or SPCH 1318		<u>3</u>
<b>Total Hours</b>		<b>15</b>
 <b>OTHER REQUIRED COURSES</b>		
5. MUSI 1311/1116		4
MUSI 1312/1117		4
MUSI 2311/2116		4
MUSI 2312/2117		4
MUSC 1327 – Intro to Audio Engineering I		3
MUSC 2427 – Audio Engineering II		4
MUSC 2347 – Audio Engineering III		3
MUSB 1305 – Survey of the Music Business		3
MUSC 2101 – Audio Engineering Practices		1
MUSC 2286 – Internship-Recording Arts Technology		2
6. <u>Private Lessons – Principal Area</u> MUAP X2XX (2 semesters)		4
7. <u>Private Lessons – Secondary Area</u> MUSI X1XX – Piano Class or MUAP X1XX		4
8. <u>Ensemble (2 semesters 1 hr ea)</u> Ensemble MUEN X1XX (2 semesters)		2
9. MUSI 1307 – Music Literature*		<u>3</u>
<b>Total Hours</b>		<b><u>45</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

\* Satisfies the Humanities requirement.

## DESIGN AND APPLIED ARTS GRAPHIC ARTS

The Design and Applied Arts Program is designed to prepare students for employment as entry-level graphic artists with the knowledge and skills necessary to perform desktop publishing, photography, computer layout, graphic arts, digital imaging, web page design and video for printers, media, advertising and Internet business. The program will provide students with instruction in graphics, video, digital computer programs and procedures, as well as general interpersonal, communication, and organization skills. Workplace basic skills are integrated throughout the curriculum.

## DESIGN AND APPLIED ARTS GRAPHIC ARTS LEVEL 1 CERTIFICATE

<b>REQUIRED GENERAL EDUCATION COURSES</b>		<b>CREDIT HRS</b>
1.	ARTS 2356 – Photography I	3
	COMM 2305 – Editing and Layout	3
	ARTS 1311 – Basic Design	3
	ARTS 2348 – Digital Arts I	3
	ARTS 1316 – Basic Drawing	<u>3</u>
	<b>Total Hours</b>	<b>15</b>
<b>REQUIRED TECHNICAL CORE COURSES</b>		
2.	ARTC 1402* – Digital Imaging I	4
	ARTC 1413* – Digital Publishing I*	4
	GRPH 1459* – Vector Graphics for Production	<u>4</u>
	<b>Total Hours</b>	<b><u>12</u></b>
	<b>Total Hours for Certificate</b>	<b>27</b>

\*Prerequisites: See Course Description

Fine Arts Division

**ASSOCIATE IN APPLIED SCIENCE  
DESIGN AND APPLIED ARTS  
GRAPHIC ARTS**

<b>STATE FOUNDATIONAL COMPONENTS</b>		<b>CREDIT HRS</b>
1. <u>Communications (3 hours)</u>		
ENGL 1301 – Composition		3
2. <u>Mathematics (3 hours)</u>		
MATH 1314, MATH 1332		3
3. <u>Creative Arts (3 hours)</u>		
DRAM 1310, MUSI 1310, <b>or</b> MUSI 1306		3
4. <u>Social &amp; Behavioral Sciences (3 hours)</u>		
SOCI 1301 – Introduction to Sociology		3
5. <u>Component Area Option (3 hours)</u>		
SPCH 1318 – Interpersonal Communications		3
<b>FOUNDATIONAL COMPLETION COMPONENTS</b>		
6. Science Lab hours (1)		<u>1</u>
<b>Total Hours</b>		<b>15</b>
<b>REQUIRED TECHNICAL CORE COURSES</b>		
7. ARTS 1311 – Basic Design		3
ARTS 1316 – Basic Drawing		3
ARTS 2348 – Digital Arts I		3
ARTS 2356 – Photography I		3
ARTC 1192 – Special Topics in Design and Visual Communication		1
COMM 2305 – Editing and Layout		3
ARTC 1402* – Digital Imaging I		4
ARTC 1413* – Digital Publishing I		4
ARTC 2405 – Digital Imaging II		4
ARTC 2413* – Digital Publishing II		4
GRPH 1459 – Vector Graphics for Production		4
IMED 2266* – Practicum (or Field Experience)		2
IMED 2411* – Portfolio		<u>4</u>
<b>OTHER REQUIRED COURSES</b>		
8. STSU 0300 – Student Development		0
Elective – ARTS 2333, ARTS 1303, ARTS 1304, ARTS 2323, ARTS 2316 <b>or</b> ARTV 1351		<u>3</u>
<b>Total Hours</b>		<b><u>3</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

Prerequisites: See Course Descriptions

**DESIGN AND APPLIED ARTS  
FILM/VIDEO PRODUCTION  
ASSOCIATE IN APPLIED SCIENCE**

**DEFERRED UNTIL FURTHER NOTICE**

The Design and Applied Arts Film/Video Production program is designed to prepare students for entry-level employment in production of film, video, and associated media with knowledge and skills in video/film editing, cinematography, screen direction, lighting for film, audio engineering, special effects and script writing. The program will provide students with instruction in pre-production, production and post-production procedures using industry standard software.

REQUIRED ACADEMIC CORE CURRICULUM COMPONENT		CREDIT HRS
1.	<u>Communications (3 hours)</u> ENGL 1301 – Composition	3
2.	<u>Mathematics (3 hours)</u> MATH 1314	3
3.	<u>Creative Arts</u> DRAM 1310, MUSI 1310 or MUSI 1306	3
4.	<u>Social and Behavioral Sciences (3 hours)</u> SOCI 1301 – Introduction to Sociology	<u>3</u>
5.	<u>Component Area option (3 hours)</u> SPCH 1318 – Interpersonal Communications	<u>3</u>
<b>Total Hours</b>		<b>15</b>
REQUIRED TECHNICAL CORE COURSES		
6.	ARTS 1311 – Basic Design	3
	ARTS 1316 – Basic Drawing	3
	ARTS 2348 – Digital Arts I	3
	ARTS 1303 – Art History I	3
	ARTS 1304 – Art History II	3
	ARTC 1402* – Digital Imaging I	4
	RTVB 1421 – TV Field Production	4
	RTVB 1329 – Script Writing	3
	FLMC 1304 – Lighting for Film or Video	3
	FLMC 2433 – Cinematography	4
	FLMC 1392 – On-Camera Experience	4
	MUSC 1327 – Audio Engineering I	3
	IMED 2266 – Field Experience (Internship)	2
	IMED 2411 – Portfolio	<u>4</u>
<b>Total Hours</b>		<b>45</b>
OTHER REQUIRED COURSES		
7.	STSU 0300 – Student Development	<u>0</u>
<b>Total Hours</b>		<b>60</b>

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**TRANSFER PROGRAM  
THEATRE**

<b>STATE FOUNDATIONAL COMPONENTS</b>		<b>CREDIT HRS</b>
1. <u>Communications (6 hours)</u> ENGL 1301 & ENGL 1302		6
2. <u>Mathematics (3 hours)</u> MATH 1314 OR MATH 1332*** (Mathematics)		3
3. <u>Life and Physical Sciences (6 hours)</u> Chemistry, Physics, Biology or Geology		6
4. <u>Language, Philosophy &amp; Culture (3 hours)</u> ENGL (Sophomore English)		3
5. <u>Creative Arts (6 hours)</u> DRAM 1310, MUSI 1310, MUSI 1306		3
6. <u>American History (6 hours)</u> HIST 1301, HIST 1302 or HIST 2301		6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 & GOVT 2306		6
8. <u>Social/Behavioral Sciences (3 hours)</u> SOCI 1301		3
9. <u>Component Area Option (6 hours)</u> SPCH 1315, EDUC 1300 or PSYC 1300 Choose one from the following area: Language, Philosophy & Culture, or Social & Behavioral Sciences		3
<b>Total Hours</b>		<b>42</b>
<b>FOUNDATIONAL COMPLETION COMPONENTS</b>		
10. Science Lab hours (2 hours)		2
<b>OTHER REQUIRED COURSES</b>		
11. STSU 0300 Student Development		0
<b>THEATRE ARTS CORE</b>		
12. DRAM 1351 – Acting I		3
13. DRAM 1330 – Stagecraft I		3
14. Theatre Lab – 4 semesters 1 hr ea DRAM 1120, 1121, DRAM 2120, 2121 **		4
15. DRAM 1341 – Stage Makeup		3
16. *Recommended Elective		3
<b>Total Hours</b>		<b>18</b>
<b>Total Hours for Degree</b>		<b>60</b>

- \* Students with a focus in performance should select from these elective courses: DRAM 1352 (Acting II); DRAM 2336 (Voice for the Theatre), MUAP 1181, 1182, MUSI 1183
- \* Students with a focus in technical theatre should select from these elective courses: DRAM 2331 (Stagecraft II) or DRAM 1342 (Intro to Costuming)
- \*\* All Theatre majors must be enrolled in Theatre Lab for 4 semesters.  
Ideally, students should take Acting I & II and Stagecraft I & II on alternate years.  
Incoming Theatre majors do not have to take DRAM 1310 before Acting I.
- \*\*\* See Advisor

### *Course Descriptions*

**ART – ARTS 1301 – ART APPRECIATION.** Three hours credit. A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Three lecture hours each week

**ART – ARTS 1303 – ART HISTORY I (PREHISTORIC TO THE 14<sup>TH</sup> CENTURY).** Three hours credit. A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Three lecture hours each week.

**ART – ARTS 1304 – ART HISTORY II (14<sup>TH</sup> CENTURY TO THE PRESENT).** Three hours credit. A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Three lecture hours each week.

**ART – ARTS 1311 – DESIGN I (2-DIMENSIONAL).** Three hours credit. An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Two lecture hours and four lab hours each week. Lab fee.

**ART – ARTS 1316 – DRAWING I.** Three hours credit. A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Two lecture and four lab hours each week. Lab fee.

**ART – ARTS 1320 – INTERIOR DECORATION.** Three hours credit. Studio course in interior design. Includes instruction in professional techniques of designing the interiors of homes, offices, and industrial buildings. Three lecture hours each week.

**ART – ARTS 2270 – MUSEUM PRACTICUM.** Two hours credit. This course provides training in the professional and technical practices of a museum under the direction of the Museum Director. Students will work in the areas of exhibition, installation and registration, collections research, museum methods and general office procedures and children's program activities. Three lab hours each week.

**ART – ARTS 2316 – PAINTING I.** Three hours credit. Exploration of ideas using painting media and techniques. The relationship of the formal elements applied to painting in tempura, acrylic and oil with emphasis on originality of conception and execution. Two lecture and four lab hours each week. Prerequisite: ARTS 1311 and 1316 or consent of instructor. Lab fee.

**ART – ARTS 2317 – PAINTING II.** Three hours credit. A continuation of ARTS 2316. Two lecture and four lab hours each week.

**ART – ARTS 2323 – LIFE DRAWING.** Three hours credit. Analytic and expressive drawing of the human figure, stressing study of movement and volume. Two lecture and four lab hours each week. Prerequisite: ARTS 1316 or consent of instructor. Lab fee.

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**ART – ARTS 2326 – SCULPTURE.** Three hours credit. Fundamentals of sculpture in stone, metal, clay, wood and plaster with an emphasis in expression in three-dimensional form in space. Two lecture and four lab hours each week. Lab fee.

**ART – ARTS 2333 – PRINTMAKING.** Three hours credit. Various print processes, including color printing by means of linoleum block, wood block, silkscreen, etching, and engraving. Fine art prints. One lecture and five lab hours each week. Lab fee.

**ART – ARTS 2343 – DESIGN IN THREE DIMENSIONS.** Three hours credit. A study of three-dimensional concepts involving the use of line, mass, space, texture and form as related to various materials. Two lecture and four lab hours each week. Lab fee.

**ART – ARTS 2346 – CERAMICS.** Three hours credit. Introduction to ceramic processes, basic materials and techniques. Hand building, use of bisque forms, glazing and firing procedures and introduction to the use of the potter's wheel. Two lecture and four lab hours each week. Lab fee.

**ART – ARTS 2348 – DIGITAL ARTS I.** Three hours credit. Studio course that explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Two lecture and four lab hours each week. Prerequisites: ARTS 1316 and ARTS 1311 or instructor approval. Lab fee.

**ART – ARTS 2356 – PHOTOGRAPHY I (FINE ARTS EMPHASIS).** Three hours credit. Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with journalism emphasis, as COMM 1318)

**ART – ARTS 2366 – WATERCOLOR PAINTING.** Three hours credit. Exploration of ideas using water-based painting media and techniques. Conceptual development through transparent paint; work in transparent and non-transparent aqua-based media on paper surfaces. Two lecture and four lab hours each week. Lab fee.

**COMMUNICATION – COMM 1129 – NEWS PUBLICATIONS.** One hour credit. Application of principles of journalism to the production of student publications. Skills involved include news reporting and writing, newspaper make-up, photography, typography, editing and publication design. Three semester hours credit in COMM 1129 are required of all journalism majors. May be repeated for credit but not more than three semester hours may be applied toward graduation. Prerequisite: Completion of COMM 1318, COMM 2305 or COMM 2311. Two lab hours each week. Lab fee. Course will not be offered after Spring 2017

**COMMUNICATION – COMM 1307 – INTRODUCTION TO MASS COMMUNICATION.** Three hours credit. Survey of the mass media, including newspapers, radio, television, movies, magazines, books, advertising, etc. Three lecture hours each week.

**COMMUNICATION – COMM 1318 – PHOTOGRAPHY I (JOURNALISM EMPHASIS).** Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. (Cross-listed, with fine arts emphasis, as ARTS 2356) Three lecture and two lab hours each week. Lab fee.

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**COMMUNICATION – COMM 1335 – SURVEY OF ELECTRONIC MEDIA.** Three hours credit. A study of the development, regulation, economics, social impact and industry practices in the electronic mass media. Explores business structures, sales and economics, radio and television programming, and electronic media distribution technologies. Prerequisite: COMM 1307 and sophomore standing. Three lecture hours each week.

**COMMUNICATION – COMM 2305 – EDITING AND LAYOUT.** Three hours credit. An introduction to the desktop publishing of visual communications. Students will learn Macintosh publishing technology in the areas of word processing, graphics, and page layout. The history of design along with the basic principles of design, typography, editing and layout will be taught. Students will produce various design projects on the Macintosh computers in the journalism lab. Prerequisite: Basic keyboarding or typing skills. Three lecture/lab hours each week.

**COMMUNICATION – COMM 2311 – MEDIA WRITING.** Three hours credit. Fundamentals of writing for the mass media. Basic instruction in professional methods and techniques for gathering, processing, and delivering content. Emphasis is placed on development of news gathering and writing skills in a variety of news forms, including basic news stories, opinion writing, feature writing and editorials. A comprehensive study is made of editing for print media. The students will also be exposed to headline writing and writing cutlines/captions for photographs as well as writing for broadcast and the Web. Three lecture hours and two per week. Lab fee.

**COMMUNICATION – COMM 2330 – INTRODUCTION TO PUBLIC RELATIONS.** Three hours credit. An exploration of the history and development of public relations and a presentation of the theory and process of public relations, including the planning, implementation, and evaluation of public relations campaigns. Three lecture hours each week. Lab fee.

**DRAMA – DRAM 1120, 1121, 2120, 2121 – THEATRE PRACTICUM I, II, III, IV.** One hour credit. Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Three lab hours each week. Lab fee.

**DRAMA – DRAM 1310 – INTRODUCTION TO THEATRE.** Three hours credit. Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Three lecture hours each week.

**DRAMA – DRAM 1330 – STAGECRAFT I.** Three hours credit. Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Two lecture hours and three lab hours each week. Lab fee.

**DRAMA – DRAM 1341 – MAKE-UP.** Three hours credit. Design and execution of makeup for the purpose of developing characters. Includes basic makeup principles and practical experience of makeup application. Students will be required to purchase personal makeup kits. Three lecture hours each week. Lab fee.

**DRAMA – DRAM 1342 – INTRODUCTION TO COSTUME.** Three hours credit. Principles and techniques of costume design and construction for theatrical productions. Students will study various costume construction methods, fabrics, costume history, drawing and rendering



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techniques. Qualifies as a drama elective for theatre majors and as a general elective for all non-majors. Two lecture hours and three lab hours each week. Lab fee.

**DRAMA – DRAM 1351 – ACTING I.** Three hours credit. An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination. Two lecture hours and two lab hours each week. Lab fee.

**DRAMA – DRAM 1352 – ACTING II.** Three hours credit. Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination. Two lecture and two lab hours each week. Lab fee.

**DRAMA – DRAM 2331 – STAGECRAFT II.** Three hours credit. Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Two lecture and three lab hours each week. Lab fee.

**DRAMA – DRAM 2336 – VOICE FOR THE THEATRE.** Three hours credit. Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. Three lecture hours each week.

**DRAMA – DRAM 2351 – ACTING III.** Three hours credit. Scene work from selected plays and play analysis as it applies to the actor. Practical experience in college productions is required for one semester. Prerequisite: DRAM 1352. Two lecture hours and two lab hours each week. Lab fee.

**DRAMA – DRAM 2352 – ACTING IV.** Three hours credit. Minimal production of long scene and one-act plays. Practical experience in college productions is required for one semester. Prerequisite: DRAM 2351. Two lecture hours and two lab hours each week. Lab fee. Course will not be offered after Spring 2017.

**DRAMA – DRAM 2361 – HISTORY OF THEATER I.** Three hours credit. Study of the history of the theater from primitive times through the Renaissance. Three lecture hours each week.

**FILM PRODUCTION – FLMC 1304 – LIGHTING FOR FILM OR VIDEO.** Three hours credit. Fundamentals of lighting techniques for film or video production employing filters, in-camera effects, and mood setting techniques. Two lecture hours and three lab hours each week.

**FILM PRODUCTION – FLMC 1392 – ON-CAMERA EXPERIENCE.** Four hours credit. An introductory study of on-camera presentation techniques. Two lecture hours and four lab hours each week.

**FILM PRODUCTION – FLMC 2433 – CINEMATOGRAPHY.** Three hours credit. Employ concepts and theory; discuss marketing and technology trends; analyze scene and property set camera for correct light exposure; explain differences in lighting; evaluate camera lenses;

Fine Arts Division

and produce a short video or film. Two lecture hours and four lab hours each week. Pre-requisite: FLMC 1304

**FILM PRODUCTION – MUSC 1327 – INTRODUCTION TO AUDIO ENGINEERING I.** Three hours credit. An overview of live sound reinforcement techniques and equipment. Overview of the recording studio, including basic studio electronics and acoustic principles, wave form properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation and an overview of mixing and editing. Includes principles and concepts of live sound technology from set up, to mix, signal flow, and basics of live recording. Two lecture hours and one lab hour each week.

**FILM PRODUCTION – RTVB 1329 SCRIPT WRITING.** Four hours credit. Writing scripts for film and electronic media. Emphasizes format and style for commercials, public service announcements, promos, news, and documentaries. Three lecture hours each week. Pre-requisite: ENGL 1301.

**FILM PRODUCTION – RTVB 1421 – TV FIELD PRODUCTION.** Four hours credit. 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. Two lecture hours and four lab hours each week.

**GRAPHICS – ARTC 1402 – DIGITAL IMAGING I.** Four hours credit. Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Two lecture and four lab hours each week. Prerequisite: COMM 1318. Lab fee. Note: A grade of B or better is required in this class to enroll in IMED 2266 Practicum (or Field Experience).

**GRAPHICS – ARTC 1413 – DIGITAL PUBLISHING I.** Four hours credit. The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Student will apply fundamentals of page layout; comprehend typographic terminology and specifications; import text and graphics into page layout programs; and discuss file formats and file management. Prerequisite: COMM 2305. Two lecture and four lab hours each week. Lab fee. Note: A grade of B or better is required in this class to enroll in IMED 2266 Field Experience.

**GRAPHICS – ARTC 2405 – DIGITAL IMAGING II.** Four hours credit. Principles of digital image processing and electronic painting. Emphasis is on bitmapped or raster-based image making and the creative aspects of electronic illustration for commercial and fine art applications. The student will be able to identify and explain the advance concepts and concerns associated with image resolution and file size; demonstrate digital editing and use of printing/ web tools; creating, editing and painting digital images; color correction and manipulation of photographic images; saving and outputting images on various output devices. Two lecture and four lab hours each week. Prerequisite: ARTC 1402. Lab fee. Note: A grade of B or better is required in this class to enroll in IMED 2266 Field Experience.

**GRAPHICS – ARTC 2413 – DIGITAL PUBLISHING II.** Four hours credit. Layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Student will use industry standard page layout software

## Fine Arts Division

to create printable advertising and business materials; coordinate color and use the principles and elements of design; demonstrate individual and/or team communication through conceptual action planning; choose substrate and output options. Two lecture and four lab hours each week. Prerequisite: ARTC 1413. Lab fee. Note: A grade of B or better is required in this class to enroll in IMED 2266 Field Experience.

**GRAPHICS – ARTV 1351 – DIGITAL VIDEO.** Four hours credit. Producing and editing video and sound for multimedia or Web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation. Two lecture and four lab hours per week. Prerequisite: ARTS 2373 or instructor approval. Lab fee.

**GRAPHICS – GRPH 1459 – VECTOR GRAPHICS FOR PRODUCTION (PREVIOUSLY CALLED OBJECT ORIENTED COMPUTER GRAPHICS).** Four hours credit. A study and use of vector graphics for production. Mastery of the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of Bezier curves. Acquisition of images via scanning and the creative use of clip art are included. Lab fee. Two lecture and four lab hours each week.

**INSTRUCTIONAL MEDIA – IMED 1416 – WEB PAGE DESIGN.** Four hours credit. Instruction in Web design and related graphic design issues including mark-up languages, websites, and browsers. Two lecture and four lab hours per week. Lab fee.

**INSTRUCTIONAL MEDIA – IMED 2266 – PRACTICUM (OR FIELD EXPERIENCE) – WEB PAGE, DIGITAL/MULTIMEDIA AND INFORMATION RESOURCES DESIGN.** Two hours credit. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is work-based instruction that provides basic career exploration and 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 employer. A practicum may be a paid or unpaid learning experience. Six external hours each week. This course should be taken during the final semester prior to graduation. Prerequisite: To enroll in IMED 2266, students must have a B or better in the following four courses, ARTC 1402 Digital Imaging I, ARTC 2405 Digital Imaging II, ARTC 1413 Digital Publishing, ARTC 2413 Digital Publishing II.

**INSTRUCTIONAL MEDIA – IMED 2315 – WEB PAGE DESIGN II.** Three hours credit. A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. Three lecture hours and one lab hour each week. Prerequisite: IMED 1416. Lab Fee.

**INSTRUCTIONAL MEDIA – IMED 2309 – INTERNET COMMERCE.** Three hours credit. An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Three lecture hours and one lab hour each week. Lab Fee.

**INSTRUCTIONAL MEDIA – IMED 2411 – PORTFOLIO DEVELOPMENT.** Four hours credit. Emphasis is on preparation and enhancement of portfolio to meet professional standards, and study of professional organizations, presentation skills, and job-seeking techniques. Two lecture and four lab hours each week. This course should be taken during the final semester prior to graduation. Lab fee.

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**MUSIC, APPLIED.** All music majors should enroll in private lessons for two hours credit in their principal area (one hour lesson each week) and one hour credit in a secondary area (Piano class or one-half hour lesson each week). If the principal area is not piano, then the secondary area of study should be piano. Non-music majors may take applied lessons as an elective by audition and consent of instructor. All applied students will be required to perform in juries at semester's end. *All applied students must have the required prerequisite and be advised by the appropriate instructor before enrolling.*

**APPLIED GUITAR.** Fundamentals of classic guitar playing with emphasis on development of right-hand and left-hand technique. The instructor will select repertoire from composers such as Sor, Tarrega, Giuliani, Carcassi and others to meet the individual needs of the student. Prerequisite: MUSI 1303 or by audition and consent of instructor. Lab fee.

**APPLIED PIANO.** The development of essential skills of piano playing. Materials will be selected from composers represented in various time periods to meet the needs of the individual student. Prerequisite: MUSI 2182 or by audition and consent of instructor. Lab fee.

**APPLIED VOICE.** Fundamentals of voice, with added instruction in correct posture, breathing, tone production, and placement. Fundamentals of English, Italian, German, and French diction through repertoire selected by the instructor to meet the needs of the individual student. Prerequisite: MUSI 1183 or by audition and consent of instructor. Lab fee.

**APPLIED BAND INSTRUMENTS.** Individual instruction on trumpet, trombone, French horn, tuba, baritone, saxophone, clarinet and flute. Repertoire to be determined by instructor to meet the individual needs of the student. Prerequisite: previous orchestra or band experiences or by audition and consent of the instructor. Lab fee.

### **PRINCIPAL INSTRUMENT/ELECTIVE.** Two hours credit.

MUAP 1261, 1262, 2261, 2262	Guitar
MUAP 1213, 1214, 2213, 2214	Bass Guitar
MUAP 1269, 1270, 2269, 2270	Piano
MUAP 1281, 1282, 2281, 2282	Voice
MUAP 1237, 1238, 2237, 2238	Trumpet
MUAP 1245, 1246, 2245, 2246	Trombone
MUAP 1241, 1242, 2241, 2242	Horn
MUAP 1249, 1250, 2249, 2250	Euphonium/Baritone
MUAP 1253, 1254, 2253, 2254	Tuba
MUAP 1233, 1234, 2233, 2234	Saxophone
MUAP 1229, 1230, 2229, 2230	Clarinet
MUAP 1217, 1218, 2217, 2218	Flute
MUAP 1257, 1258, 2257, 2258	Percussion
MUAP 1201, 1202, 2101, 2102	Strings

### **SECONDARY INSTRUMENT/ELECTIVE.**

MUAP 1161, 1162, 2161, 2162	Guitar
MUAP 1113, 1114, 2113, 2114	Bass Guitar
MUAP 1169, 1170, 2169, 2170	Piano
MUAP 1181, 1182, 2181, 2182	Voice
MUAP 1137, 1138, 2137, 2138	Trumpet
MUAP 1145, 1146, 2145, 2146	Trombone
MUAP 1141, 1142, 2141, 2142	Horn
MUAP 1149, 1150, 2149, 2150	Euphonium/Baritone
MUAP 1153, 1154, 2153, 2154	Tuba

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MUAP 1133, 1134, 2133, 2134	Saxophone
MUAP 1129, 1130, 2129, 2130	Clarinet
MUAP 1117, 1118, 2117, 2118	Flute
MUAP 1157, 1158, 2157, 2158	Percussion
MUAP 1167, 1168, 2167, 2168	Organ
MUAP 1101, 1102, 2101, 2102	Strings

**MUSIC – MUEN 1121-1122, 2121-2122 – JAZZ BAND.** One hour credit. The Swinging Roadrunner is an ensemble group open to all college instrumentalists by audition, regardless of their major field. Repertoire consists of music selected from all stylistic periods of jazz. Includes a study of basic improvisation and general jazz history. Students participate in concerts at Angelina College and in the surrounding community. Three lab hours each week. Lab fee.

**MUSIC – MUEN 1123-1124, 2123-2124 – CONCERT BAND.** One hour credit. An ensemble course open to the general student with high school or other previous band experience. The group performs a variety of band literature including marches, overtures, and arrangements of contemporary music. Three laboratory hours each week. Lab fee.

**MUSIC – MUEN 1131-1132, 2131-2132 – GUITAR ENSEMBLE.** One hour credit. May be taken four successive semesters for credit. The study of duo, trio, and quartet literature as applied in performance settings. Students will participate in recitals at Angelina College and in the surrounding community. Three lab hours each week. Prerequisite: Successful completion of MUSI 1303 or consent of instructor through audition. Concurrent enrollment: Applied Guitar class. Lab fee.

**MUSIC – MUEN 1141-1142, 2141-2142 – CHORALE.** One hour credit. Open to all students. An ensemble course designed to acquaint members with the best in classical and modern choral music. The general development of choral music is surveyed through the study of some major choral works. Choral techniques and group vocal problems are discussed. In order to obtain credit, the student is required to attend all called rehearsals and all public performances. Three lab hours each week. Lab fee.

**MUSIC – MUEN 1151-1152, 2151-2152 – A.C. SINGERS.** One hour credit. An ensemble course designed for students interested in popular, swing and jazz styles. Three lab hours each week. Open to students by audition. Concurrent Enrollment: PHED 2104 and MUSI 1141. Lab fee.

**MUSIC – MUSB 1305 – SURVEY OF THE MUSIC BUSINESS.** Three hours credit. An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities. Includes the role of the producer in session planning, communication, budgeting, business aspects, technical considerations, and music markets. Topics to be covered include publishing, copyright laws, licensing, record company operation, management as well as marketing and publicity. Three lecture hours each week. Prerequisite: MUSC 2347 or consent of instructor.

**MUSIC – MUSC 1327 – INTRODUCTION TO AUDIO ENGINEERING I.** Three hours credit. An overview of live sound reinforcement techniques and equipment. Overview of the recording studio, including basic studio electronics and acoustic principles, waveform properties, microphone concepts and placement techniques, studio set up and signal flow, console theory, signal processing concepts, multi-track principles and operation and an overview of mixing and editing. Includes principles and concepts of live sound technology from set up, to mix,

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signal flow, and basics of live recording. Two lecture hours and one lab hour each week. Lab fee.

**MUSIC – MUSC 2427 – AUDIO ENGINEERING II (Replaces MUSC 1427).** Four hours credit. A continuation of MUSC 1327. Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices. Three lecture hours and two lab hours each week. Prerequisite: MUSC 1327. Lab fee.

**MUSIC – MUSC 2347 – AUDIO ENGINEERING III.** Three hours credit. Advanced practice of procedures and techniques in recording and manipulating audio. Includes digital audio editing using Pro Tools, advanced recording techniques and basic editing; and demonstrate engineering concepts to complete an advanced recording project. Three lecture hours and one lab hour each week. Prerequisite: MUSC 1427. Lab fee.

**MUSIC – MUSC 2101 – AUDIO ENGINEERING PRACTICES.** One hour credit. Application of the concepts and techniques presented in Audio Engineering I and II. A companion lab class to be taken concurrently with MUSC 2427. Two lab hours each week. Lab fee.

**MUSIC – MUSC 2286 – INTERNSHIP – RECORDING ARTS TECHNOLOGY/TECHNICIAN.** Two hours credit. A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. A learning plan is developed by the college and the employer. Prerequisite: Previous or concurrent enrollment in MUSB 1305. Lab fee.

**MUSIC – MUSI 1116 – SIGHT SINGING AND EAR TRAINING I.** One hour credit. Singing tonal music in treble, bass, alto, and tenor clefs, including aural study and dictation of rhythm, melody, and diatonic harmony. Required of all music majors in the first semester of the freshman year. Prerequisite or concurrent enrollment: MUSI 1311. Two lab hours each week. Lab fee.

**MUSIC – MUSI 1117 – SIGHT SINGING AND EAR TRAINING II.** One hour credit. Continued study of tonality through sight singing, ear training, keyboard drill and writing. Singing tonal music in treble, bass, alto, and tenor clefs, including aural study and dictation of rhythm, melody, and diatonic harmony. Required of all music majors in the second semester of the freshman year. Prerequisite: MUSI 1116 with a grade of C or better and concurrent or previous enrollment in MUSI 1312. Two lab hours each week. Lab fee.

**MUSIC – MUSI 1160 –ITALIAN DICTION.** One hour credit. Study of phonetic sounds of the Italian language to promote the ability to sing in this language. One credit hour. One lecture hour and one lab hour each week. Lab fee.

**MUSIC – MUSI 1181 – PIANO CLASS I.** One hour credit. This course is designed for the student who has little or no previous experience with music reading and the keyboard. Emphasis is placed on basic technique and sight-reading. Open to all students but will not count toward a major in Piano. Group instruction format. Three lab hours each week. Lab fee. For Music Majors or by permission of instructor.

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**MUSIC – MUSI 1182 – PIANO CLASS II.** One hour credit. A continuation of MUSI 1181. Emphasis is placed on technical skills and more elaborate sight-reading examples. Prerequisite: consent of instructor by audition or MUSI 1181 with a grade of C or better. Three lab hours each week. Lab fee.

**MUSIC – MUSI 1183 – VOICE CLASS.** One hour credit. Fundamentals of vocal techniques. Correct posture, breathing, vowel purity, tone production and placement. Diction is emphasized (Italian, German, French and English). The anatomy of vocal production, selection and coordination of teaching materials are emphasized. The course will fulfill a need for those beginning voice students who are not prepared for private instructions. Three lab hours each week. Lab fee.

**MUSIC – MUSI 1301 – FUNDAMENTALS OF MUSIC.** Three hours credit. The basics of musical notation, reading music with comprehension, scale building, key signatures, the study of intervals, the presentation of time and rhythmic patterns, and general information on which to build a good working knowledge of music. Three lecture hours each week.

**MUSIC – MUSI 1303 – FUNDAMENTALS OF GUITAR.** Three hours credit. Group instruction in the fundamentals of guitar playing, with emphasis on reading notation, technique, styles, and study of music fundamentals including scales, key signature, and rhythm. For the beginning student with no previous experience. Three lecture hours each week.

**MUSIC – MUSI 1306 – MUSIC APPRECIATION.** Three hours credit. Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. *(Does not apply to a music major degree.)* Three lecture hours each week.

**MUSIC – MUSI 1307 – INTRODUCTION TO MUSIC LITERATURE.** Three hours credit. Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. Three lecture hours each week.

**MUSIC – MUSI 1310 – AMERICAN JAZZ MUSIC.** Three hours credit. A general survey of Jazz as an American art form including topics on origin, a discussion of styles, and the major components comprising the genre. For the general student as a Fine Arts elective. Three lecture hours each week.

**MUSIC – MUSI 1311 – THEORY OF MUSIC I.** Three hours credit. Analysis and writing of tonal melody and diatonic harmony up to and including chords. Analysis and four part writing of small compositional forms. Correlated study at the keyboard. Required of all music majors in the first semester of the freshman year. Prerequisite or concurrent enrollment: MUSI 1116. Prerequisite: MUSI 1301 or equivalent preparation as demonstrated by a placement exam. Three lecture hours each week.

**MUSIC – MUSI 1312 – THEORY OF MUSIC II.** Three hours credit. A continuation of MUSI 1311 and more advanced analysis and writing of tonal melody and diatonic harmony up to and including chords. Analysis and four part writing of small compositional forms. Correlated study at the keyboard. Required of all music majors in the second semester of the freshman year. Prerequisite or concurrent enrollment: MUSI 1117. Prerequisite: MUSI 1311 with a minimum grade of C or equivalent preparation as demonstrated by a placement exam. Three lecture hours each week.

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**MUSIC – MUSI 2116 – SIGHT SINGING AND EAR TRAINING III.** One hour credit. More advanced sight singing including modal, ethnic, and 20th century materials. Rhythmic, melodic, and harmonic dictation with keyboard drill and the application of studies as outlined in MUSI 2311. Prerequisite: MUSI 1117 with a minimum grade of C and concurrent or previous enrollment in MUSI 2311. Two lab hours each week. Lab fee.

**MUSIC – MUSI 2117 – SIGHT SINGING AND EAR TRAINING IV.** One hour credit. More advanced sight singing including modal, ethnic, and 20th century materials. Rhythmic, melodic, and harmonic dictation with keyboard drill and the application of studies as outlined in MUSI 2312. Prerequisite: MUSI 2116 with a minimum grade of C and concurrent or previous enrollment in MUSI 2312. Two lab hours each week. Lab fee.

**MUSIC – MUSI 2181 – PIANO CLASS III.** One hour credit. A continuation of MUSI 1182. Course covers functional keyboard skills including harmonization, accompaniment styles, sight reading, score reading, improvisation, technical exercises and ensemble repertoire suitable for the intermediate student. Prerequisite: Consent of the instructor by audition or MUSI 1182 with a grade of at least a “C”. Three laboratory hours each week. Lab fee.

**MUSIC – MUSI 2182 – PIANO CLASS IV.** One hour credit. A continuation of MUSI 2181. Course emphasizes advanced harmonization, technical skills and sight reading. Prerequisite: Consent of instructor by audition or MUSI 2181 with a grade of at least a “C”. Three laboratory hours each week. Lab fee.

**MUSIC – MUSI 2311 – THEORY OF MUSIC III.** Three hours credit. Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism, modulation, and extended tertian structures. Introduction to 20th century compositional procedures. Required of all music majors in the first semester of the sophomore year. Prerequisite: MUSI 1312 with a minimum grade of C and concurrent or previous enrollment in MUSI 2116. Three lecture hours each week.

**MUSIC – MUSI 2312 – THEORY OF MUSIC IV.** Three hours credit. Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism, modulation, and extended tertian structures. Introduction to 20th century compositional procedures. Required of all music majors in the second semester of the sophomore year. Prerequisite: MUSI 2311 with a minimum grade of C and concurrent or previous enrollment in MUSI 2117. Three lecture hours each week.

**SPEECH – SPCH 1315 – PUBLIC SPEAKING.** Three hours credit. This course includes research, composition, organization, analysis, and delivery of speeches for various purposes and occasions. Three lecture hours each week.

**SPEECH – SPCH 1318 – INTERPERSONAL COMMUNICATION.** Three hours credit. A course that deals with theory and practice of communication in life situations. Study of self-concept, perception, emotions, non-verbal communication, interpersonal relationships, and conflict. Activities are one-on-one and small group. Three lecture hours each week.

**SPEECH – SPCH 1321 – BUSINESS AND PROFESSIONAL SPEAKING.** Three hours credit. Theories and practices of speech communication as applied in business and professional situations. Three lecture hours each week.



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**SPEECH – SPCH 1342 – VOICE AND ARTICULATION FOR THE ACTOR.** Three hours credit. Individual attention to proper use of the voice in acting, specifically articulation for the stage. Individual problems will be considered. Required of theatre and speech majors. Three lecture hours each week.

**SPEECH – SPCH 2335 – DEBATE.** Three hours credit. Principles of argumentation and debate and practice in preparing and presenting written and spoken argument. Prerequisite: SPCH 1315 or consent of the instructor. Three lecture hours each week.

**SPEECH – SPCH 2341 – ORAL INTERPRETATION.** Three hours credit. Introduction to oral interpretation of literature; preparation and reading of poetry and prose, storytelling, choral speaking; practice in phrasing, vocal quality, time, force, pitch and bodily responses. Prerequisite: SPCH 1315 or consent of instructor. Three lecture hours each week.

## ***Liberal Arts Division***

Academic Areas: Bible, Education, English, Geography, Government, History, Physical Education, Psychology, Reading, Sociology, Spanish and Student Success

Transfer Programs: General Curriculum, Teacher Education, Health and Physical Education.

The associate in arts core is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts and associate in science degree will take essential core requirements that will allow them to transfer to a senior college. Angelina College offers the associate in arts degree to students completing the general graduation requirements for all degrees, the associate in arts degree core requirements, and those courses required for the academic area. The associate in science degree is available for students completing the general graduation requirements for all degrees, the associate in science degree core requirements and those courses required for the academic area.

Please see an advisor in these areas for further information.

The transfer institution's requirements may vary, therefore it is in the best interest of the student to consult with their transfer institution and communicate with their advisor and/or Division Director. Only the Division Director will make substitutions for other courses.

Some degrees do not require completion of the core. Fields of study supplant core requirements.

Language requirements may be met with Spanish and the science requirement may include chemistry, physics, and/or biology.

Liberal Arts Division

**TRANSFER PROGRAM**  
**GENERAL CURRICULUM**  
**+ ASSOCIATE IN ARTS OR**  
**ASSOCIATE IN SCIENCE<sup>1</sup>**

*REQUIRED CORE CURRICULUM COMPONENTS	CREDIT HRS
1. <u>Communications (6 hours)</u> ENGL 1301 <b>and</b> ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1314, MATH 1324, MATH 1332, <b>or</b> 1342	3
3. <u>Life and Physical Sciences (6 hours)</u> BIOL 1408, BIOL 1409, CHEM 1305, PHYS 1305 <b>or</b> GEOL 1403	6
4. <u>Language, Philosophy, and Culture (3 hours)</u> ENGL 2322, 2323, 2327, 2328, 2332, 2333, <b>or</b> 2341	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, <b>or</b> MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 <b>and</b> HIST 1302 – U.S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 <b>and</b> GOVT 2306 – Federal and State Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> PSYC 2301 <b>or</b> SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> Select from: Mathematics, Language, Philosophy, Culture, Social & Behavioral Sciences Select from: EDUC/PSYC 1300, SPCH 1315/1318	3 <u>3</u>
<b>Total Hours</b>	<b>42</b>
10. Foundational Completion Components Science Labs (to accompany courses in Life and Physical Sciences)	2
<b>*OTHER REQUIRED COURSES</b>	
11. STSU 0X00 – Student Development	0
PHED (2) – Activity Courses	2
ENGL 23XX – Sophomore Literature <sup>2</sup> <b>or</b> Technical & Writing <sup>2</sup>	3  Business
Foreign Language <sup>1</sup>	8
LA Approved Elective <sup>2/3</sup>	<u>3</u>

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<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

<sup>1</sup>For an A.S. option: Omit 2 hours of PHED activity courses. Omit 8 hours of Foreign Language. Substitute an additional science course from a different discipline, an additional math (choose from MATH 1314, 1324, 1325, 1332, 1342 or 1350) and an additional elective. Division Director must approve elective.

<sup>2</sup>Student must obtain a degree plan from the four-year transfer institution and verify appropriate degree requirements.

<sup>3</sup>Student may opt to designate an academic area of concentration by choosing approved electives from the following: English, History, Psychology, Sociology or Spanish. Please see an advisor for additional information.

**TRANSFER PROGRAM**  
**ASSOCIATE IN ARTS IN TEACHING**  
**LEADING TO INITIAL TEXAS TEACHER**  
**CERTIFICATION\***  
**EC-6, 4-8, EC-12\* SPECIAL EDUCATION\***  
**(Adopted by the Coordinating Board on April 30, 2009)**

*Required Core Curriculum Components:			CREDIT HRS
1.	<u>Communications (6 hours)</u>		6
	ENGL 1301	Composition I	
	ENGL 1302	Composition II	
2.	<u>Mathematics (3 hours)</u>		3
	MATH 1314	College Algebra	
3.	<u>Life &amp; Physical Sciences (6 hours)</u>		6
	BIOL 1408	General College Biology I	
	BIOL 1409	General College Biology II	
	CHEM 1305	Introductory Chemistry I	
	PHYS 1305	Elementary Physics I	
	GEOL 1403	Physical Geology	
4.	<u>Language, Philosophy &amp; Culture (3 hours)</u>		3
	ENGL 2322	British Literature I	
	ENGL 2323	British Literature II	
	ENGL 2327	American Literature I	
	ENGL 2328	American Literature II	
	ENGL 2332	World Literature I	
	ENGL 2333	World Literature II	
	ENGL 2341	Forms of Literature	
5.	<u>Creative Arts (3 hours)</u>		3
	ARTS 1301	Art Appreciation	
	DRAM 1310	Theater Appreciation	

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	MUSI	1306	Music Appreciation		
	MUSI	1310	American Jazz Music		
6.	<u>American History (6 hours)</u>			6	
	HIST	1301	United States History I		
	HIST	1302	United States History II		
7.	<u>Government/Political Science (6 hours)</u>			6	
	GOVT	2305	Federal Government		
	GOVT	2306	Texas Government		
8.	<u>Social and Behavioral Sciences (3 hours)</u>			3	
	GEOG	1303***	World Regional Geography		
	PSYC	2301	General Psychology		
	SOCI	1301	Introductory Sociology		
9.	<u>Component Area Option (CAO) (6 hours)</u>			3	
	EDUC/PSYC 1300, SPCH 1315 or SPCH1318				
	Students will select one additional course from core areas 3 or 8**				
	<b>*Total for Core Curriculum</b>			<b>42</b>	
10.	Foundation Completion Components Science Labs (to accompany courses in Life and Physical Sciences)			<b>2</b>	

## **OTHER REQUIRED COURSES:**

<b>Education</b>				<b>6</b>	
	EDUC	1301	Introduction to the Teaching Profession		
	EDUC	2301	Introduction to Special Populations		
<b>*Institution Requirement</b>				<b>11</b>	
	STSU	0X00	Student Development		
	Foreign Language or Additional Science**			4	
	MATH	1350	Fundamentals of Math I		
	MATH	1351	Fundamentals of Math II	6	
<b>TOTAL CREDIT HOURS</b>				<b>60</b>	

\*\*Students should consult with an advisor regarding required courses for transfer to a specific college or university. Beginning in 2010, all transfer students will be required to have lab sciences from three different disciplines for the four-year degree.

\*\*\* GEOG 1303 may be substituted for the degree requirement, but will not satisfy the core requirement.

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Choose 9 hours from the following course groups based on proposed Bachelors program: Health Education, Physical Education (Teaching/Coaching), OR Physical Education (non-teaching/Pre-PT/Athletic Training). Students may choose ANY combination of courses to meet the 9 hour minimum.

#### **Health Education**

PHED 1306 – First Aid	3
PHED 1338 – Concepts of Physical Fitness	3
PHED 1346 – Drug Use and Abuse	3

#### **Physical Education – Teaching/Coaching**

PHED 1308 – Sports Officiating	3
PHED 1321/1322 – Coaching Sports (Basketball or Baseball/Softball)	3
PHED 1331 – Physical Education for Elementary Ed Majors	3
PHED 1338 – Concepts of Physical Fitness	3

#### **Physical Education – Non-teaching (Pre-PT/Athletic Training)**

PHED 1166 – First Aid	1
PHED 1338 – Concepts of Physical Fitness	3
PHED 2156 – Taping and Bandaging (concurrent with PHED 2356)	1
PHED 2356 – Care/Prevention of Athletic Injuries (concurrent w/ PHED 2156)	3

**Minimum Total Hours from PHED: 18**

**Total Hours for Degree: 60**

\* Available Physical Activity courses are offered each semester and are included in the PHED course descriptions.

***COURSE DESCRIPTIONS***

**BIBLE – BIBL 1110 – BIBLICAL TEACHINGS ON MARRIAGE AND THE HOME.** One hour credit. An examination of Scriptures in the Old and New Testaments, pertaining to marriage, home, and family relationships. One lecture hour each week.

**BIBLE – BIBL 1120 – JOHN AND HIS GOSPEL.** One hour credit. A study of the fourth gospel with emphasis on the economic, social, political and religious conditions of the time. One lecture hour each week.

**BIBLE – BIBL 1130 – JOB.** One hour credit. A study of the Old Testament story of Job with emphasis on God and principles revealed concerning man's suffering. One lecture hour each week.

**BIBLE – BIBL 1310 – SURVEY OF THE OLD TESTAMENT.** Three hours credit. A survey of the contents of the Old Testament in relation to the history of the Hebrews and their religious outlook on life. Three lecture hours each week.

**BIBLE – BIBL 1320 – SURVEY OF THE NEW TESTAMENT.** Three hours credit. A survey of the New Testament in relation to its historical and basic Christian teachings. Three lecture hours each week.

**BIBLE – BIBL 2310 – LIFE AND TEACHINGS OF CHRIST.** Three hours credit. An intensive study of the life and teachings of Christ as revealed in the Synoptic Gospels. The economic, social, political, and religious conditions of the world in His day. Three lecture hours each week.

**BIBLE – BIBL 2320 – LIFE AND LETTERS OF PAUL.** Three hours credit. An intensive study of the Apostle Paul and his writings with reference to the Gospel messages as he applied it to the problems of his day. The economic, social, political and religious conditions in his time. Three lecture hours each week.

**EDUCATION – EDUC 1200 – LEARNING FRAMEWORK.** Two hours credit. This course is delivered via the internet. A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Lab Fee. Prerequisite: TSI exempt or passing scores on all sections of the TSI. Cross-listed as PSYC 1200. The student may register for either EDUC or PSYC but may receive credit for only one of the two. Two lecture hours.

**EDUCATION – EDUC 1300 – LEARNING FRAMEWORK.** Three hours credit. A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across



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their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Lab Fee. Prerequisite: Must be TSI exempt or have passing scores on all sections of the TSI. Cross-listed as PSYC 1300. The student may register for either EDUC or PSYC but may receive credit for only one of the two.

**EDUCATION – EDUC 1301 – INTRODUCTION TO THE TEACHING PROFESSION.** Three hours credit. An enriched integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) includes a minimum of 16 contact hours of field experience in P-12 classrooms. Students must comply with state and school regulations in order to participate in P-12 classroom field experiences, which may include (but may not be limited to): a current negative TB test, an acceptable criminal history and central registry background check, fingerprinting and a notarized affidavit for applicants. (Please see an advisor for additional information.) Three hours lecture and weekly lab hours. Lab fee.

**EDUCATION – EDUC 2301 – INTRODUCTION TO SPECIAL POPULATIONS.** Three hours credit. An enriched integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and 5) Pre-requisite for this course is EDUC 1301. Students must comply with state and school regulations in order to participate in P-12 classroom field experiences, which may include (but may not be limited to): a current negative TB test, an acceptable criminal history and central registry background check, fingerprinting and a notarized affidavit for applicants. (Please see an advisor for additional information.) Three hours lecture and weekly lab hours. Prerequisite: EDUC 1301. Lab fee.

**ENGLISH SPECIAL DEVELOPMENTAL EDUCATION: NON-COURSE COMPETENCY-BASED OPTION (NCBO) NCBE 0130 OR NCBE 0230.** Development of college-level writing focusing on idea generation, drafting, organization, revision and utilization of standard English. The NCBE cannot be used toward credit for an associate degree and is not intended for transfer to a senior college. Eligibility: As per the current TSI Assessment Placement Chart; Benefit: paired with ENGL 1301 with required course grade of a C or better, credit earned can be used in an associate degree; Attendance required in lecture and lab hours.

**INTEGRATED READING AND WRITING (INRW) INRW 0410 AND INRW 0420.** Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. The INRW cannot be used toward credit for an associate degree and is not intended for transfer to a senior college. Eligibility: As per the current TSI Assessment Placement Chart; Benefit: complete reading and writing in one semester; Attendance required in lecture and lab hours.

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**ENGLISH – ENGL 0301 – ENGLISH AS A SECOND LANGUAGE I.** Fundamental reading skills to develop comprehension, vocabulary, and rate. A course designed for students whose first language is not English. This course's objective is to help students develop basic skills in listening comprehension, speaking, reading and writing English to a level sufficient to communicate with other students at the same level, as well as with native speakers of English in day-to-day situations such as simple business transactions, phone calls, job interviews, etc. Attention given to grammar as required. Three hours lecture/lab each week. (This course cannot be used toward credit for an associate degree and is not intended for transfer to a senior college.)

**ENGLISH – ENGL 0302 – ENGLISH AS A SECOND LANGUAGE II.** Fundamental reading skills to develop comprehension, vocabulary, and rate. This course expands upon the basic knowledge acquired in the previous course, and provides opportunities for amplifying the range of the students' communicative skills in English. Attention given to grammar as required. Prerequisite: ENGL 0301 or passing a written and oral examination. Three hours lecture/lab each week. (This course cannot be used toward credit for an associate degree and is not intended for transfer to a senior college.)

**ENGLISH – ENGL 0310 – COLLEGE WRITING TECHNIQUES I.** This course involves intensive diagnosis of specific individual writing deficiencies and strengths. Emphasis is on spelling, grammar, punctuation, fluency and organization of ideas. Is relevant as a refresher. Three classroom and one lab hour each week. (This course cannot be used toward credit for an associate degree and is not intended for transfer to a senior college.) Lab fee.

**ENGLISH – ENGL 1301 – COMPOSITION I.** Three hours credit. Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Three lecture and one lab hour each week. Lab fee.

**ENGLISH – ENGL 1302 – COMPOSITION II.** Three hours credit. Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Three lecture hours each week. Prerequisite: ENGL 1301.

**ENGLISH – ENGL 2307 – CREATIVE WRITING I.** Three hours credit. Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Writing of short stories, poetry, short drama and feature articles. Prerequisite: approval of Division Director. Three lecture hours each week.

**ENGLISH – ENGL 2311 – TECHNICAL & BUSINESS WRITING.** Three hours credit. Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 or permission of the Division Director. Lab fee.

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**ENGLISH – ENGL 2322 – BRITISH LITERATURE I.** Three hours credit. A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2323 – BRITISH LITERATURE II.** Three hours credit. A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2326 – AMERICAN LITERATURE.** Three hours credit. A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2327 – AMERICAN LITERATURE I (TO 1865).** Three hours credit. A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2328 – AMERICAN LITERATURE II (FROM 1865).** Three hours credit. A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2332 – WORLD LITERATURE I.** Three hours credit. A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**ENGLISH – ENGL 2333 – WORLD LITERATURE II.** Three hours credit. A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

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**ENGLISH – ENGL 2341 – FORMS OF LITERATURE.** Three hours credit. The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Topics may vary by semester. Prerequisite: ENGL 1301. (Confirm with the selected four-year institution to determine if both ENGL 1301 and ENGL 1302 are required for transfer.) Three lecture hours each week.

**GEOGRAPHY – GEOG 1301 – PRINCIPLES OF GEOGRAPHY (PHYSICAL ENVIRONMENT).** Three hours credit. Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. Three lecture hours each week.

**GEOGRAPHY – GEOG 1303 – WORLD REGIONAL GEOGRAPHY.** Three hours credit. Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. Three lecture hours each week.

**GOVERNMENT – GOVT 2305 – FEDERAL GOVERNMENT (FEDERAL CONSTITUTION AND TOPICS).** Three hours credit. Origin and development of the U.S. constitution, structure and powers of national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Three lecture hour each week.

**GOVERNMENT – GOVT 2306 – TEXAS GOVERNMENT (TEXAS CONSTITUTION AND TOPICS).** Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Three lecture hour each week.

**HISTORY – HIST 1301 – UNITED STATES HISTORY I.** Three hours credit. A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Required of all students seeking an Associate in Arts or Science degree or who plan to transfer to a four-year school. Three lecture hours each week.

**HISTORY – HIST 1302 – UNITED STATES HISTORY II.** Three hours credit. A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Required of all students seeking an Associate in Arts or Science degree or who plan to transfer to a four-year school. Three lecture hours each week.

**HISTORY – HIST 2301 – TEXAS HISTORY.** Three hours credit. A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to

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the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Three lecture hours each week.

**HISTORY – HIST 2311 – WESTERN CIVILIZATION I.** Three hours credit. A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Three lecture hours each week.

**HISTORY – HIST 2312 – WESTERN CIVILIZATION II.** Three hours credit. A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 1100 – FUNDAMENTALS OF FITNESS.** One hour credit. Instruction and participation in physical and recreational activities. Students will learn wellness and fitness principles and apply them to a healthy lifestyle by engaging in appropriate wellness activities. Students will also learn to assess and evaluate personal fitness level. Internet instruction only. Purchase of e-book required. Not accepted for physical activity credit at Texas A&M (College Station campus). Special fee.

**PHYSICAL EDUCATION – PHED 1101 – EXERCISE AND CONDITIONING I.** One hour credit. Instruction and participation in physical and recreational activities. Students will warm-up with stretching and large muscle activities, engage in jogging or walking for aerobic fitness, and finish with stretching and cool down. Emphasis will be on health enhancement. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1102 – SWIMMING I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to teach the basic techniques of swimming and water safety. Students will learn basic concepts of cardiovascular fitness and flexibility. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1103 – BOWLING I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to teach basic concepts of bowling. The student will learn the 4-step approach to delivery, proper release of the ball, release timing, scoring (including calculating average and handicap), and terminology. The student will participate in competition during the course. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1104 – DANCE I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Participation and instruction in Zumba, Hip-Hop, Folk, Modern, Ballet, Tap and/or other dance activities. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1105 – WESTERN DANCE.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may

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have the option of eight credits.) Students will analyze rhythms of music and basic movements associated with various social dances such as waltz, 2-step, polka, schottische, cotton-eyed Joe, etc. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1106 – RACQUETBALL I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to teach the basic skills used in racquetball. Basic skills will include grip, serve, offensive strokes and defensive strokes. Practice drills will be utilized to bring the ability of the class to the level that the game can be played for recreational purposes. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1107 – TENNIS I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to teach basic skills of tennis. Basic skills will include grip, serve, offensive strokes and defensive strokes. Practice drills will be utilized to bring the ability of the class to the level that the game can be played for recreational purposes. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1108 – WEIGHT TRAINING & CONDITIONING I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Weight training is concerned with the development of flexibility and increased physical capacity. Stress is on muscle strength, endurance, power and speed of movement. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1109 – BASKETBALL I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Basic skills in dribbling, shooting, and passing will be taught. Practice drills will be utilized to bring the ability of the class to the level that the game can be played for recreational purposes. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1110 – AEROBICS I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to utilize various rhythmic aerobic routines including Zumba dance and step aerobics as well as kick-boxing. The workout will include warm-ups, aerobic exercise bouts, cool-downs and heart rate assessments. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1111 – GOLF I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to teach the basic skills used in golf to the level that the game could be played for recreational purposes. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1112 – INTRODUCTION TO STRENGTH & CARDIOVASCULAR FITNESS.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will develop/maintain a fitness regimen designed to improve and maintain cardiovascular fitness, muscular fitness, and flexibility. Students will maintain a daily activity log. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1113 – TEAM SPORTS I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will learn basic skills, techniques, and strategies in

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selected team sports. Specific sport will be determined by location and instructor and will be identified in the schedule of classes. Potential team sports include but are not limited to: soccer, softball, football, field hockey, etc. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1114 – LOW-IMPACT MUSCLE CONDITIONING.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will tone various muscle groups using principles and movement concepts from yoga, Pilates, and tai chi as well as traditional sculpting exercises using exercise tubes, gliders, stability balls, dumbbells, etc. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1115 – ADVANCED BASKETBALL/ BASEBALL/ SOFTBALL/ CHEER SQUAD I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits. Must have prior administrative approval.) This course is designed for first year, first semester players who are competing on a collegiate level. Lab fee.

**PHYSICAL EDUCATION – PHED 1116 – ADVANCED BASKETBALL/ BASEBALL/ SOFTBALL/ CHEER SQUAD I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits. Must have prior administrative approval.) This course is designed for first year, second semester players who are competing on a collegiate level. Lab fee.

**PHYSICAL EDUCATION – PHED 1117 – ADVANCED WEIGHT TRAINING I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits. Must have prior administrative approval.) Designed as an in-season weight training class for athletic competitors. Emphasis is placed on maintenance of strength and endurance for students during the season of competition, as well as for injury prevention and flexibility. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1118 – ADVANCED WEIGHT TRAINING I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits. Must have prior administrative approval.) Designed as an in-season weight training class for athletic competitors. Emphasis is placed on maintenance of strength and endurance for students during the season of competition, as well as for injury prevention and flexibility. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1119 – VOLLEYBALL I.** One hour credit. Instruction and participation in physical and recreational activities. Basic offensive and defensive skills in volleyball will be taught. Practice drills will be utilized to bring the ability of the class to the level that the game of volleyball can be played for recreational purposes. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1120 – ROPES COURSE I.** One hour credit. Instruction and participation in physical and recreational activities. Students will participate in a variety of experiential educational activities involving personal challenges. Activities will include group dynamics, low ropes elements, and high elements. Students will also learn the basics of belaying and other ropes course support roles. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1121 – LIFETIME ACTIVITIES.** One hour credit. Instruction and participation in physical and recreational activities. Students will learn the rules and

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strategies of a variety of lifetime activities which may include, but is not limited to: croquet, horseshoes, disc golf, washers, and shuffleboard. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1122 – MARTIAL ARTS I.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will learn basic skills, rules, strategies, safety practices, self-defense, and/or combat tactics in any of the Asian sports considered to be martial arts. Students will be working toward lower level competencies/ranking. Prerequisite: minimum level of fitness required to enroll in this class and/or consent of instructor. Three class hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 1123 – ARCHERY I.** One hour credit. Instruction and participation in physical and recreational activities. A beginning class in target archery, this course requires no prior knowledge or experience. All equipment is provided. The emphasis is on target archery shooting technique, safety, and the history of archery. Grading is based on shooting skill, proper form, and knowledge of the sport. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 1124 – SCUBA DIVING I.** One hour credit. Participation and instruction in advanced aquatic activities. Minimal required swimming skills. This course is designed to provide the student with the knowledge and skills to safely scuba dive for recreational purposes. Upon satisfactory completion of the course, the student will be eligible to earn PADI Open Water Certification. Three hours each week. Special fee pays for all needed equipment and rental fees except mask, fins, and snorkel. Special fee.

**PHYSICAL EDUCATION – PHED 1125 – SCUBA DIVING II.** One hour credit. Participation and instruction in advanced aquatic activities. Minimal required swimming skills. This course is designed to provide the student with the knowledge and skills to perform specialty dives toward PADI Advanced Open Water Certification under supervision. Three class hours each week. Special fee pays for all needed equipment and rental fees except mask, fins, and snorkel. Prerequisite: PHED 1151 or consent of the instructor. Special fee.

**PHYSICAL EDUCATION – PHED 1166 – FIRST AID.** One hour credit. Instruction in and practice of First Aid techniques. Includes adult CPR and First Aid for the treatment and care of common health emergencies. Certification by the American Red Cross. (This course will not satisfy the one hour activity core course requirement.) Sixteen classroom hours. Special fee. Course will not be offered after 2017.

**PHYSICAL EDUCATION – PHED 1301 – FOUNDATIONS OF KINESIOLOGY.** Three hours credit. The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. (This course will not satisfy the one hour activity core course requirement.) Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 1304 – PERSONAL AND COMMUNITY HEALTH.** Three hours credit. This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. (This course will not satisfy the one hour activity core course requirement.) Three lecture hours each week.



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**PHYSICAL EDUCATION – PHED 1306 – FIRST AID.** Three hours credit. Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally-recognized agency. (This course will not satisfy the one hour activity core course requirement.) Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 1308 –SPORTS OFFICIATING.** Three hours credit. The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. (This course will not satisfy the one- hour activity core course requirement.) Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 1321 – COACHING/SPORTS/ATHLETICS I – BASKETBALL.** Three hours credit. Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. Three lecture hours each week. This course will not satisfy the one-hour activity core course requirement.

**PHYSICAL EDUCATION – PHED 1322 – COACHING SPORTS/ATHLETICS II – BASEBALL/SOFTBALL.** Three hours credit. Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes strategies of all phases (offense, defense, special teams, etc.). This course will not satisfy the one-hour activity core course requirement. Three lecture hours each week. Course will not be offered after Spring 2017.

**PHYSICAL EDUCATION – PHED 1331 – PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS.** Three hours credit. An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. Recommended by the State Department of Education for classroom teachers. (This course will not satisfy the one hour activity core course requirement.) Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 1338 – CONCEPTS OF PHYSICAL FITNESS.** Three hours credit. This course is designed to familiarize students with knowledge, understanding, and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs. (This course will not satisfy the one-hour activity core course requirement.) Three class hours each week.

**PHYSICAL EDUCATION – PHED 1346 – DRUG USE AND ABUSE.** Three hours credit. Study of the use, misuse, and abuse of drugs and other harmful substances in today's society. Physiological, sociological, and psychological factors will be emphasized. (This course will not satisfy the one hour activity core course requirement.) Three lecture hours each week.

**PHYSICAL EDUCATION – PHED 2101 – EXERCISE AND CONDITIONING II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) This course is designed to utilize various aerobic exercise equipment and facilities that will raise the student's cardiovascular fitness level. The workouts will include warm-ups, aerobic exercise bouts, cool-downs and heart rate assessments. Three class hours each week. Prerequisite: PHED 1101. Lab fee.

## Liberal Arts Division

**PHYSICAL EDUCATION – PHED 2102 – SWIMMING II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Course is designed to provide the individual with the skills and knowledge of water safety techniques and basic rescue that may be used in the event of an emergency. Upon satisfactory completion of course requirements, the appropriate Red Cross Certification is issued. Three class hours each week. Prerequisite: PHED 1102 or permission of instructor. Special fee.

**PHYSICAL EDUCATION – PHED 2103 – BOWLING II.** One hour credit. Instruction and participation in physical and recreational activities. This course is designed to teach continued improvement of bowling skills including different releases for various shots, how to “spot” bowl using lane arrows, and choosing equipment to improve your game. Students will participate in competition and be introduced to league bowling. Three class hours each week. Prerequisite: PHED 1103 or consent of instructor. Special fee.

**PHYSICAL EDUCATION – PHED 2104 – DANCE II.** One hour credit. Instruction and participation in physical and recreational activities. Instruction in various types of dance that may be incorporated into stage performances. Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 2105 – BALLET I.** One hour credit. Instruction and participation in physical and recreational activities. This is an introductory course to ballet. Students will learn basic technique, body placement, movement theory, and terminology. Progressive barre and floor work will be included. Students must provide their own ballet shoes. Prerequisite: successful completion of any freshman-level activity course (11xx). Three class hours/week. Lab fee.

**PHYSICAL EDUCATION – PHED 2106 – RACQUETBALL II.** One hour credit. Instruction and participation in physical and recreational activities. Advanced skills in racquetball. Course emphasis is on continued development of form, skills, systems of play, and consistency. Three class hours each week. Prerequisite: PHED 1106. Special fee.

**PHYSICAL EDUCATION – PHED 2107 – TENNIS II.** One hour credit. Instruction and participation in physical and recreational activities. Advanced skills in tennis. Course includes the development of form, skills, systems of play and consistency. Three class hours each week. Prerequisite: PHED 1107. Special fee.

**PHYSICAL EDUCATION – PHED 2108 – WEIGHT TRAINING & CONDITIONING II.** One hour credit. Instruction and participation in physical and recreational activities. Course is concerned with the development of flexibility and increased physical capacity. Stress is on the improvement of muscle strength, endurance power, and speed of movement. Individualized instruction is utilized. Three class hours each week. Prerequisite: PHED 1108. Lab fee.

**PHYSICAL EDUCATION – PHED 2109 – BASKETBALL II.** One hour credit. Instruction and participation in physical and recreational activities. Advanced skills in basketball. Course emphasis is on continued development of form, skills, systems of play, and consistency. Three class hours each week. Prerequisite: Consent of instructor. Lab fee.

**PHYSICAL EDUCATION – PHED 2110 – AEROBICS II.** One hour credit. Instruction and participation in physical and recreational activities. This course is designed to utilize various advanced aerobic routines that will maintain a higher cardiovascular fitness level. The workouts will include warm-ups, aerobic exercise bouts, cool-downs and heart rate

## Liberal Arts Division

assessments. Three class hours each week. Prerequisite: PHED 1110 or consent of instructor. Lab fee.

**PHYSICAL EDUCATION – PHED 2111 – GOLF II.** One hour credit. Instruction and participation in physical and recreational activities. Advanced skills in golf. Form, improvement, and consistency of skill are stressed. Three class hours each week. Prerequisite: PHED 1111. Special fee.

**PHYSICAL EDUCATION – PHED 2112 – RACQUET SPORTS.** One hour credit. Instruction and participation in physical and recreational activities. Students will learn basic rules and strategies of multiple activities that require use of a racquet, such as: tennis, badminton, and/or table tennis (ping pong). Pre-requisite: successful completion of any freshman-level activity course (11xx) except Racquetball I (PHED 1106) or Tennis I (PHED 1107). Three class hours each week. Lab fee.

**PHYSICAL EDUCATION – PHED 2113 – TEAM SPORTS II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will learn basic skills and strategies in selected team sports. Specific sport will be determined by location and instructor and will be identified in the schedule of classes. Potential team sports include but are not limited to: soccer, softball, football, field hockey, etc. This course is considered a second-semester course – not an advanced course. Three class hours/week. Lab fee.

**PHYSICAL EDUCATION – PHED 2115 – ADVANCED BASKETBALL/ BASEBALL/ SOFTBALL/ CHEER SQUAD II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Must have prior administrative approval. This course is designed for second year, first semester players who are competing on a collegiate level. Lab fee.

**PHYSICAL EDUCATION – PHED 2116 – ADVANCED BASKETBALL/ BASEBALL/ SOFTBALL/ CHEER SQUAD II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Must have prior administrative approval. This course is designed for second year, second semester players who are competing on a collegiate level. Lab fee.

**PHYSICAL EDUCATION – PHED 2117 – ADVANCED WEIGHT TRAINING II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Must have prior administrative approval. Designed as an advanced course in-season weight training class for athletic competitors. Students will focus on strength and flexibility specific to their roles in competition. Lab fee.

**PHYSICAL EDUCATION – PHED 2118 – ADVANCED WEIGHT TRAINING II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Must have prior administrative approval. Designed as an advanced course in-season weight training class for athletic competitors. Students will focus on strength and flexibility specific to their roles in competition. Lab fee.

**PHYSICAL EDUCATION – PHED 2119 – VOLLEYBALL II.** One hour credit. Instruction and participation in physical and recreational activities. Advanced skills in volleyball. Course includes the development of form skills, and systems of play. Three class hours each week. Prerequisite: PHED 1100. Lab fee.

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**PHYSICAL EDUCATION – PHED 2120 – ROPES COURSE II.** One hour credit. Classroom instruction and active participation in physical and recreational activities. Students will be instructed in the technical aspects of ropes/challenge course facilitation including group dynamics processing skills, element set-ups, belaying, participant rescue, and course assessment. Prerequisite: Successful completion of PHED 1120 – Ropes Course I. Three class hours/week. Lab fee.

**PHYSICAL EDUCATION – PHED 2121 – OUTDOOR RECREATION ACTIVITIES.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will learn and practice basic elements and safety principles of a lifetime outdoor sport or activity. Specific activity will be determined by semester and instructor and will be identified in the schedule of classes. Potential activities include, but are not limited to: camping, hiking, fishing, hunting, etc. Prerequisite: successful completion of any freshman-level activity course (11xx). Three class hours/week. Lab fee.

**PHYSICAL EDUCATION – PHED 2122 – MARTIAL ARTS II.** One hour credit. Instruction and participation in physical and recreational activities. (Physical Fitness and Sport majors may have the option of eight credits.) Students will learn advanced skills, rules, strategies, safety practices, self-defense, and combat tactics in any of the Asian sports considered to be martial arts. Students will be working toward higher level competencies/ranking. Prerequisite: successful completion of PHED 1122 in the style being taught and/or consent of instructor. Three class hours/week. Special fee.

**PHYSICAL EDUCATION – PHED 2123 – ARCHERY II.** One hour credit. Instruction and participation in physical and recreational activities. This course assumes the student has knowledge and experience in target archery and includes advanced shooting technique, bow tuning, craft construction and tournament preparation. Some equipment purchase is necessary with a cost of approximately \$20. Grading is based on shooting skill, proper form, and knowledge of the sport. Three class hours/week. Lab fee.

**PHYSICAL EDUCATION – PHED 2124 – SCUBA DIVING III.** One hour credit. Instruction and participation in physical and recreational activities. This course is designed to provide students with instruction and experience in preparation for PADI Rescue Diver and Emergency First Response certification. Intermediate level of swimming skills required. SCUBA I (or O/W certification) and SCUBA II (or Advanced O/W certification) required. Students will apply navigation and search and rescue/recovery skills learned in the SCUBA II course to assess and respond to emergency dive situations. Also, students will learn CPR and First Aid skills that are applicable to emergency dive situations. Three hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 2225 – SCUBA DIVING IV.** Two hours credit. Instruction and participation in physical and recreational activities. This course is designed to provide students with instruction and experience in preparation for PADI Rescue Divemaster certification. Intermediate to advanced level of swimming skills required. SCUBA I (or O/W certification), SCUBA II (or Advanced O/W certification), SCUBA III (or EFR & Rescue Diver certifications), and 40 logged dives are required. Three hours each week. Special fee.

**PHYSICAL EDUCATION – PHED 2156 – TAPING AND BANDAGING.** One hour credit. This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. (This course will not satisfy the one-hour core activity course requirement.) Corequisite: PHED 2356. Course will not be offered after Spring 2017.

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**PHYSICAL EDUCATION – PHED 2356 – CARE AND PREVENTION OF ATHLETIC INJURIES.** Three hours credit. Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. (This course will not satisfy the one-hour core activity course requirement.) Three lecture hours each week. Unless permission is granted by the instructor or PHED coordinator, Corequisite: PHED 2156.

**PSYCHOLOGY – PSYC 1200 – LEARNING FRAMEWORK.** Two hours credit. This course is delivered via the internet. A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Crosslisted as EDUC 1300) Two lecture/lab hours. Lab Fee. Prerequisite: TSI exempt or passing scores on all sections of the TSI. Cross-listed as EDUC 1200. The student may register for either EDUC or PSYC but may receive credit for only one of the two. Two lecture hours each week.

**PSYCHOLOGY – PSYC 1300 – LEARNING FRAMEWORK.** Three hours credit. A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross listed as EDUC 1300) Three lecture/lab hours. Lab Fee. Prerequisite: TSI exempt or passing scores on all sections of the TSI. Cross-listed as EDUC 1300. The student may register for either EDUC or PSYC but may receive credit for only one of the two. Three lecture hours each week.

**PSYCHOLOGY – PSYC 2301 – GENERAL PSYCHOLOGY.** Three hours credit. Survey of major topics psychological topics, theories and approaches to scientific study of behavior and mental processes. Introduces the study of behavior and the factors that determine and affect behavior. A basic overview of the discipline known as psychology and a brief history of this field. Attention will be focused on such areas as: interaction of heredity, environment, and maturation; personality and mental health; psychopathology; sexuality; and aging and death. Three lecture hours each week.

**PSYCHOLOGY – PSYC 2308 – CHILD PSYCHOLOGY.** Three hours credit. This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. Three lecture hours each week.

**PSYCHOLOGY – PSYC 2314 – LIFESPAN GROWTH AND DEVELOPMENT.** Three hours credit. Life-Span Growth and Development is a study of social, emotional, cognitive and physical

## Liberal Arts Division

factors and influences of a developing human from conception to death. Three lecture hours each week.

**PSYCHOLOGY – PSYC 2315 – PSYCHOLOGY OF ADJUSTMENT.** Three hours credit. Study of the processes involved in adjustment of individuals to their personal and social environments. Understanding of self, the social influences contributing to the development of self, and successful existence of the individual within society are investigated. Activities are planned to help the individual increase his awareness of his own abilities, skills, limitations, personality and needs, as well as those of other individuals. Three lecture hours each week.

**READING SPECIAL DEVELOPMENTAL EDUCATION: NON-COURSE COMPETENCY-BASED OPTION (NCBO) NCBR 0130.** Development of reading and higher order thinking skills necessary for college readiness with a grade of B or better. The NCBR cannot be used toward credit for an associate degree and is not intended for transfer to a senior college. Eligibility: As per the current TSI Assessment Placement Chart; Benefit: paired with SOCI 1301 with required course grade of a C or better, credit earned can be used in an associate degree; attendance required in lecture and lab hours.

**INTEGRATED READING AND WRITING (INRW) INRW 0410 AND INRW 0420.** Integration of critical reading and academic writing skills. The INRW cannot be used toward credit for an associate degree and is not intended for transfer to a senior college. Eligibility: As per the current TSI Assessment Placement Chart; These classes are sequential. Benefit: complete reading and writing in one semester; attendance required in lecture and lab hours.

**READING – REDG 0300 – COLLEGE READING PREPARATION.** Development of reading and higher order thinking skills necessary for college readiness. Fundamental reading skills to develop comprehension, vocabulary, and rate. This is an individualized course designed to meet the needs of the underprepared student. Diagnosis of reading deficiencies is made and a course of study is prescribed. This course may be required or strongly recommended for some students, based on reading levels determined by TSI Assessment and the current TSI Assessment Placement Chart. Also, can be relevant for refresher. Three lecture and one lab hour each week. Lab fee. This course may not be used for degree credit. Non-transferable.

**READING – REDG 1310 – INDUSTRIAL READING.** Three hours credit. Reading in technical and vocational fields; journals, reports, memos, instructions, and other work related materials. Individualized instruction. Two lecture and three lab hours each week. Lab fee.

**READING – REDG 2310 – MANAGERIAL READING.** Three hours credit. Individualized instruction in developing speed and comprehension in reading technical and business materials. Prerequisite: A reading level of 12<sup>th</sup> grade. Two lecture and three lab hours each week. Lab fee.

**SOCIOLOGY – SOCI 1301 – INTRODUCTION TO SOCIOLOGY.** Three hours credit. The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Three lecture hours each week.

**SOCIOLOGY – SOCI 1306 – SOCIAL PROBLEMS.** Three hours credit. Application of sociological principles and theoretical perspectives to major social problems in contemporary

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society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems. Three lecture hours each week.

**SOCIOLOGY – SOCI 2301 – MARRIAGE AND THE FAMILY.** Three hours credit. Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society. Three lecture hours each week.

**SOCIAL WORK – SOCW 2361 – INTRODUCTION TO SOCIAL WORK** – Three hours credit. Development of the philosophy and practice of social work in the United States. Survey of the fields and techniques of social work. Three lecture hours each week.

**SPANISH – SPAN 1411 – BEGINNING SPANISH I.** Four hours credit. Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Three lecture and two lab hours each week. Lab fee.

**SPANISH – SPAN 1412 – BEGINNING SPANISH II.** Four hours credit. Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411. Three lecture and two lab hours each week. Lab fee.

**SPANISH – SPAN 2311 – INTERMEDIATE SPANISH I.** Three hours credit. The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisites: SPAN 1411 & 1412 or two years of Spanish in an accredited high school. Three lecture hours each week.

**SPANISH – SPAN 2312 – INTERMEDIATE SPANISH II.** Three hours credit. The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311 or equivalent. Three lecture hours each week.

**STUDENT SUCCESS – STSU 0100** – Institutional credit. Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. This course will be delivered via the Internet and is designed for students who have met all TSI requirements. Also, can be relevant for refresher. It is a course designed to introduce critical thinking concepts and to provide opportunities for the student to acquire learning strategies for academic success. Sixteen contact hours (lecture/lab) required.

**STUDENT SUCCESS – STSU 0200** – Institutional credit. Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-

## Liberal Arts Division

regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. It is a course designed to introduce critical thinking concepts and to provide opportunities for the student to acquire learning strategies for academic success. Seventy-five percent of the course will be delivered via the Internet and the remaining twenty-five percent will be classroom instruction. Course content will cluster students into teaching modules according to their TSI requirement deficiencies in one or two sections of TSI Assessment. Also, can be relevant for refresher. Two lecture/lab hours each week. Lab fee.

**STUDENT SUCCESS – STSU 0300** – Institutional credit. Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines. It is a course designed to introduce critical thinking concepts and to provide opportunities for the student to acquire learning strategies for academic success. This course will cluster students into teaching modules according to their TSI requirement deficiencies in all three sections of TSI Assessment (reading, writing and math). Also, can be relevant for survival skills course. Three lecture/lab hours each week. Lab fee.



Science and Mathematics Division

## ***Science and Mathematics Division***

Academic Areas: Biology, Chemistry, Computer Science, Engineering, Geology, Mathematics, Military Science, and Physics. Pre-professional: Dental, Medical, Occupational Therapy, Pharmacy, Physical Therapy, Physician Assistant, and Veterinary.

Field of Study Programs:

- (1) Computer Science
- (2) Engineering
- (3) Engineering Technology

The associate in science core is designed to give students breadth of knowledge in general education, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in science degree will take essential core requirements that will allow them to transfer to a senior college. Angelina College offers the associate in science degree to students completing the general graduation requirements, core curriculum requirements, and those courses required for the academic area.

Please see an advisor in this area for further information.

The specialized degree programs have been aligned with the transfer institution's requirements, but those may vary. Therefore it is in the best interest of the student to consult with their transfer institution and communicate with their advisor and/or Division Director. Only the Division Director will make substitutions for other courses.

Some degrees do not require completion of the core. Fields of study supplant core requirements.

## COMPUTER SCIENCE FIELD OF STUDY

Senate Bill 148 of the 75<sup>th</sup> Texas Legislature (1997) mandated Field of Study curricula. The field of study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved field of study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the field of study.

Core Curriculum and Field of Study for Computer Science is designed for students seeking a bachelor's degree with a major in Computer Science.

The following set of courses may be applied as deemed appropriate by the awarding institution. The field of study curriculum is furthermore intended to serve as a guide for community and technical colleges in structuring a transfer curriculum in Computer Science.

Fields of study are valid only when no course substitutions are made.

### **\*Core Curriculum Courses**

Select courses from the Core Curriculum.

\*Core curricula changes effective Fall 2015 THECB

Semester Credit Hours: 42

*Students should visit with an advisor regarding transfer to a specific college or university.*

### **Core Curriculum Courses**

#### **Computer Science Field of Study**

COSC	Select according to the receiving institution	6
<b>Mathematics</b>		<b>8</b>
MATH	2413 Calculus I	
MATH	2414 Calculus II	
<b>Physics</b>		<b>4</b>
PHYS	2425 University Physics I	
PHYS	2426 University Physics II	

**Total Credit Hours: 60**

Science and Mathematics Division

## ENGINEERING FIELD OF STUDY

Senate Bill 148 of the 75<sup>th</sup> Texas Legislature (1997) mandated Field of Study curricula. The field of study curricula, along with core curricula, are intended to facilitate transferability of courses among Texas public colleges and universities. All public four-year institutions are required to accept Coordinating Board approved field of study courses in fulfillment of lower-division requirements for bachelor's degrees in majors that correspond to the field of study.

Core Curriculum and Field of study for Engineering is designed for students seeking a bachelor's degree. In addition, there is a field of study curricula for Engineering Technology for the B.S. in Civil, Computer, Construction, Electrical, Electronics, Manufacturing, and Mechanical.

Fields of study are valid only when no course substitutions are made.

### \*Core Curriculum Courses

Select courses from the Core Curriculum.

Core curriculum changes effective Fall 2015.

Semester Credit Hours: 24

*Students should visit with an advisor regarding transfer to a specific college or university.*

### Field of Study (27-43)

Mathematics, Chemistry, Physics, ENGR varies with receiving institution

COSC	1336	Programming Fundamentals I
MATH	2414*	Calculus II
MATH	2415*	Calculus III
MATH	2320*	Differential Equations
ENGR	1304*	Engineering Graphics
ENGR	1201*	Introduction to Engineering
ENGR	2104*	Engineering Programming & Computations
ENGR	2301*	Engineering Mechanics I: Statics
ENGR	2302*	Engineering Mechanics II: Dynamics
PHYS	2425* and 2426*	University Physics

**Total Hours: 36**

**Total Credit Hours: 60**

**TRANSFER PROGRAM  
ENGINEERING  
ASSOCIATE IN SCIENCE**

STATE FOUNDATIONAL COMPONENTS		CREDIT HRS
1.	<u>Communication (3 hours)</u> ENGL 1301	3
2.	<u>Mathematics (3 hours)</u> MATH 2413*– Calculus I	3
3.	<u>Life &amp; Physical Science (3 hours)</u> CHEM 1411 – General Chemistry	3
4.	<u>Language, Philosophy, and Culture</u>	
5.	<u>Creative Arts</u>	
6.	<u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U.S. History	6
7.	<u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State and Federal Government	6
8.	<u>Social and Behavioral Sciences (3 hours)</u>	
9.	<u>Component Area Option (3 hours)</u> EDUC 1300 Learning Framework	<u>3</u>
<b>Total Hours</b>		<b>24</b>
10.	<u>Foundational Completion Components</u>	
	Science Labs (to accompany courses in Life & Physical Sciences)	1
	1-hour additional Mathematics credit (with Mathematic courses above)	1
OTHER REQUIRED COURSES		
	COSC 1336* –Programming Fundamentals I	3
	MATH 2414* – Calculus II	4
	MATH 2415* – Calculus III	4
	MATH 2320* – Differential Equations	3
	ENGR 1304* – Engineering Graphics	3
	ENGR 1201* – Introduction to Engineering	2
	ENGR 2104* – Engineering Programming & Computations	1
	ENGR 2301* – Engineering Mechanics I: Statics	3
	ENGR 2302* – Engineering Mechanics II: Dynamics	3
	PHYS 2425* – University Physics	4
	PHYS 2426* - University Physics II	<u>4</u>
<b>Total Hours</b>		<b><u>36</u></b>
<b>Total Hours for Degree</b>		<b>60</b>

\*Prerequisites: See Course Descriptions

Science and Mathematics Division

## TRANSFER PROGRAM GENERAL SCIENCE CONCENTRATION

*STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302 - Composition	6
2. <u>Mathematics (3 hours)</u> MATH 2412* – Precalculus	3
3. <u>Life &amp; Physical Science (6 hours)</u> **Biology, Chemistry, Geology, Physics	6
4. <u>Language Philosophy, &amp; Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (6 hours)</u> ARTS 1301, DRAM 1310, MUSI 1310 <b>or</b> MUSI 1306	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U. S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State & Federal Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> PSYC 2301 OR SOCI 1301	3
9. <u>Component Area Option (3 hours)</u> Elective – Approved by Division Director EDUC/PSYC 1300 – Learning Framework	3 3
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life & Physical Sciences) 1-hour additional Mathematics credit (with Mathematic courses above)	2 1
OTHER REQUIRED COURSES SPCH 1315 – Public Speaking **Lab Science* – Biology, Chemistry, Geology, Physics MATH 1414	3 8 4
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\*Prerequisites: See Course Descriptions.

\*\*Choose from BIOL 1406, 1407, 1411, 1413; CHEM 1411, 1412; GEOL 1403, PHYS 1401, 1402, 2425, 2426

## TRANSFER PROGRAM BIOLOGY CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302 – Composition	6
2. <u>Mathematics (3 hours)</u> MATH 2412 – Precalculus	3
3. <u>Life and Physical Sciences (6 hours)</u> BIOL 1406 and 1407* - Biology for Science Majors I & II <b>OR</b> BIOL 1411 and 1413 – General Botany and General Zoology	6
4. <u>Language, Philosophy and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U.S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State and Federal Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> PSYC 2301 or SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> MATH 1342 – Elementary Statistics EDUC/PSYC 1300 – Learning Framework	3 3
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life and Physical Sciences)	2
1-hour additional Mathematics credit (with Mathematics course above)	1
<u>Other Required Courses**</u> CHEM 1411* and CHEM 1412* – General Chemistry I & II SPCH 1315 – Public Speaking PHYS 1401** – College Physics	8 3 4
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* Prerequisites: See Course Descriptions.

\*\*Recommended additional course: PHYS 1402

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## TRANSFER PROGRAM MATHEMATICS CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302 - Composition	6
2. <u>Mathematics (3 hours)</u> MATH 2413* - Calculus I	3
3. <u>Life and Physical Science (6 hours)</u> CHEM 1411* and CHEM 1412* - General Chemistry I & II	6
4. <u>Language, Philosophy, and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST1302 - U.S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State and Federal Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> ECON 2301, PSYC 2301, or SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> SPCH 1315 – Public Speaking MATH 1342 – Elementary Statistics	3 <u>3</u>
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u>	
Science Labs (to accompany courses in Life and Physical Sciences)	2
1-hour additional Mathematics credit (with Mathematics course above)	1
<u>Other required courses</u>	
MATH 2414* – Calculus II	4
COSC 1315 – Introduction to Computer Programming	3
PHYS 2425* and PHYS 2426* – University Physics	<u>8</u>
<b>Total Hours</b>	<b><u>18</u></b>
<b>Total Hours for Degree</b>	<b>60</b>

\*Prerequisites: See Course Descriptions.

## TRANSFER PROGRAM PHYSICS CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302* - Composition	6
2. <u>Mathematics (3 hours)</u> MATH 2413 – Calculus I	3
3. <u>Life and Physical Science (6 hours)</u> CHEM 1411* and CHEM 1412* - General Chemistry I & II	6
4. <u>Language, Philosophy, and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306 or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U.S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State and Federal Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> ECON 2301, PSYC 2301 or SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> MATH 2414* EDUC/PSYC 1300 – Learning Framework	3 3
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science labs (to accompany courses in Life and Physical Sciences) 1-hour additional Mathematics credit (with Mathematics course above)	2 2
<u>Other Required Courses</u> COSC 1315 SPCH 1315 – Public Speaking PHYS 2425* and PHYS 2426*	3 3 8
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\*Prerequisites: See Course Descriptions



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## TRANSFER PROGRAM PRE-MEDICAL, PRE-DENTAL, PRE-PHARMACY CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302 - Composition	6
2. <u>Mathematics (3 hours)</u> MATH 2413* -Calculus I	3
3. <u>Life and Physical Sciences (6 hours)</u> BIOL 1406 and 1407* – Biology for Science Majors	6
4. <u>Language, Philosophy and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U. S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State & Federal Government	6
8. <u>Social and Behavioral Sciences (3 hours)</u> PSYC 2301 or SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> SPCH 1315 – Public Speaking MATH 1342 – Elementary Statistics	3 3
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life and Physical Science)	2
1-hour additional Mathematics credit (with Mathematics course above)	1
<u>Other Required Courses</u>	
STSU 0X00	0
CHEM 1411* and CHEM 1412* – General Chemistry I & II	8
PHYS 1401* – College Physics I	4
Science or Math Elective (with approval)	3
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* Prerequisites: See Course Descriptions.

\*\*Recommended Additional Course: PHYS 1402

# TRANSFER PROGRAM

## PRE-PHYSICAL/OCCUPATIONAL THERAPY CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1342 – Elementary Statistics	3
3. <u>Life and Physical Sciences (6 hours)</u> BIOL 1413 – General Zoology	3
BIOL 2401 – Anatomy & Physiology I	3
4. <u>Language, Philosophy and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306	6
8. <u>Social and Behavioral Sciences</u> PSYC 2301 or SOCI 1301	3
9. <u>Component Area Option (6 hours)</u> CHEM 1411*– General Chemistry I	3
EDUC/PSYC 1300 – Learning Framework	<u>3</u>
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life and Physical Science)	3
<u>Other Required Courses</u>	
CHEM 1412* – General Chemistry II	4
SPCH 1315 – Public Speaking	3
PHYS 1401* and 1402* – College Physics	<u>8</u>
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* Prerequisites: See Course Descriptions.

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## TRANSFER PROGRAM

### PRE-PHYSICIAN ASSISTANT CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1414 – College Algebra for Science and Engineering	3
3. <u>Life and Physical Sciences (6 hours)</u> BIOL 1406 and BIOL 1407 – Biology for Science Majors	6
4. <u>Language, Philosophy and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306	6
8. <u>Social and Behavioral Sciences (3 hours)</u> PSYC 2301 – General Psychology	3
9. <u>Component Area Option (6 hours)</u> MATH 1342 - Elementary Statistics EDUC/PSYC 1300 – Learning Framework	3 3 <u>6</u>
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life and Physical Science)	2
1-hour additional Mathematics credit (with Mathematics course above)	1
<u>Other Required Courses</u> CHEM 1411* and CHEM 1412 – General Chemistry I & II SPCH 1315 – Public Speaking BIOL 2420* – Microbiology	8 3 <u>4</u>
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* Prerequisites: See Course Descriptions.

## TRANSFER PROGRAM

### PRE-VETERINARY MEDICINE CONCENTRATION

STATE FOUNDATIONAL COMPONENTS	CREDIT HRS
1. <u>Communication (6 hours)</u> ENGL 1301 and ENGL 1302	6
2. <u>Mathematics (3 hours)</u> MATH 1314 – College Algebra	3
3. <u>Life and Physical Sciences (6 hours)</u> CHEM 1411 and 1412 – General Chemistry I and II	6
4. <u>Language, Philosophy and Culture (3 hours)</u> ENGL 23XX – Sophomore Literature	3
5. <u>Creative Arts (3 hours)</u> ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310	3
6. <u>American History (6 hours)</u> HIST 1301 and HIST 1302 – U.S. History	6
7. <u>Government/Political Science (6 hours)</u> GOVT 2305 and GOVT 2306 – State and Federal Government	6
8. <u>Social and Behavioral Sciences</u> SOCI 1301 – Introduction to Sociology	3
9. <u>Component Area Option (6 hours)</u> CHEM 1411 – General Chemistry I SPCH 1315 – Public Speaking	3 3
<b>Total Hours</b>	<b>42</b>
10. <u>Foundational Completion Components</u> Science Labs (to accompany courses in Life and Physical Science)	3
<u>Other Required Courses</u> STSU 0X00 CHEM 1412* – General Chemistry II BIOL 2420** – Microbiology PHYS 1401** – College Physics I Science or Math elective (with approval)	0 4 4 4 3
<b>Total Hours</b>	<b>18</b>
<b>Total Hours for Degree</b>	<b>60</b>

\* Prerequisites: See Course Descriptions.

\*\*Recommended Additional Course: PHYS 1402

### ***COURSE DESCRIPTIONS***

**BIOLOGY – BIOL 1322 – NUTRITION & DIET THERAPY.** Three hours credit. This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed (Cross-listed as HECO 1322). Three lecture hours each week.

**BIOLOGY – BIOL 1406 – BIOLOGY FOR SCIENCE MAJORS I (LECTURE + LAB).** Four hours credit. Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. The laboratory portion of the course will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. This course is designed for science or related majors. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 1407 – BIOLOGY FOR SCIENCE MAJORS II (LECTURE + LAB).** Four hours credit. The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. The laboratory portion of the course will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Recommended prerequisite: BIOL 1406. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 1408 – BIOLOGY FOR NON-SCIENCE MAJORS I (LECTURE + LAB).** Four hours credit. Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. The laboratory portion of this course will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 1409 – BIOLOGY FOR NON-SCIENCE MAJORS II (LECTURE + LAB).** Four hours credit. This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. The laboratory portion of this course will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 1411 – GENERAL BOTANY (LECTURE + LAB).** Four hours credit. Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi is also included. The laboratory portion of this course will reinforce fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and

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function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi is also included. (This course is intended for Science Majors). Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 1413 – GENERAL ZOOLOGY (LECTURE + LAB).** Four hours credit. Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. The laboratory portion of this course will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. [This course is intended for Science Majors]. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 2106 – ENVIRONMENTAL BIOLOGY LABORATORY.** One hour credit. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Two lab hours each week. Co-requisite: BIOL 2306. Lab fee.

**BIOLOGY – BIOL 2306 – ENVIRONMENTAL BIOLOGY (LECTURE + LAB).** Three hours credit. Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.. Co-requisite: BIOL 2106. Three lecture hours each week.

**BIOLOGY – BIOL 2401 – ANATOMY AND PHYSIOLOGY I (LECTURE + LAB).** Four hours credit. Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Prerequisite: TSIA Complete. Three lecture and two lab hours each week. Lab fee.

**BIOLOGY – BIOL 2402 – ANATOMY AND PHYSIOLOGY II (LECTURE + LAB).** Four hours credit. Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Three lecture and two lab hours each week. Prerequisite: TSIA Complete; Grade of C or better in BIOL 2401. Lab fee.

**BIOLOGY – BIOL 2404 – GENERAL ANATOMY AND PHYSIOLOGY (LECTURE + LAB).** Four hours credit. Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Prerequisite: TSIA complete. Three lecture and two lab hours each week. Lab fee.

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### **BIOLOGY – BIOL 2420 – MICROBIOLOGY FOR NON-SCIENCE MAJORS (LECTURE + LAB).**

Four hours credit. This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors and covers the basics of microbiology. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. The laboratory portion of this course covers basics of culture and identification of bacteria and microbial ecology. Prerequisite: TSIA Complete. Lab fee. Three lecture and three lab hours each week.

### **BIOLOGY – BIOL 2421 – MICROBIOLOGY FOR SCIENCE MAJORS (LECTURE + LAB).**

Four hours credit. Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. The laboratory portion of the course will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Required for science majors and pre-professional students, optional for preveterinary students. Prerequisites: CHEM 1411, BIOL 1406, and BIOL 1407 OR BIOL 1411 and BIOL 1413. Three lecture and three lab hours each week. Lab fee.

### **CHEMISTRY – CHEM 1305 – INTRODUCTORY CHEMISTRY I (LECTURE + LAB).**

Three hours credit. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science students. Two lab hours each week. Lab fee.

### **CHEMISTRY – CHEM 1105 – INTRODUCTORY CHEMISTRY LAB I .**

One hour credit. Laboratory experiences to supplement CHEM 1305. Two lab hours each week. Prerequisite or co-requisite: CHEM 1305. Lab fee.

### **CHEMISTRY – CHEM 1107 – INTRODUCTORY CHEMISTRY LAB II.**

One hour credit. Laboratory experiences to supplement CHEM 1307. Two lab hours each week. Prerequisite or corequisite: CHEM 1307. Lab fee.

### **CHEMISTRY – CHEM 1307 – INTRODUCTORY CHEMISTRY II (LECTURE).**

Three hours credit. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science students. Three lecture hours each week. Lab fee.

### **CHEMISTRY – CHEM 1411 – GENERAL CHEMISTRY I (LECTURE + LAB).**

Four hours credit. Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in the lecture component; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 0320. Three lecture and three lab hours each week. Lab fee.

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**CHEMISTRY – CHEM 1412 – GENERAL CHEMISTRY II (LECTURE + LAB).** Four hours credit. Chemical equilibrium; phase diagrams and spectrometry; acid base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in the lecture component; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411. Three lecture and three lab hours each week. Lab fee.

**COMPUTER SCIENCE – COSC 1301 – INTRODUCTION TO COMPUTING.** Three hours credit. Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (This course is no longer cross-listed as BCIS 1301 and 1401). Three lecture hours each week. Lab fee.

**COMPUTER SCIENCE – COSC 1315 – INTRODUCTION TO COMPUTER PROGRAMMING.** Three hours credit. Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors. Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving with structured techniques and algorithms using pseudo code and/or graphical representations. Prerequisite: TSIA Complete. Lab fee.

**COMPUTER SCIENCE – COSC 1336 – PROGRAMMING FUNDAMENTALS I.** Three hours credit. Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science. Three lecture and two lab hours each week. Prerequisite: TSIA Complete. Lab fee.

**ENGINEERING – ENGR 1201 – INTRODUCTION TO ENGINEERING.** Two hours credit. An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Co-requisite: ENGR 2104. Prerequisite: MATH 1314 or 1414 (College Algebra) or equivalent academic preparation (acceptable) or MATH 2412 Precalculus (preferred).

**ENGINEERING – ENGR 1304 – ENGINEERING GRAPHICS I.** Three hours credit. Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Two lecture and four lab hours each week. Prerequisite: MATH 1314 College Algebra (acceptable) or MATH 1414 College Algebra (preferred). Lab fee.

**ENGINEERING – ENGR 2104 – ENGINEERING PROGRAMMING AND COMPUTATIONS.** One hour credit. Programming and applications using languages and software such as FORTRAN, MATLAB, MAPLE, and other computational methods and devices. One lecture hour each week. Corequisite: ENGR 1201 Prerequisite: MATH 1314 or 1414 (College Algebra) or



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equivalent academic preparation (acceptable) or MATH 2412 Pre-Calculus Math (preferred).  
Lab fee.

**ENGINEERING – ENGR 2301 – ENGINEERING MECHANICS: STATICS.** Three hours credit. Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: PHYS 2425 University Physics I (Lecture & lab) Co-requisite or Prerequisite: MATH 2414 Calculus II

**ENGINEERING – ENGR 2302 – ENGINEERING MECHANICS: DYNAMICS.** Three hours credit. Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisite: ENGR 2301 Engineering Mechanics - Statics

**GEOLOGY – GEOL 1301 – EARTH SCIENCES FOR NON-SCIENCE MAJORS I (LECTURE).** Three hours credit. Survey of geology, meteorology, oceanography, and astronomy. Three lecture hours each week.

**GEOLOGY – GEOL 1403 – PHYSICAL GEOLOGY (LECTURE + LAB).** Four hours credit. Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Three lecture and two lab hours each week. Lab fee.

**GEOLOGY – GEOL 1404 – HISTORICAL GEOLOGY (LECTURE + LAB).** Four hours credit. A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Three lecture and two lab hours each week. Prerequisites: GEOL 1403 Physical Geology. Lab Fee

**MATHEMATICS SPECIAL DEVELOPMENTAL EDUCATION: NON-COURSE COMPETENCY-BASED OPTION (NCBO) NCBM 0130.** A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Requirements: Minimum class time of 6 weeks. The NCBM cannot be used toward credit for an associate degree and is not intended for transfer to a senior college. Eligibility: TSIA Assessment score 348-349 and DE Level 6; Benefit: paired with MATH 1314 with required course grade of C or better, credit earned can be used in an associate degree; attendance required in lecture and lab hours.

**MATHEMATICS – MATH 0310 – BASIC MATH.** Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This course may not be used for degree credit and is not intended for transfer to a senior college. Three lecture and one lab hour each week. Eligibility: TSIA score 336-339. Lab fee.

**MATHEMATICS – MATH 0320 – INTRODUCTORY ALGEBRA.** Operations on the set of real numbers. Beginning algebraic concepts, skills, and applications. Solving and graphing linear equations, inequalities, and systems of equations. This course may not be used for degree credit and is not intended for transfer to a senior college. Prerequisite: MATH 0310 or

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equivalent or TSIA score 340-348 and ABE level 4 or DE level 5. Three lecture and one lab hour each week. Lab fee.

**MATHEMATICS – MATH 0325 – FOUNDATIONS OF MATHEMATICAL REASONING.** This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course carries institutional credit but may not be used for degree credit and is not intended for transfer to a senior college. Three lecture and one lab hour each week. Prerequisite: MATH 0310 or equivalent or TSIA score 340 or higher and DE Level 4 or higher. Recommended Corequisite: EDUC 1300. Lab fee.

**MATHEMATICS – MATH 0330 – INTERMEDIATE ALGEBRA.** A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course may not be used for degree credit and is not intended for transfer to a senior college. Three lecture and one lab hour each week. Lab fee. Prerequisite: MATH 0320 or equivalent or TSIA score 344-347 and DE Level 5.

**MATHEMATICS – MATH 1314 – COLLEGE ALGEBRA.** Three hours credit. In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: Meet TSIA college readiness standard for Mathematics or equivalent.

**MATHEMATICS – MATH 1324 – MATHEMATICS FOR BUSINESS & SOCIAL SCIENCES.** Three hours credit. The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Meet TSIA college-readiness standard for Mathematics or equivalent.

**MATHEMATICS – MATH 1325 – CALCULUS FOR BUSINESS & SOCIAL SCIENCES.** Three hours credit. This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1324 Mathematics for Business & Social Sciences or MATH 1314 College Algebra.

**MATHEMATICS – MATH 1332 – CONTEMPORARY MATHEMATICS (MATH FOR LIBERAL ARTS MAJORS I).** Three hours credit. Intended for non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Prerequisite: TSIA complete or equivalent.

**MATHEMATICS – MATH 1342 – ELEMENTARY STATISTICAL METHODS.** Three hours credit. Collection, analysis, presentation and interpretation of data, and probability. Analysis

## Science and Mathematics Division

includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

**MATHEMATICS – MATH 1350 – MATHEMATICS FOR TEACHERS I.** Three hours credit. This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or the equivalent.

**MATHEMATICS – MATH 1351 – MATHEMATICS FOR TEACHERS II.** Three hours credit. This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 and MATH 1314 or the equivalent.

**MATHEMATICS – MATH 1414 – COLLEGE ALGEBRA (FOR SCIENCE AND ENGINEERING MAJORS).** Four hours credit. In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics will be included. This course is intended to prepare students for MATH 2412 – Precalculus. Four lecture hours each week.

**MATHEMATICS – MATH 2118 – LINEAR ALGEBRA.** One hour credit. Systems of linear equations, matrices, vectors and vector spaces, determinants, eigenvalues and eigenvectors. One lecture hour each week. Co-requisite: MATH 2320 or permission of Division Director.

**MATHEMATICS – MATH 2412 – PRE-CALCULUS MATH.** Three hours credit. In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Four lecture hours each week. Prerequisite: MATH 1314 College Algebra (acceptable) or MATH 1414 College Algebra (preferred).

**MATHEMATICS – MATH 2320 – DIFFERENTIAL EQUATIONS.** Three hours credit. Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Three lecture hours each week. Prerequisite: MATH 2414 Calculus II.

**MATHEMATICS – MATH 2413 – CALCULUS I.** Four hours credit. Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 Pre-Calculus Math or equivalent preparation.

**MATHEMATICS – MATH 2414 – CALCULUS II.** Four hours credit. Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413 Calculus I

## Science and Mathematics Division

**MATHEMATICS – MATH 2415 – CALCULUS III.** Four hours credit. Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414 Calculus II

**MILITARY SCIENCE – MSCO 1270 (MSC 101) – ADVENTURE, LEADERSHIP, AND MANAGEMENT DEVELOPMENT I.** Provides the basic course student a foundation in small group leadership through classroom instruction and outdoor adventure scenarios. Team building and small group dynamics, focused on producing an effective team, are learned and put into practical application by each student. Enhances personal leadership and management techniques. The course covers a broad spectrum to include: basic cadet skills and orientation, rappelling and rope skills, small group team building, basic survival skills, and a class community service project. Students desiring credit for Leadership Laboratory should enroll in MSC 207. Meets in the fall. Two lecture hours each week.

**MILITARY SCIENCE – MSCO 1271 (MSC 102) – ADVENTURE, LEADERSHIP AND MANAGEMENT DEVELOPMENT II.** MSC 101 is not a prerequisite. Provides the basic course student a foundation in small group leadership through classroom instruction and outdoor adventure scenarios. Team building and small group dynamics, focused on producing an effective team, are learned and put into practical application by each student. Enhances personal leadership and management techniques. The course covers a broad spectrum to include: military history, basic cadet skills and orientation, rappelling and rope skills, small group team building, marksmanship, basic water skills and water survival, and a class community service project. Students desiring credit for Leadership Laboratory should enroll in MSC 207. Meets in the spring. Two lecture hours each week.

**MILITARY SCIENCE – MSCO 2170 (MSC 207) – BASIC LEADERSHIP SKILLS.** Adventure training: rappelling; drill and ceremony; marksmanship, customs, courtesies, and tradition of the Service; an introduction to the Army and the military leader's role. Enhances and provides practical application of the small group leadership principles stressed in MSC101/102. Focuses on development of personal leadership potential and responsibilities of the leader through practical exercises. Uniforms will be issued to all enrolled students. There is no military obligation incurred for those taking this course. May be repeated for a maximum credit of four hours. To be taken concurrently with MSC 100 and 200 level academic courses. Incidental fee \$10. Two hours practical application each week.

**MILITARY SCIENCE – MSCO 2270 (MSC 201) – BASIC LEADERSHIP SKILLS.** Discussion, lecture, and practical exercises of the principles of military leadership, written communication techniques, and officership. Practical application of intermediate level skills with an emphasis on land navigation and emergency first aid. Students desiring credit for Leadership Laboratory should enroll in MSC 207. Meets in the fall. Two lecture hours each week.

**MILITARY SCIENCE – MSCO 2271 (MSC 292) – LEADERSHIP AND MANAGEMENT AT THE SMALL UNIT LEVEL.** Readings, discussion, and lecture on the principles of military leadership, officership, and ethics and the role of the non-commissioned officer. Practical exercises in oral and written communication for the small unit. Practical application of military leadership and management skills at the small unit level. Students desiring credit for Leadership Laboratory should enroll in MSC 207. Meets in spring. Two lecture hours each week.

## Science and Mathematics Division

**PHYSICS – PHYS 1305 – ELEMENTARY PHYSICS (LECTURE).** Three hours credit. Conceptual level survey of topics in physics intended for liberal arts and other non-science majors. May or may not include a laboratory. Three lecture hours each week.

**PHYSICS – PHYS 1105 – ELEMENTARY PHYSICS LABORATORY.** One hour credit. Laboratory experiences to supplement PHYS 1305. Two lab hours each week. Corequisite: PHYS 1305. Lab fee.

**PHYSICS – PHYS 1315 – PHYSICAL SCIENCE I (LECTURE).** Three hours credit. Course designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. May or may not include a laboratory. Three lecture hours each week.

**PHYSICS – PHYS 1115 – PHYSICAL SCIENCE LABORATORY.** One hour credit. Laboratory experiences to supplement PHYS 1315. Two lab hours each week. Lab fee. Corequisite: PHYS 1315. Lab fee.

**PHYSICS – PHYS 1401 – COLLEGE PHYSICS I (LECTURE + LAB).** Four hours credit. Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles presented in lecture. Three lecture and two lab hours each week. Prerequisite: MATH 1314 College Algebra and Math 1316 Plane Trigonometry OR MATH 2312 Pre-Calculus Math (Math 2412 Pre-Calculus may substitute for 2312). Lab fee.

**PHYSICS – PHYS 1402 – COLLEGE PHYSICS II (LECTURE + LAB).** Four hours credit. Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles presented in lecture. Three lecture and two lab hours each week. Prerequisite: PHYS 1301 College Physics I (lecture) or PHYS 1401 College Physics I (lecture + lab). Lab fee.

**PHYSICS – PHYS 2425 – UNIVERSITY PHYSICS I (LECTURE + LAB).** Four hours credit. Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments support theoretical principles presented in lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Three lecture and two lab hours each week. Prerequisite: MATH 2413 Calculus I. Lab fee.

**PHYSICS – PHYS 2426 – UNIVERSITY PHYSICS II (LECTURE + LAB).** Four hours credit. Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments support theoretical principles presented in lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics: experimental design, data collection and analysis, and preparation of laboratory reports. Three lecture and two lab hours each week. Prerequisite: PHYS 2425 University Physics I, MATH 2414 Calculus II. Lab fee.

## ***Community Services Division***

(Visit our website at: [www.angelina.edu](http://www.angelina.edu))

### **CONTINUING EDUCATION**

The Community Service Division is Angelina College's economic development team for the citizens, businesses, industries and organizations of Texas Forest Country. The division is committed to the people of Texas Forest Country to offer continuing educational services accessible by persons of all ages. Non-credit courses are open to the general public and there are usually no entrance requirements for adults who wish to take a course. Some prerequisites including age and education level, as mandated by the State, are required for certain courses in health occupations and public safety areas. Any person under 18 years of age must have written permission from parents and from a school official to enroll in a course of more than three weeks duration. Any person with disabilities that needs auxiliary aids, services or assistance for on or off campus for registration or attending classes should contact (936) 633-5206 at least five days prior to registration or class attendance so that appropriate arrangements can be made. These services provide economic, educational, personal, and cultural development for individuals. These services also provide consultation, information resources, workforce and management development and job creation for business, industrial and non-profit organizations. Services offered include courses, seminars workshops, institutes, conferences, teleconferences, consultations and counseling sessions, contract training proposals, and computer information services at numerous locations in Texas Forest Country, in the twelve counties of the college service area.

These services allow individuals to learn skills for new jobs, to add knowledge and skills needed in current jobs, to refresh and update job skills, to explore new fields, to have access to training required by law for their profession, to supplement current educational endeavors, and to enrich their lives with cultural and personal development training.

For organizations, these services allow access to information needed for business development, workforce literacy and skill development, resource and management assistance for start-up, strengthening and job creation, and access to customized training needed for upgrading , problem resolution, diversification, or conversion.

To provide these services, the division is composed of seven integrated components; the community service division office, the small business development center, the procurement assistance center, the criminal justice (police) academy, the fire academy, health occupations programs, and adult basic education.

## Community Services Division

### **COMMUNITY SERVICE DIVISION OFFICE**

#### **CALL (936) 633-5206 FOR INFORMATION**

The community service division office is responsible for the overall administration, budgeting, clerical services, program development, instruction, evaluation, contracts, scheduling and official record keeping and reporting for the division. The division office publishes a schedule of offerings fall, spring and summer and does advertising and promotion of offerings. The division office prepares instructional materials and offers certificates of completion to students. The office also reserves and prepares college facilities for use by outside persons, groups and organizations. A final service is to assist area companies with obtaining skill development fund grants for workforce upgrading. The Division Office seeks and welcomes partnerships with outside entities for educational purposes.

### **SMALL BUSINESS DEVELOPMENT CENTER**

#### **CALL (936) 633-5400 FOR INFORMATION**

The Small Business Development Center was established at the college in October 1991 under a continuing grant from the Small Business Administration and operates as a sub-center of the University of Houston SBDC. The center provides consultation and counseling services to small businesses in the service area and serves as an economic development catalyst in helping businesses create jobs. These services provide information and advice for starting-up, resolving operational problems, developing resources and funding, and training. The center also provides a special service with on-site SBA officers who directly assist small business owners with small business loan services in times of disasters.

On average the center helps package \$10 million in business loans annually and provides business start-ups. In addition, the center operates a computer resource center for individualized client training and practice in small business computer operations and software. The center also has a continuing schedule of seminars which address business start-up, funding, marketing, bookkeeping, advertising, creating business plans, management and computer operations and software.

### **PROCUREMENT ASSISTANCE CENTER**

#### **CALL (936) 633-5432 FOR INFORMATION**

The Angelina College Procurement Assistance Center was established in September 1992 under a continuing grant from the U.S. Department of Defense, with the assistance of Congressman Charles Wilson and the TLL Temple Foundation. The purpose of the center is to provide assistance to businesses and industries in economically depressed counties in East Texas to create jobs and resources through bidding and contracting with the federal government to produce goods needed by the government. The staff of the center provides individualized services to business clients through computer matching of businesses with potential contacts and assists them with the contract bidding process and paperwork leading to a formal contract award. In addition, the center provides communities and counties with economic

Community Services Division

development presentations and offers seminars on government contracting, bidding and procurement throughout the college service area.

**ANGELINA COLLEGE REGIONAL  
CRIMINAL JUSTICE CENTER AND ACADEMY  
CALL (936) 633-5328 FOR INFORMATION**

Angelina College was issued a license to operate a police academy in 12 East Texas counties in September 1993 by the Texas Commission on Law Enforcement (TCOLE). The academy will offer basic, in-service training courses at sites throughout East Texas with the assistance of an advisory board which assists in directing the academy. The academy will receive funding from Angelina College, the Deep East Texas Council of Governments and law enforcement departments. The first training by the academy began late Fall 1993.

**NON-CREDIT CERTIFICATE PROGRAM IN  
BASIC PEACE OFFICER TRAINING (Pell eligible program)  
720 HOURS**

CJLE 1006	BASIC PEACE OFFICER I	144
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HOURS

CJLE 1012	BASIC PEACE OFFICER II	144 HOURS
CJLE 1018	BASIC PEACE OFFICER III	144 HOURS
CJLE 1024	BASIC PEACE OFFICER IV	144 HOURS

**FIRE ACADEMY  
CALL (936) 633-5366 FOR INFORMATION**

Angelina College established a fire academy in 1998-99 which is approved under the rules and regulations of the Texas Commission on Fire Protection and the Texas Higher Education Coordinating Board. Programs to be offered include basic volunteer firefighter certification, paid firefighter certification, and numerous firefighter continuing education topics for re-licensure.

**NON-CREDIT CERTIFICATE PROGRAM IN  
BASIC FIRE SUPPRESSION (Pell eligible program)  
626 HOURS**

FIRS 1001	FIREFIGHTER CERTIFICATION I	88 HOURS
FIRS 1007	FIREFIGHTER CERTIFICATION II	88 HOURS
FIRS 1013	FIREFIGHTER CERTIFICATION III	88 HOURS
FIRS 1019	FIREFIGHTER CERTIFICATION IV	88 HOURS
FIRS 1023	FIREFIGHTER CERTIFICATION V	88 HOURS
FIRS 1029	FIREFIGHTER CERTIFICATION VI	88 HOURS
FIRS 1033	FIREFIGHTER CERTIFICATION VII	92 HOURS



## Community Services Division

In order to secure work as a paid firefighter after completion of the program, the student must also enroll in and complete a basic EMT (Emergency Medical Services) course at Angelina College. This course may be taken before, during or after the fire academy program.

## **HEALTH OCCUPATIONS PROGRAMS OF COMMUNITY SERVICES CALL (936) 633-5377 FOR INFORMATION**

Health Occupations provides training in many medical fields which offer a state or national certification to work for students. Two of these training programs are approved as non-credit certificate programs by the Texas Higher Education Coordinating Board and offer national certifications upon completion and are eligible for financial assistance. These two programs are Clinical Medical Laboratory Assistant and Medical Assistant. Other programs which offer a certification for work include (CNA) Certified Nurse Aide in Long-Term Care, (CMA) Certified Medication Aide, Phlebotomy, Medical Coding, Medical Records, Health Unit Coordinator, Patient Care Technician, Medical Insurance and Billing, Activity Director for Nursing Homes, and Certified Restorative Aide, State Schools and Prisons. Health Occupations also offers the continuing education update for retaining licensure in all these programs. Finally, the Health Occupations Department also offers Nurse Re-entry courses for RN's and LVN's who want to renew licenses, a variety of CPR and life support courses for various professions and health occupations support courses such as medical terminology.

The Health Occupations Department also works with numerous local high schools to bring certification to work courses to high school students throughout the college service area. Courses are offered on campus and in many off-campus locations in the college service area.

Angelina College was granted approval to offer two new non-credit certificate programs from the Texas Higher Education Coordinating Board in October 2008. The first program is **Clinical Medical Laboratory Assistant** and the second is **Medical Assistant**. Both programs offer national testing and certification for employment from the **American Medical Technologists (AMT)**.

The Clinical Medical Laboratory Assistant program prepares the student to operate the laboratory and to do all patient testing in a physician's office. The assistant also supervises patients and performs check-in in a physician's office. The program consists of the following courses offered in one semester:

### **NON-CREDIT CERTIFICATE PROGRAM IN CLINICAL MEDICAL LABORATORY ASSISTANT (584 HOURS)**

MLAB1001 Introduction to Clinical Laboratory Science

PBHL 1001 Overview of Medical Law/Ethics for Health Professionals

EMSP 1019 CPR Basic Life Support

## Community Services Division

PLAB 1023 Phlebotomy  
PLAB 1060 Clinical I-Phlebotomy  
PLAB 1061 Clinical II-Phlebotomy  
MLAB 2038 Advanced Topics in Medical Laboratory Technician

The Medical Assistant program prepares the student to draw blood and give injections in a physician's office under the supervision of the doctor or physician's assistant (PA). The assistant also answers phones, handles insurance and billing for the office and provides instructions to patients on medical conditions. The program consists of the following courses offered in two consecutive semesters:

### **NON-CREDIT CERTIFICATE PROGRAM IN MEDICAL ASSISTANT (768 HOURS)**

#### **First Semester:**

EMSP 1019 CPR Basic Life Support  
COMG 1045 High Powered Communication  
PBHL 1001 Overview of Medical Law/Ethics for Health Professionals  
MDCA 1013 Medical Terminology  
MDCA 1021 Administrative Procedures  
MDCA 1043 Medical Insurance  
MDCA 1060 Clinical

#### **Second Semester:**

MDCA 1002 Human Disease/Pathophysiology  
MDCA 1017 Procedures in a Clinical Setting  
MDCA 1052 Medical Assistant Laboratory Procedures  
MDCA 1061 Clinical

## **ANGELINA COLLEGE ADULT EDUCATION**

Angelina College has added an exciting new component to its mission of community services. Effective July 1, 1999 the adult learning centers in Angelina, Nacogdoches, Sabine, and San Augustine counties have become part of Angelina College. Administrative authority for the operation of adult education in these counties has been vested in the office of the Vice-President of Community Services. Angelina College looks forward to continuing and building upon the many educational services the adult learning centers provide to people in their communities. The general services provided by the learning centers include adult basic education, tutoring and counseling, GED preparation, U.S. citizenship courses, basic computer and business skills, and English as a second language study. The Angelina College Adult Learning Center is located in the Technology/Workforce building on campus. The Nacogdoches Center is located at 302 Hughes Street, Nacogdoches. The hours of operation are 8:00 a.m. - 8:00 p.m., Monday - Thursday and 8 a.m. - 3 p.m. on Friday.

## Community Services Division

### **ROPES CHALLENGE COURSE**

A new ropes challenge course has been constructed on the AC campus through a partnership with the Alcohol and Drug Abuse Council. This course will benefit the clients of numerous community agencies as well as employees of business and industry and persons from the general public. The new course is under the auspices of the Community Services Division of Angelina College. The course consists of twelve low and seven high elements which can be used by contracting or registering through Community Services Division. The cost of use will be \$25 per person per 8 hours for non-profit agencies and \$45 per person per 8 hours for all other entities. The purpose of the ropes course is to promote human development and enrich life through experiential play and challenge. The course is known to improve self-confidence, enhance communication skills, develop decision making skills, teach conflict resolution, teach leadership skills, promote trust and teamwork, develop responsibility, develop group awareness and cohesion, and improve physical fitness. Those interested in scheduling use of this course should call (936) 633-5206. A complete packet of information and registration materials will be available. The college and the Alcohol and Drug Abuse Council have certified instructors to instruct the course.

### **PROGRAM AREAS**

The community services division offers programs scheduled and categorized in the areas of career development, cultural development, personal development, adult learning center programs and business & industrial contract training. Course offerings may be face-to-face, distance learning or internet-based.

#### **CAREER DEVELOPMENT PROGRAM:**

This program encompasses the largest set of offerings in the division and provides all of the individual, business, industrial and non-profit job and contract training, retraining, upgrading, licensing and certification services. The career development program is divided into offering areas which include business, insurance and real estate; computer operations; educational, technical and vocational occupations; food service occupations; and health career occupations.

#### **Business, Insurance and Real Estate Occupations**

Bank Teller Training	Legal Secretary
Bookkeeping	Secretarial Office Skills
Business Soft Skills	Small Business Computers
Continuing Education for CPAs	Small Business Development
Government Bidding and Contracting	Workforce Development
Grant Writing	

## Community Services Division

### Computer Occupations:

Computers for Senior Citizens	Microsoft Word
Desktop Publishing	QuickBooks Pro
EBay, Buying and Selling	QuickBooks Payroll
Facebook	Remote Piloted Vehicle Flight
Microsoft Computer Professional Certifications	Simulations
Microsoft Excel	
Microsoft Office	

### Educational, Technical, Workforce Occupations:

Backhoe Operator Certification	Occupationally Specific English
Basic Peace Officer	OSHA Certification Courses
Basic Sign Language	Paid Firefighter Certification
Blueprint Reading	Police Academy In-Service Continuing
Child Development Associate in	Education
English & Spanish	Remote Piloted Vehicle
Child Development Continuing Ed.	Security Officer Training
Continuing Education for Peace	Small Engine Repair
Officers	Sound Engineering & Recording
Contract Training for Industry	Technology
Education Paraprofessional	Starlink for Professional Development
Firefighter Continuing Education	Volunteer Firefighter Certification
Floral Design	Water & Wastewater Certification
Forklift Safety and Operation	Welding
Hazardous Materials Certification	Wildfire Academy

### Food Service Occupations:

Food Service Supervisor for Nursing Homes

### Business and Industrial Contract Training:

The Community Service Division offers contract training for workforce development in the college service area and has resources and expertise in many areas. Some contracts are provided with grant assistance from the state of Texas in skill development funds. Services and course offerings include:

- Customization of training to company needs
- Distance education opportunities & industrial start-up
- Evaluation of offered training
- Programs to determine direction & effectiveness and to measure accomplishments
- Negotiation of contractual arrangements
- Utilizing Plato computerized developmental programs for determining workforce skills
- Work keys testing and assessment
- World class programs in leadership & management training which are nationally recognized and certified

## Community Services Division

### Health Occupations:

Activity Director for Nursing Homes	Medical Records Clerk
Activity Director Update	Medical Terminology
Adult CPR	Medical Spanish
Certified Medical Assistant	Medication Aide
Certified Medical Lab Assistant	Medication Aide Update
Certified Nurse Aide Continuing Education	Nurse Aide Long Term Care
Certified Restorative Nurse Aide	Nurse Aide Refresher
Community CPR	Nurse (LVN & RN) Re-entry
CPR Health Care Provider	Office Laboratory Technology
Health Unit Coordinating	Patient Care Technician
Insurance Coding	Phlebotomy Certification
Medical Coding	Resident Feeding Assistant
Medical Office Billing	Standard First Aid & CPR

### Cultural Development Program:

The cultural development program offers courses to foster cultural awareness and appreciation, stimulate aesthetic enjoyment, encourage humanitarian perspectives and increase leisure opportunities. Offerings include:

AC/Lufkin Community Band	Gemstones
Art Workshops	Piano Workshops
Conversational Spanish	Sci-fi Fantasy Writing
Creative Writing	

### Personal Development Program:

This program assists persons in their physical, social and psychological development with a wide variety of short course offering which impart knowledge and skills for personal interest:

Cake Decorating	Medicaid & Disability Planning
Creative Arts & Crafts	Motorcycle Operator Course
Creative Writing	Quilting
Crocheting & Knitting	Ropes Course
Christmas Crafts	Sewing
Driver Safety Course	Stretch & Flex
Electricity, Basic Home	Student Seminars
Estate Planning	a. TSIA Study Sessions
Financial Survival for Retirement	b. TSI review
Flower Arranging	Wills & Powers of Attorney
German Cooking	Zumba
Homecoming Mums	

## Community Services Division

### **Adult Learning Center Courses:**

The following offerings are available without participant charge to citizens of the community:

Adult Basic Education	SAT Test Preparation
Basic Computer & Business Skills	Test of Adult Basic Education
English as a Second Language	Tutoring & Counseling
GED Test Preparation	U.S. Citizenship

## **COURSE SCHEDULES AND REGISTRATION**

Schedules of course offerings are available a month prior to the beginning of each semester. The schedule can be picked up in the Community Services Building or be mailed upon request. A schedule is printed for fall, spring and summer. Registration for the Community Services classes is on a first-come, first-served basis, and many courses are limited in size. Students may register for any course in room 101 of the Community Services Building from 8:00 a.m. until 9:00 p.m., Monday through Thursday or 8:00 a.m. until 4:00 p.m. Friday. Dates for registration at off-campus centers are published in the schedule. Students may register online at [www.angelina.edu](http://www.angelina.edu).

## **CONTINUING EDUCATION UNITS (C.E.U.'s)**

Angelina College awards continuing education units (C.E.U.'s) to individuals who have successfully completed educational activities for which academic credit is not awarded. The C.E.U., by nation-wide definition, is "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction". The C.E.U. is a means of recording and accounting for the various continuing education activities that one accumulated over a period of years, in transcript form.

## **FACULTY**

Faculty members are selected upon the basis of competency and motivation from college faculty and from leading business and professional men and women in the community.

## **TUITION**

Charges for non-credit courses vary with the length and requirements of the course. The average cost of a course is \$55.00. Course charges range from \$20 to \$1600, with cost determined by length of course, instructional costs, and materials and supplies used. Course fees are published in each semester's schedule. The college offers TPEG financial aid through the Financial Aid Office. Many students also qualify for assistance through the Texas Workforce Commission. Organizations may request third party billing arrangements to enroll students.

## **WITHDRAWING FROM COURSES**

Students wishing to withdraw from a credit-free course may do so at any time by notifying their instructor. However, those seeking a refund must notify the

### Community Services Division

Community Services Division Office either by calling, in person, or in writing.  
Refunds will be issued according to the refund schedule (See index).

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