

## **NORTHEAST LAKEVIEW COLLEGE**

**Alamo Community College District  
2007-2008**

Permanent Site Opens Fall 2008

**ACCREDITATION:** Northeast Lakeview College is approved and accredited by the Texas Higher Education Coordinating Board.

This bulletin contains policies, regulations, procedures, and general course content effective at the time of publication. Northeast Lakeview College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations.

The Alamo Community College District is an Equal Opportunity Employer. For any special accommodation issues or an alternate format, contact the Title IV Coordinator, 210/208-8051 or Northeast Lakeview College at 210-590-5496. Educational opportunities are offered by the Alamo Community Colleges without regard to race, color, age, national origin, gender, or disability.

Northeast Lakeview College  
College Bulletin 2007  
Volume 1, No. 1

Northeast Lakeview College  
8300 Pat Booker Road  
Live Oak, TX 78233

[www.accd.edu/nlc](http://www.accd.edu/nlc)

**210-590-5401**

## A Message from the President

It is with great excitement and enthusiasm that I welcome you to the inaugural academic year of the Alamo Community College District's Northeast Lakeview College (NLC). As a student at NLC, you are joining the largest higher education institution in the greater San Antonio area and a distinguished family of colleges which have been serving our communities since 1898. As we undergo our accreditation process, many of you will be taking courses under the auspices of St. Philip's College and San Antonio College, the continuation of a partnership which started six years ago in a small store-front operation on Toepperwein Road that served only 300 students. As we approach an enrollment of more than 3,000 students and are one year away from the opening of the new \$125,000,000/ 375,000 square foot college campus at 1604 and Kitty Hawk Road, you will forever be a special part of Northeast Lakeview College's institutional history.



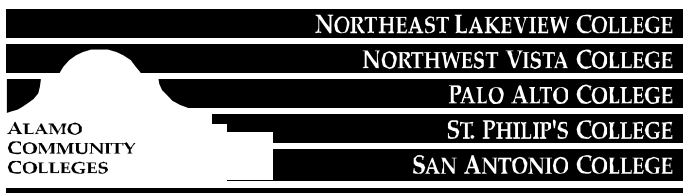
In addition to being a part of history, you have come to an institution that is committed to helping you realize your educational objectives. You will be taught by highly qualified and skilled faculty who will both challenge and encourage you. You will be assisted by a dedicated staff who will help you make the right choices and provide you with a welcoming and supportive learning environment. Your only requirement is to bring a love for learning and a willingness to devote time and effort to your studies. All the elements of having a successful and rewarding educational experience at the Northeast Lakeview College are in place - please take advantage of them. Have a great semester, and have a great year!

Dr. Eric Reno, President

Northeast Lakeview College  
Alamo Community College District

# Table of Contents

Section 1 - Academic Calendar .....	5
Section 2 - College Overview .....	11
Section 3 - Admissions And Records .....	13
Section 4 - Student Enrollment & Records .....	23
Section 5 - Tuition And Fees .....	33
Section 6 - Student Financial Services .....	43
Section 7 - Student Services .....	55
Section 8 - Graduation .....	67
Section 9 - Student Responsibilities & Regulations .....	71
Section 10 - Core Curriculum & Degree Plans .....	85
Section 11 - Course Descriptions .....	137
Section 12 - Administration, Faculty, & Staff .....	210
Section 13 - Index .....	221







# SECTION 1 - ACADEMIC CALENDAR

## FALL SEMESTER 2007

**IMPORTANT DATES.....ACTIVITY/EVENT**

**August**

August 20, Monday.....**Faculty Convocation**  
August 27, Monday .....Classes begin

**September**

September 1-3, Saturday-Monday ..... LABOR DAY  
College Closed  
September 8, Saturday.....Weekend classes begin  
September 12, Wednesday .....Census day

**October**

October 8, Monday .....*Employee Development Day*<sup>1</sup>  
Day Classes Cancelled

**November**

November 16, Friday .....Last day to withdraw  
November 22-25, Thursday-Sunday .....THANKSGIVING  
College Closed

**December**

December 9, Sunday .....Last day of classes  
December 10-16, Monday-Sunday .....FINAL EXAMINATIONS  
December 16, Sunday.....End of Fall semester<sup>2</sup>

**December 2007/January 2008**

December 20-January 2, Thursday-Wednesday.....CHRISTMAS/NEW YEAR  
College Closed

<sup>1</sup> Evening classes will meet after 5 p.m.  
<sup>2</sup> The last day for incomplete (I) grades to be completed is April 14, 2008.

## FALL FLEX I SESSION 2007

**IMPORTANT DATES.....ACTIVITY/EVENT**

**August**

August 27, Monday .....Classes begin

ACADEMIC CALENDAR

6 Northeast Lakeview College 2007-2008 Bulletin

**September**

September 1-3, Saturday-Monday.....LABOR DAY  
College Closed  
September 4, Tuesday .....Census day

**October**

October 5, Friday .....Last day to withdraw  
October 8, Monday .....*Employee Development Day*<sup>1</sup>  
Day Classes Cancelled  
October 16, Tuesday .....Last day of classes  
October 17-18, Wednesday-Thursday .....FINAL EXAMINATIONS  
October 18, Thursday .....End of Fall Flex I<sup>2</sup>

<sup>1</sup>Evening classes will meet after 5 p.m.

<sup>2</sup> The last day for incomplete (I) grades to be completed is February 15, 2008.

**FALL FLEX II SESSION 2007**

**IMPORTANT DATES.....ACTIVITY/EVENT**

**October**

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

**November**

November 22-25, Thursday-Sunday .....THANKSGIVING  
College Closed  
November 26, Monday .....Last day to withdraw

**December**

December 9, Sunday .....Last day of classes  
December 10-16, Monday-Sunday .....FINAL EXAMINATIONS  
December 16, Sunday .....End of Fall Flex II<sup>1</sup>

**December 2007/January 2008**

December 20-January 2, Thursday-Wednesday.....CHRISTMAS/NEW YEAR  
College Closed

<sup>1</sup> The last day for incomplete (I) grades to be completed is April 14, 2008.

**SPRING SEMESTER 2008**

**IMPORTANT DATES.....ACTIVITY/EVENT**

**January**

January 3, Thursday.....College opens  
January 7, Monday .....**Faculty Convocation**  
January 14, Monday .....Classes begin  
January 19, Saturday .....Weekend classes begin  
January 21, Monday .....MARTIN LUTHER KING DAY

*Section 1. Academic Calendar 7*

January 30, Wednesday .....Census day

**March**

March 17-23, Monday-Sunday .....SPRING BREAK<sup>1</sup>  
College Closed March 20-23

March 24, Monday .....EASTER HOLIDAY  
College Closed

**April**

April 14, Monday.....Last day to withdraw

April 25, Friday .....FIESTA HOLIDAY<sup>2</sup>  
College Closed

**May**

May 4, Sunday .....Last day of classes

May 5-11, Monday-Sunday.....FINAL EXAMINATIONS

May 11, Sunday .....End of Spring semester<sup>3</sup>

May 24-26, Saturday-Monday .....MEMORIAL DAY  
College Closed

<sup>1</sup> All administrative offices will be closed from Thursday to Sunday.

<sup>2</sup> Weekend classes will meet.

<sup>3</sup> The last day for incomplete (I) grades to be completed is September 8, 2008.

**SPRING FLEX I SESSION 2008**

**IMPORTANT DATES.....ACTIVITY/EVENT**

**January**

January 14, Monday .....Classes begin

January 21, Monday .....MARTIN LUTHER KING DAY  
College Closed

January 22, Tuesday.....Census day

**February**

February 15, Friday .....Last day to withdraw

**March**

March 4, Tuesday.....Last day of classes

March 5-6, Wednesday-Thursday .....FINAL EXAMINATIONS

March 6, Thursday .....End of Spring Flex I<sup>1</sup>

<sup>1</sup> The last day for incomplete (I) grades to be completed is July 3, 2008.

**SPRING FLEX II SESSION 2008**

**IMPORTANT DATES.....ACTIVITY/EVENT**

**March**

March 10, Monday .....Classes begin

March 17-23, Monday-Sunday .....SPRING BREAK  
College Closed March 20-23

8 Northeast Lakeview College 2007-2008 Bulletin

March 24, Monday.....EASTER HOLIDAY  
College Closed  
March 25, Tuesday.....Census day

**April**

April 18, Friday .....Last day to withdraw  
April 25, Friday .....FIESTA HOLIDAY<sup>1</sup>  
College Closed

**May**

May 4, Sunday .....Last day of classes  
May 5-11, Monday-Sunday.....FINAL EXAMINATIONS  
May 11, Sunday.....End of Spring Flex II<sup>2</sup>  
May 24-26, Saturday-Monday .....MEMORIAL DAY  
College Closed

<sup>2</sup> Weekend Classes will meet.

<sup>3</sup> The last day for incomplete (I) grades to be completed is September 8, 2008.

**MAYMESTER (THREE WEEK) SESSION 2008**

**IMPORTANT DATES .....ACTIVITY/EVENT**  
**May**

May 12, Monday .....Classes begin  
May 13, Tuesday .....Census day  
May 22, Thursday .....Last day to withdraw  
May 30, Friday .....FINAL EXAMINATIONS  
May 30, Friday .....End of Maymester

<sup>1</sup> The last day for incomplete (I) grades to be completed September 26, 2008.

**SUMMER I (SIX-WEEK) SESSION 2008**

**IMPORTANT DATES.....ACTIVITY/EVENT**  
**June**

June 2, Monday .....Classes begin  
June 5, Thursday .....Census day  
June 26, Thursday .....Last day to withdraw

**July**

July 3, Thursday.....Last day of classes  
July 24, Thursday.....End of Summer I Six-Week<sup>1</sup>

<sup>1</sup> The last day for incomplete (I) grades to be completed is October 28, 2008.

**SUMMER I (EIGHT-WEEK) SESSION 2008**

**June**

June 2, Monday .....Classes begin  
June 9, Monday .....Census day



**IMPORTANT DATES.....ACTIVITY/EVENT**

**July**

July 4, Friday .....INDEPENDENCE DAY  
College Closed

July 15, Tuesday.....Last day to withdraw

July 22, Tuesday .....Last day of classes

July 23-24, Wednesday-Thursday .....FINAL EXAMINATIONS

July 24, Thursday..... End of Summer I Eight-Week<sup>1</sup>

<sup>1</sup> The last day for incomplete (I) grades to be completed is November 14, 2008.

**SUMMER II (SIX WEEK) SESSION 2008**

**IMPORTANT DATES.....ACTIVITY/EVENT**

**July**

July 10, Thursday .....Classes begin

July 15, Tuesday .....Census day

**August**

August 6, Wednesday.....Last day of withdraw

August 13, Wednesday.....Last day of classes

August 14-15, Thursday-Friday .....FINAL EXAMINATIONS

August 15, Friday ..... End of Summer II<sup>1</sup>

<sup>1</sup> The last day for incomplete (I) grades to be completed is December 12, 2008.



*Northeast Lakeview College Groundbreaking Ceremony for the new college campus on Loop 1604 & Kitty Hawk (April 5, 2007)*





## SECTION 2 - COLLEGE OVERVIEW

### *Our Beginnings*

Northeast Lakeview College was officially established by the Alamo Community College District (ACCD) Board of Trustees in January 2007 as the newest institution of the Alamo Community Colleges to be in operations Fall semester 2007; however, the campus traces its beginnings back to 1996 as the Northeast Learning Center, an extension of St. Philip's College. In the late 1990's, Northeast community leaders acknowledged the need for college services in the area. Randolph Metrocom and Alamo Community College District officials began discussing the possibility and conducted extensive research to determine student need and a site for the new campus.

After completion of the study, it was decided that a northeast campus was not only possible, but necessary, and the search for property commenced. In June 2000, ACCD purchased a site of land at 7990 Pat Booker Road. Renovations began on the property and in Spring 2001 the first classes at Northeast Campus, an extension of St. Philip's College and San Antonio College, were held, enrolling 387 students. Many of the initial students had previously attended classes at St. Philip's College's Northeast Learning Center on Toepperwein. The Northeast Campus continued to grow and hold classes at this location until Fall 2006.

Due to increasing enrollments, ACCD purchased and renovated a former grocery store at 8300 Pat Booker Road - opening for classes in Fall 2006- and enrolling more than 3050 students in its first year. Northeast Lakeview College currently operates under a partnership with San Antonio College and St. Philip's College and offers a full course selection.

Classes will continue to be held at the Pat Booker location while the new, permanent Northeast Lakeview College site construction is completed. The new Northeast Lakeview College campus will sit on 254 acres at the corner of Loop 1604 and Kitty Hawk Road. The first classes at the new campus site are scheduled to begin in Fall 2008, when Northeast Lakeview College will eventually offer Associate of Arts, Associate of Science, and Associate of Applied Science degrees.

With its unique and diverse background, Northeast Lakeview College will serve students from the ten Metrocom Communities and northeast San Antonio in Bexar, Comal, and Guadalupe Counties.

**Alamo Community College District  
Mission Statement**

Empowering our diverse communities for success.

**Alamo Community College District  
Vision Statement**

The Alamo Community Colleges will be the best in the nation.

**Northeast Lakeview College  
*Mission, Vision, Value Statements***

**Mission:** *Northeast Lakeview College* partners with its communities to offer educational and workforce opportunities for students, develop civic responsibility in its citizens, and offer exemplary enrichment opportunities for all residents.

**Vision:** The first choice for higher education in the communities we serve.

**Values:** **S**ervice to community  
**E**xcellence in learning, teaching, and leadership  
**R**espect for all  
**V**ision as a requirement for all planning  
**I**ntegrity and accountability as core of all values  
**C**reativity and innovation in thought and action  
**E**vidence as the foundation for decision-making



## SECTION 3 - ADMISSIONS AND RECORDS

As an open-admission institution of higher education, Northeast Lakeview College maintains the policy to admit students without regard to age, race, gender, religion, national origin, color, disability.

To be formally admitted to the college, the student must furnish the necessary credentials to the Student Services Office. These documents are: (1) a completed ApplyTexas on-line application ([www.applytexas.org](http://www.applytexas.org)); (2) the most recent placement test scores; (3) residency documentation; and (4) official high school, General Equivalency Diploma (GED), or college transcript(s). Students having earned a high school diploma, a GED, or academic college credit, but are unable to obtain official high school, GED, or college transcript(s), will be granted Conditional Admission to the College (See “Conditional Admission” later in this chapter).

### TEXAS SUCCESS INITIATIVE (TSI)

The TASP law was repealed during the summer of 2003 and was replaced by the Texas Success Initiative (TSI), which became effective September 1, 2003. The TSI requires students to be assessed in reading, writing and mathematics skills **PRIOR** to enrolling in college, and to be advised based on the results of that assessment.

A student will **NOT** be denied admission to Northeast Lakeview College if he or she does not pass the test for TSI; however, the student will not be permitted to enroll in any class until the test (Accuplacer or THEA) has been attempted, and the scores are posted on the College’s Student Information System.

All new students, full-time and part-time, must take a test for TSI, **UNLESS** they are transferring from another college and submit a transcript which documents completion of college-level reading, mathematics and English. A student not passing all sections of the college placement test or not completing college-level coursework that directly relates to the sections of the test must complete developmental coursework in order to meet departmental prerequisites for college-level courses. Placement scores must be less than three years old prior to enrollment and must include a writing sample in conjunction with the multiple choice test. The Accuplacer is the test administered by Northeast Lakeview College.

### **Texas Success Initiative (TSI) and Assessment Testing**

The Texas Success Initiative (TSI) was enacted by the Texas Legislature to ensure that all students entering college be assessed in reading, writing, and mathematics which would determine their readiness to perform and enroll in freshman-level academic coursework. Therefore, each entering undergraduate at Northeast Lakeview College must be assessed prior to enrollment. Students with ACT composite scores below 23 or SAT total scores below 1070 (minimum of 500 in verbal or critical learning and mathematics) must take the Accuplacer test. Other tests are administered by referral. Determining when a student is ready to perform freshman-level academic coursework is on an individual basis, according to the student's needs. Course placement in reading, writing, and mathematics is determined by taking the Accuplacer with the essay.

**Students may be exempt from state-mandated testing, but NLC requires all students to meet at least one of the following assessments before enrollment:**

1. A student must score at least 23 on the ACT, including a minimum score of 19 on both the English and mathematics sections. Scores may not be older than three years.
2. A student must score at least 1070 on the SAT, including a minimum score of 500 on **both** the critical reading and mathematics sections. Scores may not be older than three years.
3. A student must score at least a 220 on the English section of the THEA, including a minimum score of 6 on the essay and 230 on both the mathematics and reading sections. Scores may not be older than three years.
4. A student must have graduated from a Texas public institution of higher education with an associate or baccalaureate degree.
5. A student must have completed college-level coursework in English, reading, and mathematics at a private or out- of-state institution.
6. A student must have met readiness standards in English, reading, and mathematics at another Texas public institution of higher education.

For further information regarding TSI, students should contact an advisor in the Student Services Office at 210-590-5401.

### **ADMISSION OF NEW STUDENTS**

- A. A graduate of an accredited high school must submit the following credentials to the Student Services Office:
  1. An official high school transcript including date of graduation.  
Transcripts received become the permanent property of the College.

2. ACT or SAT test scores, if taken, or alternate placement tests selected by the College. The Accuplacer is the test administered by Northeast Lakeview College. In addition, all students are responsible for meeting requirements for the Texas Success Initiative (TSI). Northeast Lakeview College will not release an official transcript until all admission requirements are met.
- B. In lieu of a high school transcript, a student can submit the General Equivalency Diploma (GED) Test (high school equivalency). Effective January 1, 2002, the minimum passing standard score on the GED Tests is now no less than 410 on each of the five tests, with an average of 450 (2250 total) on the five tests in the battery. For tests taken between January 1, 1997 through December 31, 2001, GED candidates had to earn a total score of 225 (45 average) on all five tests with no sub-test score less than 40. Prior to January 1, 1997, GED passing scores were 40 on each test or a total score of 225 on all five sub-tests.
- C. Students who are under 18 years of age who are applying for admissions based on the completion of an independent study equivalent to the high school level in a nontraditional setting (home-schooled) rather than through a public or private high school may be admitted if they:
  1. Present a notarized record of the high school equivalent work completed and the date of successful completion.
  2. Comply with institutional testing requirements.
  3. Are at least 16 years of age by the beginning of the academic year in which they wish to register.

### **EARLY ADMISSION**

- A. **Early admission** applications will be accepted from students having completed their high school junior year. Applicants must be at least 16 years of age by the beginning of the academic year in which they wish to register. An applicant must be eligible to graduate by the close of the academic year.

Applicants must submit the following credentials to the Student Services Office:

  1. Completed application for Admissions at [www.applytexas.org](http://www.applytexas.org)
  2. Official transcript of all high school courses
  3. Letters of recommendation from the high school principal or counselor and from the parent(s) giving parental approval and addressing the applicant's maturity and ability to function in a college environment.
  4. THEA, Alternative THEA (Accuplacer or Compass) or ACT/SAT/TAAS or TAKS test scores exempting TSI requirements, and/or demonstrating college level ability in the subject area(s)

requested. Northeast Lakeview College is not permitted to remediate students in high school or below.

The number of courses to be taken will be determined by the high school course load and the recommendation of a college advisor. An early admissions student must not enroll in more than 8 credit hours, must earn a “C” or better in each class to continue to enroll as an early admit student, and may not accumulate more than 28 total college credit hours.

An official transcript from Northeast Lakeview College will not be released to the student until the student submits a completed official high school transcript with graduation date.

### **ADMISSION TO SUMMER SCHOOL**

A student desiring admission to summer school must meet the same requirements which apply to any other semester. The normal full-time student load is six (6) semester hours or nine (9) semester hours for a student with an minimum of 3.0 GPA. A maximum of twelve (12) semester hours is allowed for summer eight (8) week sessions. A student cannot exceed more than fourteen (14) semester hours for any combination of summer sessions.

### **ADMISSION OF TRANSFER STUDENTS**

A student transferring from another college must submit an official, complete transcript from the regionally accredited college or university last attended, bearing the impression of the seal and the college official’s signature. However, for graduation purposes and to meet prerequisites, a student must submit official transcripts from all colleges or universities previously attended. Official transcripts must be forwarded directly to the Student Services Office.

A transfer student must:

1. Meet the minimum academic standards of the College as published in this catalog.
2. Continue on academic probation if that was the status at the last college or university attended.

A student must not knowingly falsify or suppress registration information or in other ways attempt to enter this college by fraudulent enrollment.

### **CONDITIONAL ADMISSION**

A student unable to obtain an official copy of his or her high school or college transcript or GED score may be admitted conditionally to the College. A student in this category will be placed in conditional admission



status for one (1) semester/session, pending receipt of the transcript by the College. A student will not be permitted to register for future semesters until all previous official college transcripts are received by the Student Services Office. An official Northeast Lakeview College transcript will be withheld until all admission requirements are met.

### **READMISSION TO COLLEGE**

A student previously enrolled at the College, but who did not attend during the last 12 months, may apply for readmission if the following conditions are met. The student must:

1. Submit an application at [www.applytexas.org](http://www.applytexas.org).
2. Be in good academic standing or have been unenrolled for the mandatory one (1) semester following an Academic Dismissal status.
3. Present official transcripts from any college or university attended since the last enrollment at the College.

A returning or transfer student failing to meet the academic criteria stated in the current College catalog may appeal through the Admission Appeal Procedure. A returning or transfer student whose last status was Disciplinary Suspension must petition the Vice President for Student and Administrative Services for readmission.

### **ACADEMIC FRESH START**

Under the provisions of Senate Bill 1321, any resident of Texas is entitled to seek admission to public institutions of higher education without consideration of courses undertaken ten (10) or more years prior to enrollment. This “right to an academic fresh start” gives a student the option of electing to have course work taken ten (10) or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual OR ignored for admission purposes. A student electing an “Academic Fresh Start” must notify the Student Services Office during his or her first semester of enrollment at the College. An applicant electing an “Academic Fresh Start” will also have all college level work that was completed at an earlier date eliminated from the computation of the grade-point average, and none can be applied toward a degree or certificate for credit at the College. Additionally, such work will not be removed from the student’s academic records and transcripts. Students electing an “Academic Fresh Start” must meet with the Vice President of Student and Administrative Services prior to enrollment.

## **AUDIT OR NON-CREDIT ADMISSION**

A student registering only for audit courses must submit an application at [www.applytexas.org](http://www.applytexas.org) but is not required to submit transcripts. A grade of "AU" (audit) is assigned to an auditing student.

An audit fee of \$12.00 per course is charged at the time of registration in addition to the tuition and fees normally charged.

A student wishing to change to audit status must pay the \$12.00 audit fee by the census date of the semester. A student cannot change to audit status after the semester's census date has passed.

## **ADMISSION APPEAL PROCEDURE**

Should a transfer or returning student fail to meet the academic criteria stated in the current College catalog, a petition for admission/readmission to the College must be processed in the following manner:

### **A. First or Second Academic Dismissal Status**

1. A student may petition in writing through the Vice President of Student and Administrative Services. The student may submit other colleges' transcripts where applicable.
2. A student must petition in advance of the on-campus registration days. The class schedule contains specific dates.
3. A student who has not been enrolled for one (1) semester following an academic dismissal is eligible to enroll without petitioning in writing after meeting with an advisor.
4. The Vice President's decision may be appealed to the President of College.

### **B. Third or Subsequent Academic Dismissal Status**

1. A student may petition to the Vice President of Student and Administrative Services or designee after the lapse of one (1) calendar year from the date of the last Academic Dismissal Status.
2. A student must complete an Admissions Petition form in the Student Services Office prior to meeting with the Vice President of Student and Administrative Services or designee. The class schedule contains specific dates for registration.
3. Where applicable, other colleges' transcripts must be submitted.
4. The Vice President's decision may be appealed to the College President.
5. Students readmitted and failing to meet the imposed requirements may not petition again for one (1) calendar year.

## **INTERNATIONAL STUDENT ADMISSION**

International students are welcome at the College because such students bring with them a variety of cultures and languages which ultimately enrich

the campus community and help prepare all students for the challenges of an increasingly interdependent world. All international students are expected to show evidence of communication and proficiency in English. The College requires a minimum score of: 1500 on the Paper-based test (PBT); 173 on the Computer-based test (CBT); Reading-17, Listening-17, Speaking-18, Writing-17 with a total score between 69-70 on the Internet-based test (IBT); or a level 109 ELS Language Certificate.

International student applicants not completing college level courses at a U.S. college or university are required to take either the THEA or Accuplacer examination available through the Northeast Lakeview College Testing Center. The placement exams must be taken before the start of the first semester of enrollment. A student failing any one (1) of three (3) areas (Reading, Math, or Writing) may enroll in some program courses, but may also be required to enroll in developmental courses as needed. For more information concerning the placement examination requirements, contact the Student Services Office at 210 590-5401.

A. **Admission:** The following documents must be submitted prior to the application deadlines (June 1 for Fall;

October 1 for Spring; March 1 for Summer):

1. Application for International Student Admission (**one current passport size photo must be attached**).
2. Signed "Statement of Understanding,"
3. Verification of financial resources (must be signed by the student, and his/her sponsor). Total expenses are approximately \$15,000 for twelve months.
4. INS Form I-134 Affidavit of Support (follow printed instructions).
5. Bank Letter from the student's and/or sponsor's bank stating when the student's and/or sponsor's account(s) were established. The current balances **must** be included. All financial documents must be less than six months old.
6. Original TOEFL exam score results.
7. Original high school transcript/diplomas with graduation date.
8. High School documents, after translated in English, must be evaluated by an evaluation company; a list of acceptable professional evaluation services is available in the Student Services Office or at 210 590-5401. Results should be mailed both to the student and to Northeast Lakeview College.

B. **After the above requirements are fulfilled:** The candidate will then be eligible for evaluation toward official admission and enrollment. Following the student's admission a Form I-20 will be issued. In order to be and remain a bonafide student, the candidate must:

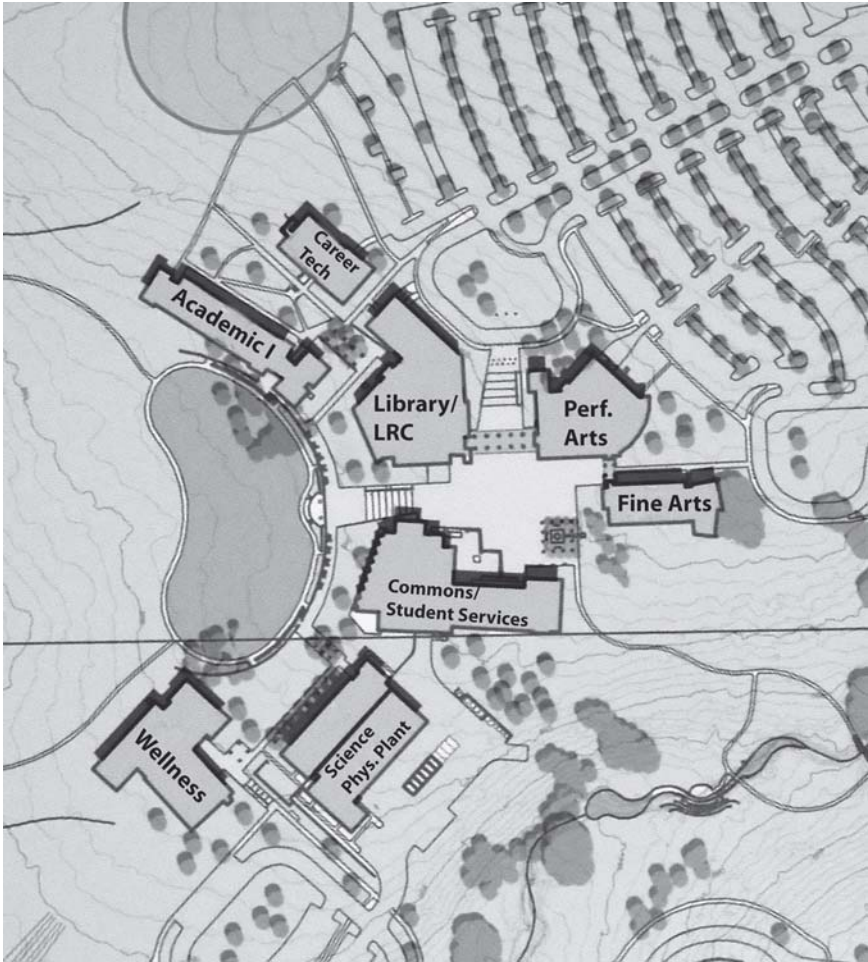
1. Take the Accuplacer examination.
  2. Enroll for and complete a minimum of twelve (12) semester hours each fall and spring semesters.
  3. Pay for illness and accident insurance each semester.
  4. Not work off campus without authorization.
  5. Provide current address and telephone number for local residence in the San Antonio area. Post Office boxes are not acceptable.
- C. **Transfer Students:** An international student transferring to the College must comply with the same policies and requirements as an international student applying from his or her home country. However, before an official transfer is granted, a transferring student is given a Notification of Transfer form which his or her current advisor must complete and return to the College. When the Notification of Transfer form is on file and the student is determined to be “In Status” (or good standing), the transfer can be finalized.
- D. **Student with visa status other than F-1 must:**
1. Submit official accredited U.S. high school or college/university transcripts.
  2. Submit foreign credentials indicating U.S. high school equivalency (as determined by the Student Services Office or by consultancy).
  3. Provide proof of current immigration and naturalization status.
  4. Participate in college placement testing as recommended by an advisor.
- E. **Resident Alien and Permanent Resident:** A Resident Alien and a Permanent Resident must provide Form 1-551 (Permanent Resident Card). The student pays international student tuition rates until residency requirements are fulfilled.
- F. **Start of Registration Process:** All international students with non-resident visas must begin the registration process in the Student Services Office, room A102.
- G. **Revision:** The above requirements are subject to periodic revisions as may be necessary due to changes in Department of Homeland Security (DHS) regulations, ACCD Board Policies, etc.  
The Student Services Office may be contacted at (210) 590-5401.

## **EVALUATION OF FOREIGN CREDENTIALS**

All foreign credentials submitted to the College must be the original or a certified English translation. An official evaluation of foreign credentials and translated transcript must be provided before transfer credits can be granted. The student is responsible for arranging for credential evaluation and/or translation.

Evaluations completed by evaluation services are subject to review and approval by the Student Services Office.





**Site Plan and Campus Map**

*The future Northeast Lakeview College campus will sit on 254 acres. With nine buildings being built at the same time, NLC will contain over 375,000 square feet of learning space.*



## SECTION 4 - STUDENT ENROLLMENT & RECORDS

### STUDENT LOAD

A full-time student has met all entrance requirements and is carrying a course load of no less than twelve (12) semester hours of college-level work or no less than twenty-two (22) clock hours.

A part-time student has satisfied the entrance requirement and carries less than the number of hours per semester required of the full-time student.

No student enrolled in college-level work may enroll for more than nineteen (19) semester hours except by written authorization of a Vice President Academic Affairs or Vice President Student and Administrative Services.

### TRANSCRIPT OF RECORD

The term "transcript of record" refers to the recorded results of the student's coursework at the College only. This record is sent directly to other colleges at the request of the student. Requests must be directed to the Student Services Office. A minimum of five (5) work days is required for the processing of transcript requests. The transcript will be withheld if the student has not settled all financial and transcript obligations with the College.

### COURSE NUMBERING SYSTEM

Northeast Lakeview College has adopted the Texas Common Course Numbering System. This system allows students to compare courses between colleges and know that those with the same designation are the same course. This affects academic courses **ONLY**. A non-common numbered college-level course will have a "7" in the third position of its course number.

The four digit course number preceding the course name contains information that the student needs to know.

1. First numeral indicates the level of the course. A freshman level course, for example, begins with a "1." Any course that begins with zero (ENGL 0300, MATH 0302, etc.) indicates that the course is part of the Developmental Education Program that may not be transferable to a senior university nor count as part of student's degree plan.

2. The second numeral indicates the semester hour value of the course. For example, ENGL 1301 is worth three (3) credit hours.
3. The last two numerals are used for departmental sequence.

## **CLASSIFICATION OF STUDENTS**

### **Freshman:**

1. Must have graduated from high school/GED; or
2. Must have completed no more than twenty-nine (29) semester hours in collegiate level subjects at the College or other recognized college.

### **Sophomore:**

1. Must have graduated from high school/GED; or
2. Must have been admitted on the basis of an acceptable admission examination; and
3. Must have completed thirty (30) or more semester hours in collegiate level subjects at the College or other recognized colleges, but no more than sixty (60) credit hours.

## **CREDIT TRANSFERABILITY**

The purpose of the Texas Higher Education Coordinating Board's (THECB) transfer rules is to facilitate the transfer of lower division courses and to clarify for a student what his or her rights and responsibilities are as a potential transfer student. The procedure for the resolution of transfer disputes is codified in THECB *Rules and Regulations*, Chapter 4, Subchapter B, Section 4.27 ([www.thecb.statetx.us](http://www.thecb.statetx.us)).

## **TRANSFER OF LOWER DIVISION COURSE CREDIT**

### **General Provisions**

### **Requirements and Limitations**

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

- A. Each public institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual.
- B. Each public university must identify at least forty-two (42) semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual



and fulfill the lower-division portion of the institution's Core Curriculum.

- C. All public colleges and universities must accept transfer of credit for successfully completed courses identified in (A) and (B) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to a non-transfer student in that major.
- D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division credit hours in a major which are allowed for a non-transfer student in that major; however,
  - 1. No institution shall be required to accept in transfer more credit hours in a major than the number set in the applicable THECB approved Transfer Curriculum for that major, as prescribed by the current issue of the THECB's guide to transfer curricula and transfer of credit, "Transfer of Credit Policies and Curricula."
  - 2. In any major for which there is no THECB approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division course credits in the major applicable to a baccalaureate degree than the institution allows a non-transfer student in that major.
  - 3. A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- E. All senior institutions of higher education in Texas shall provide support services for a transfer student equivalent to those provided to a non-transfer student regularly enrolled at the institutions, including an orientation program for all transfer students equivalent to that provided for all entering freshman enrollees.
- F. No university shall be required to accept in transfer or toward a degree more than sixty-six (66) semester credit hours of academic credits earned by a student at a community college. Universities, however, may choose to accept additional credit hours.

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

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

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

- A. The following procedures shall be followed by the public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:

1. If an institution of higher education does not accept a course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the THECB rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within forty-five (45) days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of Higher Education of the denial.
- B. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- C. All public institutions of higher education shall publish the procedures described in subsections (A) and (B) of this section in their undergraduate course catalogs.
- D. All public institutions of higher education shall furnish data to the THECB on transfer disputes as the THECB may require in accordance with its statutory responsibilities under Section 61.078(e) of the Texas Education Code.
- E. If a receiving institution has cause to believe that a course being presented by a student for transfer from another institution of higher education in Texas is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the THECB may discontinue funding for the course.

## **STUDENT TRANSFER RESPONSIBILITY**

A student planning to transfer to another institution must accept the responsibility of securing approval in advance from the institution to which he or she wishes to transfer.

A student planning to transfer to an senior institution should make certain he or she takes courses at the College that will be accepted by the institution he or she wishes to attend. In general, Arts and Science courses with a first number of one (1) or two (2) (for example, Psychology 1XXX, Biology 2XXX) are accredited by senior institutions as fully transferable. Courses beginning with a zero (0) (for example English 0301) generally are not accepted for transfer by four-year colleges or universities.

Occupational and technical courses may or may not be accepted for transfer, depending on the requirements of the senior institution.

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

Courses included in the Lower Division Academic Course Guide Manual and specified as “lower division course credit” shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. However, it should be understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time.

For the College, these freely transferable courses are identified in the THECB publication Lower Division Academic Course Guide Manual. Specifically excluded are courses designated as vocational, ESL/ESOL, developmental or remedial, and courses listed as “basic skills.”

Transfer disputes may arise when the College’s lower division course is listed in the course manual and is not accepted for credit by a Texas public institution of higher education. The student should then contact the Vice President of Academic Affairs, who will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines. In all disputes, THECB “Transfer Dispute Resolution” form must be completed to initiate a dispute action. This form must be completed and forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

## **EVALUATION OF COLLEGE TRANSCRIPTS**

An official evaluation of college transfer work will be processed by the Student Services Office during the first semester of enrollment at the College.

## **CONCURRENT ENROLLMENT**

A student of Northeast Lakeview College may register at another accredited institution for a course not listed in the current College bulletin. However, the College must first authorize or approve that course before it can fulfill the College’s degree requirements. Approval is not automatic.

A student enrolling concurrently at the Northeast Lakeview College and San Antonio College, St. Philip’s College, Palo Alto College, or Northwest Vista College does not pay duplicate fees. For details contact the Business Office at (210) 590-5430.

## **PROCEDURES FOR EARNING CREDIT BY EXAMINATION**

Enrolled students may satisfy the requirement of certain courses by passing proficiency examinations. Procedures for credit in such courses are as follows:

1. Student must be enrolled at Northeast Lakeview College for the current semester and must have paid tuition and fees for that semester.
2. Student must set up a conference with the department chairperson and receive written departmental approval.
3. Student must earn a grade of “C” or better to receive credit. Credit earned in this manner will not be posted on a student’s transcript until the student has successfully completed three (3) semester hours in the traditional manner at the College.
4. If a student needs to apply for credit by exam after enrolling in a course, he or she must take the exam by the census date of the semester. If a student wishes to drop the course, he/she must do so before paying the credit by exam fee, and before the exam is administered. Credit by exam fee is non-refundable.
5. Student must pay examination fee to the Business Office for each course on which the applicant wishes to be tested (See Section 5 on Tuition and Fees under Nonrefundable Fees).
6. Student must take a comprehensive written examination. The exam may include prescribed performance tests.

## **CREDIT BY EXAMINATION**

The College will accept test results on the following assessment instruments for the awarding of credit or advanced placement:

1. College Level Equivalency Program (CLEP);
2. Defense Activity for Non-Traditional Education Support (DANTES) and DANTES Subject Standardized Test (SST);
3. College Entrance Examination Board Advanced Placement Program (CEEB-APP); and
4. Institutional/Departmental Exams. No more than 32 hours of non-traditional credit may be awarded. With the exception of Advanced Placement Credit, credits earned by non-traditional methods are not posted on the transcripts until the student has satisfied the three (3) semester hours resident requirement

## **SENIOR CITIZENS**

Northeast Lakeview College, in accordance with House Bill No. 696 and Section 54.210 of the Texas Education Code, allows senior citizens

(persons 65 years or older) to enroll in lecture courses free of tuition and fees in courses for non-credit.

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

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

For additional information and to apply, contact the Student Services Office or at (210) 590-5401.

## **PRE-ENROLLMENT**

Students planning to enroll at Northeast Lakeview College must attend a Pre-Enrollment seminar which provides the following information:

1. Overview of the college
2. How to apply for Admissions
3. What documents are needed
4. Testing Requirements
5. Residency Information
6. Financial Aid Process

All new students must attend this seminar prior to testing at Northeast Lakeview College. This seminar is offered both day and evening. Call the Student Services Office at (210) 590-5401 to set up an appointment.

## **GROUP ADVISING**

All new students must attend a Group Advising session prior to registering for classes. A Group Advising session covers important information regarding the registration process at NLC.

The following must be submitted before a student attends a Group Advising session:

1. A completed ApplyTexas application at [www.applytexas.org](http://www.applytexas.org).
2. A sealed, official high school transcript with graduation date. If the student has not graduated, he or she may attend a session having submitted an incomplete high school transcript. Official transcripts with graduation date must be submitted prior to the next registration period.

3. Proof of completion of any testing requirements, including the Texas Success Initiative (TSI). Contact the NLC Testing Center at (210) 590-5450 for additional information.

Group Advising sessions address information needed to enroll in courses at NLC. Students will have the opportunity to ask questions and receive assistance regarding registration before leaving the session. A student should leave the session with the following information:

1. How to interpret their test scores and determine how the scores will apply to course selection.
2. Understand the different courses and programs options available at NLC.
3. Understand how to select a degree plan and/or use a transfer plan.
4. Know their role in understanding college policies and requirements, which are key to the student's success.
5. Know about various services and resources available on campus.
6. Know how to choose and register for a Student Development course.
7. Feel empowered to register for their remaining courses on the Web.

## **REGISTRATION**

Students are not officially enrolled at Northeast Lakeview College until all tuition and fees have been paid. Failure to pay **all** tuition by the payment deadline will cause the student to be dropped from all classes. Section 5, "Tuition and Fees," in this bulletin outlines the amounts due, and payment deadlines are listed in the current NLC Class Schedule.

All students taking credit courses at Northeast Lakeview College must declare a major. Registration process information is published as part of the class schedule each semester. Specific dates are listed in the Northeast Lakeview College Class Schedule and on the Web site at [www.accd.edu/nlc](http://www.accd.edu/nlc). Students registering during the early registration periods will have a better selection of courses.

## **ORIENTATION**

Students entering NLC with fewer than 15 college credit hours must enroll in SDEV 0170 (Orientation to College) or SDEV 0370 (Personal and Academic Success) during the first fall or spring semester in which they enroll.

## **ADDING COURSES**

Students may add a course(s) on the Web or on campus during dates designated for schedule changes, which are identified in the current Northeast Lakeview College Class Schedule. Once the class has met, the student may no longer add that course.

## **DROPPING COURSES OR WITHDRAWING**

From the beginning of classes through the census date, Class Change/Add/Drop Forms may be obtained from the Student Services Office. Subsequent to the census date, students withdrawing from ALL courses should contact the Student Services Office for Class Change/Add/Drop Forms. Students withdrawing from one or more, but not all, of their courses should contact their instructors for Change/Add/Drop Forms. Students are responsible for confirming that a request to withdraw from a class has been processed.

In all cases, Class Change/Add/Drop Forms must be submitted directly to the Student Services Office for processing. Students officially dropping courses at NLC will have their refund of tuition and refundable fees calculated according to refund schedules.

The Academic Calendar in the current Northeast Lakeview College Class Schedule lists class change/add/drop dates. For additional information regarding withdrawals, see “Official Withdrawals” in Section 9 of this bulletin. See also “Refund of Tuition and Fees” in Section 5 of this bulletin for refund schedules and amounts.

## **IDENTIFICATION CARD (PHOTO ID)**

All currently enrolled students are entitled to one original Northeast Lakeview College photo identification card. A student seeking a college photo ID must be registered with his/her tuition paid or be enrolled in an installment plan.









## SECTION 5 - TUITION AND FEES

### RESIDENCE VERIFICATION

A student declaring Texas residency for tuition purposes must complete an ApplyTexas form at ([www.applytexas.org](http://www.applytexas.org)). In addition, if requested by the Student Services Office, he or she must submit documentation that indicates Texas residence of ONE YEAR prior to the registration date. At a minimum, a student must submit for file in his or her record one or more appropriately dated documents that is/are acceptable for this purpose as determined by the Student Services Office: (1) Texas high school transcript, (2) Texas college or university transcript, (3) Employer statement of date of employment, (4) Permanent driver's license (the license must be at least one year old; generally, the license expiration date minus the date of enrollment should not exceed three years), (5) Texas voter registration (at least one year old), (6) Lease agreement which includes student's name and time period covered, and (7) Property tax payments. A student must also submit documentation of current address to be eligible to pay In-District fees. A Texas Driver's License, Texas Voter Registration Card, apartment lease, Bexar County Property Tax Appraisal, and other appropriate documents will be accepted as proof of status. Military personnel and his or her dependents must complete an "Active Duty Military Verification" form prior to registration.

The responsibility for registering under the proper residence classification is that of the student, and any question concerning his or her right to classification as a resident of Texas or of the District must be clarified prior to the time of his or her enrollment at the College.

A student qualifying as a resident of the State for educational purposes will pay the resident tuition rate. Any other student is classified as a nonresident and will pay the maximum tuition for the course he or she takes.

Once a student has been found to be a nonresident, his or her status is frozen as long as he or she remains in attendance at the College or until a petition for change of status has been approved by the Vice President of Student and Administrative Services.

Tuition for a student who is a citizen of any country other than the United States of America is \$176.00 per semester credit hour. According to

Texas Education Code Sec. 54.057 (a), a resident alien living in this country under a visa permitting permanent residence or applying to or has a petition pending with the Immigration and Naturalization Service to attain lawful status under federal immigration law has the same privilege of qualifying for resident status for tuition and fee purposes under this subchapter as has a Citizen of the United States. The student must provide proof of identification at the time of Application for Admission to the college.

## **RESIDENCE VERIFICATION OF INTERNATIONAL STUDENTS**

A person in this country on a student visa or a visa other than one entitling him or her to immigrant status and enrolling in an institution of higher education covered by Section 54.051 of the Texas Education Code shall be classified as an international student. Such a student being in this country on an immigrant visa can be classified as a resident student if he or she has resided in the state for a period of twelve (12) months under circumstances indicating his or her intention to reside permanently in Texas and not merely to complete his or her education. To this extent, a citizen of any country other than the United States of America residing in Texas on an immigrant visa shall be in no different position than a citizen of the United States who has been a resident of another state. A citizen of any country other than the United States of America residing in a state other than Texas on an immigrant visa and having established his or her intent to reside permanently in such other state shall be classified as a nonresident.

## **TUITION REIMBURSEMENT**

A student intending to pursue a bachelor's degree may be eligible under Section 54.0065 of the Texas Education Code to a partial tuition rebate if all of the following conditions are met:

1. They must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later;
2. They must have received a baccalaureate degree from a Texas public university;
3. They must have been a resident of Texas and 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 under the catalog under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental courses.

Students desiring to qualify for tuition rebates are responsible for

enrolling only in courses that will qualify them for the rebates. Contact the Vice President of Student and Administrative Services for additional information.

### **INSTALLMENT PAYMENT PLAN**

Students may use the installment plan to pay for their fall and spring semester tuition. The plan consists of a one-half (50%) payment of tuition and fees (excluding the parking permit fee) in advance of the beginning of the semester and two (2) separate one-fourth (25%) payments prior to the sixth and eleventh weeks of class.

Payments for these bills must be received in full by the due date, or the student will be placed on delinquency status. A student will owe late charges associated with each delinquent installment. If a student installment plan account is not paid in full, their account will be sent to a collection agency.

Students electing to pay by the installment plan will be charged an administrative fee of \$25.00. *Note: Installment plan is NOT available for FLEX and Summer sessions.*

For additional information, contact the Business Office at 210- 590-5430.

### **REFUND OF TUITION**

A student officially dropping a course or withdrawing from the College will have his or her tuition and refundable fees returned according to the following schedule:

#### **Fall and Spring Semesters**

Prior to the first academic calendar day .....	100%
During days 1-15 of the academic calendar .....	70%
During days 16-20 of the academic calendar .....	25%
After the twentieth academic calendar day .....	None

#### **Flex Terms and Eight-Week Summer Sessions**

Prior to the first academic calendar day .....	100%
During days 1-8 of the academic calendar .....	70%
During days 9-10 of the academic calendar .....	25%
After the tenth academic calendar day .....	None

#### **Six-Week Summer Sessions**

Prior to the first academic calendar day .....	100%
During days 1-5 of the academic calendar .....	70%
During days 6-7 of the academic calendar .....	25%
After the seventh academic calendar day .....	None

Note: For refund purposes, all the academic calendar days are used to compute refunds, not only the days the student attends class. Refunds for other nonstandard-length courses shall be made based on the table provided by the THECB.

**TUITION AND FEES SCHEDULE**

Fees subject to change by the Board of Trustees of the Alamo Community College District. The following does not include parking fees, lab fees, or special fees.

In State/In District Bexar County Resident							
Hours	Tuition	General Fee	Registration Fee	Library Fee	Activity Fee	Mandatory Insurance	Total Cost
1	264	116	13	13	1	4	411
2	264	116	13	13	2	4	412
3	264	116	13	13	3	4	413
4	264	116	13	13	4	4	414
5	264	116	13	13	5	4	415
6	264	116	13	13	6	4	416
7	308	121	13	13	7	4	466
8	352	121	13	13	8	4	511
9	396	121	13	13	9	4	556
10	440	121	13	13	10	4	601
11	484	121	13	13	11	4	646
12	528	121	13	13	12	4	691
13	572	121	13	13	13	4	736
14	616	121	13	13	14	4	781
15	660	121	13	13	15	4	826
16	704	121	13	13	16	4	871
17	748	121	13	13	17	4	916
18	792	121	13	13	18	4	961
19	836	121	13	13	19	4	1006

In State/Out of District Non-Bexar County Resident							
Hours	Tuition	General Fee	Registration Fee	Library Fee	Activity Fee	Mandatory Insurance	Total Cost
1	528	116	13	13	1	4	675
2	528	116	13	13	2	4	676
3	528	116	13	13	3	4	677
4	528	116	13	13	4	4	678
5	528	116	13	13	5	4	679
6	528	116	13	13	6	4	680
7	616	121	13	13	7	4	774
8	704	121	13	13	8	4	863
9	792	121	13	13	9	4	952
10	880	121	13	13	10	4	1041
11	968	121	13	13	11	4	1130
12	1056	121	13	13	12	4	1219
13	1144	121	13	13	13	4	1308
14	1232	121	13	13	14	4	1397
15	1320	121	13	13	15	4	1486
16	1408	121	13	13	16	4	1575
17	1496	121	13	13	17	4	1664
18	1584	121	13	13	18	4	1753
19	1672	121	13	13	19	4	1842

Out of State/*International Students Non-Texas Resident							
Hours	Tuition	General Fee	Registration Fee	Library Fee	Activity Fee	Mandatory Insurance	Total Cost
1	1056	116	13	13	1	4	1265
2	1056	116	13	13	2	4	1266
3	1056	116	13	13	3	4	1267
4	1056	116	13	13	4	4	1268
5	1056	116	13	13	5	4	1269
6	1056	116	13	13	6	4	1270
7	1232	121	13	13	7	4	1452
8	1408	121	13	13	8	4	1629
9	1584	121	13	13	9	4	1806
10	1760	121	13	13	10	4	1983
11	1936	121	13	13	11	4	2160
12	2112	121	13	13	12	4	2337
13	2288	121	13	13	13	4	2514
14	2464	121	13	13	14	4	2691
15	2640	121	13	13	15	4	2868
16	2816	121	13	13	16	4	3045
17	2992	121	13	13	17	4	3222
18	3168	121	13	13	18	4	3399
19	3344	121	13	13	19	4	3576
*International Student Insurance Fee is *\$66							

**The College reserves the right to change its tuition and fees in keeping with the acts of the Texas State Legislature and official interpretations thereof.**

1-6 credits are priced at a flat rate of \$264.00 for In-District Tuition, \$528.00 for Out-of-District Tuition, \$1,056.00 for Non-Resident and International Student Tuition.

7-19 credits at a rate of \$44.00 per credit for In-District-Tuition, \$88.00 per credit for Out-of-District Tuition, and \$176.00 per credit for Non-Resident and International Student Tuition.

For each summer term, the General Fee will be \$116.00.

Minimum tuition for each summer term will be \$132.00 for In-District Texas residents, \$264.00 for Out-of-District Texas residents, and \$528.00 for Non-Texas residents and International Students.

The Student Activity Fee is \$1.00 per credit hour.

Any student currently enrolled (as of the official census) date who subsequently enrolls in a Flexible Entry class organized in the same semester will be assessed tuition and fees as though another class was being added to the student's current load.

The Registration Fee will be \$13.00 for fall and spring semesters.

A Library Fee of \$13.00 will be charged per student per semester and each summer term.

Parking Fees for the full year will be \$21.00, and after January 1, \$11.00. Parking fines will be \$12.00 and if not paid within 10 days, \$18.00.

A Student Accident Fee of \$4.00 will be charged for the fall and spring semester

For International Students, an Accident Fee of \$66.00 will be charged for the fall and spring semester and \$22.00 for each summer semester and mini term.

**REFUNDABLE FEES**

**Registration Fees**

Fall and Spring Semester, per semester .....\$13.00  
Summer Sessions, per term ..... \$6.00

**Applied Music Fee**

One hour lessons per week, per semester .....\$95.00  
One hour or two half-hour lessons per week, per summer term .....\$21.00  
Class lessons, two lessons per week, per semester .....\$25.00  
Private lessons, one half-hour lesson, per week, per semester .....\$63.00  
Private lessons, sixteen hours of lesson, per summer term .....\$95.00  
Private lessons, eight hours of lesson, per summer term .....\$63.00  
Class lessons, thirty hours of lessons, per summer term .....\$25.00

**Auditing Fee** .....\$12.00

Enrollment is limited to space available and the student will not earn credit for the course.

**Laboratory Fee**

Laboratory Fee .....\$2.00 to \$24.00  
Special Fee .....Varies

**Continuing Education Fees**

Adult Vocational Programs.....\$2.10 to \$5.00/instructional hour  
Apprenticeship Training (B.A.T.) Programs.....\$2.00/instructional hour  
Community Service Programs .....\$1.50 to \$3.50/instructional hour  
Sponsored Programs

Contract Courses .....	Instructor cost plus all direct costs and indirect costs divided by minimum number of students needed.
Continuing Education.....	\$5.00 to \$20.00/instructional hour
Instructional Technology Based Courses	

For all types of Continuing Education programs, other direct and/or indirect costs of a particular course may be prorated and added to the basic fee. Refund checks will be prepared as soon as possible after the end of the refund period (see class schedule for dates).

**NON-REFUNDABLE FEES**

**Biology and Chemistry Breakage Fee:**

All Biology and Chemistry students will pay a \$10.00 breakage fee. The fee is not refundable. In the event breakage of equipment exceeds \$10.00, the student will be required to pay the additional amount prior to receiving credit in the course.

**Examination Fees (subject to change)**

Advanced Standing Examination Fee.....	\$44.00 per credit hour with \$132.00 minimum
G.E.D.....	\$65.00
Re-Exam Fee (if failed) .....	\$7.00
Assessment Test (Accuplacer).....	\$15.00

**Installment Payment Plan**

Administrative Fee Per Semester .....	\$25.00
For Fall & Spring Semesters Only	
Late Fee Per Each Late Payment .....	\$10.00
(Late Fee applied each time not paid by due date for 1st and 2nd payments)	

**Late Registration Fee** ..... \$27.00

**Parking Permits**

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

**Parking Fines**

Regular .....	\$12.00
If not paid in 10 days .....	18.00
For Falsification of Information on Motor Vehicle Registration .....	\$10.00

**Returned Check**

Return Automated Clearing House (ACH) Fee .....	\$35.00
---	---------

All returned checks not cleared within the semester written will be sent to the collection agency.

**Library Fines**

Books per day.....	\$.10
Reserved Books and A-V Materials per day.....	\$.50

**Schedule Change**

Fee .....	\$4.00
-----------	--------

**Student Insurance Fees**

Fall or Spring Semester .....	\$4.00
Per Summer Session .....	\$1.00

**Workshop Fees**

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

**Foreign Student Registration Processing**

Fee .....	\$15.00
-----------	---------

**Registration Receipt Copy**

Fee .....	\$2.00
-----------	--------

No tuition and fee reductions are allowed for any part of a term lost due to late registration. A student expecting to receive full credit for the semester’s work should pay full tuition charges from the beginning of the semester.

**“THREE-PEAT” COURSES: ADDITIONAL TUITION**

Due to the passage of Senate Bill 531 filed in the 79th legislature and passed in Spring 2005, the Alamo Community College District will no longer be reimbursed by the state for courses taken by students having attempted the same course three or more times (which includes courses taken that result in grade of “W”). Therefore, the tuition for such a “three-peat” course will be set at the non-Texas resident hourly rate as of the current semester.

**Fees are subject to change without notice.**







*Northeast Lakeview College student “FIESTA” art show.*



### ***STUDENT COMMONS***

*The Student Commons building is scheduled to be completed in Phase II of the Northeast Lakeview College construction, open for service in Spring 2009. At just over 64,500 square feet and two levels, the Commons will house the major student services functions including admissions, registration, the business office and financial aid, the bookstore, a student lounge, and dining hall.*



## SECTION 6 - STUDENT FINANCIAL SERVICES

### STUDENT FINANCIAL SERVICES (SFS)

The purpose of federal and state student aid is to help students and pay for college. The first step to accessing federal or state financial aid is to complete the Free Application for Federal Student Aid (FAFSA). The information provided on the FAFSA helps assess a student's ability to pay and determines a financial package. The FAFSA is available at the NLC Student Financial Services Office, most high schools, or any public library. The FAFSA can also be ordered by phone at 1-800-4FEDAID (1-800-433-3243) or accessed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The NLC Student Financial Services Office is located in Room A106.

**Note:** Northeast Lakeview College will begin the process of being accredited by the Southern Association of Colleges and Schools in Fall 2007. Until the College is accredited, students attending classes at Northeast Lakeview College requiring state or federal financial aid will register through San Antonio College or St. Philip's College.

### SCHOLARSHIPS

Scholarships originate from two sources, internal (those scholarships from the Alamo Community College District or Northeast Lakeview College) and external sources (those sources not affiliated with the Alamo Community College District or Northeast Lakeview College). Scholarships are offered to all students of the Alamo Community College District regardless of the school of record, including Northeast Lakeview College students.

### Alamo Community College District Foundation

ACCD scholarships are available for students currently attending Northeast Lakeview College. Through the ACCD Foundation, many scholarships are offered to students meeting certain financial need or academic merit criteria. Numerous individuals, nonprofit organizations and foundations, and private corporations have generously given to establish scholarship funds which will support the students of the Alamo Community College District.

### **Scholarship Application Process**

To apply for an ACCD scholarship, students must complete and submit:

1. the ACCD Scholarship Application, available at the SFS Office and on-line at [www.accd.edu/district/schships/main/sfs.htm](http://www.accd.edu/district/schships/main/sfs.htm)
2. an official transcript;
3. two recommendation forms;
4. a completed FAFSA form.

General eligibility requirements for ACCD scholarships include the following. Students must:

- Submit a completed FAFSA form;
- Be enrolled as an ACCD student with less than 90 cumulative college hours;
- Have not earned a Bachelor's or Master's degree;
- Be pursuing an Associate's Degree, Certificate of Completion or be engaged in a transfer program;
- Be enrolled in a minimum of six college hours;
- Have and maintain a minimum GPA of 2.0;
- Maintain satisfactory academic progress as required by the Student Financial Services Office (A106);
- Not be in default or owe a refund to any other college;
- Be a U.S. citizen or eligible non-citizen.

Below is an overview of the scholarships available to all ACCD students. Students are encouraged to review the list, identify scholarship(s) for which they would like to apply and meet with an advisor in the Student Financial Services Office to obtain more specific details about the scholarship-specific requirements as well as the extent of the awards available.

### **Academy Advisory Corporate Council**

This scholarship has been established to support graduates of the Academy of Creative Education to ensure that students are presented with the best possible opportunities for advancement through a college education.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$750 per semester
<b>Note</b>	Applicants must be Academy of Creative Education graduates

**ACCD Disaster Relief Scholarship**

This scholarship has been established to make college accessible to students having experienced devastating economic hardships due to a major disaster or crisis.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$850

**ACCD Foundation Communication Arts Scholarship**

This scholarship established by Catherine Toutloff Jung is dedicated to providing opportunities for students with demonstrated academic merit who are pursuing a bachelor's degree in the communication arts by transferring to a university upon completion of their studies at ACCD.

<b>Major</b>	English, Communications, Journalism, Radio/TV/ Film
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	3.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$600 per semester for full-time; \$300 per semester for part-time
<b>Note</b>	Applicant must have developed a degree plan for transferring to a four year accredited college or university in pursuit of a baccalaureate degree. Applicant must have completed 24 college hours with an earned 3.0 GPA before being considered for a scholarship and must demonstrate active community volunteerism.

**ACORN Scholarship for Career Employment Endowed Scholarship**

This scholarship has been established to promote studies in trades or vocational areas that lead to an immediate job or career.

<b>Major</b>	Occupational or Vocational Majors
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$500 per semester

**William R. Blagg Scholarship (formally Iolta Trust Scholarship)**

The William R. Blagg Scholarship was established to promote college access to students attending an Alamo Community College.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1
<b>Amount</b>	Varies according to funds availability

### **George W. Brackenridge Foundation Scholarship**

George Washington Brackenridge (1832-1920) was a businessman and philanthropist, originally from Indiana, who came to San Antonio at the age of 20 in 1853. Brackenridge turned from business to education and became president of the San Antonio school board and then become involved in higher education. Upon his death, the bulk of his fortune went to the George W. Brackenridge Foundation for education.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.5
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$1,000 per semester in the first year, and \$750 per semester in the second year
<b>Note</b>	Applicants must have graduated from an accredited high school in Bexar County and rank in the top 20% of the graduating class.

### **Amelia and Tino Duran Scholarship (formally La Prensa Foundation Scholarship)**

This scholarship has been established to support the continuing education of students attending Alamo Community Colleges.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$500 per semester for full-time; \$250 per semester for part-time

### **Gambrinus Scholarships**

A privately held corporation in San Antonio, Gambrinus is best known as the owner and brewer of Shiner Beers. Gambrinus also owns breweries in Oregon, California, and in Biella, Italy. The Gambrinus Company has created the Gambrinus Scholarships which provide scholarships for students intending to pursue a bachelor's degree.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time
<b>GPA</b>	High school average between 74 and 85
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$750 per semester
<b>Note</b>	Applicant must be engaged in a 2+2 Transfer Program or a Joint Admission Program. A separate application to the Gambrinus Company is required, available at the Student Financial Services Office.

### **Gready, Woodard, Halton, & Vester Endowed Scholarship**

The Gready, Woodard, Hatton, & Vester Scholarship has been established to provide financial support to Bexar County high school seniors who seek to complete an Associate Degree at one of the Alamo Community Colleges.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need, must be eligible for Pell Grant
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	April 30 for high school seniors; June 1 and October 1
<b>Amount</b>	\$750 per semester for full-time; \$375 per semester for part-time
<b>Note</b>	New applicants must be graduating high school seniors. Applicants must be enrolled in an Associate Degree program. A Gready, Woodard, Hatton, & Vester Scholarship application form is required.

### **Marie Rocamontes Henriquez Scholarship**

<b>Major</b>	Any major which has an international study focus
<b>Eligibility</b>	Academic merit
<b>Enrollment</b>	Full-time or part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	Varies according to funds available

### **Hispanic Contractor Association de San Antonio, Inc. Scholarship Fund (HCA)**

The Hispanic Contractor Association de San Antonio, Inc. Scholarship has been established to further educational opportunities for students who demonstrate academic merit and to assist students pursuing an education in the construction trades.

<b>Major</b>	Construction trades professions
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full- or Part-Time
<b>GPA</b>	2.0

<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	up to \$1,000 per semester for full-time; prorated per semester for part-time
<b>Note</b>	Applicants must demonstrate active community volunteerism.

**HOPE (Hispanic Organization for Public Employees) Organization Scholarship Fund**

The Hispanic Organization for Public Employees, a CPS Energy employee networking group, established this scholarship to further educational opportunities for students who demonstrate academic merit.

<b>Major</b>	Any
<b>Eligibility</b>	Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.0
<b>Deadline</b>	March 1
<b>Amount</b>	\$500 per semester
<b>Note</b>	Two dependents of CPS Energy employees will be awarded as well as one student from the community depending on availability of funds.

**Kelly Management Association Scholarship Fund (KMA)**

KMA, with a long time tradition of service to the San Antonio community, provides opportunities for students, who without financial assistance, would not be able to enroll in college.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-or Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$1,000 per year for full-time; \$500 per year for part-time
<b>Note</b>	Preference will be given to former employees of Kelly Air Force Base and employees of military installations in the San Antonio area.

**King William Association Scholarship**

The King William Association, committed to supporting students in their efforts to achieve the highest quality education, has established this scholarship to assist worthy students pursuing a college education.

<b>Major</b>	Any
<b>Eligibility</b>	Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.5
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$1,000 per semester



**Note** Use of funds is limited to payment of tuition, fees and textbooks. Recipients must register in the fall after high school graduation and remain enrolled in consecutive regular semesters to maintain eligibility.

### **Longbotham Scholarship**

Conceptual MindWorks, Inc. is committed to investing in the future of the community by supporting the educational pursuits of our future leaders, and has established the Longbotham Scholarship to honor Dr. Harold G. Longbotham.

**Major** Any  
**Eligibility** Financial need and Academic merit  
**Enrollment** Full-time  
**GPA** 3.0  
**Deadline** June 1 and October 1  
**Amount** \$500 per semester  
**Note** Applicants must be sophomores

### **LULAC Rey Feo Parent and Child Scholarship Program**

This scholarship promotes a pattern of multigenerational college attendance, especially among families historically not having pursued a college education.

**Major** Any  
**Eligibility** Financial need  
**Enrollment** Full-time or Part-time  
**GPA** 2.0  
**Deadline** April 30  
**Amount** \$500 per semester  
**Note** Applicants must be a first-time parent with a child six years of age or younger and have earned less than 30 college hours.

### **Senator Frank Madla Jr. Memorial Scholarship Fund**

The family of the late Texas Senator Madla established this scholarship to honor his memory. The scholarship may be used for either academic or continuing education photography courses.

**Major** Any. Student enrolled in photography courses are encouraged to apply.  
**Eligibility** Academic merit and Financial need, eligibility for federal aid not required  
**Enrollment** Full-time or Part-time  
**GPA** 2.0  
**Deadline** June 1 and October 1  
**Amount** Up to \$1,500 for full-time; Continuing Education awards will be 50% of the cost of the course or \$250, whichever is less.  
**Note** Students enrolling in the Continuing Education courses must submit a photo portfolio with the scholarship application. Applicants must demonstrate some element of community service, public service, or other

unique personal attribute in their applications.

### **McDonald's Owners/Operators Scholarships**

This scholarship promotes a pattern of multigenerational college attendance, especially among families historically not having pursued a college education.

<b>Major</b>	Any
<b>Eligibility</b>	See note below
<b>Enrollment</b>	Full-time and Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$500 per semester for full-time; \$250 per semester for part-time
<b>Note</b>	Applicants must be employees of scholarship donors (Main Street Enterprises, Inc., Hal John of San Antonio, Picico, Stagg Enterprises, Inc., or Didak, Inc.).

### **Jesse H. and Susan R. Oppenheimer Foundation Scholarship**

The Oppenheimer Foundation is dedicated to supporting students possessing the desire and capacity to excel and succeed, but not being able to enroll in college for need of financial assistance.

<b>Major</b>	Any
<b>Eligibility</b>	Academic merit and Financial need, eligibility for PELL grant not required
<b>Enrollment</b>	Full-time
<b>GPA</b>	3.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	up to \$3,000 per semester
<b>Note</b>	Applicants must be accepted into an Associate degree program.

### **Jane B. Phipps Scholarship for Leaders**

This scholarship, established by students in the San Antonio Master's Leadership Program in honor of Jane B. Phipps, promotes leadership development among Alamo Community Colleges students.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	3.0
<b>Deadline</b>	August 1
<b>Amount</b>	\$750 per semester
<b>Note</b>	Applicants must be reentering students or be at least 30 years of age, and have completed between 24 and 36 college hours. Applicants must demonstrate active community volunteerism

and be an active participant of the ACCD Student Leadership Institute.

### **Sam J. Riklin Memorial Scholarship**

Sam J. Riklin was a long time member of the Alamo Community College District Foundation, Inc.'s Board of Directors until his unexpected passing in 1999. This scholarship was established in his memory to provide support for students, who without financial assistance, might not be able to attend college.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time and Part-time
<b>GPA</b>	2.0
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$500 per semester for full-time students; \$250 for part-time students

### **San Antonio Livestock Exposition (SALE)**

San Antonio Livestock Exposition looks for excellent students who want challenging and rewarding careers in agribusiness, allied health, or hospitality management. The SALE Scholarship Program provides financial assistance which allows students to improve the quality of life in tomorrow's farming and ranching communities.

<b>Major</b>	Agribusiness, agriculture, food and fiber or life or health sciences
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.0
<b>Deadline</b>	April 16
<b>Amount</b>	\$1,000 per semester; \$500 for summer session
<b>Note</b>	Applicants must be residents of Bexar, Atascosa, Bandera, Comal, Gillespie, Guadalupe, Kendall, Medina, Wilson, Frio, Karnes or Kerr counties. Applicants also must plan to transfer to a four-year Texas university upon completion of coursework at ACCD.

### **Seeds of Leadership: Fostering Tomorrow's Leaders Today**

This scholarship established by Shelley Friend, a faculty member at Northwest Vista College, encourages and recognizes student leadership. This scholarship supports current students who have proven their leadership ability through strong academic performance, community service and strong work ethic.

<b>Major</b>	Any
<b>Eligibility</b>	Academic merit
<b>Enrollment</b>	Full-time and Part-Time
<b>GPA</b>	3.0
<b>Deadline</b>	May 15

<b>Amount</b>	\$500 for fall semester only
<b>Note</b>	Applicant must have earned 12 college hours at any ACCD college before applying and must be gainfully employed a minimum of 10 hours per week.

**James J. Siegel Memorial Scholarship**

This scholarship was established by friends of James J. Siegel to preserve his memory and honor him.

<b>Major</b>	Computer Science
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.5
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$500 per semester

**Leonard and Shirley Sterling Scholarship**

This scholarship was established to preserve the memory of Leonard Sterling and to continue the philanthropic support for educational excellence.

<b>Major</b>	Business
<b>Eligibility</b>	Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	3.5
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$250-\$750 per semester for full-time; \$250 per semester for part-time
<b>Note</b>	Applicants must demonstrate active participation in college and/or community service extracurricular activities

**Martha Ellen Tye Foundation Scholarship**

Martha Ellen Tye was a Marshalltown, Iowa, native who traveled extensively with her parents, Jasper Henry Fisher and Florence Baughman Fisher, and developed a life-long passion for the arts. The Martha Ellen Tye Foundation provides limited giving to the San Antonio area.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need
<b>Enrollment</b>	Full-time
<b>GPA</b>	2.5
<b>Deadline</b>	June 1 and October 1
<b>Amount</b>	\$600 per semester

**Newly-Established Northeast Lakeview College Scholarships**

Northeast Lakeview College announces the establishment of the first three endowed founder’s scholarships established prior to the Northeast Lakeview College Groundbreaking Ceremony on April 5, 2007. Endowed scholarships exist for perpetuity as only the interest earned on the principal is awarded. These first three generous gifts presented to Northeast Lakeview College will support generations of students. The endowed scholarships will be awarded for

the first time in Fall 2008 and will be announced at ceremonies associated with the ribbon cutting of the new Northeast Lakeview College campus. The following historic endowed scholarships will be awarded beginning **Fall 2008**. Students are not eligible to apply for these scholarships at this time.

### **Firstmark Credit Union Endowed Founder's Scholarship**

The first Northeast Lakeview College founder's scholarship was established by Firstmark Credit Union to support the continuing education of students enrolled at Northeast Lakeview College.

<b>Major</b>	Science, Mathematics, Technology or Education
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	3.0
<b>Deadline</b>	Available Fall 2008
<b>Amount</b>	\$500 per semester

### **Randolph-Brooks Founder's Scholarship**

Randolph-Brooks Federal Credit Union has established this scholarship for the purpose of supporting students pursuing a college education at Northeast Lakeview College.

<b>Major</b>	Any
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.5
<b>Deadline</b>	Available Fall 2008
<b>Amount</b>	\$750 per semester for full-time; \$500 per semester for part-time

### **Jordan Ford, Ltd. Founder's Scholarship**

This scholarship established by Jordan Ford, Ltd. is dedicated to provide financial support to students seeking higher education at Northeast Lakeview College.

<b>Major</b>	Any; see note below
<b>Eligibility</b>	Financial need and Academic merit
<b>Enrollment</b>	Full-time or Part-time
<b>GPA</b>	2.5
<b>Deadline</b>	Available Fall 2008
<b>Amount</b>	\$250 per semester
<b>Note</b>	First priority will be given to employees of Jordan Ford, Ltd. and their dependents. Second priority will be given to an individual from the community majoring in Business and Finance.

### **Non-Alamo Community College District Foundation Scholarships**

Northeast Lakeview College students may also seek and apply for external or non-ACCD Foundation scholarships. The Minnie Stevens Piper Foundation is a non-profit organization which has the Student Aid Center and Bexar County Scholarship Clearing House database of higher education resources. The Minnie Stevens Piper Foundation is located at: 1250 N.E. Loop 410, Suite 810, San Antonio, Texas 78209-1539 ([www.window.state.tx.us/scholars/](http://www.window.state.tx.us/scholars/)).

### **SHORT TERM LOANS**

Short Term Loans (STL) are thirty (30) day, no interest loans that are made available to assist students to pay their tuition. STL are limited to payment of tuition bills and may not be used for any other purpose. The loan is made without connection to any other assistance that might be pending for the student. Repayment of the STL is expected when the note becomes due. While financial aid funds may be used to repay a STL, repayment of the loan is expected on the due date, regardless of any pending funds expected from any source. The accessibility to and amount of STLs are subject to the availability of funds. Applications for a STL are available in the Student Financial Services Office, Room A106.





## SECTION 7 - STUDENT SERVICES

Student Services helps students succeed and make the most of their college experience. Student Services offers a broad range of services and resources to support the student from their first semester at the College through graduation. The offices and centers assist students in achieving their academic goals and strive to enhance students' personal, intellectual and social development through a broad range of programs and services. Students have access to a comprehensive system of services that includes assessment of academic needs, orientation, transfer, and career fairs, academic and personal counseling, co-curricular activities, services for international students, services for students with disabilities, learning and library resources, computer labs, the College bookstore and distance learning.

### ASSESSMENT (TESTING) CENTER

The Assessment Center is located in Room A102F and provides a range of services to meet the needs of students attending Northeast Lakeview College. The Center provides a quiet, conducive testing environment with flexible hours to accommodate day, evening and weekend students. Students must arrive one hour before the Testing Center is scheduled to close and should contact the Center at 210-590-5450 or visit the NLC website at ([www.accd.edu/nlc](http://www.accd.edu/nlc)) for a current test schedule. A valid picture ID is required for exams.

### Accuplacer

Reading, writing and fundamental mathematical skills have been identified as the important entry-level skills for college transition. The identification and adherence to basic skills in these three areas are essential to insure that students enter Northeast Lakeview College with the academic preparation necessary for success.

The Accuplacer is a State approved exam administered by Northeast Lakeview College to measure basic entry-level skills. The Accuplacer is offered on a walk-in basis Monday through Friday and by appointment on Saturday. The exam fee is \$15 and students must present a valid picture ID at the time of testing.

The computer-administered exam consists of four sections:

- 90 minute timed essay
- multiple choice non-timed Sentence Skills
- multiple choice non-timed Reading Skills
- multiple choice non-timed Elementary Algebra

Results are available immediately following the exam. Students are encouraged to schedule an appointment to take the Accuplacer exam after completing a Pre-Enrollment Seminar. Students must wait six weeks before retaking the Accuplacer. A \$5 fee will be charged for each portion retaken.

The Texas Higher Education Coordinating Board has approved the Accuplacer as an exam for Texas Success Initiative (TSI) required assessment testing. The scores entered from the Accuplacer for TSI purposes will transfer to any college if results are posted on a Northeast Lakeview College transcript. Accuplacer scores are placed on a Northeast Lakeview College transcript when credits are earned with the college.

Accuplacer test scores may expire if no college credits are earned two years after the test date. Students with no intent to enroll at Northeast Lakeview College, but wishing to test only and have their scores used at another college/university should first check with the receiving institution to determine acceptance. A score report will be furnished to the student to submit to the receiving institution.

### **Correspondence Exams**

Correspondence exams may be proctored by appointment only at Northeast Lakeview College. There is a \$10 fee per exam for the service and the Assessment Center requests that students confirm arrival of the exam materials 24 hours prior to appointment time. Students are required to present a valid picture ID. Any associated postage fees required to return exam documents to the home institution will be the responsibility of the home institution or the student. Northeast Lakeview College will not incur any associated postal fees.

### **Distance Learning Exams**

Students enrolled in distance learning courses at any ACCD college may utilize Northeast Lakeview Assessment Center as a proctor site. Students must make arrangements with the instructor of record to insure all passwords and access codes are provided to the Assessment Center staff at least 24 hours prior to the test appointment. ACCD students will not be assessed the \$10 proctor fee. All students enrolled in a college or university not affiliated with ACCD will be charged a \$10 external testing fee.



## **Make-Up Exams**

Faculty have the opportunity to use the Assessment Center to administer make-up exams. Faculty must complete a proctor request form for each student and submit the form with testing materials at least 24 hours in advance. Allotted time for all tests is one hour unless otherwise noted by the instructor on the proctor form. Students are not allowed to leave the Assessment Center for a break until after the test has been completed. Requests for exceptions must accompany documentation from a health care provider.

The Assessment Center offers reasonable accommodations for students with disabilities. For questions regarding special testing arrangements and accommodations, please contact the Assessment Center at 590-5450. For additional information on what services Northeast Lakeview College provides for students with disabilities, please contact the Staff Counselor, Stacie Williams, at 210-590-5496.

Academic Dishonesty of any kind is strictly prohibited. Students observed cheating on an exam will be asked to leave the Assessment Center and the instructor will be notified of such activity. Students having been reported for a prior academic dishonesty offense may be prohibited from taking future exams in the Assessment Center.

**NOTE:** No food, drinks or cell phones will be allowed into the Assessment Center. All portable electronic devices must be turned off and stored away while testing is in progress.

## **CAMPUS BOOKSTORE**

The NLC Bookstore is located on the first floor of the campus. The bookstore is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff. The bookstore is a leased operation run by Follett Higher Education Group and is responsible for its own income and expenses. The hours of operations at the Northeast Lakeview College campus during regular semesters are Monday through Thursday 7:45 a.m. to 2:00 p.m. and 5:00 p.m. to 8:00 p.m., and on Friday 7:45 a.m. to 2:00 p.m. Hours will change during registration, between semesters, and during the summer. The bookstore staff can be reached at 210-507-3941 or [www.nelakeview.bkstr.com](http://www.nelakeview.bkstr.com).

## **CAMPUS PARKING REGULATIONS**

Every student attending classes operating a motor vehicle and parking on the College campus must purchase and properly display a “Student Parking Registration” (see Section 5).

To be valid, the Parking Registration must hang from the inside rearview mirror with the registration number facing the front of the vehicle. A

registration placed in any other manner will be classified as “No Registration.” Parking registrations are valid for one (1) academic year (September 1 through August 31.)

The purchase of a Parking Registration DOES NOT guarantee the student a parking space on the College campus.

It is imperative that the student operating a motor vehicle obtains a copy of the Traffic and Parking Rules and Regulations at the time he or she purchases the parking registration. This will minimize misunderstandings and penalties involving the issuance of parking citations.

The ACCD Department of Public Safety Officers are commissioned Peace Officers vested with the power and authority to issue traffic citations and summons and to arrest and file charges in the City or Justice of the Peace Courts. A student found in violation of the Traffic and Parking Rules and Regulations will be issued a Traffic/Parking Citation. Each Campus citation is \$12 if paid within ten (10) days of the issue date on the citation. Fines shall be paid at the Business Office or mailed to the address on the citation. If not paid within ten (10) days of the issue date on the citation, the fine increases to \$18.

## **CENTER FOR DISTANCE LEARNING**

The Center for Distance Learning provides support for courses offered in a variety of formats, including Internet courses, telecourses, and two-way video conferencing. The center also works closely with the Student Services Office to offer on-line support services to Northeast Lakeview College students.

## **COMPUTER LABS**

Networked computers are loaded with general and special-use software and connected to the Internet so users can access their e-mail. *Computers are available in Room A101 on a first-come, first-served basis during open lab hours.*

Students are expected to follow all acceptable use guidelines. These guidelines are posted in the student computer labs and on the College web site at [www.accd.edu/nlc](http://www.accd.edu/nlc).

## **COUNSELING**

Counseling services, located in A102B, provides crisis counseling for students, as well as disability management and linkage to community resources. Contact Stacie Williams at 210-590-5496 or [swilliams@mail.accd.edu](mailto:swilliams@mail.accd.edu) for information or to schedule an appointment.

## **Disability Support Services**

Federal law guarantees a learning environment that provides reasonable accommodations to students with disabilities. At Northeast

Lakeview College, students requesting accommodations must disclose their disabilities and complete the required process through the Counseling Office. Section 504 of the Rehabilitation Act of 1973 states: “No otherwise qualified individual...shall solely by reason of ...handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Section 504, as well as the Americans with Disabilities Act (ADA) of 1990, prohibits discrimination in the recruitment, admission or treatment of students. Students with documented disabilities may request accommodations that will enable them to benefit from all educational programs and activities. The ADA requires each academic accommodation to be made on an individual or case-by-case basis. For more information on services available to students with disabilities, contact Stacie Williams, Staff Counselor, at 210-590-5496, or visit her office in Room A102B.

## **INTERNATIONAL STUDENT SERVICES**

The Student Services Office is the first point of contact for a prospective international student who seeks information regarding admission procedures for the College. The Associate Director of Admissions serves as a liaison between the College and the United States Citizenship and Immigration Service (USCIS).

Additional purposes of the liaison are to issue the Form I-20; establish and maintain files for each student; provide guidance for international students; keep students informed regarding the rules and regulations for the United States Citizenship and Immigration Service (USCIS) and Northeast Lakeview College; serve as a point of contact for all departments on campus on all matters relative to international students, and provide services required by this special population of students such as verification of enrollment to home country, confirmation of authenticity of documents submitted, and granting clearance for registration.

International students must enroll full-time (12 semester hours or more) and pay hospitalization insurance (ACCD Board Policy) every semester. The deadlines to submit all required documents (application, transcripts, verification of financial resources, TOEFL) are June 1 for Fall, October 1st for Spring, and March 1 for Summer. For additional information, contact the Student Services Office at 210-590-5401.

## **LEARNING COMMUNITIES**

Learning communities at NLC can be presented in a variety of ways, including interdisciplinary, where subjects generally taught as individual courses are combined into one integrated course. The learning communities may be team-taught by two or more faculty and their disciplinary per-

spectives are integrated, or the learning communities may be theme-based where a complex contemporary intellectual inquiry from several different perspectives is examined collaboratively. In all cases, both faculty and students have the chance to learn from, and teach, each other.

### **LIBRARY / LEARNING RESOURCE CENTER (LRC)**

The Northeast Lakeview College Learning Resource Center (also known as Library) is a technology embracing facility that enables users to pursue research goals and lifelong learning. Students, staff, and community members are encouraged to take advantage of the services and resources offered. Materials owned by the LRC can be identified in the Alamo Community College District On-line Library Catalog ([library.accd.edu](http://library.accd.edu)). Materials from the other ACCD college libraries are also part of this database. NLC students and staff may directly borrow materials from other district libraries with a validated I.D. LRC staff can place in-district borrowing requests to the other ACCD libraries on behalf of NLC students and staff. Materials can be retrieved at the main service desk.

As the LRC grows, it will focus on building a collection that includes paper resources, electronic books and journals, licensed databases, multimedia and streaming media resources. The library provides access to over 40,000 e-books and 31,000 unique on-line periodical and journal titles. Specific periodical titles and issues availability can be identified through the A to Z On-line Journal Locator. To access all library resources, students and faculty can link directly to the LRC main page ([www.accd.edu/nlc/library/default.htm](http://www.accd.edu/nlc/library/default.htm)).

TexShare is the statewide library consortium and many services and resources are offered to LRC users as part of this network. NLC students and staff have access to over 60 licensed databases and search tools on-campus and off-campus through our proxy server. NLC students and staff may also participate in the TexShare Borrower's Card program which allows them to directly borrow materials from participating TexShare libraries (both academic and public) outside of the district. In addition to in-district and TexShare borrowing, LRC users may request materials from libraries throughout the country via Interlibrary Loan which is a library to library lending service. Requests can be made in person or on-line.

Reference librarians will assist LRC users with research questions in person, by phone at 210-590-5461, and on-line through the Ask-a-Librarian link at [nlc-reference@mail.accd.edu](mailto:nlc-reference@mail.accd.edu). Students may make appointments with reference librarians for more in-depth questions that require more than the typical reference transaction.

Assistance and resources are available to faculty and students in distance learning environments through the LRC's on-line resources and can be customized to support specific assignments or courses. The LRC fea-

tures a technology instruction classroom where faculty can bring classes in for tailored library instruction.

Over 50 workstations provide library users with access to Internet resources, course software, and Microsoft office products. The library hosts printing and photocopying capabilities. Students working on group projects may take advantage of the LRC's group study rooms which are available on a first-come, first-served basis. Multimedia players are available for viewing materials which are reserved for in-library use only.

## **PUBLIC SAFETY AND POLICE SERVICES**

- The Department of Public Safety (DPS) has emergency phones located throughout the campus for immediate assistance.
- Courtesy Patrol Assistance is available for locked keys and dead batteries during the hours of 7 a.m. to 3 p.m. and 5 p.m. to 10 p.m. Telephone 210-208-8099 for assistance.
- Escort service is also available for anyone needing assistance to his or her vehicle. Contact the officer on duty at the College.

### **EMERGENCY TELEPHONE NUMBER 210- 222-0911 NON-EMERGENCY NUMBER 210-208-8099**

Police protection is provided 24 hours a day, 365 days a year. The primary objective of the patrol officer is to provide a safe environment for employees, students, and the community. Police duties include the following:

- Patrol functions (vehicle, foot, and bike);
- Identify suspicious activities and persons;
- Conduct field interviews;
- Conduct field investigations;
- Respond to call(s) for service;
- Provide escorts;
- Non-emergency requests;
- Traffic enforcement;
- Traffic accident investigations;
- Respond to alarms;
- Conduct investigations;
- Community relations;
- Crime prevention activity;
- Disturbance calls;
- Record the above (written reports).

Calls are assigned to the patrol officer on a priority basis. Criminal calls have priority over service calls or non-emergency requests.

## SERVICE LEARNING

Service learning provides students with a connection between classroom instruction and projects that serve the community. Service must be completed at a non-profit, state-funded (e.g. K-12 schools), or government agency.

## STUDENT DEVELOPMENT

The Student Services Office offers two developmental classes for beginning students. These classes introduce students to the College's available resources and to techniques conducive to achieving success. The flexible scheduling of these courses helps students fit this valuable orientation into their first semester on campus.

### **SDEV 0170- Orientation to College (1 credit hour)**

- Students with fewer than 15 credit hours at the time of first enrollment at Northeast Lakeview College.
- Students who are transferring to NLC from another college with 15 or more semester hours may be exempt from registration in SDEV 0170.

### **SDEV 0370- Personal & Academic Success (3 credit hours)**

- Students with fewer than 15 credit hours at the time of first enrollment at NLC and who require two or more remedial courses in English, mathematics, or reading.
- SDEV 0370 will substitute for SDEV 0170 and meet the requirement for Orientation at Northeast Lakeview College.

A registration hold will be placed on the record of students who do not take SDEV 0170 or SDEV 0370 in their first semester at Northeast Lakeview College. **Students who do not successfully complete the course during their first semester will be required to meet with an advisor and re-enroll in the course.** For a detailed course description of both classes, refer to Section 11 of this bulletin. "Three-peat" tuition will apply on the third enrollment.

## STUDENT INSURANCE

The Alamo Community College District maintains a group accident insurance policy for all enrolled students. Coverage includes hospital and doctor's charges in accidental injuries on or off campus. Any charges not related to accidental injury are the responsibility of the student. Hospitalization benefits under a special Student Group Plan are available at a reasonable premium which may be included at the student's option in

the payment of tuition. Brochures describing these benefits are available in the Student Services Office, 210-590-5401.

### **STUDENT LEADERSHIP & ACTIVITIES**

The Office of Student Leadership and Activities is responsible for coordinating non-instructional activities and programs that focus on the well being and personal development of students. Activities and programs include co-curricular activities, student clubs and organizations, and leadership programs/development. Co-curricular activities are designed to appeal to a variety of interests for students and the surrounding community. These activities include lectures, cultural activities, welcome activities and performance events. Through these activities students can make friends, develop social skills and practice leadership skills. Programs are often coordinated with various instructional departments to provide the student with valuable educational experiences. Student clubs and organizations are an important and vital component of the total educational experience. Student groups provide opportunities for training in leadership skills, personal satisfaction and fulfillment through campus and community volunteerism and development of social growth through involvement in the student organization. A list is available in the Office of Student Leadership and Activities and the College website ([www.accd.edu/nlc/](http://www.accd.edu/nlc/)). Leadership programs/development includes opportunities to become involved in conferences, retreats, and volunteer opportunities to develop skills that enrich the College experience and the student's quality of life.

The Coordinator of Student Leadership and Activities, located in Room A102A, also oversees the operation of the College food services, vending and bookstore.

### **STUDENT SERVICES FEE ADVISORY COMMITTEE (SSFAC)**

The SSFAC is authorized to make annual and supplemental recommendations to the President of the College regarding the allocation of student services fees. Full membership includes five students and four faculty/staff members for a nine-member voting committee. The SSFAC meets on a monthly basis throughout the academic year to facilitate allocation requests from student services fees.

### **TUTORING/ACADEMIC SUPPORT CENTER (ASC)**

The Academic Support Center, located in Room 129, provides tutoring and other academic support services to all students currently enrolled at Northeast Lakeview College. Assistance is provided during the Fall and Spring semesters Monday through Thursday from 8 a.m. to 8 p.m., on Fridays from 8 a.m. to 4 p.m., and on Saturdays from 9 a.m. to 1 p.m. The Center's hours of operation may vary during final exams, between semesters, and during the Summer sessions. Assistance with other courses is

available by appointment. All services are free of charge. Students are encouraged to register with the ASC early in the semester to get the help they need.

### **WELCOME/ADVISING CENTER**

The Welcome and Advising Center is a comprehensive One-Stop designed to assist students with the enrollment process at Northeast Lakeview College. The Staff is cross-trained in all enrollment services areas to include admissions, residency, assessment, advising, and registration. In addition, student service personnel administer transfer services and the Early Alert program.

Initial academic advising for new students is conducted through a group advising seminar. Students are encouraged to register for a group advising seminar after all required admissions credentials have been received and the Accuplacer has been completed. Group advising appointments are available Monday through Saturday.

Returning students have an option of attending group advising session or may see an advisor for individualized academic guidance. Students are encouraged to see an advisor whenever they encounter an academic problem or contemplate a change in educational goals.

### **Early Alert Program**

The Early Alert Program is an outreach program that focuses on students who are experiencing academic and attendance difficulties to facilitate early intervention. The Early Alert Program is initiated when a faculty member identifies students who are experiencing academic difficulties or when the student has missed several consecutive class sessions. As a result of a faculty initiated referral, an advisor contacts the student to ascertain the problem and provide assistance with appropriate resolution. A follow up report is provided to the referring faculty regarding the outcome of the contact with the student.

### **Transfer Center**

The Transfer Center provides a variety of services and information for students who are interested in transferring to a four-year college or university. While attending Northeast Lakeview College, a student may complete a joint admission agreement and follow a degree plan designated by a specific university. The degree plan guides the student to take only those courses which will apply towards a specific major at a specific university.



The objectives of the Transfer Center are as follows:

1. To assist students who are planning to transfer to another college or university by providing them with information for admission, college costs, financial aid, and housing.
2. To provide a college catalog library.
3. To provide course equivalency sheets, 2+2/Joint Admission Agreements, Transfer Core Curriculum Sheets and Transfer Planning Guides.
4. To aid students in making their transfer experience a seamless process.

The Transfer Center is located in the Student Services Office in Room A102 and in the Library. For additional information, contact the center at 210-590-5401.







## SECTION 8 - GRADUATION

### APPLICATION FOR GRADUATION

A student must apply for graduation to be awarded a degree or certificate. Northeast Lakeview College students must submit their application for graduation to the Student Services Office in accordance with the following deadlines:

October 1 for Fall candidates  
 February 1 for Spring candidates  
 July 1 for Summer candidates

Applications submitted after dates listed are processed with the next graduating class, and certificates or diplomas will reflect these dates. It is the responsibility of the student to choose a degree plan and file an Application for Graduation Form after completing half of the degree requirements. Questions concerning the evaluation of the application for graduation should be directed to the Student Services Office before the deadline.

### CATALOG REQUIREMENTS

A student has the option of meeting the requirements as outlined in the Northeast Lakeview College bulletin in effect the date of first enrollment in degree required courses at NLC or as outlined in any bulletin subsequent to the first enrollment date at the College. Degree requirements must be completed within five years from the date of the bulletin chosen.

### GRADUATION REQUIREMENTS

To qualify for a degree or certificate, a student must demonstrate satisfactory completion of work:

1. Achieve a cumulative grade point average of 2.0 or better in all coursework taken at the College, including courses successfully completed at other institutions which apply to the student's degree.
2. Complete all required courses for the degree or certificate.
3. Must be in "Good Academic Standing" at the end of his or her final semester in order to graduate from the College.

4. A student who is subject to the requirements of the Texas Success Initiative (TSI) must be completed in all applicable areas.

### **COMMENCEMENT CEREMONIES**

All candidates for degrees and certificates are encouraged to be present at his or her prospective commencement exercise. Such participation is ceremonial and is NOT a requirement for a degree. There are no fees associated with graduation; a candidate's diploma, cap and gown are provided by the College.

Participation in the graduation ceremony does not ensure automatic fulfillment of requirements and that a degree will be awarded.

### **HONOR GRADUATES**

A candidate who maintains an overall grade point average of 3.75 or above in all college-level courses attempted at the College, as well as courses completed which apply to their degree or certificate, are considered honor graduates.

### **REVERSE TRANSFER DEGREE**

Students transferring to a Texas university may qualify for an Associate's Degree. This program is designed for students who have accumulated 30 college-level hours at Northeast Lakeview College and who have received a Baccalaureate Degree from a Texas university. Once a transcript is received indicating the Baccalaureate Degree, the student will be notified of the program; and once approved, the degree will be awarded. Contact the Student Services Office in Room A102 for further information.

### **GRADUATE GUARANTEE**

If an Associate of Applied Science (AAS) graduate or certificate completer, whose course work began in the Fall 2007 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skills training by the college awarding the degree or certificate under the conditions of this policy.

Conditions applying to this guarantee policy:

1. The graduation/completer must have earned the AAS degree or certificate in a technical program published in the college's catalog.
2. The graduate/completer must have completed the AAS degree or cer-

tificate with a majority (75%) of the credits being earned at the college awarding the degree within a four-year time span from initial enrollment. The last 15 semester hours of credit MUST be completed by the college awarding the degree.

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the President or designee.
4. The graduate/completer must commence employment within (6) months of graduation/completion.
5. The employer must certify in writing that the employee is lacking entry level skills which were identified by **BY THE PROGRAM ADVISORY COMMITTEE** as program exit competencies. The employer must specify the areas of deficiency within ninety (90) days of the graduate/completer's initial employment.
6. The employer, graduate/completer, and representatives of the college will develop a written educational plan for retraining.
7. Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
8. All retraining must be completed within one calendar year from the time agreed upon for the educational plan.
9. The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, fees, and/or other course-related expenses.







## SECTION 9 - STUDENT RESPONSIBILITIES & REGULATIONS

### ACADEMIC STANDARD STUDENT OBLIGATIONS

The philosophy and goals of the institution are to protect the equality of opportunity of a person qualified to attend. The enrollment of a student in the College assumes obligations of performance and behavior that are compatible to its mission. The College expects the student to recognize and accept his or her responsibilities which are respect for the rights of others, academic and personal integrity, and adherence to federal, state, and local laws.

### ACADEMIC STANDARDS

To meet the required academic and progress performance standards of Northeast Lakeview College, a student should consider the following guidelines:

1. A student must maintain a 2.0 cumulative grade point average and be making satisfactory academic progress to be in good academic standing. For graduation from Northeast Lakeview College, a cumulative 2.0 grade point average, as well as good academic standing in the final semester, is required. "Good academic standing" is defined as the absence of Academic Probation, Continued Academic Probation, or Academic Dismissal. A student's status is evaluated after each semester and summer session. A student must meet the minimum academic (2.0 GPA) standards for each semester and summer session.
2. Advanced placement credit is not considered in the determination of academic standing.
3. All grades excluding I, IP, W, WM and AU are counted in academic performance evaluation.
4. In addition to GPA standards listed above, a student must complete 50% of classes for two consecutive semesters.

**NOTE:** Each student is responsible for knowing the College's minimum academic performance standards which determine academic eligibility. If an ineligible student registers in the College, he/she will be withdrawn. Ignorance of the academic performance standards does not constitute a basis for special consideration.

### **ACADEMIC PROBATION**

A student failing to maintain a cumulative grade point average of 2.0 or higher is placed on Academic Probation. A student on Academic Probation may re-enroll at Northeast Lakeview College for one semester, or summer session, after meeting with an advisor. The student's status is evaluated after each semester and summer session. The Academic Probation status is removed when the student has earned a cumulative 2.0 grade point average; otherwise, enrollment status will be Continued Academic Probation.

### **PROGRESS PROBATION**

A student withdrawing from 50% or more of their classes for two consecutive semesters is placed on progress probation, regardless of GPA. A student placed on progress probation may re-enroll at Northeast Lakeview College for the following semester after meeting with an academic advisor.

### **ELIGIBILITY FOR PUBLIC PARTICIPATION AND COLLEGE REPRESENTATION ON PROGRAMS**

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

### **ACADEMIC DISMISSAL**

If a student on Academic Probation or Continued Academic Probation fails to earn a semester GPA of 2.0 or fails to earn a cumulative GPA in the next semester or summer session, the student will be placed on Academic Dismissal and will not be allowed to enroll in any class during the next semester/session. A student not wishing to remain out of school for the required semester must petition an advisor for a special review of his/her academic record.

A student electing to remain out of school the next semester/session must meet with an advisor prior to re-enrolling under an automatic status of Continued Academic Probation unless Northeast Lakeview College's minimum academic standards have been met at another accredited college or university during the period of dismissal.

Students having two or more Academic Dismissals will not be permitted to enroll for one calendar year. At the end of that year, the student must petition the Vice President of Student & Administrative Services for a special review of his/her academic record. When the student contacts the Vice President, he/she will be advised as to the procedures necessary for readmission.



## **RE-ENROLLMENT ELIGIBILITY**

After having been placed on Academic Dismissal, a student re-enrolls under an automatic status of Academic Probation unless Northeast Lakeview College's minimum Academic Standards have been met at another accredited college or university during the period of academic withdrawal. All students re-enrolling either under an exemption, or after remaining out for one semester, must meet weekly with an advisor.

A student having two or more Academic Dismissals must petition the Vice President of Student & Administrative Services for a special review of his/her academic record. The petition may be submitted only after a lapse of at least one calendar year. When the student contacts the Vice President, he/she will be advised as to the procedure necessary for readmission.

## **READMISSION TO CLASS**

A student dropped for excessive absences may be readmitted to class only if circumstances justify reinstatement. However, once the decision is made to reinstate, the "reinstatement" form must also be signed by an official from the Student Services Office. Petition for Readmission must be made within two (2) class meetings after the drop date at the discretion of the instructor.

## **COURSE WITHDRAWALS**

If, for any reason, a student decides to withdraw from a course, it is the student's responsibility to notify the Student Services Office by scheduled deadline. The student must either complete the proper forms in person or submit the request in writing to the above mentioned office. To simply stop attending a class may result in the student being assigned the grade "F."

## **ADDING AND DROPPING COURSES**

A drop and add period is provided each semester following the close of regular registration. See Section 4 of this bulletin for more information.

## **OFFICIAL WITHDRAWALS**

A. A student wishing to withdraw completely from the College must follow the procedure listed below:

1. Resolve all financial obligations to the College, including library clearance.
2. Obtain a "Notice of Change" form from the Student Services Office.
3. Report to the Student Services Office for an exit interview.
4. Leave the "Notice of Change" form with the Student Services

Office. Courses dropped do not become official until the "Notice of Change" form has been signed by the Student Services Office representative.

5. Should circumstances prevent a student from appearing in person to withdraw from the College, he or she may withdraw by writing to the Student Services Office. The postmark date on the envelope is used as the official drop date. **No drops or withdrawals will be accepted by phone or by the Internet.**

B. A student wishing to withdraw from one (1) or more courses (but NOT ALL courses) must follow the procedure listed below:

1. Obtain a "Notice of Change" form from the Student Services Office.
2. Have the "Notice of Change" form signed by a Student Services representative.
3. Students withdrawing from developmental classes must obtain the signature of the department chair or the lead instructor for that discipline.

A grade of "W" will be assigned during the withdrawal period specified in the Academic Calendar.

## **UNOFFICIAL WITHDRAWALS**

A student not following the procedures for official withdrawal will have an automatic grade of "F" recorded on the permanent record. **THIS RECORDED "F" WILL HAVE A NEGATIVE IMPACT ON HIS OR HER GRADE POINT AVERAGE.**

## **WITHDRAWAL FOR MILITARY SERVICE**

If a student withdraws because he/she is called to active military duty, the College, at the student's option shall:

1. Grant a student who is eligible under the District's guidelines an incomplete grade in all courses by designating "withdrawn - military" (WM) on the student's transcript.
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has successfully completed a substantial amount of coursework and demonstrated sufficient mastery of coursework.
3. Provide 100% refund with the presentation of military orders.

## **ATTENDANCE**

Regular and punctual class and laboratory attendance, day and/or evening, is required. A student absent for any reason will be allowed to do

makeup work at the discretion of the instructor. However, a student will be held responsible for lecture materials when covered on subsequent examinations. An excused absence will apply only to a student representing the school in an official capacity approved by the President of the College or the Vice President of Academic Affairs. Absences of a student are recorded, without exception, from the official date of enrollment in the class. **A student accumulating absences equivalent to two (2) weeks of instruction may be dropped by the instructor after the census date.** If a student is dropped from a class for excessive absences, the instructor will record a grade of “W” (Withdrawn). Since tardiness is a form of absenteeism, the instructor may establish a policy regarding tardiness.

## **EXAMINATIONS**

A final examination, not to exceed two (2) hours in length, shall be given at the end of each semester for each course. Other examinations are given at the discretion of the instructor. The final exam schedule is provided in each printed semester’s schedule.

## **GRADING SYSTEM**

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

For a student officially withdrawing from a course before the census date of any semester, the course is not recorded on the student’s record. A student withdrawing after the census date will receive a grade of “W” during the withdrawal period. Official recording dates of “W” are listed in the Academic Calendar. **Faculty members are required to use the web when posting a “W” on a student record. Only faculty members, not students, may initiate and thus post a “W” after the official recording date in the schedule.**

The conditional grade of “I” may be given to a student only when he or she has a passing average on all completed work, but an emergency has prevented the student from taking the final examination or to complete other required work. The “I” becomes an “F” in 120 calendar days unless a student completes the work with a performance grade. The performance grade earned will replace the “I” on the student’s permanent transcript.

Students in developmental classes may receive “IP” grades if they have completed all of the course work but still have not earned a “C” or better. The only way to receive a grade in a course for which an “IP” grade has been recorded is to re-register for the course and earn a grade of “C” or better at the end of the semester or term in which the re-registration occurs. Other courses in which this grade is used are determined by the Vice

President of Academic Affairs.

**Grades will not be changed after one (1) calendar year.** The Texas State Library and Archives Commission in the local retention schedule states that Faculty grade book retention is the end of the academic term plus one (1) year.

## GRADE POINT AVERAGE

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

- A—4 points per semester hour
- B—3 points per semester hour
- C—2 points per semester hour
- D—1 point per semester hour
- F—0 points per semester hour
- I, W, WM, IP, AU—Not used in grade point average.

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

### Calculating the GPA:

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

	Semester Hours Attempted	Quality Points	Grade Points
BIOL 1408	4	3 (B)	12
ENGL 1301	3	2 (C)	6
SPAN 1411	4	4 (A)	16
PSYC 2301	3	2 (C)	6
	14		40

$$\text{GPA} = 40/14 = 2.86$$

## REPETITION OF COURSES

Grades earned in courses taken and repeated at Northeast Lakeview College will not be used to calculate students' grade point average (GPA). Only the highest grade will apply toward the GPA.

Repeated courses will not change the academic standing history as recorded in past semesters on the students' official College transcript. Students planning to transfer to another college or university should check with that institution to determine its repeat policy for admissions criteria.

Students who have attempted the same course two or more times previously (which includes courses taken that result in a grade of "W") will

pay tuition for such a “Three-peat” course set at the non-Texas resident hourly rate.

## **STUDENT PERMANENT RECORDS**

A student’s permanent record, part of the official archives of the College, contains personal data, test scores, summary of transfer and admissions information, the College courses attempted, grades, grade points, and academic status.

A student’s name on official records at the College is the name under which the student initially registered, unless a Change of Name form has been processed through the Student Services Office. Name changes are made only when appropriate legal documentation accompanies the request.

## **HONORS CATEGORY DEFINITIONS**

The **President’s Honors List** is composed of those students who are enrolled for twelve (12) or more credit hours of work and earn a GPA of 4.0 for that semester as well as a cumulative GPA of 2.0 for Northeast Lakeview College coursework.

The **Honors List** is composed of those students who are enrolled for at least twelve (12) hours of work and earn a GPA of 3.5 to 3.99 for the semester as well as a cumulative GPA of 2.0 for Northeast Lakeview College coursework.

The **Part-time Honors List** is composed of those students who are enrolled for six (6) to eleven (11) hours of work and earn a GPA of 3.5-4.0 for the semester as well as a cumulative GPA of 2.0 for Northeast Lakeview College coursework.

## **ACADEMIC GRIEVANCE POLICY**

At academic institutions, conflicts may develop within the educational process. If the grievance process is to function smoothly, a serious effort must be made to resolve such conflicts expeditiously. In the educational process, faculty are responsible for classroom management, teaching strategies, testing, and evaluation of student performance. Students are encouraged to use the academic grievance procedure only where there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The student may ask his or her instructor to review the grievance, and may appeal the instructor's finding to the chairperson. If necessary, a final appeal may be made to the Vice President of Academic Affairs.

## **NON-ACADEMIC GRIEVANCE PROCEDURE**

Northeast Lakeview College acknowledges the possibility that incidents may occur outside the academic setting that might result in a student feeling he/she is the object of unjust treatment by a College employee.

This concern could include misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to the student's education process. This policy does not apply to decisions regarding financial aid ability eligibility, student disciplinary actions, or those pertaining to academic affairs.

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

## **CODE OF CONDUCT**

Northeast Lakeview College assumes that students eligible to enter college are familiar with the ordinary rules governing proper conduct of mature, responsible adults, and that they will voluntarily observe these rules as a matter of training and habit. This concept formulates a basic standard of behavior by which a student neither disrupts or violates any municipal, state or federal laws, nor interferes with the orderly educational process at Northeast Lakeview College. A student is not entitled to greater immunities or privileges than those enjoyed by other citizens generally.

Students at Northeast Lakeview College are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship. They are expected to obey both the penal and civil statutes of the State of Texas and the federal government and administrative rules. This code contains regulations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains regulations for dealing with students' procedural due process and contains descriptions of the standards of conduct to which students must adhere.

## **Violations**

Violations of the student code of conduct include, but are not limited to, the following:

1. Damaging, defacing or destroying college property or property of a member of the college community or visitor.
2. Deliberate falsification of official college records.
3. Conduct of a nature which significantly interferes with college teaching, administration, or other normal activities of the college.
4. Stealing.
5. Use or possession of alcohol, narcotics, or hallucinatory drugs on campus.
6. Any willful attempt to cause bodily harm to self or others.

- This includes any act where emergency medical care is required.
7. Failure to pay a debt owed to the college, or presentation of a check with intent to defraud.
  8. Academic dishonesty involving, but not limited to, cheating on a test, plagiarism, and collusion.
  9. Possession on one's person or in one's automobile of a firearm, illegal knife, or other dangerous weapon (such as explosives or fireworks, swords, daggers, or straight razors).
  10. Any form of hazing.
  11. Failure to comply with college traffic and parking regulations.
  12. Sexual harassment.
  13. Committing any act classified as an indictable offense while on campus or during campus-sponsored activities.
  14. Misuse of college documents, records or I.D. card.
  15. Gambling of any nature as described by the Texas Penal Code.
  16. Violating college policies/regulations concerning registration of student organizations or use of college facilities.
  17. Unauthorized distribution or posting of printed material on campus.
  18. Activities or actions interrupting scheduled activities or classes.
  19. Failure to comply with college regulations/guidelines on student expression and demonstration when there is a mass gathering.
  20. Failure to comply with lawful directions of campus officials acting in performance of their duties.

## **HAZING**

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alco-

- holic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
  5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code.

### **PERSONAL HAZING OFFENSE**

A person commits an offense if the person:

1. Engages in any type of hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Recklessly permits hazing to occur.
4. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to college officials.

### **DISCIPLINE**

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

A student may be requested or required to withdraw with or without public statement of charges by the College administration. Specific disciplinary responsibilities of institutional officials, classification of offenses and sanctions appropriate to each disciplinary offense, and disciplinary procedures are set forth in the official Student Handbook and are available through the Office of the Vice President for Student & Administrative Services.



## **SUBSTANCE ABUSE PREVENTION**

The College is committed to a substance free environment. Distribution, possession, manufacturing, or use of alcoholic beverages, drugs or controlled substances on the College campus will not be tolerated. Information, consultation, and referrals are available in the Student Services Offices.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

All educational student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Texas Open Records Law. Student records are maintained in several areas of the College. Academic records are in the Records Office, department and faculty offices, and the Workforce and Community Education Office. Student Services records are in the Vice President of Student and Administrative Services Office, staff counselor and Student Services Office, and the Testing Center. Financial records are in the Business and Financial Aid Offices. Students may review their records upon request to the appropriate office. Students desiring to challenge the accuracy of their records should request an informal review with the appropriate office. A formal review should be requested **ONLY** if the question is not clarified by the informal review.

The Privacy Act allows the college to release "directory information" to the public without the consent of the student. A student may request that all or part of this information be withheld from the public by making a written request to the Student Services Office by the twelfth (12) class day of any Fall or Spring semester, or the fourth (4) day of a summer term. It is the student's responsibility to review the request for non-disclosure. ACCD defines "directory information" as name, major, dates of enrollments, degrees, and awards received.

Unofficial copies of student records will be released to the following personnel upon their request: administrators, department chairperson, program coordinators, staff counselor, advisors, and instructors of courses in which students are currently enrolled.

## **AIDS / HIV POLICY**

AIDS/HIV educational literature is available on any ACCD campus with a College Student Health Center and is free to any ACCD student, employee, or affiliate. Information that a student has or does not have AIDS or HIV infection may be released only to the College president or designee and to physicians, nurses, or other health care personnel who have a legitimate need to know in order to provide for their protection and to provide for the student's health and welfare.

Release of this information to others must be based on written authorization by the student (if the student is over 18 years of age) or by the student's

parents (if the student is a minor), and must specify the persons or positions to whom the information may be released. The persons or positions specified shall be provided with appropriate information concerning any precautions that may be necessary and shall be made aware of confidentiality requirements.

### **CAMPUS SEX CRIMES PRESENCE ACT**

In compliance with the Campus Sex Crimes Presence Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must contact the Alamo Community College District Police Department at 210- 208-8160.

### **CHILDREN ON CAMPUS POLICY**

In order to prevent children from damaging expensive equipment, from being allowed in areas which might pose safety risks, and from interfering with the learning opportunities of other students, the following policy is currently in effect:

Students are urged not to bring children to either a class or a lab. *Minors under the age of 12 must not be left unattended on campus. Individual instructors may include additional restrictions or waivers for their particular classrooms or labs, which will be included in the syllabus.*

### **CRIMINAL OFFENSES**

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

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

### **SEXUAL HARASSMENT**

Sexual harassment is against the law and is prohibited against all persons seeking benefits from the Alamo Community College District, including all employees, students, applicants for enrollment or employment, or

others who might receive the benefits of college activities.

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

## **SMOKING**

Northeast Lakeview College is designated as a smoke-free campus. Smoking shall be prohibited in all classrooms, laboratories, offices, conference rooms, hallways, and all other rooms in all buildings of the College, and on all property which is owned, leased, rented, or otherwise under the control of the College. There are no designated smoking areas in or around Northeast Lakeview College.

In addition, Northeast Lakeview College shall make every effort through education, counseling, and training to inform all students, faculty, and staff of the harmful effects of smoking or smoke inhalation. Programs of instruction and other materials shall incorporate information on the adverse effects of tobacco.

## **USE OF ELECTRONIC DEVICES**

Students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, PDAs, etc. when in the classroom, laboratories, the library, or other areas where such devices would interfere with instruction and learning. Each faculty member has the latitude to modify this policy in his or her syllabus.

## **FREE SPEECH**

The Northeast Lakeview College supports the first amendment rights of every individual. Students are only limited in expression if the expression materially and substantially interferes with school activities or interferes with the rights of other students or teachers.

## **RELIGIOUS HOLY DAYS**

A “religious holy day” means a holy day observed by a religion whose places or worship are exempt from property taxation under Section 11.20, Tax Code. A student shall be excused from attending classes or other re-

quired activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students must notify the faculty member in writing within the first twelve days of the semester which day(s) will be observed. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time as established by the faculty member. The faculty member may respond appropriately if the student fails to satisfactorily complete the assignment or examination by the deadline.





## SECTION 10 - CORE CURRICULUM & DEGREE PLANS

### ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES

The Associate of Arts (AA) and Associate of Science (AS) degrees are specifically designed to allow for the transfer and application of credits earned at Northeast Lakeview College to the bachelor degree requirements of most public colleges and universities. In addition, completion of the AA and AS degrees at NLC also guarantees completion of the state-mandated core curriculum and the acceptance in transfer of a minimum of 48 semester credit hours toward the general education requirements in a bachelor's degree program at all public higher education institutions in Texas. The Associate of Science degree differs from the Associate of Arts degree primarily in the amount or level of mathematics and science required for degree completion.

### ASSOCIATE OF ARTS IN TEACHING DEGREE

The AAT Degree targets individuals who have a desire to enter the field of education as a teacher, teacher's aide, school administrator, counselor, or some aspect of child/adolescent development. Students will be advised to continue toward their Baccalaureate of Arts Degree in Education at a four-year degree granting institution. Students should check with the university to which they plan to transfer for additional information regarding specific content area concentrations.

### ASSOCIATE OF APPLIED SCIENCE DEGREES AND WORKFORCE AND COMMUNITY EDUCATION

Future Workforce Development programs at Northeast Lakeview College will afford students the opportunity to study a chosen career field and seek employment in today's workforce. Through a sequential delivery of program courses, students will develop necessary technical and workplace skills in preparation for entry-level positions. Each program's length and the type of degree or certificate awarded, however, will be dependent upon the extent of required skills for a specific career. The following types of workforce programs are planned for future semesters: (1) Associate of Applied Science (AAS), (2) Credit Certificates, (3) Continuing Education Certificates, and (4) Marketable Skills Achievement Awards. Workforce devel-

opment will also include continuing educational opportunities for those workers who are currently employed, underemployed, or temporarily displaced through courses that focus on maintenance or enhancement of marketable skills.

Since many workforce programs have specific admission and degree requirements, students who have an interest in these programs development are encouraged to contact the Dean of Workforce Development and Community Education for further information. While some workforce programs may not be designed as transfer programs to four-year colleges and universities, many courses within workforce degree plans may be accepted. Please refer to receiving institutions' course transfer guidelines in their college catalogs for further information.

## **NORTHEAST LAKEVIEW COLLEGE DEGREES**

The following **Associates of Arts (AA) degrees** are offered at Northeast Lakeview College. The chairperson responsible for that division and her contact information is also listed.

**Communications** (Dr. Dollie Hudspeth, 210-590-5468, Office A217)  
English

**Humanities and Business** (Ms. Barbara Mayo, 210-590-5465, Office A213)

Business Administration  
Communication Studies  
Philosophy  
Spanish

**Fine and Performing Arts and Kinesiology** (Ms. Susan Kazen, 210-590-5467, Office A215)

Art  
Dance  
Drama  
Kinesiology

**Social & Behavioral Sciences** (Dr. Amy Glenn, 210-590-5466, Office A 211)

Anthropology  
Criminal Justice  
Economics  
Geography  
History

Interdisciplinary Studies  
International Studies  
International Studies- Latin American Emphasis  
International Studies- Middle Eastern & Islamic Culture Emphasis  
Mexican-American Studies  
Political Science  
Psychology  
Sociology  
Social Work /Social Services  
Teaching (Associate of Arts in Teaching- AAT)

The following **Associates of Science (AS) degrees** are offered at Northeast Lakeview College. The chairperson responsible for that division and her contact information is also listed.

**Mathematics and Science** (Ms. Diane Beechinor, 210-590-5463, Office A207)

Biology  
Biology- Pre-Allied Health Track  
Biology- Pre-Nursing Track  
Biology- Pre-Professional Tracks  
    Biology- Pre-Dentistry  
    Biology- Pre-Medical  
    Biology- Pre-Pharmacy

Chemistry  
Computer Science  
Geology  
Mathematics  
Physics

All **Associate in Applied Science (AAS) degrees** and Certificates at Northeast Lakeview College are currently in development. For more information, contact Dr. Cindy Griffith, Dean of Workforce Development and Community Education, at 210-590-5453, Office A226.



## **CORE CURRICULUM**

The core curriculum for the Associate of Arts (AA), Associate of Science (AS), and Associate of Arts in Teaching (AAT) degrees at Northeast Lakeview College represents a common experience in academic foundations and provides a basis for transferability not only within the Alamo Community Colleges but also among other public Texas colleges and universities. The purpose of the core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. Courses that are included in the core curriculum contribute to the acquisition of these skills, perspectives, and to a basic core of knowledge. Competency-based intellectual skills include reading, writing, speaking, and critical thinking, and the course- and program-level educational outcomes have been written so the College can assess the effectiveness of the core curriculum.

The 45-48 hours of core courses for the AA, AS, and AAT degrees at Northeast Lakeview College reflect the five core elements required by the Texas Higher Education Coordinating Board. These core elements, called Exemplary Educational Objectives, are described below:

### **Communication (Composition and Speech)**

The objective of a communication component is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience. Students completing the core curriculum should be able to:

- Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- Understand the importance of specifying audience and purpose and to select appropriate communication choices.
- Understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self expressive, in written, visual, and oral communication.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- Develop the ability to research and write a documented paper and/or to give an oral presentation.
- Understand and apply method and appropriate technology to the study of natural sciences.
- Recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry



and to communicate findings, analyses, and interpretation both orally and in writing.

- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

### **Mathematics**

The objective of the mathematics component is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems. Students completing the core curriculum should be able to:

- Apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- Represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- Expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- Use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- Interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
- Develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

### **Natural Sciences**

The objective of the study of a natural sciences component is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. Students completing the core curriculum should be able to:

- Understand and apply method and appropriate technology to the study of natural sciences.
- Recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry

and to communicate findings, analyses, and interpretation both orally and in writing.

- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

### **Humanities and Visual and Performing Arts**

The objective of the humanities and visual and performing arts is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought, through study in disciplines such as literature, philosophy, and the visual arts, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students completing the core curriculum should be able to:

- Demonstrate awareness of the scope and variety of works in the arts and humanities.
- Understand those works as expressions of individual and human values within an historical and social context.
- Respond critically to works in the arts and humanities.
- Engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
- Articulate an informed personal reaction to works in the arts and humanities.
- Develop an appreciation for the influence of the aesthetic principles that guide or govern the humanities and arts.
- Demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

## **Social And Behavioral Sciences**

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. Students completing the core curriculum should be able to:

- Employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- Examine social institutions and processes across a range of historical periods, social structures, and cultures.
- Use and critique alternative explanatory systems or theories.
- Develop and communicate alternative explanations or solutions for contemporary social issues.
- Analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
- Comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- Understand the evolution and current role of the U.S. in the world.
- Differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- Recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- Analyze, critically assess, and develop creative solutions to public policy problems.
- Recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
- Identify and understand differences and commonalities within diverse cultures.

**NORTHEAST LAKEVIEW COLLEGE**  
**AA and AS Core Curriculum**

**Communications** (6 credit hours)

ENGL 1301 & ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311, 1315, 1318, 1321

**Government** (6 credit hours)

GOVT 2305 & 2306

**History** (6 credit hours)

HIST 1301 & 1302

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303, 1304

COMM 1307

any ENGL at or above the 2300 level

any Foreign Language

HIST 2311, 2312

HUMA 1301, 1302, 2319

PHIL 1301, 1304, 2303, 2306

**Mathematics** (3-4 credit hours)

MATH 1314 or higher

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2421

CHEM 1405, 1407, 1411, 1412

GEOL 1301, 1403, 1404

PHYS 1401, 1402, 1405, 1407

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH

ECON 2301 or 2302

GEOG 1303

any GOVT other than GOVT 2305, GOVT 2306

any HIST other than HIST 1301, HIST 1302

any PSYC

any SOCI

**Visual/Performing Arts (3 credit hours)**

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301

DANC 2303

DRAM 1310

MUSI 1306, 1310

**Institutionally Designated Option (5 credit hours)**

Take any combination of KINE & DANC courses that equals at least 2 credit hours.

Take COSC 1301.

**CORE TOTAL: 45-48 CREDIT HOURS**



**LIBRARY/LEARNING RESOURCE CENTER**

*The Library/Learning Resource Center, to be completed in Phase I of construction, will open in Fall 2008. At 81,000 square ft., this three-level facility will serve a traditional library function complete with books, computer labs, and study lounges. **The Center will also feature a Coffee Café Lounge and the Center for Civic, Family, Financial, & Workforce Education (CCFFWE) with offices, classrooms, a staging kitchen, and access to a 75 seat lecture theater. The CCFFWE will be used to host various community events and support community education programs.***

**NORTHEAST LAKEVIEW COLLEGE**  
**AAS Core Curriculum**

Since AAS programs may have specific core curriculum requirements, please refer to the individual degree plans for details.

**Written Communication** (3 credit hours)

ENGL 1301 or 1302

**Oral Communication** (3 credit hours)

Select one course:

SPCH 1311, 1315, 1318, or 1321

**Humanities/Fine Arts** (3-4 credit hours)

Select one course:

ARTS 1301, 1303, 1304

COMM 1307

DRAM 1310

DANC 2303

Any ENGL at or above the 2300 level

Any Foreign Language

HIST 2311, 2312

HUMA 1301, 1302, 2319

MUSI 1306, 1310

PHIL 1301, 1304, 2303, 2306

**Natural Science/Mathematics** (3-4 credit hours)

MATH 1314 or higher

BIOL 1322, 1406, 1407, 1408, 1409, 2306, 2401, 2402, 2404, 2421

CHEM 1405, 1407, 1411, 1412

GEOL 1301, 1403, 1404

PHYS 1401, 1402, 1405, 1407

**Social/Behavioral Science** (3 credit hours)

Select one course:

ECON 2301 or 2302

GEOG 1303

GOVT 2305 or 2306

HIST 1301 or 1302,

PSYC 2301, 2308, or 2314

SOCI 1301 or 2301

**Institutionally Designated Option** (1 credit hour)

Any KINE or DANC

**AAS CORE CURRICULUM TOTAL: 16-18 CREDIT HOURS**

Note: The computer literacy requirement for each AAS degree may be met through the integration of competencies in the program courses or through the requirement of a separate computer science course within the curriculum.



## ASSOCIATE OF ARTS IN ANTHROPOLOGY (5045)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HIST 2311  HIST 2312  HUMA 1301

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304

PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ECON 2301  ECON 2302  GEOG 1303  any GOVT

any HIST  any PSYC  any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Anthropology Major (15 credit hours)

Required Courses:

ANTH 2301  ANTH 2302  ANTH 2346  ANTH 2351

ANTH 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**



**ASSOCIATE OF ARTS IN ART (5002)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HUMA 1301  HUMA 1302  
 HUMA 2319  PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Art Major** (15 credit hours)

Courses required for major:

ARTS 1316  ARTS 1317  ARTS 1311  ARTS 1312

Plus, choose one of the following:

ARTS 1303  ARTS 1304

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION (5004)

### Communications (6 credit hours)

ENGL 1301    ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311    SPCH 1315    SPCH 1321 (recommended)

### Mathematics (3-4 credit hours)

MATH 1314                       MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322     BIOL 1406     BIOL 1407     BIOL 1408

BIOL 1409     BIOL 2306     BIOL 2401     BIOL 2402

BIOL 2421     CHEM 1405     CHEM 1407     CHEM 1411

CHEM 1412     GEOL 1301     GEOL 1403     GEOL 1404

PHYS 1401     PHYS 1402     PHYS 1405     PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

Business Major recommendation: Foreign Language (CHIN 1411; FREN 1411; SPAN 1411 or higher)

ARTS 1303     ARTS 1304     COMM 1307     any 2300-level ENGL

any foreign language     HIST 2311     HIST 2312     HUMA 1301

HUMA 1302     HUMA 2319     PHIL 1301     PHIL 1304

PHIL 2303     PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301                       DANC 2303                       DRAM 1310

MUSI 1306                       MUSI 1310

### History (6 credit hours)

HIST 1301     HIST 1302

### Government (6 credit hours)

GOVT 2305     GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ECON 2301     ECON 2302

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC                       Take COSC 1301

### Business Major (15 credit hours)

From the following, take five courses not being used to fulfill other degree requirements.

ACCT 2301     ACCT 2302     BCIS 1305     ECON 2301 or 2302

MATH 1325

**DEGREE TOTAL:                      60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN COMMUNICATION STUDIES (5031)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  
 MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Major** (15 credit hours total from both categories)

From the following, take 6-9 hours not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1318  SPCH /COMM 2301  SPCH 2333

**AND** from the following, take 3-9 hours not being used to fulfill other degree requirements.

SPCH 1315  SPCH 2316  SPCH 2341  SPCH 1321  SPCH 2335

**DEGREE CREDIT HOURS TOTAL: 60-63**

## ASSOCIATE OF ARTS IN CRIMINAL JUSTICE (5051)

### Communications (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

### Mathematics (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408

\_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402

\_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411

\_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404

\_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312 \_\_\_ HUMA 1301

\_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301 \_\_\_ PHIL 1304

\_\_\_ PHIL 2303 \_\_\_ PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

### History (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

### Government (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

### Social/Behavioral Science (3 credit hours)

\_\_\_ SOCI 2326

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

### Criminal Justice Major (15 credit hours)

\_\_\_ CRIJ 1301 \_\_\_ CRIJ 1306 \_\_\_ CRIJ 1310 \_\_\_ CRIJ 2313 \_\_\_ CRIJ 2328

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN DANCE (5054)**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1322 \_\_\_ BIOL 1408 \_\_\_ BIOL 1409 \_\_\_ BIOL 2306

\_\_\_ BIOL 2401 \_\_\_ BIOL 2402

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312 \_\_\_ HUMA 1301

\_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301 \_\_\_ PHIL 1304

\_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

\_\_\_ DANC 2303

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ GEOG 1303 \_\_\_ any HIST \_\_\_ any SOCI

\_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT \_\_\_ any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Dance Major** (15 credit hours)

Courses required for major:

\_\_\_ DANC 1305 \_\_\_ DANC 1145 \_\_\_ DANC 1146 \_\_\_ DANC 1141

\_\_\_ DANC 1142 \_\_\_ DANC 1151 \_\_\_ DANC 1152 \_\_\_ DANC1212

\_\_\_ DANC 2212

Choose 2 from the following:

\_\_\_ DANC 1110 \_\_\_ DANC 1128 \_\_\_ DANC 1129 \_\_\_ DANC 1147

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN DRAMA (5041)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

DRAM 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Drama Major (15 credit hours)

Courses required for major:

DRAM 1330  DRAM 1351  DRAM 1352  DRAM 2331

Choose ONE from the following:

DRAM 1341  DRAM 2336

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN ECONOMICS (5007)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any GOVT  any HIST  
 any PSYC  any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Economics Major** (15 credit hours)

ECON 1303  ECON 2301  ECON 2302  ECON 2311  
 ECON 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN ENGLISH (5009)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  any Foreign Language

PHIL 1301  PHIL 1304

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DRAM 1310  MUSI 1306  MUSI 1310  DANC 2303

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ECON 2301  ECON 2302  GEOG 1303  SOCI 1301  PSYC 2301

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### English Major (15 credit hours)

Take all four (4) of the following courses:

ENGL 2322  ENGL 2323  ENGL 2327  ENGL 2328

Choose one (1) of the following not being used to fulfill other degree requirements.

ENGL 2332  ENGL 2333  HUMA 1301  HUMA 1302

**DEGREE TOTAL: 60-63 CREDIT HOURS**



**ASSOCIATE OF ARTS IN GEOGRAPHY (5127)**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408  
 \_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402  
 \_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411  
 \_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404  
 \_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL  
 \_\_\_ any Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312 \_\_\_ HUMA 1301  
 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301 \_\_\_ PHIL 1304 \_\_\_  
 PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT  
 \_\_\_ any HIST \_\_\_ any PSYC \_\_\_ any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Geography Major** (15 credit hours)

\_\_\_ GEOG 1303

From the following, take four courses not being used to fulfill other degree requirements.

\_\_\_ GEOG 1300 \_\_\_ GEOG 1301 \_\_\_ GEOG 1302 \_\_\_ GEOG 1304  
 \_\_\_ GEOG 1305 \_\_\_ GEOG 2312 \_\_\_ GEOG 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN HISTORY (5013)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319

PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  ECON 2301  ECON 2302  GEOG 1303

any GOVT  any HIST  any PSYC  any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### History Major (15 credit hours)

From the following, take five courses not being used to fulfill other degree requirements.

HIST 2301  HIST 2311  HIST 2312  HIST 2313

HIST 2314  HIST 2321  HIST 2322  HIST 2323

HIST 2327  HIST 2328  HIST 2381  HIST 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN INTERDISCIPLINARY STUDIES (5125)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  PHIL 2303  
 PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  ECON 2301  ECON 2302  GEOG 1303  
 any GOVT  any HIST  any PSYC  any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Interdisciplinary Studies Major (18 credit hours)

From the following, take six courses not being used to fulfill other degree requirements.

ANTH 2351  ARTS 1301  ARTS 1303  ENGL 2322  
 ENGL 2333  GEOG 1302  HIST 2321  HIST 2322

**DEGREE TOTAL: 63-66 CREDIT HOURS**

## ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES (5058)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HIST 2311  HIST 2312  HUMA 1301

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  PHIL 2303

PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  ECON 2301  ECON 2302  GEOG 1303

any GOVT  any HIST  any PSYC  any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### International Studies Major (15 credit hours)

GOVT 2378

From the following, take four courses not being used to fulfill other degree requirements:

ANTH 2351  BIOL 2306  DANC 1305  ENGL 2332  ENGL 2333

GEOG 2312  GOVT 2376  HIST 2321  HIST 2322  HUMA 1302

PHIL 1304  PHIL 2307

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES  
LATIN AMERICAN EMPHASIS (5059)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ECON 2301  ECON 2302  GEOG 1303  any GOVT  
 any ANTH  any HIST  any PSYC  any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**International Studies (Latin American Emphasis) Major** (15 credit hours)

GOVT 2378

From the following, take four courses not being used to fulfill other degree requirements:

ANTH 2351  ENGL 2372  GEOG 1304  GOVT 2376  
 HUMA 1302  PHIL 2307  SPAN 1411  SPAN 1412

**DEGREE TOTAL: 60-65 CREDIT HOURS**

**ASSOCIATE OF ARTS IN INTERNATIONAL STUDIES  
MIDDLE EASTERN & ISLAMIC CULTURE EMPHASIS (5060)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HIST 2311  HIST 2312  HUMA 1301

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304

PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  ECON 2301  ECON 2302  GEOG 1303

any GOVT  any HIST  any PSYC  any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**International Studies (Middle East & Islamic Emphasis) Major** (15 credit hours)

GOVT 2378

From the following, choose four courses not being used to fulfill other degree requirements:

ANTH 2351  ARAB 1411  ARAB 1412  GEOG 1375  GOVT 2376

HIST 2321  HIST 2322  HIST 2323  HUMA 1302  PHIL 1304

**DEGREE TOTAL: 60-65 CREDIT HOURS**

**ASSOCIATE OF ARTS IN KINESIOLOGY (5020)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1408  BIOL 1409  BIOL 2306

BIOL 2401  BIOL 2402

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HIST 2311  HIST 2312  HUMA 1301

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304

PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306

MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI

ECON 2301  ECON 2302  any GOVT  any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Kinesiology Major** (15 credit hours)

Courses Required for major:

KINE 1301  KINE 1306  KINE 1338

Plus, choose two from the following:

KINE 1304  KINE 1308  KINE 1346  KINE 2356

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN LIBERAL ARTS (5047)

### Communications (6 credit hours)

\_\_\_ ENGL 1301      \_\_\_ ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not used to fulfill other degree requirements.

\_\_\_ SPCH 1311    \_\_\_ SPCH 1315    \_\_\_ SPCH 1318    \_\_\_ SPCH 1321

### Mathematics (3-4 credit hours)

\_\_\_ MATH 1314    \_\_\_ MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

\_\_\_ BIOL 1332    \_\_\_ BIOL 1406    \_\_\_ BIOL 1407    \_\_\_ BIOL 1408  
\_\_\_ BIOL 1409    \_\_\_ BIOL 2306    \_\_\_ BIOL 2401    \_\_\_ BIOL 2402  
\_\_\_ BIOL 2421    \_\_\_ CHEM 1405    \_\_\_ CHEM 1407    \_\_\_ CHEM 1411  
\_\_\_ CHEM 1412    \_\_\_ GEOL 1301    \_\_\_ GEOL 1403    \_\_\_ GEOL 1404  
\_\_\_ PHYS 1401    \_\_\_ PHYS 1402    \_\_\_ PHYS 1405    \_\_\_ PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not used to fulfill other degree requirements.

\_\_\_ ARTS 1303    \_\_\_ ARTS 1304    \_\_\_ COMM 1307    \_\_\_ any 2300-level ENGL  
\_\_\_ any Foreign Language      \_\_\_ HIST 2311      \_\_\_ HIST 2312  
\_\_\_ HUMA 1301    \_\_\_ HUMA 1302    \_\_\_ HUMA 2319    \_\_\_ PHIL 1301  
\_\_\_ PHIL 1304    \_\_\_ PHIL 2303    \_\_\_ PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not used to fulfill other degree requirements.

\_\_\_ ARTS 1301    \_\_\_ DANC 2303    \_\_\_ DRAM 1310    \_\_\_ MUSI 1306  
\_\_\_ MUSI 1310

### History (6 credit hours)

\_\_\_ HIST 1301    \_\_\_ HIST 1302

### Government (6 credit hours)

\_\_\_ GOVT 2305    \_\_\_ GOVT 2306.

### Social/Behavioral Science (3 credit hours)

From the following, take one course not used to fulfill other degree requirements.

\_\_\_ any ANTH      \_\_\_ GEOG 1303      \_\_\_ any HIST      \_\_\_ any SOCI  
\_\_\_ ECON 2301    \_\_\_ ECON 2302    \_\_\_ any GOVT    \_\_\_ any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC    \_\_\_ Take COSC 1301

### Liberal Arts Major (15 credit hours)

\_\_\_ Take fifteen college-level semester hours not used to fulfill other degree requirements as approved by advisor.

**DEGREE TOTAL:      60-63 CREDIT HOURS**



**ASSOCIATE OF ARTS IN MEXICAN AMERICAN STUDIES (5116)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  ECON 2301  ECON 2302  GEOG 1303  
 any GOVT  any HIST  any PSYC  any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Mexican American Studies Major** (18 credit hours)

ENGL 2351  GOVT 2311  HUMA 1305  HUMA 1311  
 HIST 2327  SPAN 2312

**DEGREE TOTAL: 63-66 CREDIT HOURS**

## ASSOCIATE OF ARTS IN PHILOSOPHY (5114)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

not being used to fulfill other degree requirements.

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408  
 BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402  
 BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411  
 CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404  
 PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1304

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  ECON 2301  
 ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Major (15 credit hours total)

Courses Required for Major:  PHIL 1301  PHIL 2316  PHIL 2317

Choose remaining two courses from the following courses:

PHIL 2303  PHIL 2306  PHIL 2307  PHIL 2321  PHIL 2371

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN POLITICAL SCIENCE (5012)**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408  
 \_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402  
 \_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411  
 \_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404  
 \_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL  
 \_\_\_ any 2300-level Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312  
 \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301  
 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ GEOG 1303  
 \_\_\_ any GOVT \_\_\_ any HIST \_\_\_ any PSYC \_\_\_ any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Political Science Major** (15 credit hours)

\_\_\_ GOVT 2304

From the following, take four courses not being used to fulfill other degree requirements:

\_\_\_ GOVT 2311 \_\_\_ GOVT 2370 \_\_\_ GOVT 2372 \_\_\_ GOVT 2374  
 \_\_\_ GOVT 2376 \_\_\_ GOVT 2378 \_\_\_ GOVT 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**

## ASSOCIATE OF ARTS IN PSYCHOLOGY (5022)

### Communications (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

### Mathematics (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408

\_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402

\_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411

\_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404

\_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any 2300-level Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312

\_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301

\_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

### History (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

### Government (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ GEOG 1303

\_\_\_ any GOVT \_\_\_ any HIST \_\_\_ any PSYC \_\_\_ any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

### Psychology Major (15 credit hours)

\_\_\_ PSYC 2301 \_\_\_ PSYC 2317

From the following, take three courses not being used to fulfill other degree requirements:

\_\_\_ PSYC 2314 \_\_\_ PSYC 2315 \_\_\_ PSYC 2316 \_\_\_ PSYC 2318

\_\_\_ PSYC 2319 \_\_\_ PSYC 2371 \_\_\_ PSYC 2372 \_\_\_ PSYC 2389

\_\_\_ PSYC 2302 or 2303 \_\_\_ PSYC 2306 \_\_\_ PSYC 2307 or 2313

\_\_\_ PSYC 2308 or 2309 or 2310

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN SOCIOLOGY (5023)****Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408  
 \_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402  
 \_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411  
 \_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404  
 \_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL  
 \_\_\_ any 2300-level Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312  
 \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301  
 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ GEOG 1303  
 \_\_\_ any GOVT \_\_\_ any HIST \_\_\_ any PSYC \_\_\_ any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE &amp; DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Sociology Major** (15 credit hours)

\_\_\_ SOCI 1301

From the following, take four courses not being used to fulfill other degree requirements:

\_\_\_ SOCI 1370 \_\_\_ SOCI 2301 \_\_\_ SOCI 2306 \_\_\_ SOCI 2319 \_\_\_ SOCI 2320  
 \_\_\_ SOCI 2326 \_\_\_ SOCI 2336 \_\_\_ SOCI 2339 \_\_\_ SOCI 2340 \_\_\_ SOCI 2371  
 \_\_\_ SOCI 2389

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN SOCIAL WORK/  
SOCIAL SERVICES (5046)**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408

\_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402

\_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411

\_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404

\_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any 2300-level Foreign Language \_\_\_ HIST 2311 \_\_\_ HIST 2312

\_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319 \_\_\_ PHIL 1301

\_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ GEOG 1303

\_\_\_ any GOVT \_\_\_ any HIST \_\_\_ any PSYC \_\_\_ any SOCI

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Social Work / Social Services** (15 credit hours)

\_\_\_ SOCW 2361 \_\_\_ SOCW 2362

From the following, take three courses not being used to fulfill other degree requirements:

\_\_\_ SOCI 1301 \_\_\_ SOCI 2301 \_\_\_ SOCI 2319 \_\_\_ SOCI 2320 \_\_\_ SOCI 2339

\_\_\_ SOCI 2340 \_\_\_ PSYC 2315

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF ARTS IN SPANISH (5140)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course.

BIOL 1322  BIOL 1406  BIOL 1407  BIOL 1408

BIOL 1409  BIOL 2306  BIOL 2401  BIOL 2402

BIOL 2421  CHEM 1405  CHEM 1407  CHEM 1411

CHEM 1412  GEOL 1301  GEOL 1403  GEOL 1404

PHYS 1401  PHYS 1402  PHYS 1405  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any Foreign Language (recommended SPAN 1300 for majors)

ARTS 1303  ARTS 1304  COMM 1307  HIST 2311

HIST 2312  HUMA 1301  any 2300-level ENGL

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304

PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI

ECON 2301  ECON 2302  any GOVT  any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

Major (17 credit hours total - courses used for major may not be used to fulfill other degree requirements).

SPAN 1411  SPAN 1412  SPAN 2311  SPAN 2312

Any Additional Humanities Course (minimum 3 credit hours)

**DEGREE TOTAL: 62-66 CREDIT HOURS**

## **ARE YOU THINKING OF MAJORING IN EDUCATION?**

Northeast Lakeview College has a strong and professional Education program that sets high standards for its majors.

The AAT degree has three distinct curricula from which an education major chooses depending on his/her preferred area of teaching. The specific degree plan for each curriculum is shown on the following pages. The student should first decide his or her preferred teaching area, then match that to the appropriate curriculum and degree plan.

The 1st Curriculum is for majors who wish to be certified in one of the following areas:

EC-4 Generalist (all specializations except early childhood specialization)

EC-4 Bilingual Generalist or EC-4 ESL Generalist

4-8 Generalist

4-8 Bilingual Generalist or 4-8 ESL Generalist

All 4-8 Content Areas

EC-12 Special Education

The 2nd Curriculum should be chosen by majors who wish to be certified teachers in any 8-12 content area or selected EC-12 content areas. A student choosing the 2nd Curriculum needs to select the teaching content area. Northeast Lakeview College currently offers content area courses that fulfill the graduation requirements for the following teaching areas:

8-12 History or 8-12 Social Studies

8-12 English, Language Arts & Reading

8-12 Journalism

8-12 Business Education or 8-12 Marketing Education

8-12 Speech

8-12 Science or 8-12 Physical Sciences or 8-12 Life Sciences

8-12 Mathematics, Physical Science & Engineering

8-12 Mathematics

8-12 Mathematics & Physics

8-12 Human Development & Family Science

8-12 Foreign Languages or EC-12 Languages other than English

8-12 Dance

EC-12 Music

EC-12 Theatre

EC-12 Art

EC-12 Physical Education

Each content area requires 12-14 hours of specific content courses as part of the 2nd Curriculum degree plan. Those courses are listed with the 2nd Curriculum degree plan under the appropriate content area.

The 3rd Curriculum for the AAT is a more specialized degree plan and should be chosen by majors who are pursuing an EC-4 Early Childhood Degree Specialization only.



**ASSOCIATE OF ARTS IN TEACHING-1st Curriculum (5097)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3 credit hours)

MATH 1314

**Science** (8 credit hours)

Select one course from the following list.

BIOL 1406  BIOL 1407  BIOL 1408  BIOL 1409  
 BIOL 2401  BIOL 2402  BIOL 2421

Select one course from the following list.

CHEM 1405  CHEM 1407  CHEM 1411  CHEM 1412  
 GEOL 1403  GEOL 1404  PHYS 1401  PHYS 1402  
 PHYS 1406  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

(depending on senior institution)

GEOG 1303  PSYC 2301

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Education Major- 1st Curriculum** (18 credit hours)

EDUC 1301  EDUC 2301  MATH 1350  MATH 1351  
 1st 3-hour science course  2nd 3-hour science course

**DEGREE TOTAL: 63-66 CREDIT HOURS**

## ASSOCIATE OF ARTS IN TEACHING-2nd Curriculum (5098)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3 credit hours)

MATH 1314

### Science (8 credit hours)

Select one course from the following list.

BIOL 1406  BIOL 1407  BIOL 1408  BIOL 1409

BIOL 2401  BIOL 2402  BIOL 2421

Select one course from the following list.

CHEM 1405  CHEM 1407  CHEM 1411  CHEM 1412

GEOL 1403  GEOL 1404  PHYS 1401  PHYS 1402

PHYS 1406  PHYS 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HIST 2311  HIST 2312  HUMA 1301

HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304

PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

(depending on specific content area)

any ANTH  ECON 2301  ECON 2302  GEOG 1303

any GOVT  any HIST  any PSYC  any SOCI

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Education Major - 2nd Curriculum (18-20 credit hours)

EDUC 1301  EDUC 2301

12-14 hour content area (see individual content area requirements)

**DEGREE TOTAL: 64-67 CREDIT HOURS**

**AAT 2nd Curriculum Content Area Requirements**

**8-12 HISTORY**

HIST 2301 HIST 2312  
HIST 2311 HIST 2381

**8-12 SOCIAL STUDIES**

GEOG 1303 ECON 1301  
HIST 2301 GOVT 2304

**8-12 ENGLISH LANGUAGE ARTS & READING**

Choose any four of the following courses.  
ENGL 2322 ENGL 2327 ENGL 2332  
ENGL 2323 ENGL 2328 ENGL 2333

**8-12 JOURNALISM**

COMM 1307 COMM 2315  
COMM 2311 COMM 2327

**8-12 BUSINESS EDUCATION**

BUSI 1301 ACCT 2301  
ECON 2302 ACCT 2302

**8-12 MARKETING EDUCATION**

BUSI 1301 ACCT 2301  
ECON 2302 ACCT 2302

**8-12 SPEECH**

Choose any two of the following.  
SPCH 1311 SPCH 2301  
SPCH 1318 SPCH 2333  
And any two of the following.  
SPCH 1315 SPCH 2335  
SPCH 2316 SPCH 2341

**8-12 SCIENCE**

BIOL 1406  
And any two of the following.  
CHEM 1411  
GEOL 1403  
PHYS 1401

**8-12 MATH & PHYSICAL SCIENCE & ENGINEERING**

CHEM 1411  
MATH 2412  
PHYS 1401

**8-12 MATHEMATICS**

(major does not qualify to start in calculus)  
MATH 2412 MATH 2413 MATH 2414

**8-12 MATHEMATICS**

(major qualifies to start in calculus)  
MATH 2413 MATH 2414 MATH 2415

**8-12 PHYSICAL SCIENCES**

CHEM 1411 PHYS 1401  
CHEM 1412 or PHYS 1402

**8-12 MATHEMATICS & PHYSICS**

PHYS 1401 MATH 2412  
PHYS 1402

**8-12 HUMAN DEV & FAMILY SCIENCE**

PSYC 2301 SOCI 2301  
PSYC 2308 SOCI 2306

**EC-12 LANGUAGES OTHER THAN ENGLISH**

SPAN 1411 SPAN 2311  
SPAN 1412 SPAN 2312

**8-12 FOREIGN LANGUAGES**

SPAN 1411 SPAN 2311  
SPAN 1412 SPAN 2312

**8-12 LIFE SCIENCES**

BIOL 1406  
BIOL 1407  
BIOL 2416

**EC-12 MUSIC**

MUSI 1181 MUSI 1308  
MUSI 1211 MUSI 1310  
MUSI 1301

**EC-12 THEATRE**

DRAM 1310 DRAM 1341  
DRAM 1330 DRAM 1351

**EC-12 ART**

ARTS 1311 ARTS 2316  
ARTS 1316 ARTS 2326

**8-12 DANCE**

DANC 1141 DANC 1151  
DANC 1142 DANC 1152  
DANC 1145 DANC 1153  
DANC 1146 DANC 2151  
DANC 1147 DANC 2303

**EC-12 PHYSICAL EDUCATION**

Choose one of the two concentrations below.

**Athletic Training**

KINE 1104 KINE 1108  
KINE 1106 KINE 1306

**Kinesiology**

KINE 1338 KINE 1101 KINE 1301 KINE 1308  
KINE 2356 KINE 1238 KINE 1306

**ASSOCIATE OF ARTS IN TEACHING-3rd Curriculum (5099)**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3 credit hours)

MATH 1314

**Science** (8 credit hours)

Select one course from the following list.

BIOL 1406  BIOL 1407  BIOL 1408  BIOL 1409  
 BIOL 2401  BIOL 2402  BIOL 2421

Select one course from the following list.

CHEM 1405  CHEM 1407  CHEM 1411  CHEM 1412  
 GEOL 1403  GEOL 1404  PHYS 1401  PHYS 1402  
 PHYS 1406  PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HIST 2311  HIST 2312  HUMA 1301  
 HUMA 1302  HUMA 2319  PHIL 1301  PHIL 1304  
 PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

(depending on senior institution)

GEOG 1303  PSYC 2301

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Education Major - 3rd Curriculum** (18 credit hours)

TECA 1303  TECA 1311  TECA 1318  TECA 1354  
 MATH 1350  MATH 1351

**DEGREE TOTAL: 64-65 CREDIT HOURS**



## ASSOCIATE OF SCIENCE IN BIOLOGY (5003)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 1406  BIOL 1407

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319  
 PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Biology Major (16 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

CHEM 1411  CHEM 1416  BIOL 2416  BIOL 2421

**DEGREE TOTAL: 61-64 CREDIT HOURS**

**ASSOCIATE OF SCIENCE IN BIOLOGY (5010)**

**Pre-Allied Health Track**

\*There are numerous pre-allied health programs throughout the area. Requirements vary depending on the institution and can change from year to year.

**Students planning to transfer to an allied health program should consult with an advisor for specific requirements.**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 2401 \_\_\_ BIOL 2402

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any Foreign Language \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319

\_\_\_ PHIL 1301 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ GEOG 1303 \_\_\_ any HIST \_\_\_ any SOCI

\_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT \_\_\_ any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Pre-Allied Health Major** (16 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

\_\_\_ BIOL 1406 \_\_\_ BIOL 2420 \_\_\_ CHEM 14XX \_\_\_ MATH 1442

**DEGREE TOTAL: 61-64 CREDIT HOURS**

**ASSOCIATE OF SCIENCE IN BIOLOGY  
Pre-Nursing Track (5033)**

\*There are numerous pre-nursing programs throughout the area. Requirements vary depending on the institution and can change from year to year. **Students planning to transfer to a nursing program should consult with an advisor for specific requirements.**

**Communications** (6 credit hours)

ENGL 1301  ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

**Mathematics** (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

BIOL 2401  BIOL 2402

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319  
 PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

**History** (6 credit hours)

HIST 1301  HIST 1302

**Government** (6 credit hours)

GOVT 2305  GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

**Pre-Nursing Major** (15 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

BIOL 1322  BIOL 2420  CHEM 1405  MATH 1442

**DEGREE TOTAL: 60-63 CREDIT HOURS**



**ASSOCIATE OF SCIENCE IN BIOLOGY**

**Pre-Professional Track (5006)**

\*There are numerous pre-professional programs throughout the area. Requirements vary depending on the institution and can change from year to year.

**Students planning to transfer to a pre-professional program should consult with an advisor for specific requirements.**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1406 \_\_\_ BIOL 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL

\_\_\_ any Foreign Language \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319

\_\_\_ PHIL 1301 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ GEOG 1303 \_\_\_ any HIST \_\_\_ any SOCI

\_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT \_\_\_ any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Pre-Professional Major** (16 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

\_\_\_ CHEM 1411 \_\_\_ CHEM 1412 \_\_\_ BIOL 2416 \_\_\_ BIOL 2421

**DEGREE TOTAL: 61-64 CREDIT HOURS**

## ASSOCIATE OF SCIENCE IN CHEMISTRY (5005)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

CHEM 1411  CHEM 1412

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319  
 PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Chemistry Major (18 credit hours)

From the following, take these six courses that not being used to fulfill other degree requirements.

CHEM 2323  CHEM 2223  CHEM 2325  CHEM 2225  
 MATH 2413  PHYS 1401

**DEGREE TOTAL: 63-66 CREDIT HOURS**

**ASSOCIATE OF SCIENCE IN COMPUTER SCIENCE (5047)**

**Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ BIOL 1322 \_\_\_ BIOL 1406 \_\_\_ BIOL 1407 \_\_\_ BIOL 1408  
\_\_\_ BIOL 1409 \_\_\_ BIOL 2306 \_\_\_ BIOL 2401 \_\_\_ BIOL 2402  
\_\_\_ BIOL 2421 \_\_\_ CHEM 1405 \_\_\_ CHEM 1407 \_\_\_ CHEM 1411  
\_\_\_ CHEM 1412 \_\_\_ GEOL 1301 \_\_\_ GEOL 1403 \_\_\_ GEOL 1404  
\_\_\_ PHYS 1401 \_\_\_ PHYS 1402 \_\_\_ PHYS 1405 \_\_\_ PHYS 1407

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL  
\_\_\_ any Foreign Language \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319  
\_\_\_ PHIL 1301 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306

**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ GEOG 1303 \_\_\_ any HIST \_\_\_ any SOCI  
\_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT \_\_\_ any PSYC

**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Computer Science Major** (15 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

\_\_\_ COSC 1315 \_\_\_ COSC 2415 \_\_\_ COSC 2430 \_\_\_ MATH 2412

**DEGREE TOTAL: 63-66 CREDIT HOURS**

## ASSOCIATE OF SCIENCE IN GEOLOGY (5011)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

CHEM 1411  CHEM 1412  PHYS 1401  PHYS 1402

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL

any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319

PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI

ECON 2301  ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Geology Major (15 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

GEOL 1305  GEOL 1403  GEOL 1404  GEOL 1345

**DEGREE TOTAL: 60-63 CREDIT HOURS**

**ASSOCIATE OF SCIENCE IN MATHEMATICS (5017)****Communications** (6 credit hours)

\_\_\_ ENGL 1301 \_\_\_ ENGL 1302

**Additional Communications** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ SPCH 1311 \_\_\_ SPCH 1315 \_\_\_ SPCH 1318 \_\_\_ SPCH 1321

**Mathematics** (3-4 credit hours)

\_\_\_ MATH 1314 \_\_\_ MATH xxxx (any higher math course)

**Science** (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

\_\_\_ CHEM 1411 \_\_\_ CHEM 1412 \_\_\_ PHYS 1401 \_\_\_ PHYS 1402

**Humanities** (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1303 \_\_\_ ARTS 1304 \_\_\_ COMM 1307 \_\_\_ any 2300-level ENGL  
\_\_\_ any Foreign Language \_\_\_ HUMA 1301 \_\_\_ HUMA 1302 \_\_\_ HUMA 2319  
\_\_\_ PHIL 1301 \_\_\_ PHIL 1304 \_\_\_ PHIL 2303 \_\_\_ PHIL 2306**Visual/Performing Arts** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ ARTS 1301 \_\_\_ DANC 2303 \_\_\_ DRAM 1310 \_\_\_ MUSI 1306 \_\_\_ MUSI 1310

**History** (6 credit hours)

\_\_\_ HIST 1301 \_\_\_ HIST 1302

**Government** (6 credit hours)

\_\_\_ GOVT 2305 \_\_\_ GOVT 2306

**Social/Behavioral Science** (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

\_\_\_ any ANTH \_\_\_ GEOG 1303 \_\_\_ any HIST \_\_\_ any SOCI  
\_\_\_ ECON 2301 \_\_\_ ECON 2302 \_\_\_ any GOVT \_\_\_ any PSYC**Institutionally Designated Option** (5 credit hours)

Take any combination of KINE &amp; DANC courses that equal at least 2 credit hours.

\_\_\_ KINE / DANC \_\_\_ Take COSC 1301

**Physics Major** (18 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

\_\_\_ MATH 2413 \_\_\_ MATH 2414 \_\_\_ PHYS XXXX \_\_\_ PHYS XXXX

**DEGREE TOTAL: 63-65 CREDIT HOURS**

## ASSOCIATE OF SCIENCE IN PHYSICS (5021)

### Communications (6 credit hours)

ENGL 1301  ENGL 1302

### Additional Communications (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

SPCH 1311  SPCH 1315  SPCH 1318  SPCH 1321

### Mathematics (3-4 credit hours)

MATH 1314  MATH xxxx (any higher math course)

### Science (7-8 credit hours)

From the following, take two courses. At least one course must be a lab course

CHEM 1411  CHEM 1412  PHYS 1401  PHYS 1402

### Humanities (3-4 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1303  ARTS 1304  COMM 1307  any 2300-level ENGL  
 any Foreign Language  HUMA 1301  HUMA 1302  HUMA 2319  
 PHIL 1301  PHIL 1304  PHIL 2303  PHIL 2306

### Visual/Performing Arts (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

ARTS 1301  DANC 2303  DRAM 1310  MUSI 1306  MUSI 1310

### History (6 credit hours)

HIST 1301  HIST 1302

### Government (6 credit hours)

GOVT 2305  GOVT 2306

### Social/Behavioral Science (3 credit hours)

From the following, take one course not being used to fulfill other degree requirements.

any ANTH  GEOG 1303  any HIST  any SOCI  
 ECON 2301  ECON 2302  any GOVT  any PSYC

### Institutionally Designated Option (5 credit hours)

Take any combination of KINE & DANC courses that equal at least 2 credit hours.

KINE / DANC  Take COSC 1301

### Physics Major (18 credit hours)

From the following, take these four courses that are not being used to fulfill other degree requirements.

MATH 2413  MATH 2414  PHYS XXXX  PHYS XXXX

**DEGREE TOTAL: 63-66 CREDIT HOURS**









## SECTION 11 - COURSE DESCRIPTIONS

### COURSE DESCRIPTIONS

The letters in the title of the course refer to the discipline as defined by the Texas Higher Education Coordinating Board's Texas Common Course Numbering System. The numbers in the course's title indicate the level of the course; courses beginning with **1** are generally freshman-level courses and those beginning with **2** are generally sophomore level courses.

The numbers listed on the right margin of the course descriptions (such as 3-3-0) are explained below:

- The first digit is the number of **semester credit hours** for the course.
- The second digit is the number of **lecture hours per week** in a regular 16 week semester.
- The third digit is the number of **laboratory/clinical/internship/practicum hours** per week in a regular 16 week semester.

Hours met per week are based on 16 week semester-length classes; courses of shorter duration such as flex classes and summer classes will meet for more hours per week for equivalency.

Course prerequisites must be satisfactorily completed prior to enrollment in the course as indicated. Co-requisites are courses which must be enrolled in concurrently. Courses that are cross-listed indicate another course title which is the course equivalent.

### ACCT (Accounting)

#### ACCT 2301 Principles of Accounting I - Financial (3-3-0)

This course covers accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships,

and corporations. It includes ethics, the accounting cycle, merchandising and service operations, accounting systems, internal controls & payroll.

**ACCT 2302 Principles of Accounting II - Managerial (3-3-0)**

Prerequisite: ACCT 2301

This course is a continuation of financial accounting. The major topics covered are: corporations, financial analysis, concepts of management accounting, product costing systems, and decision analysis for planning and controlling operations.

**ANTH (Anthropology)**

**ANTH 2301 Physical Anthropology (3-3-0)**

Studies theories concerning the development of human physical differences and biological adaptations. The course will examine the following applied study topics: the human skeleton, human genetics, race and physical characteristics unique to the primate order.

**ANTH 2302 Introduction to Archeology (3-3-0)**

Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures.

**ANTH 2346 General Anthropology (3-3-0)**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology.

**ANTH 2351 Cultural Anthropology (3-3-0)**

Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

**ANTH2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**ARAB (Arabic Language)**

**ARAB 1411 Beginning Arabic I (4-4-1)**

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**ARAB 1412 Beginning Arabic II (4-4-1)**

Prerequisite: ARAB 1411

This course is a continuation of ARAB 1412. Students will expand on the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**ARAB 2311 Intermediate Arabic I (3-3-0)**

Prerequisite: ARAB 1412

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**ARAB 2312 Intermediate Arabic II (3-3-0)**

Prerequisite: ARAB 2311.

Continuation and extension of ARAB 2311 review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes advanced skills in conversation, vocabulary acquisition, reading, composition, and culture.

**ARTC (Graphic Arts)**

**ARTC 1317 Design Communication I (3-2-4)**

Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

**ARTC 1321 Illustration Techniques I (3-2-4)**

A study of illustration techniques in various media. Emphasis on creative interpretation and disciplined draftsmanship for visual communication of ideas.

**ARTC 1325 Introduction to Computer Graphics (3-2-4)**

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia.

**ARTC 1327 Typography (3-2-4)**

A study of letter forms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

**ARTC 1349 Art Direction (3-2-4)**

Creation of projects in art direction for advertising graphic campaigns encompassing products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution of a comprehensive project.

**ARTC 2305 Digital Imaging II (3-2-4)**

Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications.

**ARTC 2311 History of Communication Graphics (3-2-4)**

Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.

**ARTC 2317 Typographic Design (3-2-4)**

Exploration of problems in typographic design including computer generated letter forms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

**ARTC 2341 3-D Animation II (3-2-4)**

Skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering and animation software.

**ARTC 2347 Design Communication II (3-2-4)**

An advanced study of design, development, and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

**ARTS (Studio Art & Art History)**

**ARTS 1301 Art Appreciation (3-3-0)**

This course explores the elements of visual language, their nature, functions and relationships in painting, sculpture, architecture, and industrial design. The focus is on the development and application of critical thinking skills.

**ARTS 1303 Art History I (3-3-0)**

This course is an examination of painting, sculpture, architecture, and other arts from prehistoric to the 14th century.

**ARTS 1304 Art History II (3-3-0)**

This is a continuation of the examination of painting, sculpture, architecture, and other arts from the 14th century to present time.

**ARTS 1311 Design I (2-dimensional) (3-3-3)**

Elements and principles of art using two-dimensional concepts. Includes the fundamentals of line, color, form, texture, shape and composition.

**ARTS 1312 Design II (3-dimensional) (3-3-3)**

Prerequisite: ARTS 1311

Elements and principles of art using three-dimensional concepts. Further study of the fundamentals of line, color, form, texture, shape and composition.

**ARTS 1316 Drawing I (3-3-3)**

Introduction to the basic principles and techniques of drawing.

**ARTS 1317 Drawing II (3-3-3)**

Prerequisite: ARTS 1316

Continuation of Drawing I stressing figure proportion and the expressive and conceptual aspects of the figure.

**ARTS 1325 Drawing & Painting (3-3-3)**

Drawing and painting for non-art majors.

**ARTS 2311 Design III (3-3-3)**

Prerequisite: ARTS 1311 and 1312

Elements and principles of art using two- and three-dimensional concepts with an emphasis on color theory and personal expression.

**ARTS 2316 Painting I (3-3-3)**

Prerequisite: ARTS 1311 and ARTS 1316

Art studio course which explores the potential of painting media with emphasis on color composition, and the dynamics of vision.

**ARTS 2317 Painting II (3-3-3)**

Prerequisite: ARTS 2316

Art studio course which continues the ideas of using painting media and techniques with an emphasis on individual expression.

**ARTS 2323 Life Drawing I (3-3-3)**

Prerequisite: ARTS 1317

Basic study of the human form and conceptual aspects of drawing.

**ASTR (Astronomy)**

**ASTR 1403 Stars and Galaxies (4-3-3)**

Prerequisite: Math 0302 or equivalent

Study of stars, galaxies, and the universe outside our solar system. Topics include celestial coordinates, light and telescopes, cosmology and dark matter.

**ASTR 1404 Solar System (4-3-3)**

Prerequisite: Math 0302 or equivalent

Study of the sun and its solar system, including its origin. Topics include planetary atmospheres, rings, moons, asteroids and comets.

**BCIS (Business Computer Information Systems)  
(Refer to COSC for Computer Science programming courses.)**

**BCIS 1305 Business Computer Applications (3-3-0)**

Recommended: Basic Computer Skills

This course is the study of computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (This course is part of the Business Field of Study Curriculum.)

**BIOL (Biology)**

**BIOL 1322 Nutrition & Diet Therapy I (3-3-0)**

Recommendation: Completion of one semester of Biology.

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

**BIOL 1406 Biology for Science Majors I (4-3-3)**

An introductory course that includes the following topics: history and philosophy of the science of biology, basic chemistry, energy transformation, physical phenomena, genetics, evolution, and taxonomy. Laboratory exercises will complement lecture topics. This course is recommended only for science majors.

**BIOL 1407 Biology for Science Majors II (4-3-3)**

Prerequisite: Biology 1406.

A continuation of a two-semester course in biological concepts. This course will emphasize the structure and function of living organisms, comparative animal physiology, evolutionary adaptation, and ecology. Laboratory exercises will complement lecture topics. This course is recommended only for science majors.

**BIOL 1408 Biology for Non-Science Majors I (4-3-3)**

For non-science majors. Introductory course, history and philosophy of the science of biology, basic chemistry, energy transformation, physical phenomena, genetics, evolution, taxonomy and survey of the kingdoms. Laboratory exercises will complement lecture topics.

**BIOL 1409 Biology for Non-Science Majors II (4-3-3)**

Prerequisite: Biology 1408.

For non-science majors. This is a continuation of BIOL 1408. Emphasis is on the structure, function, and physiology of animals and flowering plants. Ecology is also discussed. Laboratory exercises will complement the lecture topics.

**BIOL 2306 Environmental Biology (3-3-0)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

**BIOL 2401 Anatomy & Physiology I (4-3-3)**

Study of the structure and function of the cells, tissues, organs, special senses and the skeletal, muscular, and nervous systems.

**BIOL 2402 Anatomy & Physiology II (4-3-3)**

Prerequisite: Biology 2401.

Study of the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary, and reproductive systems. Human growth, development and genetics are also included.

**BIOL 2404 Anatomy & Physiology (4-3-3)**

Study of the structure and function of human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

**BIOL 2406 Environmental Biology (4-3-3)**

Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems.

**BIOL 2416 Genetics (4-3-3)**

Prerequisite: Biology 1406 or 2401 and Chemistry 1411 or 1405.

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.

**BIOL 2420 Microbiology for Non-Science Majors (4-3-4)**

This course includes a study of the microbiology and clinical pathology vital to the paramedical health profession, upon which infectious diseases and their prevention and nursing care depend. Special emphasis is placed on disease etiology, epidemiology, and host-parasite interactions.

**BIOL 2421 Microbiology for Science Majors (4-3-4)**

Prerequisite: Biology 1406 and Chemistry 1411.

This course includes a comprehensive microbiological survey of the Monerans, Protistans, Fungi, and viruses. Taxonomy, genetics, physiology, metabolism, and microbial ecology are considered, as well as environmental and industrial microbiology and immunology.

**BMGT (Business Management)**

**BMGT 1191 Special Topics in Business Admin Management,  
General (1-1-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**BMGT 1292 Special Topics in Purchasing, Procurement, and  
Contracts (2-2-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.



**BMGT 1301 Supervision (3-3-0)**

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

**BMGT 1303 Principles of Management (3-3-0)**

Concepts, terminology, principles, theories, and issues in the field of management.

**BMGT 1305 Communications in Management (3-3-0)**

Basic theory and processes of communication skills necessary for the management of an organization's workforce.

**BMGT 1307 High Performance Work Teams (3-3-0)**

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.

**BMGT 1309 Information and Project Management (3-3-0)**

Critical path methods for planning and controlling projects. Includes time/cost trade-offs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.

**BMGT 1331 Production and Operations Management (3-3-0)**

Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

**BMGT 1341 Business Ethics (3-3-0)**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

**BMGT 1342 Project Scope and Risk Management (3-3-0)**

Identification, analysis, and mitigation of threats to project management elements and the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project.

**BMGT 1344 Negotiations and Conflict Management (3-3-0)**

Recognize non-verbal aspects and overall communication skills in negotiations and conflict resolution; recognize power in negotiations; identify strategies in group negotiations; demonstrate strategy and tactics in per-

sonal preparation for negotiations; assess interpersonal styles and characteristics of negotiation and conflict resolution.

**BMGT 1345 Communication Skills for Managers (3-3-0)**

Comprehensive study of advanced communication skills for managers in business and industry, including advanced techniques in reading, writing, listening, and speaking. Emphasis on clear, concise written and spoken communication in terms of business letters, memos, and reports, as well as oral presentations; techniques for time management; prioritizing reading materials, and comprehending the main ideas and salient details of technical materials, including journals and reports, and other work-related materials.

**BMGT 1382 Cooperative Education-Business Administration and Management, General (3-0-20)**

Prerequisite: BMGT 1303

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.

**BMGT 1391 Special Topics in Business Administration and Management General (3-3-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**BMGT 2303 Problem Solving and Decision Making (3-3-0)**

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids.

**BMGT 2305 Advanced Communications in Management (3-3-0)**

Explain procedures for writing organizational manuals, reports, proposals, and research; identify the process of oral presentations for managers; describe the basic principles of the technical writing style for managers in organizations; and compose formal and informal reports for organizational purposes.

**BMGT 2309 Leadership (3-3-0)**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

**BMGT 2310 Financial Management (3-3-0)**

Prerequisite: ACCT 2301 Financial Accounting recommended and MATH 0301 with a grade of "C" or better or equivalent

Emphasis on the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit settings. Topics include managerial concepts and systems, various analysis for decision making, and planning and control.

**BMGT 2311 Management of Change (3-3-0)**

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style.

**BMGT 2331 Principles of Quality Management (3-3-0)**

Prerequisite: BMGT 1331

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

**BMGT 2341 Strategic Management (3-3-0)**

Prerequisite: BMGT 1303, MRKG 1311, HRPO 2307, and BUSG 1345, or department approval

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**BMGT 2383 Coop Education - Business Admin and Management (3-0-20)**

Prerequisite: BMGT 1382 and MRKG 1381

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.

## **BNKG (Banking)**

### **BNKG 1191 Special Topics in Banking and Financial Support Services (1-1-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### **BNKG 1291 Special Topics in Banking and Financial Support Services (2-2-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### **BNKG 1303 Principles of Bank Operation (3-3-0)**

Overview of the fundamental banking functions and the role of regulation in the banking industry. Explanation of financial products and services to various markets.

### **BNKG 1340 Money and Banking (3-3-0)**

Monetary policy and its related effects on financial intermediaries. Includes financial markets, regulatory functions, and structures. Addresses investment and funds management.

### **BNKG 1343 Law and Banking (3-3-0)**

Prerequisite: BNKG 1303

An introduction to basic sources of law and banking regulation. Emphasis on the laws relating to contracts, negotiable instruments, secured transactions, and consumer credit.

### **BNKG 1345 Consumer Lending (3-3-0)**

Prerequisite: BNKG 1303

A study of the different types of consumer loans. Identify the federal regulations and state laws pertaining to collection and serving of a consumer loan and relate consumer credit to the lending process.

### **BNKG 1349 Commercial Lending (3-3-0)**

Prerequisite: BNKG 1303

Overview of the commercial lending market and process. Emphasis on credit

analysis, evaluation, federal regulation, and state laws related to business and industrial lending.

**BNKG 1351 Selling Bank Products and Services (3-3-0)**

Characteristics and benefits of bank products and services. Emphasis on the personal selling process and quality customer service. Application of personal selling, cross-selling, and related product benefits to individual customer needs.

**BNKG 1353 Mortgage Lending (3-3-0)**

Prerequisite: BNKG 1303

Overview of the mortgage lending market and process. Emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans.

**BNKG 1356 Analyzing Financial Statements (3-3-0)**

A study of the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. Emphasis on the relationship of comparative analysis and industry standards.

**BNKG 1359 Loan Servicing (3-3-0)**

Examination of how mortgage lenders handle loans from the time a loan is closed until the final payment is made. Focus on the legal aspects and actual procedures used in the daily operations of the loan servicing function. Topics include escrow accounting, contract servicing, governmental regulations, taxing authorities and establishing tax rates and economic impacts of delinquency.

**BNKG 1391 Special Topics in Banking and Financial Support Services (3-3-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**BNKG 1491 Special Topics in Banking and Financial Support Services (4-4-0)**

Prerequisite: Department approval

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**BNKG 2380 Cooperative Education - Banking and Financial Support Services (3-0-20)**

Prerequisite: Department approval

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.

**BUSA (Business Administration)**

**BUSA 1313 Investments (3-3-0)**

An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions.

**BUSG (General Business)**

**BUSG 1303 Principles of Finance (3-3-0)**

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

**BUSG 1304 Personal Finance (3-3-0)**

A study of the financial problems encountered in managing family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning.

**BUSG 2307 Legal and Social Environment of Business (3-3-0)**

The role of law in business and society including government regulations of business, legal reasoning, sources of law, social policy, legal institutions, antitrust, security regulations, consumer protection, environmental laws, worker health and safety, employment discrimination, and other laws affecting business.

**BUSG 2309 Small Business Management (3-3-0)**

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues..

**BUSI (Business)**

**BUSI 1301 Business Principles (3-3-0)**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.

**BUSI 1307 Personal Finance (3-3-0)**

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

**BUSI 2301 Business Law (1st semester Business Law) (3-3-0)**

Principles of law which form the legal framework for business activity. Major areas of content include the origins of law, government, regulation of business, personal property law, contract law, and domestic and international sales law.

**BUSI 2302 Legal Environment of Business (2nd semester Business Law) (3-3-0)**

Prerequisite: BUSI 2301

Role of law and government regulations in business and society. Includes legal reasoning, sources of law, social policy and legal institutions, and laws relating to antitrust protection, security regulations, consumer protection, environmental protection, worker health and safety, and employment discrimination.

**CDEC (Child Development)**

**CDEC 1164 Practicum (or Field Experience) - Child Development (1-0-6)**

Prerequisite: Completion of or concurrent enrollment in CDEC 1321.

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1165 Practicum (or Field Experience) - Child Development (1-0-6)**

Prerequisite: Completion of or concurrent enrollment in CDEC 1321.

This course is a continuation of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1303 Families, School & Community (3-3-0)**

Study of the child, family, community, and schools. Includes parent education and involvement, family and community life-styles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1311 Educating Young Children (3-3-0)**

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1313 Curriculum Resources for Early Childhood Programs (3-3-0)**

Prerequisite: TECA 1311

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

**CDEC 1318 Wellness of the Young Child (3-3-0)**

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1319 Child Guidance (3-3-0)**

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children.

**CDEC 1321 The Infant and Toddler (3-3-0)**

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.



**CDEC 1339 Early Childhood Development: 0-3 Years (3-3-0)**

Principles of normal growth and development from conception through three years of age. Emphasizes physical, intellectual, and social/emotional development.

**CDEC 1341 CDA Preparation for Assessment (3-3-0)**

Preparation for the CDA credential assessment. Includes writing CDA competency statements and completing a CDA professional file.

**CDEC 1354 Child Growth and Development (3-3-0)**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

**CDEC 1356 Emergent Literacy for Early Childhood (3-3-0)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

**CDEC 1358 Creative Arts for Early Childhood (3-3-0)**

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 1359 Children with Special Needs (3-3-0)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

**CDEC 1380 Cooperative Education - Child Care Provider/Assistant (3-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2322 and a minimum of 20 hours per week employment in an approved child care program  
Career-related activities encountered in the student's area of specialization 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.

**CDEC 1381 Cooperative Education - Child Care Provider/Assistant (3-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2324 and a minimum of 20 hours per week employment in an approved child care program  
Career-related activities encountered in the student's area of specialization

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.

**CDEC 1392 Special Topics in Child Development (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**CDEC 1480 Cooperative Education - Child Care Provider/Assistant (4-0-20)**

Prerequisite: A minimum of 29 hours per week employment in an approved child care program

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.

**CDEC 1481 Cooperative Education - Child Care Provider/Assistant (4-0-20)**

Prerequisite: Concurrent enrollment in CDEC 2322 and a minimum of 20 hours per week employment in an approved child care program

Career-related activities encountered in the student's area of specialization 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.

**CDEC 2280 Cooperative Education - Child Care Provider/Assistant (3-3-0)**

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.

**CDEC 2307 Math and Science for Early Childhood (3-3-0)**

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

**CDEC 2322 Child Development Associate Training II (3-3-0)**

Prerequisite: Concurrent enrollment in CDEC 1380 and employment in an approved child care program

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safety, health, learning environment, self awareness, social relationships, and guidance.

**CDEC 2324 Child Development Associate Training III (3-3-0)**

Prerequisite: Concurrent enrollment in CDEC 1381 and employment in an approved child care program

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism.

**CDEC 2326 Administration of Programs for Children I (3-3-0)**

Prerequisites: CDEC 1311 and CDEC 1318

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2341 The School Age Child (3-3-0)**

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques.

**CDEC 2428 Administration of Programs for Children II (4-3-3)**

Prerequisite: CDEC 2326

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

**CHEM (Chemistry)**

**CHEM 1104 Chemical Calculations (1-0-3)**

This course is a study of the mathematical applications used in chemistry. Designed for science and engineering students, it includes the development of problem-solving skills for general chemistry.

**CHEM 1105 Introductory Chemistry Laboratory I (1-0-3)**

Prerequisite: Credit or concurrent enrollment in CHEM 1305

This course, designed to complement CHEM 1305, provides an introduction to methods and techniques of chemical experimentation and emphasizes the study of the principles of inorganic chemistry.

**CHEM 1107 Introductory Chemistry Laboratory II (1-0-3)**

Prerequisite: Credit for CHEM 1105 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1307.

This laboratory course is designed to accompany CHEM 1307 with an emphasis on organic chemistry and biochemistry.

**CHEM 1305 Introductory Chemistry I (3-3-0)**

Prerequisite: Eligibility to take MATH 0303

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should also take CHEM 1105.

**CHEM 1307 Introductory Chemistry II (3-3-0)**

Prerequisite: CHEM 1305 or equivalent with a grade of "C" or better.

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in nursing. If a laboratory course is needed, the student should also take CHEM 1107.

**CHEM 1405 Introductory Chemistry I (4-3-3)**

Prerequisite: Eligibility to take MATH 0303.

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes inorganic chemistry.

**CHEM 1407 Introductory Chemistry II (4-3-3)**

Prerequisite: CHEM 1405 with a grade of "C" or better or equivalent

This course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and some students pursuing degrees in nursing. A laboratory is included that emphasizes organic chemistry and biochemistry.

**CHEM 1111 General Chemistry I (1-0-3)**

Prerequisite: Credit or concurrent enrollment in CHEM 1311.

This course provides a quantitative study of the properties of chemical substances

**CHEM 1112 General Chemistry II (1-0-3)**

Prerequisites: Credit for CHEM 1111 with a grade of "C" or better, and credit or concurrent enrollment in CHEM 1312

This laboratory course involves selected laboratory experiments related to topics in CHEM 1312 and the principles and practice of separation and identification of ions.

**CHEM 1311 General Chemistry I (3-3-0)**

Prerequisite: MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. This course is suitable for science majors. If a laboratory is also needed, the student should also take CHEM 1111. This course is equivalent to the lecture portion of CHEM 1411.

**CHEM 1312 General Chemistry II (3-3-0)**

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or better

This course is a continuation of CHEM 1311 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. Students needing a laboratory should also enroll in CHEM 1112. This course is equivalent to the lecture portion of CHEM 1412.

**CHEM 1411 General Chemistry I (4-3-3)**

Prerequisite: MATH 1314 or higher

This is a lecture and laboratory course which covers the fundamental principles of inorganic chemistry: modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, and other topics. CHEM 1411 is a combination of CHEM 1311 and CHEM 1111. This course is suitable for science majors.

**CHEM 1412 General Chemistry II (4-3-3)**

Prerequisite: Credit for CHEM 1411 or its equivalent with a grade of "C" or better.

This course is a continuation of CHEM 1411 including molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and other topics. CHEM 1412 is equivalent to a combination of CHEM 1312 and CHEM 1112.

**CHEM 2223 Organic Chemistry Laboratory I (2-0-4)**

Corequisite: CHEM 2323 or permission of the instructor

This course is an introduction to organic laboratory techniques such as distillation, crystallization, chromatography, and basic organic reactions. Prerequisite: CHEM 1312 and 1112 or permission of the instructor.

**CHEM 2225 Organic Chemistry Laboratory II (2-0-4)**

Corequisite: CHEM 2325 or permission of the instructor

This course is a continuation of Chemistry 2223 with emphasis on spectroscopy, organic analysis, and major organic reactions. Prerequisite: CHEM 2223.

**CHEM 2323 Organic Chemistry I (3-3-0)**

Prerequisite: CHEM 1312 and 1112 or permission of the instructor

An introductory course in organic chemistry. This course includes a study of the structure and properties of carbon compounds. The semester covers primarily stereochemistry and the structure and properties of aliphatic and aromatic hydrocarbons.

**CHEM 2325 Organic Chemistry II (3-3-0)**

Prerequisite: CHEM 2323

A continuation of Chemistry 2323. This course studies the chemistry of carboxylic acids, carbonyl compounds, and amines. Also included is a study of the physical means, spectroscopy, used to determine the structure of organic molecules.

**CHIN (Chinese Language)**

**CHIN 1411 Beginning Chinese I (4-4-1)**

This course is for students with little or no knowledge of Chinese. Students will study the sound system (Pinyin), simple sentences and grammar of the language. Practice in listening, speaking, reading and writing is included.

**CHIN 1412 Beginning Chinese II (4-4-1)**

Prerequisite: CHIN 1411 or equivalent

This second semester course continues the study of the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**CHIN 2311 Intermediate Chinese I (3-3-0)**

Prerequisite: CHIN 1412 or equivalent

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**CHIN 2312 Intermediate Chinese II (3-3-0)**

Prerequisite: CHIN 2311 or equivalent

This course is a continuation, review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

## COMM (Communication)

### **COMM 1307 Introduction to Mass Communication (3-3-0)**

The course includes the study of the media by which entertainment and information messages are delivered and includes an overview of the traditional mass media: their functions, structures, supports, and influences. Students will develop an understanding of the interrelationship of mass media in society and examine the influences governing the development of mass communication processes.

### **COMM 1318 Photography I (3-3-1)**

This course is an introduction to the basics of photography including camera operation, techniques, knowledge of chemistry, and presentation skills. The emphasis is on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. This course is for those interested in photography as either a career or serious hobby. Design and creativity are addressed through analysis of the work of master photographers, contemporary photographs, and the evaluation of student assignments. Selected shooting assignments with different subjects, lighting conditions and environments are required.

### **COMM 1319 Photography II (3-3-1)**

Prerequisite: COMM 1318 or equivalent

This course is designed to extend the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. The emphasis is on the aesthetics through advanced lighting and composition.

### **COMM 1335 Survey of Radio/Television (3-3-0)**

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

### **COMM 2300 Media Literacy (3-3-0)**

Criticism and analysis of the function, role, and responsibility of the mass media in modern society from the consumer perspective. Includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media.

### **COMM 2301 Intro to Technology and Human Communication (3-3-0)**

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group de-

cision-making, and public and private communication contexts.  
(Cross-listed as SPCH 2301)

**COMM 2302 Principles of Journalism (3-3-0)**

Exploration of ethical and legal boundaries as well as issues and problems facing today's journalist. Students will explore various forms of media and the impact of journalistic decisions on culture.

**COMM 2305 Editing & Layout (3-3-0)**

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

**COMM 2309 News Editing & Copy Reading I (3-3-0)**

Prerequisite: COMM 2311

This course focuses on copy editing for print media; selecting, processing, and displaying news; and other information. Reader interest, readability, clarity, verification and style are emphasized. Newspaper style, headline writing, proofreading, and page makeup are presented.

**COMM 2310 News Editing & Copy Reading II (3-3-0)**

Prerequisite: COMM 2309

This course is a continuation of COMM 2309 and will emphasize copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup.

**COMM 2311 News Gathering & Writing I (3-3-0)**

Prerequisite: COMM 1307 and ENGL 1301

Course focuses on the fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

**COMM 2315 News Gathering & Writing II (3-3-0)**

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. This course includes lectures in specialized areas by professional reporters.

**COMM 2316 Interviewing (3-3-0)**

Application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

(Cross-listed as SPCH 2316)

**COMM 2324 Practicum in Electronic Media (Digital) (3-2-2)**

This course focuses on development of Photoshop skills to be used in news-



papers, magazines or the Web. It enables students interested in photography or photojournalism to build their skills.

**COMM 2325 Practicum in Electronic Media (Digital) (3-2-2)**

This course focuses on the development of Web sites, including HTML, site design and Internet research. The course has a production component in which students work on the department's Web sites. Lecture and laboratory instruction and participation.

**COMM 2327 Introduction to Advertising (3-3-0)**

This course explores the fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.

**COMM 2330 Introduction to Public Relations (3-3-0)**

This course explores the history and development of public relations. It includes the presentation of the theory behind and process of public relations, including the planning, implementation, and evaluation of PR campaigns.

**COMM 2332 Radio/Television News (3-3-0)**

Preparation and analysis of news styles for the electronic media. Students will analyze and develop news for various forms of electronic media.

**COMM 2339 Writing for Radio, Television, & Film (3-3-0)**

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

**COSC (Computer Science)**

**(Refer to BCIS for business-oriented programming courses.)**

**COSC 1301 Microcomputer Applications (3-3-0)**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. (Cross-listed as BCIS 1305)

**COSC 1315 Fundamentals of Programming (3-3-0)**

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

**COSC 2415 Data Structures (4-4-0)**

Prerequisite: COSC 2430 with a grade of "C" or better or equivalent  
Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

**COSC 2430 Advanced Structured Languages (4-4-0)**

Prerequisites: COSC 1315 with a grade of "C" or better or equivalent and concurrent enrollment in MATH 1314 or higher or department approval  
Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

**CRIJ (Criminal Justice)**

**CRIJ 1301 Introduction to Criminal Justice (3-3-0)**

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

**CRIJ 1306 Court Systems & Practices (3-3-0)**

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

**CRIJ 1307 Crime in America (3-3-0)**

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.

**CRIJ 1310 Fundamentals of Criminal Law (3-3-0)**

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

**CRIJ 1313 Juvenile Justice System (3-3-0)**

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.



**CRIJ 2301 Community Resources in Corrections (3-3-0)**

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.

**CRIJ 2313 Correctional Systems & Practices (3-3-0)**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

**CRIJ 2314 Criminal Investigation (3-3-0)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CRIJ 2323 Legal Aspects of Law Enforcement (3-3-0)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

**CRIJ 2328 Police Systems & Practices (3-3-0)**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

**DANC (Dance)**

**DANC 1110 Tap I (1-1-2)**

An introduction to tap dance techniques emphasizing fundamentals of body placement, vocabulary, and styles in tap. Students will develop tap combinations to enhance technical skills, memory, and performance qualities.

**DANC 1128 Ballroom I (1-1-2)**

This course is an introduction to American social ballroom dancing. Basics in Waltz, Foxtrot, Rumba, Cha Cha, Tango, and Swing will be presented. The emphasis is placed on footwork, lead/follow, timing/rhythm, styling, and the blending of movements.

**DANC 1129 Ballroom II (1-1-2)**

Prerequisite: DANC 1128 or permission of instructor

This course is a continuation of DANC 1128. Emphasis is placed on alignment, partnering skills, rhythmical analysis, and increased knowledge of patterns and variations.

**DANC 1141 Ballet I (1-1-2)**

This is a course in classical ballet technique which includes: barre work, center floor, allegro, adagio, and turning. Correct body alignment and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

**DANC 1142 Ballet II (1-1-2)**

Prerequisite: DANC 1141 or permission of instructor

The course provides expanded studies of beginning ballet. The classical ballet techniques of barre work, center floor, allegro, adagio, turning, correct body alignment, and use of ballet terminology is included. Students will work on dance combinations to improve technical skills, memory, and performance abilities.

**DANC 1145 Modern Dance I (1-1-2)**

The techniques and theory of fundamental body movements used in dance are the focus of this course. Dance composition, self-confidence, poise, grace, ease of movement, and a broad cultural background of dance as an art form are included.

**DANC 1146 Modern Dance II (1-1-2)**

Prerequisite: DANC 1145 or permission of instructor

This course is a continuation of DANC 1145. Intermediate levels of dance technique, composition, and repertoire are included.

**DANC 1147 Jazz Dance I (1-1-2)**

This course incorporates jazz dance styles and techniques which will improve strength, flexibility, and coordination using current music and movement trends. Students will work on dance combinations to improve technical skills, memory, and performance qualities.

**DANC 1151 Dance Performance I (1-1-2)**

Prerequisite: DANC 1145 or DANC 1147 or permission of instructor

The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

**DANC 1152 Dance Performance II (1-1-2)**

Prerequisite: DANC 1151

This is a continuation of DANC 1151. The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will further expand their experience the mechanics of auditions,

rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

**DANC 1153 Spanish Ballet I (1-1-2)**

This course provides instruction and participation in Spanish Ballet dance technique. It introduces students to footwork techniques emphasizing fundamentals of body placement and vocabulary of this form of dance. Students will develop dance combination to enhance technical skills, memory, and performance qualities.

**DANC 1212 Dance Practicum I (2-1-2)**

This course will enable students to gain experience in creative movement, improvisation and choreography as well as facilitating groups. This dance practicum focuses on improvisation, choreography, rehearsal, performance and group facilitation.

**DANC 1213 Dance Practicum II (2-1-2)**

Prerequisite: DANC 1212 or permission of instructor

This course will enable dance majors/minors, and/or serious dance students to experience dance performance in order to develop technical, cognitive and aesthetic learning in the field of dance. It focuses on the elements of live dance performance including technical theatre, staging, rehearsal and performance.

**DANC 1305 World Dance I (3-3-0)**

Instruction in dance forms from at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.

**DANC 2151 Dance Performance III (1-1-2)**

Prerequisite: DANC 1151 and DANC 1152

This is a continuation of DANC 1152. The purpose of this course is to expose dancers to the process involved in becoming an educated performer. Students will further expand their experience the mechanics of auditions, rehearsal, backstage production, and presentation as a performance group. New choreography will be covered each time the course is taught.

**DANC 2210 Dance Repertory I (2-1-2)**

A practicum in dance as a performing art.

**DANC 2212 Dance Practicum III (2-1-2)**

Prerequisite: DANC 1212 and DANC 1213 or permission of instructor  
This course will enable dance majors/minors, and/or serious dance students to experience dance performance in order to further develop technical, cognitive and aesthetic learning in the field of dance. It focuses on the elements of live dance performance including technical theatre, staging, rehearsal and performance. It also emphasizes choreography, rehearsal, performance and group facilitation.

**DANC 2303 Dance Appreciation I (3-3-0)**

This course introduces the student to dance as a universal form of human expression and surveys dance forms as they have developed throughout history and around the world. Comparisons are made between dance and other art forms in cultural context.

**DRAM (Drama)**

**DRAM 1120 Theater Practicum I (1-0-3)**

This course is a practicum in scene construction, lighting, sound, costuming, publicity, stage properties, acting, and general theatre practices.

**DRAM 1310 Introduction to Theater (3-3-0)**

This course is a survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Students will be expected to participate in management, acting and technical activities.

**DRAM 1330 Stagecraft I (3-3-2)**

This is a course in basic technical theatre practice, using materials and principles of stagecraft, scene painting, and properties. Participation in technical crews of college theatre productions may be required.

**DRAM 1341 Makeup (3-3-0)**

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

**DRAM 1351 Acting I (3-3-2)**

This course focuses on the development of basic skills and techniques of acting including increased sensory awareness, greater self-confidence, stage movement, characterization, and improvisation. Students will be expected to participate in management, acting and technical activities.

**DRAM 1352 Acting II** (3-3-2)

Prerequisite: DRAM 1351 or permission of instructor

This course is a continuation of DRAM 1351. It includes development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. There is an emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

**DRAM 2331 Stagecraft II** (3-3-2)

Prerequisite: DRAM 1330

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

**DRAM 2336 Voice for the Theater** (3-3-0)

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.

**ECON (Economics)**

**ECON 1301 Introduction to Economics** (3-3-0)

A brief survey of the major topics in macroeconomics and microeconomics. The focus is on introducing the science of economics and preparing a foundation for those wishing to take further economics courses.

**ECON 1303 Consumer Economics** (3-3-0)

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes, and consumer protection.

**ECON 2301 Principles of Macroeconomics** (3-3-0)

History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems.



**ECON 2302 Principles of Microeconomics (3-3-0)**

History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods and services including the utilization of resources, analysis of value and prices, national income analysis, fiscal policies, monetary and banking theory and policy, distribution of income, labor problems, international economics, and economics systems. Attention given to the application of economic principles to economic problems.

**ECON 2311 Economic Geography (3-3-0)**

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing. (Cross-listed as GEOG 2312)

**ECON 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in economics. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**EDTC (Teacher Education)**

**EDTC 1264 Practicum (or Field Experience) - Teacher Assistant/Aide (2-0-16)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EDTC 1301 Educational Systems (3-3-0)**

A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools.

**EDTC 1311 Instructional Practices and Effective Learning Environments (3-3-0)**

General principles for selecting developmentally appropriate strategies in core curriculum areas and planning the classroom environment. Topics address methods for supporting instructional planning and implementation of educational goals. Exploration of teamwork skills and methods for providing instructional accommodations and modifications.

**EDTC 1364 Practicum (or Field Experience) - Teacher Assistant/Aide (3-0-20)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EDTC 1394 Special Topics in Teacher Assistant/Aide (3-3-0)**

Topics address recently identified current events, skills, knowledge, and / or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**EDTC 2317 Guiding Student Behavior (3-3-0)**

A study of developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

**EDUC (Education)**

**EDUC 1301 Introduction to the Teaching Profession (3-3-1)**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 1325 Principles and Practices of Multicultural Education (3-3-0)**

An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

**EDUC 2301 Introduction to Special Populations (3-3-1)**

Prerequisite: EDUC 1301

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

**EMAP (Emergency Management)**

**EMAP 1305 Texas Disaster Recovery and Emergency Planning (3-3-0)**

Basic policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. Introduces the emergency management planning process, planning standards, planning techniques, and the steps in the development of a basic emergency management plan and its functional annexes. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G620 and G235.

**EMAP 1345 Texas Hazard Mitigation and Debris Management (3-3-0)**

Hazard mitigation process and available methodologies which, when applied, will contribute to reducing the vulnerability of a jurisdiction. Includes an in-depth study of potential funding mechanisms including the Hazard Mitigation Grant Program.

**EMAP 1400 Principles of Basic Emergency Management (4-4-0)**

Overview of the Texas Emergency Management System and the concepts of emergency management and its integration of systems, basic definitions, identification of hazards and their analyses. Includes the role of the local emergency manager, coordination of systems and agreements among various governments, requests for state assistance during an emergency, hazardous materials planning, emergency management-related grants, and availability of surplus property. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G230 and G610.

**EMAP 1440 Texas Exercise Design and Incident Command**

**(4-4-0)**

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency courses G920 and G193.

**EMAP 2300 Developing Volunteer Resources and Decision Making**

**(3-3-0)**

Management of volunteer services. Includes system/needs analysis, program definition, volunteer role/task definition, job descriptions, publicity and recruitment, training, interviewing techniques, maintenance, and liability issues. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

**EMAP 2301 Leadership and Effective Communication**

**(3-3-0)**

Analysis of personal and group dynamics in an emergency management setting. Supports all facets of interaction in the emergency management arena through an in-depth study of how people communicate. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G240 and G242.

**EMAP 2302 Mass Casualty and Critical Incident Stress Debriefing**

**(3-3-0)**

Disaster scene control involving large numbers of casualties and coordination of the responding agencies. Includes observation and critique of mass casualty disaster drills. Also covers an in-depth study of the effects of post-traumatic stress on emergency workers and examination of the advantages of critical incident stress debriefing.

**EMAP 2386 Internship - Fire Protection and Safety Technology/  
Technician**

**(3-0-16)**

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.

**ENGL (English)**

**ENGL 0300 Basic English I (3-3-0)**

Placement: Scores based on entrance exam

Emphasizes effective sentences. For students who need to improve their basic skills in grammatical usage, functions of words and sentence structure. This course cannot be substituted for any part of the regular courses. A student in English 0300 must receive a grade of "C" or better before being permitted to take English 0301.

**ENGL 0301 Basic English II (3-3-0)**

Prerequisite: Appropriate placement score or ENGL 0301 with a grade of "C" or better

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

**ENGL 1301 Composition I (3-3-0)**

Prerequisite: Appropriate placement score or ENGL 0301 with a grade of "C" or better.

English 1301 emphasizes training in reading and writing skills. Course requires expository essays. Based on provocative and critical readings.

**ENGL 1302 Composition II (3-3-0)**

Prerequisite: Passing grade in ENGL 1301

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking.

**ENGL 2307 Creative Writing I (3-3-0)**

Prerequisite: ENGL 1302

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

**ENGL 2322 British Literature I (3-3-0)**

Prerequisite: ENGL 1302

A survey of British Literature from the Old English Period through the Eighteenth Century. A research paper or term project is required.

**ENGL 2323 British Literature II (3-3-0)**

Prerequisite: ENGL 1302

Selected significant works of British literature. May include study of movements, schools, or periods.

**ENGL 2327 American Literature I (3-3-0)**

Prerequisite: ENGL 1302

A survey of American literature from the early Colonial Period to the beginnings of Realism.

**ENGL 2328 American Literature II (3-3-0)**

Prerequisite: ENGL 1302

Selected significant works of American literature. May include study of movements, schools, or periods.

**ENGL 2332 World Literature I (3-3-0)**

Prerequisite: ENGL 1302

Survey of representative masterpieces of world literature of the Western World beginning with ancient writings and ending with the Renaissance.

**ENGL 2333 World Literature II (3-3-0)**

Prerequisite: ENGL 1302

Selected significant works of world literature. May include study of movements, schools, or periods.

**ENGL 2375 Children and Adolescent Literature (3-3-0)**

Prerequisite: ENGL 1302

A survey of the history, development, and educational usage of literature for children and adolescents. Practical application of literature in the classroom setting for teacher preparation.

**ENGL 2376 Literature of American Minorities (3-3-0)**

Prerequisite: ENGL 1302

An exploratory study of the literature of America's ethnic minorities. Critical examination of sociocultural elements in representative works by the American Indian, African American, the Latin American, and the Asian American.

**ENGR (Engineering)**

**ENGR 1201 Introduction to Engineering (2-2-0)**

Introduction to engineering as a discipline and a profession. Includes instruction in the application of mathematical and scientific principles to the solution of practical problems for the benefit of society.

**ENGR 1204 Engineering Graphics I (2-2-2)**

This is an introductory course designed to provide students with an understanding of the basic principles of mechanical and freehand technical drawing. Students will learn how to produce drawings mechanically (with instruments) and with freehand techniques. Visual perception and problem

solving skills are utilized to graphically communicate concepts clearly and precisely.

**ENGR 1205 Engineering Graphics II (2-2-2)**

Prerequisite: ENGR 1204 or equivalent with departmental approval

This course is designed to follow ENGR 1204 with an introduction to computer-aided drafting (CAD) and design and 3-D solid modeling. The visualization skills and problem solving techniques developed in the preceding course to create drawings by hand are extended and refined through the use of AutoCAD® and Autodesk Inventor software. The course will conclude with a comprehensive engineering design project.

**ENGR 1407 Plane Surveying (4-3-3)**

Prerequisite: MATH 2412 or equivalent

This course is an introduction to the principles of plane surveying. Topics of study include the use and care of surveying instruments, field notes, measurements, and area calculations. Problems involving the acquisition of data related to highway and building construction will be examined. The course will also introduce elements of topographic map production such as geodesy, coordinate systems, and projections.

**ENGR 2301 Mechanics I: Statics (3-3-0)**

Prerequisites: PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium. Topics include vector algebra, force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Engineering applications such as trusses, frames, and friction are also covered.

**ENGR 2302 Mechanics II: Dynamics (3-3-0)**

Prerequisites: ENGR 2301 and MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Newton's Laws, work energy relations, and impulse-momentum principles are used along with vector algebra and calculus to analyze and solve problems.

**ENGR 2304 Computer Programming For Engineering Applications (3-2-2)**

Prerequisites: MATH 2412 or equivalent with departmental approval

Computer solutions to basic engineering problems are presented in contemporary computer languages. Algorithms, data presentation, and program structures are developed and practiced on computer (mainframe and/or PC).

**ENGR 2305 Circuit Analysis and Network Theory (3-3-0)**

Prerequisite: MATH 2413 with a grade of "C" or better or equivalent, or PHYS 2570 or equivalent

This course is for students who intend to major in electrical engineering. It provides engineering students with basic concepts of electrical engineering and a solid foundation in the fundamentals of electric and electronic circuits, circuit analysis, network principles, steady-state and transient responses, Laplace transforms, and use of SPICE to solve network problems. The approach used is to solve real problems and show connections between basic principles of advanced applications.

**ENGR 2332 Mechanics of Solids (3-3-0)**

Prerequisite: ENGR 2301

In this course, internal forces and deformations in solids are analyzed through the application of fundamental principles of mechanics. Topics include stress and strain in elastic and plastic solids and the related properties of materials.

**ENGR 2403 Statics and Dynamics (4-4-0)**

Prerequisite: PHYS 1570 or equivalent and credit or concurrent enrollment in MATH 2414

This course presents the basic theory and applications of engineering mechanics, with an emphasis on analysis of structures in static equilibrium and also the relative motions of particles and rigid bodies. Topics include vector algebra, systems of forces, free body diagrams, concentrated and distributed loads, centroids, moments of inertia, and laws of dry friction. Various engineering applications such as trusses, frames, and machines are also treated as well as Newton's Laws, work-energy relations, and impulse-momentum principles.

**FLMC (Film Criticism)**

**FLMC 1311 Survey of the Motion Picture (3-3-0)**

Overview of film history and techniques including introduction to cinematic elements and approaches to analysis and criticism.

**FREN (French Language)**

**FREN 1300 Conversational French I (3-3-0)**

This course is for beginners and those who have learned some French, but would like to review. Emphasis will be on speaking and listening comprehension with some reading of the language. Listening skills will be developed to enable the students to understand French spoken at a natural speed. Students will also be able to identify key words and phrases in spoken or



written French. The student will learn basic French to use in a variety of conversational situations.

**FREN 1310 Conversational French II (3-3-0)**

Prerequisite: FREN 1300 or departmental approval

Continuation of FREN 1300 in which emphasis is on speaking and listening skills with reading of the language as well. Students will build on basic practice in comprehension and production of the spoken language and extend on their knowledge of the culture while practicing in a conversational environment.

**FREN 1411 Beginning French I (4-4-1)**

Beginning French is for students with little or no knowledge of French. This introductory course introduces students to the French language and Francophone culture while preparing them to communicate in relevant everyday contexts. The fundamentals of the language are introduced to develop listening, speaking, reading, and writing skills.

**FREN 1412 Beginning French II (4-4-1)**

Prerequisite: FREN 1411 or departmental approval

This course is a continuation of FREN 1411 and will focus on the fundamental skills of listening comprehension, speaking, reading, and writing. After a short review of the grammar and topics from FREN 1411, students will extend their knowledge regarding basic vocabulary, grammatical structures, and culture.

**FREN 2311 Intermediate French I (3-3-0)**

Prerequisite: FREN 1412 or equivalent or departmental approval

This third semester course finishes the basic French language structure survey begun in FREN 1411. The emphasis on listening, reading, writing, speaking and culture continues. Grammar focuses on the future tense, indirect and direct object pronouns, relative pronouns, the subjunctive mood and other groups of regular verbs. An overall review of French grammar is then focused upon to complete the course.

**FREN 2312 Intermediate French II (3-3-0)**

Prerequisite: FREN 2311 or equivalent or departmental approval

This fourth semester course assumes knowledge of the basic structures of the French language. The focus is on expanding students' conversational ability and vocabulary. The emphasis is also on helping students gain a deeper understanding and appreciation of French history, literature, the arts and daily life, as well as the study of other Francophone cultures. Review and application of skills in listening comprehension, speaking, reading, writing and culture will be emphasized.

## **GEOG (Geography)**

### **GEOG 1300 Principles of Geography (3-3-0)**

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. A single-semester course combining physical geography and cultural geography.

### **GEOG 1301 Physical Geography (3-3-0)**

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, with an emphasis on physical geography.

### **GEOG 1302 Cultural Geography (3-3-0)**

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, with an emphasis on cultural geography.

### **GEOG 1303 World Regional Geography (3-3-0)**

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.

### **GEOG 1304 Geography of Middle America (3-3-0)**

Study of the Middle America region 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 that region.

### **GEOG 1305 Geography of North America (3-3-0)**

Study of the North America region 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 that region.

### **GEOG 1375 Geography of the Middle East (3-3-0)**

Study of the Middle Eastern region 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 that region.

### **GEOG 2312 Economic Geography (3-3-0)**

Analytical study of the historical development of particular economic dis-

tributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing. (Cross-listed as ECON 2311)

**GEOG 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**GEOL (Geology)**

**GEOL 1301 Earth Sciences I (3-3-0)**

This course is a survey of the earth sciences. Topics include the nature of the earth as revealed by geology, astronomy, meteorology, oceanography, and other related physical sciences. Some laboratory experiences are included.

**GEOL 1305 Environmental Geology (3-3-0)**

The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning.

**GEOL 1345 Oceanography (3-3-0)**

This course is an introduction to the basic biological, chemical, geological, hydrological, and physical features and processes of the oceans, including origin, evolution, uses, and resources. Some laboratory experiences are included.

**GEOL 1403 Physical Geology (4-3-3)**

The nature and properties of rocks and minerals; processes by which they are formed, altered and transported. Nature and development of the landscape. Laboratory work includes the study of minerals, rocks and topographic maps. Occasional field trips may be arranged.

**GEOL 1404 Historical Geology (4-3-3)**

Prerequisite: GEOL 1403 or permission of instructor  
History of earth and development of life relative to geological time. Laboratory exercises will complement the lecture topics. Occasional field trips may be arranged.

**GERM (German Language)**

**GERM 1300 Conversational German I (3-3-0)**

This course is designed for students with little or no knowledge of German.

Students will participate in the development of the ability to communicate in German with emphasis on the comprehension and production of the spoken language and culture in a conversational setting.

**GERM 1310 Conversational German II (3-3-0)**

Prerequisite: GERM 1300

This is an extension of GERM 1300 which emphasizes the basic practice in comprehension and production of the spoken language. Students will build on basic German to learn uses of the language in a conversational environment while learning about the culture.

**GERM 1411 Beginning German I (4-4-1)**

Beginning German is for students with little or no knowledge of German. Students develop listening, speaking, reading, and writing skills as the German language is presented within the context of everyday life and culture. Students study the German sound system, the present and present perfect tenses, the nominative and accusative cases and the accusative prepositions. Students study vocabulary about daily conversational issues including family, travel, etc.

**GERM 1412 Beginning German II (4-4-1)**

Prerequisite: GERM 1411 or equivalent or departmental approval

This second semester course continues to emphasize listening, speaking, reading and writing skills within culturally significant contexts. Students extend on their knowledge of grammatical rules learned in GERM 1411 while dealing with mass media, movies and cultural performances.

**GERM 2311 Intermediate German I (3-3-0)**

Prerequisite: GERM 1412 or equivalent or departmental approval

This third semester course continues to focus on the listening, speaking, reading, writing and culture. It completes the introduction of basic grammatical structures. Students study ordinal numbers, separable and inseparable prefix verbs, the past perfect tense, comparison of adjectives and adverbs, reflexive verbs, the subjunctive and the passive. Students study vocabulary dealing with cultural behavior and extended cultures including Austria and Switzerland.

**GERM 2312 Intermediate German II (3-3-0)**

Prerequisite: GERM 2311 or equivalent or departmental approval

This fourth semester course completes intermediate-level German. The emphasis is placed on a review and application of skills in listening comprehension, speaking, reading, and writing with emphasis on conversation, vocabulary acquisition, reading, composition, and culture. Students will gain expansion of language skills and a deeper understanding and appreciation of German culture through reading contemporary authors.

## **GOVT (Government)**

### **GOVT 2107 Federal and Texas Constitutions (1-1-0)**

Includes consideration of the Constitution of the United State and the constitutions of the states, with special emphasis on that of Texas. Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 semester credit hours of government courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with Texas Education Code §51.301.

### **GOVT 2301 American Government I (Federal & Texas Constitutions) (3-3-0)**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the American and Texas constitutions, federalism, political participation and elections.

### **GOVT 2302 American Government II (Federal & Texas Topics) (3-3-0)**

Introduction to the theory and practice of politics and government in America at the national, state, and local levels, with special attention to Texas. Topics include political theory, the institutions of government, and domestic and foreign policies.

### **GOVT 2304 Introduction to Political Science (3-3-0)**

Introductory survey of the discipline of political science focusing on the history, scope, and methods of the field, and the substantive topics in the discipline.

### **GOVT 2305 Federal Government (Federal Constitution & Topics) (3-3-0)**

Introduction to the theory and practice of politics and government in America at the national level. Topics include political theory, the American constitution, federalism, political participation and elections, the institutions of government, and domestic and foreign policies.

### **GOVT 2306 Texas Government (Texas Constitution & Topics) (3-3-0)**

Introduction to the theory and practice of politics and government in America at the state and local levels, with special attention to Texas. Topics include political theory, the Texas constitution, federalism, political participation and elections, the institutions of government and state policies.

*(NOTE: Because Texas Education Code; Subchapter F, Section 51.301 does not specify how the required course content should be distributed over the required six SCH, two instructional patterns, represented by the TCCN course sequences GOVT 2301 & 2302 or GOVT 2305 & 2306, have evolved among institutions. Because the combination of a course from one sequence with a course from the other sequence may not successfully fulfill the content requirement of Section 51.301, students are urged to complete all six SCH within a single institution. Inevitably, however, students will seek to combine courses from the two sequences. The following alternative combinations will fulfill the content requirement of Section 51.301: GOVT 2301 and 2305; GOVT 2301 and 2306. The following combinations will not satisfy the content requirement of §51.301: GOVT 2302 & 2305 (omits study of the Texas constitution; GOVT 2302 & 2306 (omits study of the U.S. Constitution). Students with credit for GOVT 2302 & 2305, GOVT 2302 & 2306, or equivalent combinations may satisfy the legislative requirement by earning credit for GOVT 2107, a 1 SCH course providing the required constitutional content missing from these two course combinations.)*

**GOVT 2311 Mexican-American Politics (3-3-0)**

The study of Mexican-American/Chicano/a politics within the American political experience.

**GOVT 2370 The U.S. Congress (3-3-0)**

An introduction to the U.S. Congress, including legislative structure, organization, political control and procedures of Congress by internal analysis and comparison with other legislative bodies.

**GOVT 2372 The U.S. Presidency (3-3-0)**

An introduction to the U.S. Presidency, including the constitutional, traditional and popular determinations of presidential roles and powers, focusing on the organizational style and influence of various presidents.

**GOVT 2374 Introduction to Public Policy and Public Administration (3-3-0)**

An introduction to the relationship between the American political process, public administration and public policy process. Emphasis is on public administration, including policy analysis, budgeting, personnel, organization, leadership, decision making and ethics in a political environment.

**GOVT 2376 Introduction to Comparative Politics (3-3-0)**

An introduction to the study of political development, political processes, and political institutions in several European and non-European settings. Emphasis is on the similarities and differences between and among industrial and less industrial countries, including the roots of dictatorship and democracy and sources of political stability or instability in different parts

of the world. Includes study of the social and economic forces that shape the political process.

**GOVT 2378 Introduction to International Relations (3-3-0)**

An introduction to the study of politics between and among the nation states and non-state actors. Emphasis is on the issues, processes, institutional arrangements and role of the major and minor international and domestic actors, including both historical and analytical approaches in analyzing the issues and theories of international politics. Includes study of the process of globalization and emerging issues.

**GOVT 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**HIST (History)**

**HIST 1301 United States History I (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to 1877.

**HIST 1302 United States History II (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual history of the United States from 1877 to the present.

**HIST 2301 Texas History (3-3-0)**

Survey of Texas from the Spanish exploration to the present.

**HIST 2311 Western Civilization I (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the 17th century.

**HIST 2312 Western Civilization II (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of Europe from the 17th century to the present.

**HIST 2313 History of England I (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of England from prehistory to the 17th century.

**HIST 2314 History of England II (3-3-0)**

Survey of the political, social, economic, military, cultural, and intellectual development of England from the 17th century to the present.

**HIST 2321 World Civilizations I (3-3-0)**

Survey of ancient and medieval history and culture with emphasis on Asian, African, and European cultures.

**HIST 2322 World Civilizations II (3-3-0)**

Survey of modern history and culture with emphasis on Asia, Africa, Europe, and the Americas.

**HIST 2323 Eastern Civilizations (3-3-0)**

Survey of ancient, medieval and modern history and culture with emphasis on Eastern civilizations.

**HIST 2327 Mexican-American History I (3-3-0)**

Historical, economic, social and cultural development of Mexican-Americans up to the 20th century.

**HIST 2328 Mexican-American History II (3-3-0)**

Historical, economic, social and cultural development of Mexican-Americans from the beginning of the 20th century to the present.

**HIST 2381 Selected Topics-Minority History (3-3-0)**

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

**HIST 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**HUMA (Humanities)**

**HUMA 1301 Introduction to the Humanities I (3-3-0)**

This course is an interdisciplinary survey of the humanistic tradition from early times to the Byzantine period (A.D. 500) from a global and multicultural perspective. The student will gain perspectives of the humanistic tradition by focusing on the creative legacy of early civilizations in Europe, the Americas, Africa, and Asia: literature, philosophy, history, architecture, visual arts, music, and dance.

**HUMA 1302 Introduction to the Humanities II (3-3-0)**

An interdisciplinary, multi-perspective assessment of cultural, political,



philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society will be examined from the Byzantine period through the 17th century. A global and multicultural perspective will be used to gain a humanistic perspective of the world.

**HUMA 1305 Introduction to Mexican-American Studies (3-3-0)**

Introduction to the field of Mexican-American/Chicano/a Studies from its inception to the present. Interdisciplinary survey designed to introduce students to the salient cultural, economic, educational, historical, political, and social aspects of the Mexican-American/Chicano/a experience.

**HUMA 1311 Mexican-American Fine Arts Appreciation (3-3-0)**

This course will focus on an examination of Mexican-American/Chicano/a artistic expressions in the visual and performing arts.

**HUMA 1315 Fine Arts Appreciation (3-3-0)**

Understanding purposes and processes in the visual and musical arts including evaluation of selected works will be the focus of this humanities course. An interdisciplinary and multicultural study of arts in modern culture will introduce the student to the philosophical, aesthetic, and social and technical revolutions of the recent past which shape our contemporary world. Global cultural expressions of Europe, the Americas, Africa, and Asia since the 18th century in art, music, literature, drama, and the media will be analyzed in their historical context. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**HUMA 2319 American Minority Studies (3-3-0)**

This course explores historical, economic, social, and cultural development of minority groups in America. May include African-American, Mexican American, Asian American, and Native American issues. Students will examine the role of minority cultures in American society from historical, literary, and sociological perspectives, thus learning to engage in interdisciplinary inquiry.

**ITAL (Italian Language)**

**ITAL 1411 Beginning Italian I (4-4-1)**

Beginning Italian is an introductory course that presents the fundamentals of the Italian language in order to develop listening, speaking, reading and writing skills. It introduces basic vocabulary and grammatical structures in a context that allows students to learn about Italian culture and civilization.

**ITAL 1412 Beginning Italian II (4-4-1)**

Prerequisite: ITAL 1411 or equivalent or department approval

This course is a continuation of ITAL 1411 and will focus on providing the fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

**ITAL 2311 Intermediate Italian I (3-3-0)**

Prerequisite: ITAL 1412 or equivalent or department approval

This course is a continuation of ITAL 1412 and provides additional development at an intermediate level of language skills in listening, speaking, reading and writing. Vocabulary and grammatical constructions are introduced in a context of various aspects of Italian culture and literature.

**ITAL 2312 Intermediate Italian II (3-3-0)**

Prerequisite: ITAL 2311 or equivalent or department approval

The course focus on expanding the students' ability to speak, read, and write. In addition it familiarizes students with different aspects of Italian culture through reading of literary selections that serve as a basis for discussions and composition while providing a more advanced practice in language skills gained in previous semesters of Italian. Review and application of skills in listening comprehension, speaking, reading, and writing.

**KINE (Kinesiology)**

**KINE 1100 Adaptive Physical Conditioning I (1-1-2)**

Prerequisite: Permission of instructor or Disability Support Services

This course is concerned with the capacities and limitations of those with special needs, disabilities, or those who have suffered impairments. It emphasizes the development of cardiorespiratory fitness, muscular strength and endurance, flexibility, and control of body fat. Appropriate individualized exercise prescriptions will be designed for each student.

**KINE 1102 Adaptive Physical Conditioning II (1-1-2)**

Prerequisite: KINE 1100 or permission of instructor or Disability Support Services

This course is a continuation of KINE 1100. Emphasis is placed on the individual student's ability to participate in physical activities to develop cardiorespiratory fitness, muscular strength and endurance, flexibility, and control of body fat.

**KINE 1101 Indoor Cycling (1-1-2)**

This course is designed to facilitate development of cardiovascular endurance training through participation on specially built stationary cycles.

Topics to be introduced and discussed include riding technique, cycling skills, safety, and fitness concepts.

**KINE 1103 Beginning Fitness Yoga (1-1-2)**

This course is designed to facilitate development of the components of fitness through participation in yoga techniques. Topics to be covered include flexibility, body alignment, breathing, and safety.

**KINE 1104 Physical Conditioning (1-1-2)**

This course emphasizes the development of cardiovascular fitness, muscular strength and endurance, flexibility, and control of body fat through the use of aerobic activities and weight training. Typical activities include circuit training, the use of aerobic machines and weight machines, outdoor activities, and stretching exercises.

**KINE 1105 Beginning Golf (1-1-2)**

The basic fundamentals of golf are emphasized including grip, stance, putting, chipping, pitching, and a full swing. The rules of golf are also emphasized. This course is offered off campus and requires an additional fee.

**KINE 1106 Beginning Weight Training (1-1-2)**

This course emphasizes the development of muscular strength and endurance through the use of free weights and weight machines. Typical activity includes a circuit training routine that works all major muscle groups of the body. Principles of strength training, safety guidelines, and various training techniques are presented.

**KINE 1107 Advanced Weight Training (1-1-2)**

Prerequisite: KINE 1106 or permission of instructor

This course is a continuation of KINE 1106. This course emphasizes the further development of muscular strength and endurance through the use of free weights and weight machines. Principles of strength training, safety guidelines, and various training techniques are presented with an emphasis on body alignment and more intense and advanced weight training techniques.

**KINE 1108 Cardio Boot Camp (1-1-2)**

This advanced course of physical conditioning combines high energy cardiorespiratory activity with military-style physical training to improve muscular endurance, develop increased levels of cardiorespiratory fitness, promote flexibility, and reduce total body fat. The class format consists of intense outdoor training with vigorous circuit, interval, and cross training regimens that include jogging, sprinting, agility drills, and basic training style calisthenics activities.

**KINE 1109 Cardio Kickboxing (1-1-2)**

This course is designed to improve cardiorespiratory fitness, muscular endurance, flexibility, and body composition through the use of combined kickboxing and aerobic activities. Concepts of exercise and proper nutrition for a lifetime of health and weight management will also be discussed.

**KINE 1112 Intermediate Fitness Yoga (1-1-2)**

Prerequisite: KINE 1103 or permission of instructor

This course is a continuation of KINE 1103. It is designed to facilitate development of the components of fitness through participation in more intense and advanced yoga techniques. Topics to be covered include flexibility, body alignment, breathing, and safety.

**KINE 1113 Basketball (1-1-2)**

This course emphasizes the development of basic basketball skills including dribbling, shooting, passing, and rebounding. Basic offensive and defensive strategies as well as the rules of the game are included.

**KINE 1114 Jogging (1-1-2)**

This course is an introduction to jogging as a way to develop and maintain cardiovascular and aerobic fitness. Course content includes mechanics of efficient jogging, presentation of different training systems, safety concerns, information related to community "fun" runs, and information related to the prevention and care of common jogging injuries.

**KINE 1115 Beginning Tennis (1-1-2)**

This course is an introduction to the skills of tennis including forehand, backhand, serving, and net volley. It introduces the basic rules as well as singles and doubles strategies. Court etiquette is also taught.

**KINE 1116 Intermediate Tennis (1-1-2)**

Prerequisite: KINE 1115 or permission of instructor

This course provides for further development of beginning tennis skills and introduces more advanced game strategies.

**KINE 1117 Beginning Volleyball (1-1-2)**

This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play.

**KINE 1118 Intermediate Volleyball (1-1-2)**

Prerequisite: KINE 1117 or permission of instructor

This course provides intermediate-level volleyball skills with an emphasis



ing equipment may be used to enhance fitness improvements. Discussion of nutritional guidelines is also included.

**KINE 1139 Cardio Combo (1-1-2)**

This course combines several different cardiorespiratory workout techniques including hi-lo impact dance aerobics, step aerobics, cardiokickboxing, and circuit/interval type workouts to promote cardiorespiratory endurance and assist in the reduction of body fat. Students will also use resistance equipment such as body bars, hand weights, and bands to improve muscular strength and endurance.

**KINE 1140 Aerobics I (1-1-2)**

This course combines several different low-moderate intensity aerobic workout techniques including hi-lo impact dance aerobics, step aerobics, and circuit/interval type workouts to promote cardiorespiratory endurance and assist in the reduction of body fat. Students may also use resistance equipment such as body bars, hand weights, and bands to improve muscular strength and endurance.

**KINE 1141 Aerobics II (1-1-2)**

This course combines several different moderate-high intensity aerobic workout techniques including hi-lo impact dance aerobics, step aerobics, and circuit/interval type workouts to promote cardiorespiratory endurance and assist in the reduction of body fat. Students may also use resistance equipment such as body bars, hand weights, and bands to improve muscular strength and endurance.

**KINE 1144 Tai Chi I (1-1-2)**

This course will teach Tai Chi Chuan according to the principles of the traditional Yang family style. Students will also learn its history and philosophy as well as how to practice. Tai Chi Chuan is a centuries-old Chinese discipline for health, relaxation, mediation, self-defense, and self-cultivation.

**KINE 1149 Tai Chi II (1-1-2)**

Prerequisite: KINE 1144 or permission of instructor

This course is for students who want to further their progress in the postures form of Tai Chi Chuan. Students will gain a better understanding of the mind/body connection, body alignment, and relaxation. Students will improve their flexibility and muscular strength and endurance.

**KINE 1150 Fitness Walking (1-1-2)**

This course is designed to teach the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Emphasis is placed on

the proper techniques and mechanics of efficient walking patterns and the components of health-related fitness and wellness. Students will monitor and record their efforts and progress and learn to build a personal fitness plan.

**KINE 1153 Lifeguard Training (1-1-2)**

Prerequisites: KINE 1131 or equivalent swimming skills

This course provides training in the lifeguarding and rescue skills of the American Red Cross Lifeguarding course. Certification available upon successful completion of the course requirements.

**KINE 1238 Physical Fitness and Wellness (2-2-1)**

This course is an introduction to core fitness concepts through identifying individual current health and fitness levels, providing information to improve and maintain optimal health and fitness, and cultivating participation in an exercise and nutritional program. It is designed to facilitate the development of skills and acquisition of knowledge necessary to engage in healthy behaviors leading to lifelong fitness and wellness. Topics include components of health-related and skill-related fitness, body composition, designing personalized fitness programs, nutrition, weight management, stress, and cardiopulmonary health.

**KINE 1301 Introduction to Physical Fitness & Sport (3-3-0)**

This course introduces the student to the discipline of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology, and history of kinesiology will be explored.

**KINE 1304 Personal/Community Health I (3-3-0)**

This course is designed to teach the importance of healthy lifestyle choices in determining one's current and future levels of wellness. Emphasis is on prevention of disease via proactive behaviors. Topics include physical fitness, cardiovascular disease risk reduction, proper nutrition, weight management, diabetes, cancer, substance abuse, and stress management.

**KINE 1306 First Aid (3-3-0)**

This course teaches laypersons to recognize and respond appropriately to emergencies. American Red Cross and American Heart Association certificates in First Aid and CPR may be earned.

**KINE 1308 Sports Officiating I (3-3-0)**

Prerequisite: KINE 1113 and KINE 1117 or permission of instructor

Instruction in rules, interpretation, and mechanics of officiating selected sports.

**KINE 1321 Coaching/Sports/Athletics I (3-3-0)**

This course emphasizes the skills necessary to be a good athletic coach. These skills include injury prevention, care, and management; risk management; growth, development and learning; and professional preparation and development. The class explores the global role of sports and the Olympic movement, and students will develop their philosophy of coaching.

**KINE 1322 Coaching/Sports/Athletics II (3-3-0)**

This course emphasizes the skills necessary to be a good athletic coach. These skills include training, conditioning and nutrition; social/psychological aspects of coaching; skills, tactics and strategies; and teaching and administration. Students will become familiar with UIL and NCAA eligibility rules.

**KINE 1338 Concepts of Physical Fitness (3-3-0)**

Prerequisites: KINE 1238, KINE 1306

This course introduces the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. This course is designed to prepare and qualify students to work as personal trainers. The course bridges the gap between exercise science related course work and the practical application skills of personal training.

**KINE 1346 Drug Use & Abuse (3-3-0)**

This course is about the use of various drugs and their impact on society. Students will examine the social, psychological, and biochemical ramifications of drug use/abuse as it relates to a growing and complex society.

**KINE 2356 Care and Prevention of Athletic Injuries (3-3-0)**

Prerequisite: KINE 1306 or permission of instructor

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.

**MATH (Mathematics)**

**MATH 0300 Basic Mathematics (3-3-0)**

This course includes a description of the real numbers and their properties; operations on integers, fractions, and decimals; exponents and the order of operations; rates and percents; charts and graphs; measurement; and related applications.



**MATH 0301 Introduction to Algebra (3-3-0)**

Prerequisite: MATH 0300 with a grade of "C" or better or equivalent

This course includes the order of operations, properties of the real numbers, the evaluation of algebraic expressions, operations on polynomial expressions, integer exponents, linear and absolute value equations and inequalities, and extensive problem solving using linear equations and inequalities, proportions, and percents.

**MATH 0302 Elementary Algebra (3-3-0)**

Prerequisite: MATH 0301 with a grade of "C" or better or equivalent

Content includes factoring techniques, radical expressions and equations, rational exponents, complex numbers, solving quadratic equations by various methods, rational expressions and equations, and related applications.

**MATH 0303 Intermediate Algebra (3-3-0)**

Prerequisite: MATH 0302 with a grade of "C" or better or equivalent

This course includes solving quadratic equations by various methods, quadratic and rational inequalities, the Cartesian plane, graphs and equations of linear and conical relations, systems of linear equations in two and three variables, systems of nonlinear equations in two variables, introduction to relations and functions, and related applications.

**MATH 1314 College Algebra (Non-Science, Technology, & Math Majors) (3-3-0)**

Prerequisite: MATH 0303 with a grade of "C" or better or equivalent

This course is designed for students in programs which do not require Pre-calculus (MATH 2412). Topics include quadratic, polynomial, rational, logarithmic and exponential functions; systems of equations; sequences and series; and matrices and determinants with emphasis on problem solving.

**MATH 1314 College Algebra (Science, Technology and Math Majors) (3-3-0)**

Prerequisite: MATH 0303 with a grade of "C" or better, or equivalent.

Graphing calculator required.

Topics include functions, to include the algebra of functions, composites and inverses of functions, graphs of functions and their translations; polynomial functions, to include the Remainder Theorem, Factor Theorem and the Rational Root Theorem; logarithmic and exponential functions and equations; systems of equations, to include Cramer's Rule and matrices; the Binomial Theorem, arithmetic and geometric sequences and series.

**MATH 1324 Finite Mathematics (3-3-0)**

Prerequisite: MATH 1314 with a grade of "C" or better or equivalent

This course is for business administration and economics students. Topics

include combinatorial analysis, probability, matrix algebra, problems involving Baye's theorem, mathematical expectation, binomial probability distributions, linear programming by both graphical and simplex methods, normal distribution, Markov chains, and input-output theory.

**MATH 1325 Calculus for Business (3-3-0)**

Prerequisite: MATH 1314 with a grade of "C" or better or equivalent  
Topics in this course include limits, continuity, derivatives of polynomial and other algebraic functions, implicit differentiation, higher order derivatives, extrema, logarithmic and exponential functions, definite and indefinite integrals, and applications to business and business-related topics.

**MATH 1332 Liberal Arts Mathematics (3-3-0)**

Prerequisite: MATH 0303 with a grade of "C" or better or equivalent  
This course is designed for non-mathematics and non-science majors who need three hours of mathematics for degree requirements. This course includes topics from logic, set theory, college-level algebra, trigonometry, and probability.

**MATH 1350 Fundamentals of Mathematics I for Teachers (3-3-0)**

Prerequisite: Math 1314 with a grade of "C" or better or equivalent  
Topics include sets, functions, numeration systems, number theory, and the properties of the natural, integer, and rational and real numbers. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

**MATH 1351 Fundamentals of Mathematics II for Teachers (3-3-0)**

Prerequisite: Math 1350 with a grade of "C" or better or equivalent  
Topics include geometry, measurement, proportional reasoning, data representation, probability, and statistics. The emphasis is on conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade eight.

**MATH 1442 Elements of Statistics (4-4-0)**

Prerequisite: MATH 1314 with a grade of "C" or better or equivalent  
This course is a non-calculus introduction to statistics. Topics include distributions, histograms, exploratory data analysis, measures of location and dispersion, elementary probability, probability functions (binomial, normal, t-distribution, chi-square distribution), analysis of measurements (confidence intervals and hypothesis testing), analysis of paired data (linear regression and correlation), and the use of statistical software for the analysis of data.

**MATH 2318 Linear Algebra (3-3-0)**

Prerequisite: MATH 2413 with a grade of "C" or better or equivalent

Topics in this course include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases, linear transformations, and eigenvalues and eigenvectors.

**MATH 2320 Differential Equations (3-3-0)**

Prerequisite: MATH 2414 with a grade of "C" or better or equivalent

Topics in this course include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace transform, and other topics that include systems of equations and numerical methods.

**MATH 2412 Precalculus (4-4-0)**

Prerequisite: MATH 1314 with a grade of "C" or better or equivalent

Topics include composites, inverses, and graphs of functions including trigonometric functions; identities; solving trigonometric equations; solutions of triangles; polar coordinates; complex numbers; vectors; conic sections; and mathematical induction.

**MATH 2413 Calculus I (4-4-0)**

Prerequisite: MATH 2412 with a grade of "C" or better or equivalent

Topics in this course include limits, continuity, derivatives and integrals of algebraic, transcendental, and inverse trigonometric functions, implicit differentiation and higher order derivatives, related rates, Rolle's theorem, mean value theorem, velocity, acceleration, curve sketching and other applications of the derivative, indeterminate forms and L'Hospital's rule, area, Riemann sums, and the fundamental theorem of calculus.

**MATH 2414 Calculus II (4-4-0)**

Prerequisite: MATH 2413 with a grade of "C" or better or equivalent

Topics in this course include areas between curves, volumes, arc length, surface area of a solid of revolution and other applications of integration, techniques of integration, numerical integration, improper integrals, parametric equations, derivatives, areas, and lengths in polar coordinates, sequences, and series.

**MATH 2415 Calculus III (4-4-0)**

Prerequisite: MATH 2414 with a grade of "C" or better or equivalent

Topics in this course include vector calculus, vector-valued functions, tangents to curves, velocity vector, curl, partial derivatives, chain rule, gradients, implicit functions, extrema of functions of several variables, multiple

integrals, including change of order and applications, surface integrals, and path independent line integrals.

### **MRKG (Marketing)**

#### **MRKG 1311 Principles of Marketing (3-3-0)**

Prerequisite: BMGT 1303

This is an introductory course that addresses basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

### **MUSI (Music)**

#### **MUSI 1181 Piano Class I (1-1-1)**

This course is designed for students with no previous experience in music. Topics include an introduction to musical notation and basic music theory, an orientation to the keyboard and hand position, and simple pieces to learn.

#### **MUSI 1182 Piano Class II (1-1-1)**

Prerequisite: MUSI 1181 or permission of instructor

Students with previous musical experience (i.e. band, choir, lessons on another instrument, or self-taught music notation) should register for MUSI 1182. Topics include an introduction to the keyboard, hand position, and music theory. Solo literature appropriate to the level will be studied.

#### **MUSI 1183 Class Voice I (1-1-1)**

This beginning voice class requires no musical background. Topics include proper management of breath, diction in English and foreign languages, exercises for vocal development, and anatomy and care of the voice.

#### **MUSI 1184 Class Voice II (1-1-1)**

Prerequisite: MUSI 1183 or permission of instructor

Skills and techniques learned in MUSI 1183 will be further developed. Selected works from song literature representing contrasting styles will be studied.

#### **MUSI 1192 Guitar Class I (1-1-1)**

Group instruction in guitar skills and techniques designed for the student with no previous experience playing guitar.

**MUSI 1193 Guitar Class II (1-1-1)**

Prerequisite: MUSI 1192 or permission of instructor

This is a continuation of MUSI 1192. This course provides the opportunity to improve skills learned in Guitar Class I.

**MUSI 1211 Music Theory I (2-2-1)**

Prerequisite: MUSI 1301 or permission of instructor

This is the first level theory course for music majors and others desiring to learn the fundamentals of music composition. The course is a study of rudiments; melody; chord progressions; two-, three-, and four-part writing; and keyboard harmony.

**MUSI 1212 Music Theory II (2-2-1)**

Prerequisite: MUSI 1211

This is a continuation of MUSI 1211. Topics include musical analysis, triads in inversion, small forms, and the dominant seventh chord.

**MUSI 1306 Music Appreciation (3-3-0)**

This course is an introduction to music for the college student. Information and techniques for intelligent appreciation of music are emphasized including: basic elements, major forms, genres and style periods. Aural awareness, developed through active listening techniques, focuses on the development of critical thinking skills.

**MUSI 1308 Music Literature I (3-3-0)**

This course is designed for music majors. It presents a survey of vocal and instrumental literature, including musical forms and representative styles of the Middle Ages through Classical periods.

**MUSI 1309 Music Literature II (3-3-0)**

This course is designed for music majors. It presents a survey of vocal and instrumental literature, including musical forms and representative styles of the Romantic period through the 21st century.

**MUSI 1310 American Music (3-3-0)**

This course provides a general survey of various styles of music in America. Topics include jazz, ragtime, folk, rock, and contemporary art music. The emphasis is placed on critical listening.

**MUSI 2183 Class Voice III (1-1-1)**

Prerequisite: MUSI 1184 or permission of instructor

Skills and techniques learned in MUSI 1184 will be further developed. Selected works from song literature representing contrasting styles will be studied.

**MUSI 2184 Voice Class IV (1-1-1)**

Prerequisite: MUSI 2183 or permission of instructor

Skills and techniques learned in MUSI 2183 will be further developed. Selected works from song literature representing contrasting styles will be studied.

**MUSI 2192 Guitar Class III (1-1-1)**

Prerequisite: MUSI 1193 or permission of instructor

This is the third level of classical guitar and skills studied in MUSI 1193 will be further developed.

**MUSI 2211 Music Theory III (2-2-1)**

Prerequisite: MUSI 1212

This course is designed for music majors and includes analytical and compositional techniques for the 18th through the 21st century. Topics include modulation, chromaticism, modes, and modern structures.

**PHIL (Philosophy)**

**PHIL 1301 Introduction to Philosophy (3-3-0)**

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Topics covered may include the nature of reality, knowledge, truth, morality, and the self.

**PHIL 1304 Introduction to World Religions (3-3-0)**

A comparative study of various world religions, their doctrines, practices, and historical development.

**PHIL 2303 Introduction to Logic (3-3-0)**

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies.

**PHIL 2306 Introduction to Ethics (3-3-0)**

Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards.

**PHIL 2307 Introduction to Social & Political Philosophy (3-3-0)**

Critical examination of the major theories concerning the organization of societies and government.

**PHIL 2316 History of Classical & Modern Philosophy I (3-3-0)**

This course is a survey of the major philosophies of the ancient and medieval Western world and may include Presocratic, Socrates, Plato, Aristotle, Augustin, Anselm, Aquines, and Occham.

**PHIL 2317 History of Classical & Modern Philosophy II (3-3-0)**

This course is a survey of the major philosophies of the sixteenth century to the present in the Western world and may include Bacon, Hobbes, Descartes, Spinoza, Locke, Leibniz, Berkeley, Hume, Kant and others.

**PHIL 2321 Philosophy of Religion (3-3-0)**

A critical investigation of major religious ideas and experiences that include the proofs of God's existence, the problem of evil, the nature of religious experience, and religious language.

**PHIL 2371 Business Ethics (3-3-0)**

This course is an examination of principles of moral conduct from theoretically diverse perspectives, with an emphasis on issues that guide behavior in the world of business. Specific problems to be considered may include topics such as corporate responsibility, employee rights, the nature of the free enterprise system, environmental concern, and ethical business practices.

**PHYS (Physics)**

**PHYS 1305 Introductory Physics I (3-3-0)**

This is a non-technical course that explores some of the fundamental rules of nature. The topics of motion, mechanics, heat, and sound are presented in a conceptual context. This course is recommended for students with no previous physics experience and for those who do not need a math-intensive course as a prerequisite for further work in science, engineering, mathematics, or medicine. Normally, only one of the following physics courses would be accepted for physics credit in most degree programs: PHYS 1305 or 1401.

**PHYS 1307 Introductory Physics II (3-3-0)**

Prerequisite: PHYS 1305 or equivalent

This course is designed to follow 1305 with an exploration of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following may be counted for physics credit: PHYS 1307 or 1402.

**PHYS 1401 General Physics I (4-3-3)**

Prerequisite: MATH 1316 (Plane Trigonometry) or MATH 1314 and permission of the department

For those preparing to enter medicine, dentistry, nursing, pharmacy, architecture, and for those who require a two-semester technical course in physics. Mechanics, sound, heat, and their applications.

**PHYS 1402 General Physics II (4-3-3)**

Prerequisite: PHYS 1401

Topics to be included: electricity, magnetism, light, and atomic nuclear physics.

**PHYS 1405 Introductory Physics I (4-3-3)**

Prerequisite: MATH 0303 or equivalent

This course stresses the importance of science in the modern world, while not requiring a mathematical background beyond algebra. Topics include mechanics, heat, and sound.

**PHYS 1407 Introductory Physics II (4-3-3)**

Prerequisite: PHYS 1405

Topics to be covered include electricity and magnetism, light, and atomic nuclear physics. Laboratory experience is part of the course.

**PSYC (Psychology)**

**PSYC 1301 Human Relations (3-3-0)**

Study of the processes involved in adjustment of individuals to their personal and social environments.

**PSYC 2301 General Psychology (3-3-0)**

Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior.

**PSYC 2302 Applied Psychology (3-3-0)**

Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work.

**PSYC 2303 Business Psychology (3-3-0)**

Survey of the applications of psychological knowledge and methods specific to business.



**PSYC 2306 Human Sexuality (3-3-0)**

Study of the psychological, sociological, and physiological aspects of human sexuality.

**PSYC 2307 Adolescent Psychology I (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis to early adolescent.

**PSYC 2308 Child Psychology (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the child.

**PSYC 2309 Child Guidance & Self (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on children's concept of self.

**PSYC 2310 Early Childhood (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on early childhood.

**PSYC 2311 Adult Development (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the adult.

**PSYC 2312 Human Development (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on the range of human experience.

**PSYC 2313 Adolescent Psychology II (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan, with particular emphasis on late adolescence.

**PSYC 2314 Lifespan Growth & Development (3-3-0)**

Study of the relationship of the physical, emotional, social and mental factors of growth and development of children, and adults throughout the lifespan.

**PSYC 2315 Psychology of Adjustment (3-3-0)**

Study of various approaches to determinants, development, and assessment of individual adjustment.

**PSYC 2316 Psychology of Personality (3-3-0)**

Study of various approaches to determinants, development, and assessment of personality.

**PSYC 2317 Statistical Methods in Psychology (3-3-0)**

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

**PSYC 2318 Juvenile Delinquency (3-3-0)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

**PSYC 2319 Social Psychology (3-3-0)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

**PSYC 2371 Abnormal Psychology (3-3-0)**

Study of the symptoms, etiology and treatment procedures of common functional and organic mental disorders and the psychological process involved.

**PSYC 2372 Theories of Learning (3-3-0)**

Study of the major theories of learning, including the various ways in which behavior is modified in both humans and animals.

**PSYC 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

## **READ (Reading)**

### **READ 0300 Basic Reading and Study Skills I (3-3-1)**

Placement: Scores based on entrance exam

This course is designed for students with special reading needs (reading below 6th grade level). Skills emphasizing word attack, vocabulary development, comprehension of printed material, interpretation and evaluation of basic paragraph and story patterns, and study skills are stressed.

### **READ 0301 Basic Reading Skills II (3-3-1)**

Prerequisite: Placement score or a "C" or better in READ 0300

This course is designed for students who need further development in reading and study skills in preparation for college work. (6th - 8th grade level) Skills emphasizing review, refinement, and reinforcement of basic reading skills such as vocabulary development, comprehension, fluency, critical readings, and study skills are stressed.

### **READ 0302 Introduction to College Reading (3-3-1)**

Prerequisite: Placement score or a "C" or better in READ 0301

This course is designed for students who need to improve reading and study skill techniques appropriate for academic demands. (8th - 10th grade level). Skills emphasizing the theory and mechanics of efficient reading, vocabulary, specific textbook comprehension, study skills in context, critical reading skills, and flexibility of reading rates are emphasized.

### **READ 0303 College Reading Skills (3-3-0)**

Prerequisite: Placement score or a "C" or better in READ 0302

This course is designed for students who need to improve reading effectiveness with college-level textbooks. (10th - 12th grade level). Skills emphasizing terminology, structure, and content general academic and technical subject matter are covered with a strong emphasis on critical reading and thinking skills.

## **SDEV (Student Development)**

### **SDEV 0170 Orientation to College (1-1-0)**

Required of students who are enrolled in the Fall or Spring semester and who have earned fewer than 15 college credit hours

This course is for the new student transitioning to college. Course topics include: Northeast Lakeview College policies and procedures, curricular offerings, student support services, time management, reading strategies, note-taking, test-taking, transfer strategies, career exploration, and healthy

lifestyle strategies. Familiarization with these topics contributes to students' personal and academic success.

**SDEV 0370 Personal and Academic Success (3-3-0)**

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 development of student's academic skills that apply to all disciplines.

**SOCI (Sociology)**

**SOCI 1301 Introductory Sociology (3-3-0)**

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

**SOCI 1306 Social Problems (3-3-0)**

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

**SOCI 2301 Marriage & the Family (3-3-0)**

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

**SOCI 2306 Human Sexuality (3-3-0)**

Study of the psychological, sociological, and physiological aspects of human sexuality.

**SOCI 2319 Minority Studies I (3-3-0)**

Survey of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

**SOCI 2320 Minority Studies II (3-3-0)**

In depth study of the historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.



**SOCI 2326 Social Psychology (3-3-0)**

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

**SOCI 2336 Criminology (3-3-0)**

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

**SOCI 2339 Juvenile Delinquency (3-3-0)**

Nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs.

**SOCI 2340 Drug Use & Abuse (3-3-0)**

Study of the use and abuse of drugs in today's society. Emphasizes the physiological, sociological, and psychological factors.

**SOCI 2371 Sociology of Aging (3-3-0)**

Study of the dynamic interaction between the aging process and the social environment, including sociological perspectives on aging and changing relationships and issues pertaining to the elderly. May include topics such as the consequences of ageism, variation of experience according to social class, ethnicity, gender and other age-related policies and alternatives.

**SOCI 2389 Academic Cooperative (3-1-6)**

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

**SOCW (Social Work)**

**SOCW 2361 Introduction to Social Work (3-3-0)**

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work.

**SOCW 2362 Social Welfare as a Social Institution (3-3-0)**

Introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

**SPAN (Spanish Language)**

**SPAN 1300 Beginning Spanish Conversation I (3-3-0)**

This course is for the beginning students whose main goal is to learn to communicate orally in Spanish. Although there is some reading and writing, the emphasis is on developing speaking and listening comprehension skills.

**SPAN 1310 Beginning Spanish Conversation II (3-3-0)**

Prerequisite: SPAN 1300 or departmental approval

This is a continuation of SPAN 1300. It continues to develop the ability to communicate orally in Spanish. Emphasis will be on basic practice in comprehension and production of the spoken language.

**SPAN 1411 Beginning Spanish I (4-4-1)**

An introductory course that presents the fundamentals of the Spanish language in order to develop listening, speaking, reading, and writing skills. It introduces basic vocabulary and grammatical constructions in a context that allows students to learn about Hispanic culture and civilization.

**SPAN 1412 Beginning Spanish II (4-4-1)**

Prerequisite: SPAN 1411 or departmental approval

This course is a continuation of SPAN 1411. It provides further development of fundamental skills in listening comprehension, speaking, reading, and writing skills. Includes basic vocabulary, and grammatical structures in a context that allows students to learn about Hispanic culture and civilization.

**SPAN 2311 Intermediate Spanish I (3-3-0)**

Prerequisite: SPAN 1412 or equivalent or departmental approval

Additional development is provided at the intermediate level of language skills in listening, speaking, reading, and writing. Vocabulary and grammatical constructions are introduced in a context that allows students to extend their knowledge of Hispanic culture and civilization.

**SPAN 2312 Intermediate Spanish II (3-3-0)**

Prerequisite: SPAN 2311 or equivalent or departmental approval

This course familiarizes the student with different aspects of Hispanic culture and civilization through the reading of short literary selections that serve as a basis for discussion and short compositions. It gives the student more advanced practice in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

**SPAN 2316 Career Spanish I (3-3-0)**

Prerequisite: SPAN 1412 or equivalent or departmental approval

Continuation to develop the ability to communicate orally and in writing at the intermediate level is emphasized in this course. It provides language constructions and vocabulary tailored to meet the special needs of students working in or planning careers in a variety of professions. Specific sections will be identified in the class schedule for workforce specialties.

**SPAN 2317 Career Spanish II (3-3-0)**

Prerequisite: SPAN 1412 or equivalent or departmental approval

This course is a continuation of SPAN 2316. It provides additional vocabulary and language constructions tailored to meet the special needs of students working in or planning careers in a variety of professions. Specific sections will be identified in the class schedule for workforce specialties.

**SPAN 2321 Introduction to Spanish Literature I (3-3-0)**

Prerequisite: SPAN 2312 or equivalent or departmental approval

Selected short works in prose and poetry from Hispanic writers serve as topics for discussion and composition. Students refine language skills learned in previous levels using authentic Hispanic literary and historical selections as the basis.

**SPCH (Speech)**

**SPCH 1144 Forensic Activities I (1-1-0)**

Laboratory experience for students who participate in forensic activities, enhance performance skills in public speaking, and / or acting. The students are offered an opportunity of activities including attendance and / or participation in tournament competition and community activities.

**SPCH 1311 Introduction to Speech Communication (3-3-0)**

This course focuses on the theories and practice of communication in interpersonal, small group, and public speech. The focus in this course is on critical thinking skills and application of oral communication skills in dyadic, interview and small group environments.

**SPCH 1315 Public Speaking (3-3-0)**

Public speaking focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Students practice various methods of delivery including impromptu and extemporaneous speaking as well as explore fallacies in logic and critical thinking by analyzing and participating in debate.



**SPCH 1318 Interpersonal Communication (3-3-0)**

This course focuses on the theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. Students improve their interpersonal skills by examining issues involving: language, nonverbal communication, culture, listening, conflict resolution, and self concept. Excellent for students entering the fields of health care, education or any occupation with a high level of interpersonal exchange.

**SPCH 1321 Business & Professional Communication (3-3-0)**

The application of theories and practice of speech communication as applied to business and professional situations is examined throughout this course. Students learn to apply business models to working in groups, simulated employment interviews and presentational speaking.

**SPCH 1342 Voice & Diction (3-3-0)**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

**SPCH 2301 Introduction to Technology and Human Communication (3-3-0)**

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making, and public and private communication contexts. (Cross-listed as COMM 2301)

**SPCH 2316 Interviewing (3-3-0)**

This course focuses on the application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion. Particular emphasis will be given to the employment interview process including creation of resumes and employment search techniques. (Cross-listed as COMM 2316)

**SPCH 2333 Discussion & Small Group Communication (3-3-0)**

Discussion and small group theories and techniques as they relate to group process and interaction are the focus of this course. Students will examine and participate in the group process to achieve a better understanding of group dynamics in different environments.

**SPCH 2335 Argumentation & Debate (3-3-0)**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation will be examined in various debate formats. Students will participate in class in Lincoln / Douglas and Cross-Examination debates as well as evaluating various public debates.

**SPCH 2341 Oral Interpretation (3-3-0)**

Students will examine the theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms will be the focus of this course.

**TECA (Early Childhood Education)**

**TECA 1303 Families, School, & Community (3-3-1)**

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; 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 a minimum of 16 hours of field experiences.

**TECA 1311 Educating Young Children (3-3-1)**

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; 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 a minimum of 16 hours of field experiences.

**TECA 1318 Wellness of the Young Child (3-3-1)**

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations; course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 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 a minimum of 16 hours of field experiences.

**TECA 1354 Child Growth & Development (3-3-0)**

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.



**SECTION 12 - ADMINISTRATION, FACULTY & STAFF**

**Alamo Community College District Board of Trustees**

The date following Board Member’s name indicates expiration of term.

- District 1.....Dr. Bernard K. Weiner, 2010
District 2 .....Denver McClendon, 2010
District 3 .....Jennifer Ramos, 2010
District 4 .....Marcelo Casillas, 2008
District 5.....Roberto Zarate, 2012
District 6.....Dr. Eugene Sprague, 2012
District 7 .....Charles J. Connor, 2012
District 8 .....Gary Beitzel, 2008
District 9 .....James A. Rindfuss, 2008
Board Liaison.....Phyllis Rodriguez

**Alamo Community College District Administrative Staff**

- Chancellor.....Bruce H. Leslie, Ph.D.
Interim Vice Chancellor of Administration.....Richard Drum, Ph.D.
Vice Chancellor of Workforce Development.....Federico Zaragoza, Ph.D.
Associate Vice Chancellor of Communications .....Leo Zuniga, B.A.
Associate Vice Chancellor of Employee Services .....Celso Guzman, M.B.A.
Associate Vice Chancellor of Facilities .....John Strybos, M.S., P.E.
Chief of Department of Public Safety.....Don Adams
Director of Acquisitions & Administrative Services.....Linda O’Nave, B.A.
Director of Athletics .....Dennis Ryther, B.S.
Director of Institutional Research,
Effectiveness, & Planning.....Velda Villarreal, M.A.
Director of Finance & Accounting .....Carlos Ramirez, B.B.A., C.P.A.
Director of Information Systems .....Charles W. Burmeister, Ph.D.
Director of Internal Audit .....Patricia Major, M.B.A.
Director of Student & Community
Program Development.....Adelina S. Silva, Ph.D.
Director of Student Financial Services .....Richard G. Hernandez, M.A.
Ethics and Compliance Officer .....Carol Riley, B.B.A., C.P.A.
Executive Director of Institutional Advancement .....Roland Dubay, M.A.
General Counsel.....Martha McCabe, J.D., M.F.A., A.M.

ADMINISTRATION, FACULTY & STAFF

**Northeast Lakeview College Administration**

- President .....Dr. Eric Reno  
Ed.D., Florida Atlantic University  
M.A., San Francisco State University  
B.A., Florida Atlantic University
- Vice President of Academic Affairs.....Dr. Beth Lewis  
Ed.D., Sam Houston State University  
M.A., Sam Houston State University  
B.A., University of Texas at Austin
- Vice President of Student & Administrative Services.....Debbie Hamilton  
M.S.W., M.B.A., Our Lady of the Lake University  
B.S., Austin Peay State University
- Dean of Workforce Development & Continuing Education.....Dr. Cindy Griffith  
Ed.D., Sam Houston State University  
M Ed., Stephen F. Austin State University  
B.S., Midwestern State University  
A.A.S., Angelina College
- Director of the Library/Learning Resource Center .....Tracey Mendoza  
M.L.S., University of North Texas  
B.A., Stephen F. Austin University  
A.A., Lee College



*Northeast Lakeview College Administration at the College's official groundbreaking ceremony on April 5, 2007.*

**Division Chairs**

Communications.....	Elizabeth “Dollie” Hudspeth, Ph.D. Our Lady of the Lake University
Fine Arts & Kinesiology.....	Susan Kazen, M.S. Colorado State University at Fort Collins M.P.H.,The University of Texas Health Science Center at Houston
Humanities.....	Barbara Mayo, M.A. The University of Texas Pan American at Edinburg
Mathematics & Science.....	Diane Beechinor, M.S. Southwest Texas State University
Social and Behavioral Science.....	Amy Glenn, Ed.D. Texas A&M University at Commerce

**Faculty**

Alderte, Cynthia, .....	Adjunct, Art M.A., The University of Texas at San Antonio
Arispe, Joe, B.....	Adjunct, Mathematics B.A., Saint Leo College
Arnette, Billy.....	Adjunct, Business M.B.A., St. Mary’s University
Assadamraji, Fahimeh.....	Adjunct, Math M.A., The University of Texas at San Antonio
Avakoff, Caroline.....	Adjunct, Humanities M.A., Southern Methodist University
Baker, Veronica.....	Adjunct, English M.A., Florida State University
Barnett-Kocian, Melissa.....	Adjunct, Speech M.A., Texas State University
Barton, Heather.....	Adjunct, Kinesiology B.S., The University of Texas at San Antonio
Baumann, Larry.....	Adjunct, Math M.Ed., Texas State University
Berg, Christopher.....	Adjunct, Geology M.S., University of Kentucky
Bluntzer, Emma Dois.....	Adjunct, Art M.A., Texas A&M University at Kingsville
Boggs, Kevin.....	Adjunct, Psychology M.A., University of Utah
Brown, Thomas.....	Assistant Professor, Sociology Ph.D., Johns Hopkins University
Caldwell, Brenda Sue.....	Adjunct, Kinesiology Ph.D., University of Oklahoma
Calvario, Claudia.....	Adjunct, Psychology M.A., Texas A&M University at Kingsville
Camero, Monica.....	Adjunct, Art M.A., California College of the Arts

Carlile, Cheryl	Adjunct, Kinesiology M.A., The University of Texas at San Antonio
Carroll, Alton	Adjunct, History Ph.D., Arizona State University
Castellanos, Jacob	Adjunct, Math M.A., The University of Texas at San Antonio
Carroll, Colleen	Adjunct, Mathematics M.A., Chapman University
Chapman, Wendy Gail	Adjunct, Kinesiology M.A., Texas A&M University at Kingsville
Chen, Jianyue	Assistant Professor, History Ph.D., University of Toledo
Chmielewski, Ana Patricia	Adjunct, Spanish M.A., The University of Texas at San Antonio
Choudary, Maqsood	Assistant Professor, Political Science Ph.D., University of Missouri
Coffee, Marie L	Adjunct, Communications M.A., Texas State University
Crader, Wendy	Adjunct, Communications M.A., The University of Texas at San Antonio
Davidson, Lura Helling	Adjunct, Music Ph.D., University of Missouri
Davis, Caroline	Instructor, English M.A., Stephen F. Austin State University
Davis, Paul E.	Adjunct, Social & Behavioral Science Ed.D., University of Southern California
Dinsmore, Cynthia Ann	Adjunct, History M.A., Texas State University
Duesing, Allison	Instructor, Accounting & Business M.A., Trinity University
Durham, Monique C.	Adjunct, Student Development M.S., Texas A&M University at Kingsville
Duka, Marichu F.	Adjunct, Mathematics M.A., University of the Philippines
Eldridge, Jack	Adjunct, Mathematics M.A., Lamar University
Esparza, Henry	Adjunct, Political Science M.A., The University of Texas at San Antonio
Eureste, Cecilia	Adjunct, Criminal Justice M.A., St. Mary's University
Franklin, Pamela Gill	Adjunct, Art Ph.D., Ohio State University
Garrett, Sarah	Adjunct, Library/Learning Resource Center M.A., University of Arizona
Garcia, Monica B.	Adjunct, Student Development M.A., University of Texas at San Antonio
Garza, Alejandro	Adjunct, Spanish M.A., Texas State University

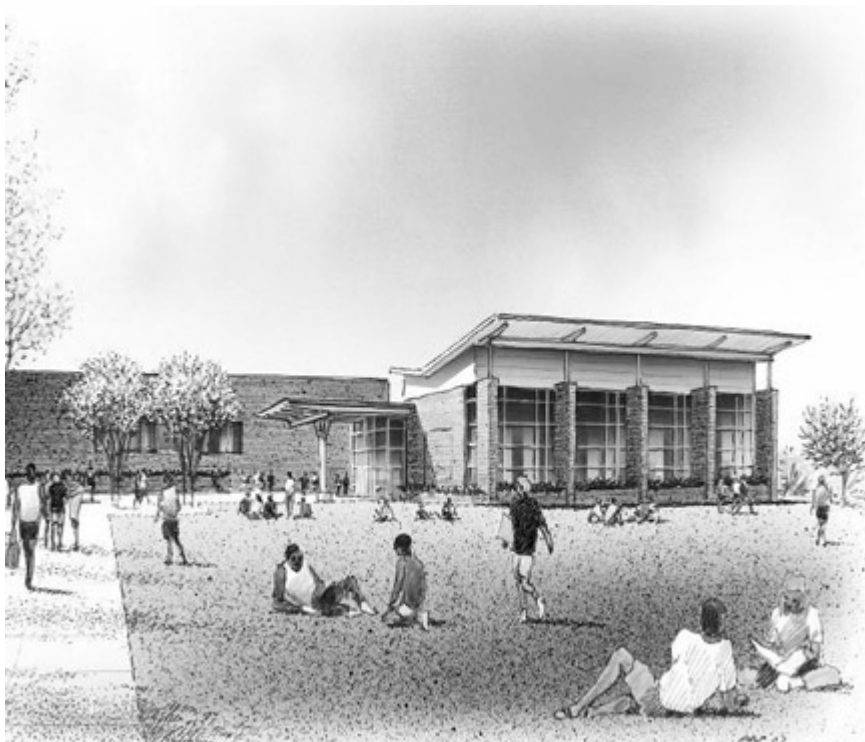
Glover, Katherine Dennis.....	Adjunct, Music M.A., Midwestern State University
Godin, Alan.....	Adjunct, Library/Learning Resource Center M.S., Simmons College Graduate School
Greiner, Stefanie .....	Assistant Professor, Psychology Ph.D., University of California at Davis
Heller, Noel E.....	Adjunct, Fine Arts M.A., University of Iowa
Helinski, Matthew P.....	Adjunct, Business M.B.A., Virginia Commonwealth University
Henry, Allison.....	Adjunct, Biology M.A., Virginia Tech
Herrmann, Patricia.....	Instructor, Economics M.B.A., Texas A&M at Corpus Christi
Hollen, Lynne E.....	Adjunct, English M.A., Texas A&I University
Howe, Corey.....	Adjunct, English M.A., Our Lady of the Lake University
Huffman, Sherron.....	Adjunct, Humanities M.A., Trinity University
Ibaroudene, Zakia.....	Instructor, Mathematics M.A., The University of Texas at San Antonio
Janak, Mary Ann.....	Adjunct, Geology M.A., University of Houston
Jansen, Cheryl.....	Adjunct, Mathematics M.A., The University of Texas at San Antonio
Jennings, Hal.....	Adjunct, Mathematics M.A., University of the Incarnate Word
Johnson, David I.....	Adjunct, Kinesiology M.A., University of Michigan
Keene, William T.....	Adjunct, Fine Arts M.M., Texas State University
Kelley, Edmond Ron.....	Adjunct, Communications Ph.D., Texas A&M University at College Station
Kelley, Stephen.....	Adjunct, History M.A., University of Central Arkansas
King, Kathryn.....	Adjunct, Biology M.A., Tarleton State University
Knox, Francine.....	Adjunct, Communications M.Ed., Sam Houston State University
Le Gras, Cheryl.....	Adjunct, Student Development M.S., California State University Northridge
Lewis, Nick.....	Adjunct, Student Development M.A., Sam Houston State University
Lieke, Elton.....	Adjunct, Mathematics M.A., Texas A&M University at Kingsville
Long, Melissa.....	Adjunct, Biology M.A., Stephen F. Austin State

Lowe, Alexis.....	Adjunct, Kinesiology M.A., The University of Texas at Austin
Mackritis, Matthew.....	Instructor, Mathematics M.A., The University of Texas at San Antonio
Magness, Jacqueline.....	Adjunct, Mathematics B.S., The University of Texas at San Antonio
Main, Amy.....	Adjunct, Mathematics M.S., Texas A&M University at College Station
Maldonado, Wanda.....	Adjunct, Education M.A., The University of Texas at San Antonio
Marks, Jennifer Davis.....	Instructor, Speech M.A., Oklahoma State University
Martin, David W.....	Adjunct, Geography M.A., Texas State University
Martin, Lisa M.....	Adjunct, English M.A., Cornell University
Mayer, Katherine Denis.....	Adjunct, Fine Arts M.A., The University of Texas at San Antonio
McCain, Blanca.....	Adjunct, Communications M.A., Southwest Texas State University
McCrary, Thomas Neil.....	Assistant Professor, Biology M.A., Southern Illinois University
McGinnis, Troy.....	Adjunct, Sociology M.A., University of Nevada at Las Vegas
McIrvin, Anne.....	Adjunct, Mathematics M.A., Embry Riddle Aeronautical
McKinney, Richard B.....	Adjunct, Kinesiology M.A., Troy State University
Mendez, Lisa Ann.....	Adjunct, Business M.A., University of Phoenix
Meyers, Debbie.....	Adjunct, Kinesiology M.Ed., The University of Texas at Tyler
Morales, John.....	Adjunct, Business M.B.A., Our Lady of the Lake University
Myers, Lana.....	Adjunct, English M.A., The University of Texas at San Antonio
Nava-Fischer, Carmen.....	Adjunct, Chemistry Ph.D., Universidad Autonoma de Baja California
O'Neal, Richard.....	Adjunct, Humanities M.A., University of Arkansas
Ongkiko, Richard.....	Adjunct, Computer Science M.A., St. Mary's University
Overstreet, James.....	Adjunct, English M.A., Pan American University
Peppers, Jeffrey D.....	Adjunct, History J.D., University of Houston
Perez, Frank.....	Adjunct, Mathematics M.S., Texas State University



Prado, Venus.....	Adjunct, Student Development M.A., St. Mary's University
Ports, Anetia.....	Instructor, English M.A., Valdosta State University
Sadler, Mark.....	Assistant Professor, Philosophy Ph.D., Southwestern Baptist Theological Seminary
Salaam, Addulhakeem.....	Adjunct, Economics M.A., University of Illinois
Sanchez, Susana.....	Adjunct, Communications Ph.D., Our Lady of the Lake University
Sauseda, Dora R.....	Adjunct, Education M.A., University of the Incarnate Word
Saylor, Kacee.....	Adjunct, French M.A., Texas Tech University
Schmitz, Pierre.....	Adjunct, French M.A., Monterey Institute of International Studies
Schwarz, Lista.....	Adjunct, Mathematics B.S., Texas State University
Shipp, Julie Ann.....	Adjunct, Fine Arts M.A., The University of Texas at San Antonio
Stasko, Michael.....	Adjunct, Mathematics B.S., The University of Texas at San Antonio
Stienberg, John.....	Adjunct, Business M.A., Southwest Texas State University
Stevens, Charles.....	Adjunct, Mathematics M.A., Loyola University
Steves, Dondee.....	Adjunct, English M.A., The University of Texas at San Antonio
Stuhl, Brian.....	Adjunct, Criminal Justice M.S.C.J., Texas State University
Thomas, Laura.....	Adjunct, Mathematics M.A., Southern Methodist University
Thompson, Sandra.....	Instructor, Reading M.A., University of Arkansas
Tull, Laura.....	Librarian M.L.S., The University of Texas at Austin
Uranga, Yolanda.....	Adjunct, Sociology M.A., Our Lady of the Lake University
Valiente, Michael.....	Adjunct, Social & Behavioral Science M.A., Troy University
Vargas, Martha.....	Instructor, Mathematics M.A., The University of Texas at San Antonio
Viera, Valerie.....	Adjunct, Psychology M.A., Midwestern State University
Villarreal, Patricia.....	Instructor, English M.A., Our Lady of the Lake University
Webber, Minda.....	Adjunct, History M.A., Tarleton State University

Weigand, Christopher.....	Adjunct, Humanities M.A., University of Minnesota
West, Phillippe.....	Adjunct, Communications M.F.A., The University of Texas at Austin
Williams, John.....	Adjunct, Humanities M.A., University of Oklahoma
Williams, Patricia.....	Adjunct, Student Development B.A., Wayland Baptist University
Wortham, Argentina.....	Assistant Professor, Speech Ph.D., The University of Texas at Austin
Yowell, Robert.....	Assistant Professor, Political Science Ph.D., University of Kansas
Zecca, Silvia.....	Instructor, Spanish M.A., University of Texas Pan American
Zhang, Cuihua.....	Assistant Professor, Computer Science Ph.D., University of Mississippi



### **WELLNESS CENTER**

*The Northeast Lakeview College Wellness Center will be completed in Phase II of construction. At almost 40,000 square feet, the Center will feature dance studios, a weight & fitness room, and a gymnasium. The second floor of the facility will feature a nutrition lab.*

**Northeast Lakeview College  
Staff**

Accounting Clerk IV .....	Pearl Antu, Certificate
Administrative Assistant to the President.....	Sarah Dycus, A.A.
Assessment Technician .....	Dloris Barnes
Associate Director of Admissions.....	Elsa L. Cantu, B.B.A.
Bursar.....	Carmen Rodriguez, B.B.A.
Circulation Coordinator, Learning Resource Center.....	Richard Baldez, B.A.
College Director of Community & Public Relations .....	Kathleen Johnson-Hodge, M.A.
College Faciliator.....	Vanessa Mayfield
Coordinator of Academic Support Center.....	Patrick Murray, M.A.
Coordinator of Student Leadership/Activities .....	Cheryl Le Gras, M.S.
Director of College Services.....	Tangila Dove, M.B.A.
Director of College Grants Development.....	Martha Trevino, Ph.D.
Director of Distance Learning.....	Laura Reza-Hernandez, Ph.D.
Director Student Financial Services.....	William S. Delgado, M.P.A.
Education Skills Specialist II.....	Phillip Hicks, B.S.
Education Skills Specialist II.....	Belinda F. Rivera, B.A.
Education Skills Specialist II.....	Michael Ximenez, M.A.
Education Skills Specialist II, Team Leader.....	Marie Valdez, B.S.O.E.
Executive Assistant to the President.....	Pat Terrell, M.A.
Executive Secretary to the Vice President of Academic Affairs.....	Mary Ann Caldwell, A.A.S.
Executive Secretary to the Vice President of Student & Administrative Services .....	Sylvia Rayko
Facilities Superintendent.....	David Wissmann, B.S.O.E.
Financial Aid Advisor.....	D’Nitris Phillips, B.S.
Housekeeping Attendant I.....	Jose S. Gonzalez
Housekeeping Attendant I.....	Trina Frank
Housekeeping Attendant I.....	Hyong Nae Kim
Housekeeping Attendant I.....	Linda Samaniego
Housekeeping Attendant II & Interim Foreman .....	Patricia Ambriz
HVAC Shop Foreman.....	William Scott Mixell
Lead Master Electrician/District Master of Record.....	Harold Voigt
Network Engineer.....	Rudy Fuentes, A.A.S.
Science Lab Technician.....	Crystal Mendez, B.S.
Senior Maintenance Mechanic.....	Dustin Bailey
Senior Maintenance Mechanic.....	Jose Luis Carrillo, A.S.
Senior Multimedia Specialist.....	Thomas Raymond, B.A.
Senior Secretary.....	Irma Perez
Staff Counselor.....	Stacie Williams, M.S., LPC, LMFT



## SECTION 13 - INDEX

# Index

### A

- AAS Core Curriculum 94
- Academic Calendar 5–9
- Academic Dismissal 72
- Academic Fresh Start 17
- Academic Grievance Policy 77
- Academic Probation 72
- Academic Standard Student Obligations 71
- Academic Standards 71
- ACCD Foundation Scholarships 43–53
- ACCD Mission Statement 12
- Accuplacer 55–56
- Adding and Dropping Courses 73
- Adding Courses 31
- Administrative Staff 211–212
- Admission Appeal Procedure 18
- Admission of New Students 14–15
- Admission of Transfer Students 16
- Admission to Summer School 16
- Admissions and Records 13–31
- AIDS / HIV Policy 81
- Anthropology Degree Plan 96
- Application for Graduation 67
- Art Degree Plan 97
- Assessment (Testing) Center 55
- Attendance 75
- Audit or Non-credit Admission 18

### B

- Biology - Pre-Allied Health Track Degree Plan 127
- Biology - Pre-Nursing Track Degree Plan 128

Biology Degree Plan 126  
Biology - Pre-Professional Track Degree Plan 129  
Business Administration Degree Plan 98

## C

Calculating the GPA 76  
Campus Bookstore 57  
College Overview 11  
Campus Parking Regulations 57–58  
Campus Sex Crimes Presence Act 82  
Catalog Requirements 67  
Center for Distance Learning 58  
Chemistry Degree Plan 130  
Children on Campus Policy 82  
Classification of Students 24  
Code of Conduct 78  
College Mission Statement 12  
Commencement Ceremonies 68  
Communication Core Competencies 88  
Communication Studies Degree Plan 99  
Computer Labs 58  
Computer Science Degree Plan 131  
Concurrent Enrollment 28  
Conditional Admission 16  
Core Curriculum 92–93  
Core Curriculum & Degree Plans 85–93  
Correspondence Exams 56  
Counseling 58  
Course Descriptions 137–210  
Course Numbering System 23–24  
Course Withdrawals 73  
Credit by Examination 28–29  
Credit Transferability 24  
Criminal Justice Degree Plan 100  
Criminal Offenses 82

## D

Dance Degree Plan 101  
Disability Support Services 58–59  
Discipline 80  
Distance Learning Exams 56  
Division Chairpersons 213  
Drama Degree Plan 102  
Dropping Courses or Withdrawing 31

## **E**

Early Admission 15–16  
Early Alert Program 64  
Economics Degree Plan 103  
Education Degree Plans 120–124  
Eligibility for Public Participation and College Representation on Programs 72  
English Degree Plan 104  
Evaluation of College Transcripts 27  
Evaluation of Foreign Credentials 20  
Examinations 75

## **F**

Faculty Listing 213–218  
Family Education Rights and Privacy Act 81  
Free Speech 83

## **G**

Geography Degree Plan 105  
Geology Degree Plan 132  
Grade Point Average 76  
Grading System 75–76  
Graduate Guarantee 68–69  
Graduation 67–69  
Graduation Requirements 67–68  
Group Advising 29–30

## **H**

Hazing 79–80  
History Degree Plan 106  
Honor Graduates 68  
Honors Category Definitions 77  
Humanities and Visual and Performing Arts Core Competencies 90

## **I**

Identification Card (Photo ID) 31  
Installment Plan 35  
International Studies Latin American Emphasis Degree Plan 109  
International Studies Middle Eastern & Islamic Degree Plan 110  
Interdisciplinary Studies Degree Plan 107  
International Studies Degree Plan 108  
International Student Admission 18–20  
International Student Services 59

## **K**

Kinesiology Degree Plan 111

## L

Learning Communities 59  
Liberal Arts Degree Plan 112  
Library / Learning Resource Center (LRC) 60–61

## M

Make-Up Exams 57  
Mathematics Core Competencies 89  
Mathematics Degree Plan 133  
Mexican American Studies Degree Plan 113

## N

Natural Sciences Core Competencies 89  
Non-ACCD Foundation Scholarships 54

## O

Official Withdrawals 73–74  
Orientation 30

## P

Philosophy Degree Plan 114  
Physics Degree Plan 134  
Political Science Degree Plan 115  
Pre-Enrollment Seminar 29  
Procedures for Earning Credit by Examination 28  
Progress Probation 72  
Psychology Degree Plan 116  
Public Safety and Police Services 61

## R

Re-enrollment Eligibility 73  
Readmission to College 17  
Readmission to Class 73  
Registration 30  
Religious Holy Days 84  
Repetition of Courses 76–77  
Residence Verification 33–34

## S

Scholarships 43–54  
Senior Citizens 29  
Service Learning 62  
Sexual Harassment 83  
Short Term Loans 54

Smoking	83
Social and Behavioral Sciences Core Competencies	91
Social Work/Social Services Degree Plan	118
Sociology Degree Plan	117
Spanish Degree Plan	119
Staff Listing	219
Student Development	62
Student Enrollment & Records	23–31
Student Financial Services (SFS)	43–54
Student Insurance	62–63
Student Leadership & Activities	63
Student Load	23
Student Permanent Records	77
Student Responsibilities and Regulations	71–84
Student Services	55–65
Student Services Fee Advisory Committee (SSFAC)	63
Student Transfer Responsibility	26–27
Substance Abuse Prevention	81

## **T**

Teaching-1st Curriculum Degree Plan	121
Teaching-2nd Curriculum Degree Plan	122
Teaching-3rd Curriculum Degree Plan	124
Texas Success Initiative (TSI)	13
Texas Success Initiative (TSI) and Assessment Testing	14
Transcript of Record	23
Transfer Center	64–65
Transfer of Lower Division Course Credit	24–26
Tuition and Fees	33–40
Tutoring/Academic Support Center (ASC)	63–64

## **U**

Unofficial Withdrawals	74
Use of Electronic Devices	83

## **W**

Welcome/Advising Center	64
Withdrawal For Military Service	74