

1st 8 -Week Semester (August 28th – October 20th)

5

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2023 - 2024 ACADEMIC YEAR

FALL SEMESTER 2023

16-Week Semester (August 28th – December 15th)

April 3 – August 18.....REGISTRATION

August 11, FridayLast Day to Apply for Admission (16 week semester)

August 18, Friday, 4:00 p.m. Payment Due

August 21 – August 29, Monday - TuesdayLate Registration (Pay as you go)

August 23, Wednesday, 8:00 a.m. Dormitories Open
8:30 a.m. General Faculty Meeting

August 28, Monday, 8:00 a.m.First Day of Classes

September 4, Monday..... Labor Day Holiday

September 13, Wednesday 12th Class Day (Official Census Date)

October 20, Friday, 12:00 p.m.....Mid-Semester Grades Due

November 3, Friday, 4:00 p.m.....Application Deadline – Fall Graduation

November 20, Monday, 6:00 p.m..... Withdrawal Deadline

November 22 - 24, Wednesday - Friday..... Thanksgiving Holiday

December 9 - 14, Saturday - Thursday..... Fall Semester Final Exams

December 15, Friday, 12:00 p.m. All Grades Due

December 19, Tuesday, 4:00 p.m.All offices close for Winter Break

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE –2023 - 2024 ACADEMIC YEAR

FALL SEMESTER 2023

2nd 8-Week Semester (October 23rd – December 15th)

April 3 – October 6.....REGISTRATION

September 29, Friday..... Last Day to Apply for Admission (2nd 8-week semester)

October 6, Friday, 4:00 p.m..... Payment Due

October 9 -17, Monday - Tuesday.....Late Registration (Pay as you go)

October 23, Monday, 8:00 a.m..... First Day of Classes

October 30, Monday.....6th Class Day (Official Census Date)

November 3, Friday, 4:00 p.m..... Application Deadline – Fall Graduation

November 20, Monday, 4:00 p.m..... Withdrawal Deadline

November 22 - 24, Wednesday - Friday..... Thanksgiving Holiday

December 8 - 13, Friday - Wednesday..... Fall 2nd 8-Week Semester Final Exams

December 15, Friday, 12:00 p.m. All Grades Due

December 19, Tuesday, 4:00 p.m.....All offices close for Winter Break

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2023-2024 ACADEMIC YEAR

SPRING SEMESTER 2024

1st 8 -Week Semester (January 16th– March 8th)

October 30 – January 5 **REGISTRATION**

December 29, Friday Last Day to Apply for Admission (1st 8-week semester)

January 2, Tuesday Offices Open After Christmas Holidays

January 5, Friday, 4:00 p.m. Payment Due

January 8 - 17, Monday - Wednesday Late Registration (Pay as you go)

January 9, Tuesday, 8:30 a.m. General Faculty meeting

January 10, Wednesday, 8:00 a.m. Dormitories Open

January 15, Monday Martin Luther King Jr. Holiday

January 16, Tuesday, 8:00 a.m. First Day of Classes

January 23, Tuesday 6th Class Day (Official Census Date)

February 16, Friday, 4:00 p.m. Withdrawal Deadline

March 1 - 6, Friday - Wednesday Spring 1st 8-week Semester Final Exams

March 8, Friday, 12:00 p.m. All Grades Due

March 11 - 15, Monday - Friday Spring Break

April 5, Friday, 4:00 p.m. Application Deadline – Spring Graduation

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2023 – 2024 ACADEMIC YEAR

SPRING SEMESTER 2024

16-Week Semester (January 16th – May 10th)

October 30 – January 5.....	REGISTRATION
December 29, Friday	Last Day to Apply for Admission (16 week semester)
January 2, Tuesday	Offices Open After Christmas Holidays
January 5, Friday, 4:00 p.m.	Payment Due
January 8 - 17, Monday - Wednesday	Late Registration (Pay as you go)
January 9, Tuesday, 8:30 a.m.	General Faculty meeting
January 10, Wednesday, 8:00 a.m.	Dormitories Open
January 15, Monday	Martin Luther King Jr. Holiday
January 16, Tuesday, 8:00 a.m.	First Day of Classes
January 31, Wednesday	12 th Class Day (Official Census Date)
March 8, Friday, 12:00 p.m.	Mid-Semester Grades Due
March 11 - 15, Monday - Friday	Spring Break
March 29, Friday	Easter Holiday
April 1, Monday, 8:00 a.m.	Offices open/classes resume after Easter Holiday
April 5, Friday, 4:00 p.m.	Application Deadline – Spring Graduation
April 19, Friday, 4:00 p.m.	Withdrawal Deadline
May 4 - 9, Saturday - Thursday	Spring Semester Final Exams
May 9, Thursday 12:00 p.m.	All Grades Due
May 10, Friday, 4:00 p.m.	Spring Semester Closes
TBA.....	Commencement

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2023 - 2024 ACADEMIC YEAR

SPRING SEMESTER 2024

2nd 8 -Week Semester (March 18th – May 10th)

October 30 – March 1.....EARLY REGISTRATION

March 1, Friday Last Day to Apply for Admission (2nd 8-week semester)
4:00 p.m..... Payment Due

March 4 - 19, Monday - TuesdayLate Registration (Pay as you go)

March 11 - 15, Monday - Friday Spring Break

March 18, Monday, 8:00 a.m.First Day of Classes

March 25, Monday6th Class Day (Official Census Date)

March 29, Friday Easter Holiday

April 1, Monday, 8:00 a.m. Offices open/classes resume after Easter Holiday

April 5, Friday, 4:00 p.m. Application Deadline – Spring Graduation

April 19, Friday, 4:00 p.m. Withdrawal Deadline

May 3 - 8, Friday - WednesdaySpring 2nd 8-Week Semester Final Exams

May 9, Thursday 12:00 p.m. All Grades Due

May 10, Friday, 4:00 p.m. Spring Semester Closes

Commencement..... TBA

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR 2023 – 2024 ACADEMIC YEAR

Classes will be held Monday through Thursday

SUMMER SESSION I – 2024

(FIRST TERM - SIX WEEKS)

April 1 – May 24	REGISTRATION
May 17, Friday	Last Day to Apply for Admission (Summer I)
May 24, Friday, 4:00 p.m.	Payment Due
May 27, Monday	Memorial Day
May 28 – June 4, Tuesday – Tuesday.....	Late Registration (Pay as you go)
June 3, Monday, 8:00 a.m.	First Day of Classes
June 6, Thursday.....	4 th Class Day (Official Census Date)
June 28, Tuesday, 6:00 p.m.	Withdrawal Deadline
July 4, Thursday	4 th of July Holiday
July 8 - 9, Monday -Tuesday	Summer I Final Exams
July 10, Wednesday, 12:00 p.m.....	Grades Due End of Summer Session I

SUMMER SESSION II – 2024

(SECOND TERM - SIX WEEKS)

April 1 – June 28	Registration
June 21, Friday	Last Day to Apply for Admission (Summer II)
June 28, Friday, 4:00 p.m.	Payment Due
July 1 – July 11, Monday - Thursday	Late Registration (Pay as you go)
July 11, Thursday, 8:00 a.m.	First Day of Classes
July 17, Wednesday.....	4 th Class Day (Official Census Date)
August 2, Friday, 4:00 p.m.	Withdrawal Deadline/ Application Deadline – Summer Graduation
August 14 - 15, Wednesday - Thursday	Summer II Final Exams
August 16, Friday, 12:00 p.m.	Grades Due End of Summer Session II

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DIVISION CHAIRS

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B.S., Sul Ross State University
M.S., Texas A&M International University

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A.A., Southwest Texas Junior College
B.A.S., Sul Ross State University – Rio Grande College

Buildings and Grounds Director..... Albino Salinas, Jr.

Business Office Director Irma G. Garcia
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B.A., Sul Ross State University – Rio Grande College

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Child Development Center Director..... Christine M. Chapoy

Data Management/Integration Officer..... David Conde
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B.B.A. & M.B.A., Sul Ross State University – Rio Grande College

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A.A., Southwest Texas Junior College
B.B.A., Texas State University

Dual Credit Program Director Savanna Martinez
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B.B.A. & M.Ed., Sul Ross State University

Dual Credit Program Coordinator **To Be Filled**

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A.A. & A.A.S., Southwest Texas Junior College

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B.A.A.S., Texas Tech University

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A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Facilities Director, Crystal City Instructional Facility Cruz O. Mata
A.A., Southwest Texas Junior College
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Facilities Superintendent Kirk M. Palermo

First Year Experience Coordinator Olivia L. Guerrero-Rish
B.A., Texas A&M University

Food Service Manager/Cook Steven L. Garner

Human Resources Coordinator Oscar S. Garcia

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M.S., Texas A&M International University

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A.A.S., ITT Technical Institute

Law Enforcement Academy Coordinator Johnny J. Field
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B.A.S., Sul Ross State University

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B.A., Ashford University
M.L.S., Texas Woman's University

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A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Librarian II, Crystal City Melissa A. Alvarado
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B.A., Sul Ross State University – Rio Grande College
M.S., University of North Texas

Librarian II, Eagle Pass Julie Pace-Monsivais
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B.A., Sul Ross State University – Rio Grande College
M.L.S., Texas Woman's University

Library Manager, Del Rio To Be Filled

Marketing Coordinator - Student Recruitment & Engagement, Uvalde Philip E. Hadley
A.A., Southwest Texas Junior College
B.A., Texas A&M University – Corpus Christi
M.A., Texas State University

Patient Care Technician Coordinator Judy F. Estrada
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Diploma, Brightwood College

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B.B.A., Sul Ross State University

Professional Development Officer Dr. Renee T. Zimmerman
B.A. & M.Ed., Sul Ross State University – Rio Grande College
Ed.D., The University of Texas at San Antonio

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B.S., Clarkson College
M.S., Thomas Jefferson University

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B.A., Sul Ross State University – Rio Grande College

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STEM Success Coach Clara Encinia
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B.B.A., Sul Ross State University	
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B.A., Sul Ross State University	
Upward Bound Project Advisor	Juan Sandoval
B.S., Sul Ross State University	
Upward Bound Project Director	Jaime Nevarez
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FACULTY OF INSTRUCTION

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Dr. Thomas D. Forbes	Biology
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Luis O. Gonzalez.....	A.A., Southwest Texas Junior College B.S., Kaplan University	EMT
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Jose Hernandez.....		Truck Driving
Nancy C. Hill.....	M.A., Academy of Arts, Architecture and Design in Prague	Art
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Dr. Subburaj Kannan.....	Ph.D., University of Manitoba	Biology
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M.S.N., Texas A&M University – Corpus Christi	
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B.S. & M.B.A., Texas A&M University - Commerce	
Miguel A. Lopez.....	Automotive Technology
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Roberto Lopez	Truck Driving
Raul Lopez	Truck Driving
Jose F. Luna.....	Health Science Technology/Nurse Aide Training
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Emma Martinez	Cosmetology
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M.S., Texas A&M International University	
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M.Div. & D.Div., Southwestern Baptist Theological Seminary	
Catarino Morales, III	Biology
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April Page.....	Emergency Medical Technician
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M.S., Facultad de Ingeniería Mecánica y Eléctrica	
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B.A., Sul Ross State University – Rio Grande College	
M.A., Sul Ross State University	
Karen L. Quiroz.....	English
B.A., The University of Texas at San Antonio	
M.L.A., St. Edwards University	
Alyssa R. Quiz.....	Psychology
B.A., Texas State University	
M.Ed., Sul Ross State University – Rio Grande College	
Hector Rivera	Computer Information Systems
B.A., University of St. Thomas	
M.S., Texas A & M International University	
Josephine Rodrigues.....	Government
B.A., & M.A., St. Mary's University	
Ana I. Rodriguez	Patient Care Technology
Certificate, Career Point College	
Diana A. Rodriguez.....	English
B.A. & M.Ed., Sul Ross State University – Rio Grande College	
Juana H. Rodriguez	History
A.A., Southwest Texas Junior College	
B.A. & M.Ed., Sul Ross State University – Rio Grande College	

Antonio V. Ruiz, Jr.....	Air Conditioning & Refrigeration A.A.S., Southwest Texas Junior College
Alejandro Salinas	Aviation Maintenance
Juanita G. Sanchez.....	Nutrition B.S., The University of Texas at Austin
Claudia Sanderlin	Sociology B.A.A.S. & M.A., Southwest Texas State University
Carolina Serna	Mathematics A.A., Southwest Texas Junior College B.B.A., Sul Ross State University – Rio Grande College M.Ed., Texas State University
Melissa R. Serrano	Vocational Nursing B.S.N., The University of Texas - Health Science Center at San Antonio M.S.N., Walden University
Erik A. Smith.....	History B.A. & M.A., San Jose State University
Abelardo Talamantes.....	Truck Driving
Daniel J. Tidwell	Wildlife Management B.S. & M.S., Sul Ross State University
Sonia P. Tovar	Vocational Nursing A.A.S., San Antonio College
Mary Ann Towne	Government/History M.A., Sul Ross State University
Diane Underwood.....	Computer Science B.S., Austin Peay State University M.S., University of Missouri
Vanessa G. Uriegas	English A.A., Southwest Texas Junior College B.A. & M.Ed., Sul Ross State University – Rio Grande College
Leopoldo Valdez, Jr.....	Welding Technology
Raul Valdez	Simulation Coordinator Certificate, Southwest Texas Junior College
Virginia Valle	Vocational Nursing A.A.S., San Antonio College B.S.N, University of the Incarnate Word M.S.N, Walden University
Denise Vanderlick	Radiologic Technology B.S., University of Louisiana - Monroe
Daniel T. Vargas.....	Automotive Technology Certificate & A.A.S, Southwest Texas Junior College B.A.S., Sul Ross State University – Rio Grande College

Derek Veazey	Biology
B.S. & M.S., Texas A&M University – College Station	
Jami D. Watts	English
B.A., Wellesley College	
M. Liberal Studies, Rice University	
Dr. Dean W. Wiemers	Wildlife Management
B.S., Texas A&M University – College Station	
M.S. & Ph.D., Texas A&M University – Kingsville	
Veronica C. Williams	Speech
Certificate & A.A., Southwest Texas Junior College	
B.A & M.Ed., Sul Ross State University – Rio Grande College	
Alberto F. Ybarra	Welding Technology
A.A., Southwest Texas Junior College	
Emmanuel Zamora	Law Enforcement Academy
A.A.S., Southwest Texas Junior College	
Katherine E. Zaske Merenda	Associate Degree Nursing
A.A.S., Brookhaven College	
B.S.N., Texas Tech University	
M.S.N., The University of Texas at Tyler	
Jose Zavala, Jr.	Welding Technology
Certificate, Southwest Texas Junior College	

ADMINISTRATIVE STAFF

Adan Alaniz, Jr.	Information Technology Systems Administrator A.A.S., Southwest Texas Junior College
Leighla Alarcon	Teller/Receptionist, Del Rio
Karina Alcorta	Financial Aid Clerk, Del Rio A.A., Southwest Texas Junior College B.B.A., Texas A&M University – Corpus Christi
Marcelino Alderete	Acquisition Technician, Library A.A., Southwest Texas Junior College
Jose Almaraz	Information Technology, Help Desk Technician
Diana C. Alvarado	AEL Site Supervisor/Career Navigator, Eagle Pass B.S., Sul Ross State University – Rio Grande College
Norma Anderson	Admissions/Records Clerk A.A & A.A.S., Southwest Texas Junior College
Delia Aviles	Teacher/Care Giver
Minerva Bernal	AEL Site Supervisor, Eagle Pass B.A.S., Sul Ross State University
Laura Bustillos	Information Technology Help Desk Technician, Del Rio
Jerry D. Cardona	Information Technology Help Desk Technician
Yvette Lacsina	AEL Site Supervisor, Del Rio B.S., Park University
Wade B. Carpenter	Public Information Assistant
Gabriela Casarez	Library Resource Technician, Eagle Pass A.A., Southwest Texas Junior College
Sabrina Castillo	Smart Classroom Aide A.A. Southwest Texas Junior College
Dannyra K. Castillon	Library Resource Technician, Eagle Pass B.A., Sul Ross State University – Rio Grande College
Julio Castro	Coordinator of Transportation
Rubi Casarez	Child Care Provider
Laura Conterras	Printing Center Technician
Michael A. Cortez	Testing Center Specialist A.A., Southwest Texas Junior College
Denise Coward	Teacher/Provider

Gabriela Davis Information Technology Smart Classroom Site Supervisor, Del Rio
A.A.S., Southwest Texas Junior College

Adrian De Anda Information Technology Services Supervisor, Eagle Pass
A.A.S., Southwest Texas Junior College

Deya Degroat Accounts Payable/Receptionist, Uvalde

Ruben De la Garza Campus Police Officer, Del Rio

Jose A. De Luna Information Technology Smart Classroom Technician, Eagle Pass

Norma A. Diaz Nursing Administrative Assistant, Eagle Pass

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B.B.A., Sul Ross State University

Delia L. Esquivel Office Manager, Eagle Pass
Secretarial Certificate & A.A., Southwest Texas Junior College
B.S. & M.Ed., Sul Ross State University

Bianca Fernandez Administrative Assistant, Del Rio
A.A., Southwest Texas Junior College
B.B.A., Sul Ross State University – Rio Grande College

Guadalupe G. Flores Pre-School Teacher
A.A.S., Southwest Texas Junior College
B.A., Sul Ross State University

Sandra S. Flores Administrative Assistant, Student Services Office
Certificate, A.A., & A.A.S., Southwest Texas Junior College
B.A.S., Sul Ross State University

Susana Flores AEL Data Entry Specialist / Quality Assurance Lead
A.A., Southwest Texas Junior College

Azalia G. Garcia Distance Learning Instructional Aide, Eagle Pass

Javier Garcia Technical Support Specialist

Lizabel Garcia AEL Office Manager
A.A.S., Southwest Texas Junior College
B.A.S., Sul Ross State University – Rio Grande College

Oscar Garcia AEL Program Coordinator
A.A.S., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Angelica U. Garza Administrative Assistant, Dean of Applied Sciences/Liberal Arts

Angelica Gaucin Information Technology Applications Manager
A.A. & A.A.S., Southwest Texas Junior College
B.B.A., Sul Ross State University – Rio Grande College

Anthony Gaucin Testing Center Assistant
A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Clarisa Gonzales.....	Administrative Assistant, Crystal City A.A.S., Southwest Texas Junior College
Francisco Gonzales.....	Information Technology Help Desk Supervisor A.A.S., Southwest Texas Junior College
Lorena D. Gonzales.....	TRIO EOC Outreach Specialist A.A. & A.A.S., Southwest Texas Junior College
Lourdes V. Gonzalez.....	Switchboard Operator Certificate, Southwest Texas Junior College
Ana Gonzalez	Financial Aid, Administrative Assistant A.A., Southwest Texas Junior College B.A., Sul Ross State University
Juanita A. Gonzalez.....	Administrative Assistant, Eagle Pass A.A., Southwest Texas Junior College
Gricelda L. Gutierrez.....	Administrative Assistant, Workforce Training & Development Certificate, Southwest Texas Junior College
Cruz M. Hernandez	Testing Center Assistant A.A., Southwest Texas Junior College
Blanca M. Herrera	Administrative Assistant, Eagle Pass
Amanda R. Ibarra	Title III, Project Manager A.A., Southwest Texas Junior College B.B.A. Sul Ross State University
Fernando Lombraña.....	Information Technology Database Administrator A.A.S., Southwest Texas Junior College B.B.A., Sul Ross State University – Rio Grande College
Amanda Lopez	Office Manager, Full STEM Ahead A.A., Southwest Texas Junior College
Jesus S. Lopez	Information Technology Help Desk Technician, Eagle Pass
Melissa Lopez.....	Payroll/TRS Specialist A.A. & A.A.S., Southwest Texas Junior College
Milton Lozano	Information Technology Smart Classroom Instructional Aide, Del Rio A.A.S., Southwest Texas Junior College
Raul Lozano	Information Technology Smart Classroom Site Supervisor, Eagle Pass A.A., Southwest Texas Junior College
Blanca Martinez	Accounts Payable Specialist A.A., Southwest Texas Junior College
Daniel Martinez.....	Warehouse Receiving Clerk
Ismael Martinez.....	Video/Graphic Design Technician
Jerry Martinez.....	Campus Police Officer, Uvalde B.A.A.S., Tarleton State University

Mia Martinez Teacher/Provider

Luis Angel Mauricio.....Campus Police Officer, Eagle Pass

Lizet Medrano Nursing Administrative Assistant, Del Rio

Sandra Moreno Office Manager, Del Rio
A.A., Southwest Texas Junior College

Cristina V. MorinAccounts Receivable/Sponsorship Clerk

Ana L. Oca Secretary, Eagle Pass
A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Christopher R. Ortiz Help Desk Technician, Del Rio
A.S., East Coast Polytechnic Institute

Dora Z. Padilla Library Resource Technician, Del Rio

Sylvia Quintero..... Teacher/Caregiver

Jesus E. Ramirez..... Motor Pool Assistant

Sydia RamonRegional Assessor, AEL

Guadalupe RangelClerk, Workforce Training & Development Office

Javier Rangel, Jr. Administrative Assistant, Information Technology
A.A., Southwest Texas Junior College

Olga Rangel..... Teacher/Caregiver
Certificate & A.A.S., Southwest Texas Junior College

Cecilia C. Reavis Admissions Specialist – Dual Credit
A.A. & A.A.S., Southwest Texas Junior College
B.A.S & M.B.A., Sul Ross State University

Juanita (Nita) ReedAdministrative Assistant, Office of the President
A.A., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Martha Reyna Lopez Child Care Center Cook

Yolanda Rocha Administrative Assistant, Del Rio
Certificate, A.A. & A.A.S., Southwest Texas Junior College
B.A.S., Sul Ross State University – Rio Grande College

Diana P. Rodriguez..... AEL Site Supervisor, Uvalde

Rosa Rodriguez Caregiver

Caleb RogersPhysical Education/Gymnasium/Swimming Pool Facilitator
A.S., Southwest Texas Junior College

Aracely Ruiz..... Administrative Assistant, Academic Affairs Office
A.A. & A.A.S., Southwest Texas Junior College
B.A., Sul Ross State University – Rio Grande College

Manuel Ruiz Information Technology Network and Telecommunications Engineer
A.A.S., Southwest Texas Junior College
B.A.A.S., Texas A&M University

David A. Sanchez Information Technology Smart Board Classrooms Technician

Juanita H. Santos Head Cashier/Smart Card Administrator

Nereida Santos Administrative Assistant, Applied Sciences
Certificate & A.A., Southwest Texas Junior College

Jeanette Saucedo Office Coordinator, Administrative Services Office
A.A., Southwest Texas Junior College
B.A.A.S., Sul Ross State University – Rio Grande College

Maria C. Tapia Secretary, Workforce Training & Development

Brent Thompson Information Security Officer
B.S., The University of Texas at San Antonio

Veronica Valerio **Nursing** Administrative Assistant, Uvalde
A.A., Southwest Texas Junior College

Rosa Vasquez Regional Assessor, AEL

Michelle Martinez Vera Administrative Assistant, TRIO-Student Support Services

Vanessa Verjan Payroll Officer
A.A., Southwest Texas Junior College
B.B.A, Sul Ross State University

Maria Villarreal Financial Aid Clerk, Eagle Pass

Teresa Zamarripa Law Enforcement Academy Secretary

RESIDENCE HALL STAFF

Sylvia G. Fernandez Supervisor, Garner Hall

Oscar S. Garcia Supervisor, Hubbard Hall

2. Students under the age of 22 must submit proof of Bacterial Meningitis vaccination 10 days prior to attending class on any SWTJC campus.
3. All students must submit a completed Dual Credit Admission Form (printable form online at <https://www.swtjc.edu/> under the Dual Credit tab). All signatures indicated on the form must be provided, or the form will be returned, perhaps delaying a student's acceptance.
4. All students must have taken and passed a state approved placement test in areas related to course enrollment. A high school transcript must be submitted showing STAAR, ACT, SAT, PSAT (tested prior to October 2015), ASPIRE, or TSIA exemption scores. (Students must provide a copy of scores to high school counselor). For a list of qualifying scores, please visit www.swtjc.edu and view the dual credit tab.
5. Dual credit orientation is mandatory for all new high school students enrolling in a dual credit class. Dual credit orientation is offered at the Uvalde, Del Rio, Eagle Pass, Crystal City, Medina Valley and Hondo campuses. Students planning to take a dual credit class must register for dual credit orientation prior to attending.
6. High school students shall be enrolled in courses at the discretion of his or her school district per semester.
7. Each student is eligible for a dual credit tuition discount at the discretion of his or her school district per semester.
8. An official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.
9. Dual Credit is governed by the current School District/SWTJC agreement between Southwest Texas Junior College and each respective School District.

Early College High School Students: Students meeting the following criteria may apply for early enrollment to Southwest Texas Junior College:

1. NEW students must submit an Application for Admission (submit online at <https://www.goapplytexas.org>).
2. Students under the age of 22 must submit proof of Bacterial Meningitis vaccination 10 days prior to attending class on any SWTJC campus.
3. All students must submit a completed Dual Credit Admission form (printable form online at <https://www.swtjc.edu> , Admissions & Aid > Outreach > High School Dual Credit). All signatures indicated on the form must be provided, or the form will be returned, perhaps delaying a student's acceptance.
4. All students must have taken and passed a state approved placement test in areas related to course enrollment. A high school transcript must be submitted showing STAAR, ACT, SAT, PSAT (tested prior to October 2015), ASPIRE, or TSI exemption scores. (Students must provide a copy of scores to a high school counselor). For a list of qualifying scores, please visit www.swtjc.edu , Admissions & Aid > Outreach > High School Dual Credit.

TSI INFORMATION AND DEVELOPMENTAL EDUCATION POLICIES

Southwest Texas Junior College (SWTJC) maintains an “open door” admissions policy, and as a result, students enter the college in various stages of academic preparedness. Therefore, the presence of a valid and consistent developmental education program is vital to ensure a pathway for academically underprepared students. The following Developmental Education Plan explains the basic requirements of the Texas Success Initiative (TSI) program and provides a procedural overview of the Developmental Education Program at Southwest Texas Junior College.

TSI Basic Information

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess or have the opportunity to gain academic skills needed to perform effectively in college-level coursework. TSI includes an assessment component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student. Students who do not receive the minimum required score on the approved assessment instrument are considered TSI “deficient” or not college-ready and must be:

- (1) Advised regarding developmental education necessary to achieve readiness in performing freshman-level academic coursework, and
- (2) Provided a plan which shall include developmental education¹ and may include provisions for enrollment in appropriate non-developmental coursework.

The Developmental Education Program at SWTJC complies with the requirements of the Texas Success Initiative as outlined and explained in Title 19, Part 1, Chapter 4, Subchapter C, of the Texas Administrative Code.

TSI Exemptions

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements (from Title 19, Part 1, Chapter 4, Subchapter C, Rule 4.54 of the Texas Administrative Code):

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

- (1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) ACT: On or before 2/14/2023, composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment. As of 2/15/2023, a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.

(B) SAT

- (i) SAT administered prior to March 5, 2016: a combined reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be

Transfers

Students who have previously attended a Texas public institution of higher education and are not TSI complete or exempt from TSI requirements must test on the TSI Assessment. If the student fails to score “College Ready” on any portion of the assessment, an appropriate developmental education plan will be required.

Assessment/Testing

Unless a student is exempt by one of the conditions above, THECB Rule 4.55 requires that an institution assess the academic skills of each entering undergraduate student prior to enrollment of the student. Under exceptional circumstances, an institution may permit a student to enroll in freshman-level academic coursework without assessment but shall require the student to be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework. SWTJC complies with this request by requiring assessment of all entering students who do not meet the TSI exemption criteria listed above. **Entering students who are not assessed prior to the beginning of their next semester of enrollment are prohibited from registering for additional coursework.**

Students who are TSI exempt or who have been tested with an approved assessment instrument must provide SWTJC with official transcripts or score reports prior to registering for classes. It is recommended that testing be completed at least two weeks prior to registration.

The SWTJC Testing Center administers the Texas Success Initiative Assessment 2.0 (TSIA2). Students should request information from the SWTJC Testing Center to access the required Pre-Assessment activity and testing schedules.

High school and home schooled students who are not exempt from TSIA2 requirements as described in the exemption section and who desire to attend SWTJC must be assessed prior to enrolling. High school and home schooled students are subject to the **“College Entrance Exam Minimum Passing Scores”**. A current copy can be obtained from the SWTJC Outreach Office Web page.

College Readiness Standards

The Texas Higher Education Coordinating Board (THECB) has established “College Ready” minimum scores for all sections of the TSI Assessment. Students who score at or above these minimum scores are thereby deemed “college ready” and are not required to complete any college preparatory/developmental coursework or material. The current approved “College Ready” scores as well as scores requiring students to enroll in college preparatory/developmental work are available by clicking here. <https://accuplacer.collegeboard.org/sites/default/files/tsai-interpreting-your-score-brochure.pdf>

Retesting

With the inception of the TSI Assessment in fall, 2013, students may retest on any part or parts of the TSI at any time.

Individual Student Plans - Placement

A student scoring below the “College Ready” threshold on one or more of the TSI subject areas is required to consult with an SWTJC academic advisor/success coach. The advisor/success coach will work with each student to create an individualized developmental education plan that may include developmental courses, non-course-based options, (NCBO), linked courses, and appropriate non-developmental coursework. Each plan for academic success will be designed to provide the best opportunity for the student to succeed in performing freshman-level academic coursework. The student’s individual education plan and the TSI requirements will be updated on a regular basis and made available to the student. SWTJC will consider all federal laws pertaining to individuals with disabilities when assessing and advising such students. The individual education plan will adhere to the following requirements:

SOCIOLOGY	4 or higher	SOCI 2301	3
SOCIAL AND CULTURAL ANTHROPOLOGY	4 or higher	ANTH 2346	3
THEATER ARTS	4 or higher	DRAM 1310	3

FINANCES

TUITION AND FEE SCHEDULES PER SEMESTER

IN-DISTRICT							OUT-OF DISTRICT							
Hours	Tuition	Registration Fee	General Use Fee	Technology Fee	Campus Access Fee	Total*	Hours	Tuition	Registration Fee	Out of District Fee	General Use Fee	Technology Fee	Campus Access Fee	Total*
1	\$195.00	\$24.75	\$ 72.00	\$12.00	\$5.00	\$308.75	1	\$195.00	\$24.75	\$210.00	72.00	\$12.00	\$5.00	518.75
2	195.00	24.75	72.00	24.00	5.00	320.75	2	195.00	24.75	210.00	72.00	24.00	5.00	530.75
3	195.00	24.75	72.00	36.00	5.00	332.75	3	195.00	24.75	210.00	72.00	36.00	5.00	542.75
4	260.00	33.00	96.00	48.00	5.00	442.00	4	260.00	33.00	280.00	96.00	48.00	5.00	722.00
5	325.00	41.25	120.00	60.00	5.00	551.25	5	325.00	41.25	350.00	120.00	60.00	5.00	901.25
6	390.00	49.50	144.00	72.00	6.00	661.50	6	390.00	49.50	420.00	144.00	72.00	6.00	1,081.50
7	455.00	57.75	168.00	84.00	7.00	771.75	7	455.00	57.75	490.00	168.00	84.00	7.00	1,261.75
8	520.00	66.00	192.00	96.00	8.00	882.00	8	520.00	66.00	560.00	192.00	96.00	8.00	1,442.00
9	585.00	74.25	216.00	108.00	9.00	992.25	9	585.00	74.25	630.00	216.00	108.00	9.00	1,622.25
10	650.00	82.50	240.00	120.00	10.00	1,102.50	10	650.00	82.50	700.00	240.00	120.00	10.00	1,802.50
11	715.00	90.75	264.00	132.00	11.00	1,212.75	11	715.00	90.75	770.00	264.00	132.00	11.00	1,982.75
12	780.00	99.00	288.00	144.00	12.00	1,323.00	12	780.00	99.00	840.00	288.00	144.00	12.00	2,163.00
13	845.00	107.25	312.00	156.00	13.00	1,433.25	13	845.00	107.25	910.00	312.00	156.00	13.00	2,343.25
14	910.00	115.50	336.00	168.00	14.00	1,543.50	14	910.00	115.50	980.00	336.00	168.00	14.00	2,523.50
15	975.00	123.75	360.00	180.00	15.00	1,653.75	15	975.00	123.75	1,050.00	360.00	180.00	15.00	2,703.75
16	1,040.00	132.00	384.00	192.00	16.00	1,764.00	16	1,040.00	132.00	1,120.00	384.00	192.00	16.00	2,884.00
17	1,105.00	140.25	408.00	204.00	17.00	1,874.25	17	1,105.00	140.25	1,190.00	408.00	204.00	17.00	3,064.25
18	1,170.00	148.50	432.00	216.00	18.00	1,984.50	18	1,170.00	148.50	1,260.00	432.00	216.00	18.00	3,244.50
19	1,235.00	156.75	456.00	228.00	19.00	2,094.75	19	1,235.00	156.75	1,330.00	456.00	228.00	19.00	3,424.75
20	1,300.00	165.00	480.00	240.00	20.00	2,205.00	20	1,300.00	165.00	1,400.00	480.00	240.00	20.00	3,605.00
<p>NOTES:</p> <p>* This total does not include lab fees or other miscellaneous fees.</p> <p>NOTE: Students taking a course previously attempted two or more times at SWTJC will be assessed tuition for that course equal to the out-of-state rate.</p>														

**TUITION AND FEE SCHEDULES
PER
SEMESTER**

NON-RESIDENT (OUT OF STATE & FOREIGN STUDENTS)						
Hours	Tuition	Registration Fee	General Use Fee	Technology Fee	Campus Access Fee	Total
1	651.00	\$24.75	\$72.00	\$12.00	\$5.00	764.75
2	651.00	24.75	72.00	24.00	5.00	776.75
3	651.00	24.75	72.00	36.00	5.00	788.75
4	868.00	33.00	96.00	48.00	5.00	1,050.00
5	1,085.00	41.25	120.00	60.00	5.00	1,311.25
6	1,302.00	49.50	144.00	72.00	6.00	1,573.50
7	1,519.00	57.75	168.00	84.00	7.00	1,835.75
8	1,736.00	66.00	192.00	96.00	8.00	2,098.00
9	1,953.00	74.25	216.00	108.00	9.00	2,360.25
10	2,170.00	82.50	240.00	120.00	10.00	2,622.50
11	2,387.00	90.75	264.00	132.00	11.00	2,884.75
12	2,604.00	99.00	288.00	144.00	12.00	3,147.00
13	2,821.00	107.25	312.00	156.00	13.00	3,409.25
14	3,038.00	115.50	336.00	168.00	14.00	3,671.50
15	3,255.00	123.75	360.00	180.00	15.00	3,933.75
16	3,472.00	132.00	384.00	192.00	16.00	4,196.00
17	3,689.00	140.25	408.00	204.00	17.00	4,458.25
18	3,906.00	148.50	432.00	216.00	18.00	4,720.50
19	4,123.00	156.75	456.00	228.00	19.00	4,982.75
20	4,340.00	165.00	480.00	240.00	20.00	5,245.00
NOTES:						
<p>* This total does not include lab fees or other miscellaneous fees. NOTE: Students taking a course previously attempted two or more times at SWTJC will be a repeat fee.</p>						

SPECIAL FEES AND CHARGES

	AMOUNT
Registration Fee -- \$ 8.25 per semester hour (<i>The registration fee includes library and activity fees</i>)	\$ 24.75 minimum
Network Course Access Fee	\$30.00
Change of Schedule - this fee is waived by the Registrar if the schedule change is made or recommended by the college	\$ 3.00
Graduation Tuition (<i>Diploma</i>)	\$20.00
Diploma and Cover	\$20.00
Ceremony Late Fee	\$5.00
Late Registration Fee	\$ 24.00
Reinstatement Fee	\$200.00
Repeated Course Fee (<i>applies to the third and subsequent time a course is attempted</i>)	\$300.00
General Use Fee -- per semester hour	\$24.00
Out-of-District Tuition -- per semester hour	\$ 70.00/sem. hr.
Technology Fee -- per semester hour	\$12.00
Bad Check Fee -- per insufficient funds check returned to the college	\$ 25.00
ID - Meal Ticket Replacement Fee	\$ 5.25
ID – Student Replacement ID Fee	\$ 25.00
Campus Access Fee -- \$.00 per semester hour	\$5.00 minimum
Additional Parking Decal	\$ 5.00
Physical Education Fee	\$24.00
KINE (<i>Outdoor Activity</i>)	\$50.00
Supply Fees-- Welding	\$24.00
Laboratory Fees -- See Course Description section of the catalog for assessment of lab fees per course.	
Cooperative Education Fees -- See Course Description section of the catalog for assessment of coop fees per course.	
Insurance Fee – See Course Descriptions section of the catalog for insurance fees per course.	
Testing and Remediation Fee – See Course Descriptions section of the catalog for testing fees per course.	
VCT Fee – See VCT Coordinator for specific course fee	\$50.00 - \$350.00
Allied Health Fee	\$300.00
Dosimetry fee: RADR 1260, 1360, 2266, 2267, 2367, 2467	\$25.00
Testing and Remediation Fee:	
RADR 1311	\$160.10
RADR 2331	\$160.10
RADR 2335	\$219.00
RNSG 1430	\$756.25
RNSG 1533	\$756.25
RNSG 1538	\$756.25
RNSG 2539	\$756.25
VNSG 1360	\$987.50 (Fall)
VNSG 1561	\$987.50 (Spring)

Tuition and Fee Installment Plan/Ecashier

A tuition installment plan is available for students enrolled in a regular 16-week, 1st 8-week and 2nd 8-week terms for payment of tuition and fees. The installment plan is offered prior to the first day of classes via the e-cashier link on www.swtjc.edu, login, ecashier.

Any balance over 60 days past due will be referred to a collection agency and additional collection fees will be added. The account holder will be liable for those fees.

To participate in an installment plan and divide your tuition into multiple payments, you will pay an enrollment fee of \$25.00. This is not a finance charge, but is a cost to the student.

SWTJC does not consider payment plans to be extensions of credit. However, if the plan were determined to be an extension of credit governed by the Truth and Lending Act, the Annual Percentage Rate would be 0.00% and the Finance Charge would be \$0.00.

Payment Methods

Southwest Texas Junior College accepts cash, checks money orders, and cashier's checks. Major credit cards accepted are Visa, MasterCard, Discover and American Express.

Students have two payment options they may choose:

eCashier is available through the college website (www.swtjc.edu) and allows students to pay with an installment plan (\$25.00 fee non-refundable) or pay in full (\$2.00 fee).
Ecommerce is available in SWTJC Self-Service. This payment method is to pay tuition in full without a fee.

Restitution of funds is the responsibility of the student when a bank returns a check. A \$25 fee per check will be charged to the student's account. Southwest Texas Junior College will stop accepting checks if this activity continues to occur. A stop payment on tuition checks will be considered as NSF which may also cause the withdrawal of students from courses. To officially withdraw, contact the Admissions Office.

Refund Policy

If enrollment is terminated for any reason, the unpaid balance of tuition and fees is due immediately. Refunds will be based on total tuition and fee charges and not on tuition and fees paid; any remaining installment payments due are deducted from the refund amount. A student may withdraw during an eligible period and still owe money to the college because of the remaining installments.

Refunds are dispersed by the issuance of a check from the Business Office or through a third party provider, BankMobile. Students will receive a kit from BankMobile at which time they will have to log in to BankMobileVibe.com or BankMobileRefundselection.com to choose their preferred refund method (checking/savings account, a check or BankMobile account.) Students will be charged a fee to replace a lost BankMobile card of \$20.00.

Fall & Spring Semesters

Prior to the first class day.....	100% (no minimum deducted)
During the first fifteen class days.....	70%
During the sixteenth through twentieth class days.....	25%
After the twentieth class day	NONE

All students entitled to a refund, through reduction of hours or through total withdrawal, will be reimbursed within four to six weeks after the twelfth class day. Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

The "pro rata" refund calculation defined in the Higher Education Amendments of 1992 applies to all SFA participating institutions.

Parking and Traffic Regulations

Parking facilities are available on campus for all students, faculty and staff. Handicapped parking is also available (vehicles must display a handicapped placard to park in these spaces). All cars must park in the appropriate parking lots assigned and designated by the decal that may be obtained in the Registrar's Office.

A student's first non-transferable decal for SWTJC and Sul Ross Rio Grande College students may be obtained in the Registrar's Office at no charge. Decals for additional vehicles are available for \$5.00 each.

Campus Police enforce parking regulations 24 hours a day, seven days a week. Any parking violation cited by SWTJC Police carries a fine of \$25.00, with the exception of parking without a placard in a space designated as Handicapped Parking carries a fine of \$50. Moving violations will be filed with the Justice of the Peace, and the fine assessed if the violator is found guilty may be as much as \$500.

SWTJC Transcript

Southwest Texas Junior College transcripts may be obtained by completing the online request form. Students can also send a written request to the Registrar's Office. The request should include the student's name; the name under which the student attended SWTJC, if different; date of birth; social security number; dates of attendance; and the address to which the transcript should be mailed. The request must be signed.

Change of Student Charges

All student charges are subject to change at any time by approval of the Board of Trustees upon the recommendation of the SWTJC Administration.

- Update your username and password by selecting Edit my FSA ID, or
- Disable your FSA ID so no one can use it by selecting Edit my FSA ID and selecting Disable my FSA ID.

WHEN DO I APPLY?

FAFSA Applications should be filed sometime after January 1st for 2016/2017. Students should not apply prior to this date. It is easier to complete the application when students and parents already have their federal income tax return forms completed, so students and their families are encouraged to file their taxes as early as possible. If applying by mail, completed applications should be sent in the envelope provided as it is already pre-addressed, and using it will ensure that applications reach the correct address. See dates below for future dates.

When a Student is Attending College (School Year)	When a Student Can Submit a FAFSA	Which Year's Income Information is Required
July 1, 2020– June 30, 2021	October 1, 2020 – June 30, 2022	2019
July 1, 2021 – June 30, 2022	October 1, 2021 – June 30, 2023	2020
July 1, 2022 – June 30, 2023	October 1, 2022 – June 30, 2024	2021

Application Submission Deadlines

Whether applying online or by mail, for the application to be processed, the U.S. Department of Education (DOE) application processor must receive the student's application by June 30, 2023 for the 2022-2023 school year and June 30, 2024 for the 2023-2024 school year. The SWTJC Financial Aid Office must receive the processed application information from the U.S. Department of Education by the last day of enrollment in the school year for which they are applying for awards.

WHAT HAPPENS AFTER I APPLY?

As soon as applications have been processed by the U.S. Department of Education and sent to SWTJC, the Financial Aid Office will set up a student account and evaluate the student's application. At this point, one of three things may occur.

1. The SWTJC Financial Aid Office will post students' award online by utilizing the Web Advisor link from the Financial Aid tab at www.swtjc.edu. This occurs when a financial aid application is complete and there are no unresolved eligibility issues, or;
2. Students will be mailed a Missing Information Letter. This occurs when there are issues or questions that need to be resolved before the student's eligibility may be determined. Many applications submitted to SWTJC have issues or questions that must be resolved before eligibility can be determined. If through this process it is discovered that data provided on the FAFSA/Renewal FAFSA form was incorrect, a change may have to be submitted to the U.S. Department of Education which may result in a two to three week delay in the processing of awards, or;
3. The U.S. Department of Education determines for one of several possible reasons that students are not eligible for federal student grant aid. This does not mean that students are not eligible for loans, scholarships, state aid, or work study. If students are interested in any of these types of aid, they should inquire with the Financial Aid Office to determine whether or not students are eligible for one of these other sources of aid.

APPLICATIONS WHICH ARE QUESTIONED BY THE U.S. DEPARTMENT OF EDUCATION

The U.S. Department of Education performs several matches of the information that students provide on the FAFSA/Renewal FAFSA form with national databases, including:

- The Department of Homeland Security
- The Social Security Administration
- The Department of Justice
- The National Student Loan Data System

TUITION AND/OR FEE EXEMPTIONS***

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees.

Please refer to www.collegeforalltexans.com for a complete list of exemption programs available to Texas residents <http://www.collegeforalltexans.com/apps/financialaid/tofa.cfm?Kind=E>

******Program funds are subject to change and are based on state funding.***

OTHER ASSISTANCE PROGRAMS

Texas Workforce Solutions Vocational Rehabilitation Services (TWS-VSR)

The Texas Workforce Solutions Vocational Rehabilitation Services (TWS-VRS) offers payment of tuition and other services to students who have certain physical handicaps. The Vocational Rehabilitation Services must approve the vocational objectives selected by the student before funds are awarded. Interested applicants should contact the nearest office of the Department of Assistive and Rehabilitative Services.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations mandate that a student receiving Financial Assistance under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not financial aid is awarded each semester. Southwest Texas Junior College's Financial Aid Satisfactory Academic Progress Policy is applied consistently to all Financial Aid recipients within identifiable categories of students (such as full-time or part-time).

Students pursuing a Certificate or an Associate degree are responsible for understanding and adhering to the financial aid satisfactory academic progress policy.

Mandated by Federal and State Regulations, Satisfactory Academic Progress is measured with the following standards:

- Qualitative (Cumulative Grade Point Average),
- Quantitative (Maximum Time Frame for completion)
- Quantitative Percentage (Attempted hrs./ Earned hrs. measured by semester)

Qualitative Standard

Students will be expected to maintain the minimum academic standards as outlined in the Academic Progress Standards Section of the Southwest Texas Junior College Catalog. SWTJC uses a 4-point scale for grade point average (GPA). Students are required to have a 2.0 cumulative grade point average after each semester.

Quantitative Standard

The quantitative standard is used to accurately measure a student's progress in a program. There are two components of the quantitative standard:

1. 67% Completion Rate: Students must complete 67% of the overall course load that they register for each semester. The chart below shows credit hour totals and the number of credits that must be completed to meet this requirement. Developmental remedial course work will be counted in the 67 percent calculation after each semester.

MAXIMUM TIME FRAME

Students receiving financial aid funds will be expected to complete their SWTJC educational course of study within a reasonable time frame. The maximum time frame is 150% of the published length of the academic program or certificate (to include all transfer credit hours). Please note that whether attempted hours were earned or not has no bearing on the MTF portion of the Financial Aid Satisfactory Academic Progress Policy.

Note: Any developmental course work beyond 30 credit hours attempted will be counted in Maximum Time Frame calculations.

Example: SWTJC Associate's Degree = 60 Hours X 150% = 90 hours. 90 hours is the maximum that can be attempted for this program and receive financial aid.

TRANSFER STUDENTS

Transfer students entering SWTJC must be enrolled in a program of study which leads to a degree or certificate at SWTJC. All previous grade transcripts must be submitted to the SWTJC Office of Admissions and evaluated before financial aid may be awarded. All transfer credits evaluated will be counted towards the maximum timeframe (150% of published program) at Southwest Texas Junior College.

How are my grades evaluated under the Standards of Academic Progress?

- The students cumulative Grade Point Average (GPA) must be a 2.0 or higher to satisfy the requirements of the Qualitative Standards of the Financial Aid Satisfactory Academic Progress.
- Grades of A, B, C, D, and P earned are considered attempted and earned credit hours.
- Grades of F, W, Q, I, EW, NR, CIP, or Z will not be considered as credit hours earned for the 67 percent rule and Maximum Time Frame rule, but will be considered as hours attempted for the semester.
- Students who withdraw from the college must still maintain satisfactory academic progress regarding the 67 percent rule and Maximum Time Frame rule.

APPEAL PROCESS

Students who do not meet the standards of Southwest Texas Junior College financial aid satisfactory academic progress policy because of unusual circumstances (illness, death in the family, accidents, etc.) have the right to appeal. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. Please follow the procedure below to appeal a financial aid suspension.

- A Financial Aid Appeal form must be obtained and submitted to any SWTJC campus locations.
- Documentation supporting the extenuating circumstances must be provided to the committee with the appeal form for the committee to review.
- Appeals will either be approved or disapproved by the Financial Aid Committee. All decisions made by the committee will be considered final. The committee meets at least once a month and reviews all appeals in the order of the date that they are received.
- It is the student's responsibility to follow up with the Financial Aid Office two weeks after submitting a complete appeal form with all of the required documentation to determine the status of the appeal.

ADDITIONAL INFORMATION

Complete withdrawals and the Financial Aid Satisfactory Academic Progress Policy

A complete withdrawal from any program of study will have a negative impact on a student's financial aid academic progress. If a student withdraws from school during the semester, his or her grades for the semester will

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
AUMT 2413	Automotive Drive Train and Axles	4	AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2421	Automotive Electrical Lighting and Accessories	4	AUMT 2328	Automotive Service	3
AUMT 2443	Advanced Emission Systems Diagnostics	4	AUMT 2280 ¹	Cooperative Education – Automotive Mechanics Technology/Technician	2
ELECTIVE	Core Elective - Mathematics	3			
Total		15	Total		9
			Total Credit Hours for A.A.S.		
			60		

Notes: 1 Capstone course that consolidates the student's learning experiences.
 ★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section. Lab and uniform fees are also assessed (*see Course Descriptions*). Each student can also expect to purchase the following required textbooks and tools.

1 Tool Set* (*approximate cost*)\$700

* A tool list will be provided by instructor.

Textbooks (*approximate cost*)\$325

AIRCRAFT GENERAL MAINTENANCE

Purpose

The Aircraft General Maintenance Program is a Level 1 Certificate program for those who desire to gain knowledge and skills in the aviation maintenance field. Skills in aviation shop practices, ground operations, aviation science, basic electricity, weight & balance, and federal aviation regulations, shop safety, servicing and general operating procedures will be covered. Students completing the certificate will be able to seek entry-level employment in aircraft general maintenance related fields.

Recommended Courses for Business Management Technical Electives

Recommended management technical electives may be chosen from the following:

ACCT 2402	Principles of Accounting II – Managerial
BMGT 1307	Team Building
BUSG 2309	Small Business Management/Entrepreneurship
ECON 2302	Principles of Microeconomics
MRKG 1311	Principles of Marketing

BUSINESS OFFICE TECHNOLOGY

Uvalde Campus

Limited Course Offerings at Off-Campus Sites

Purpose

The Business Office Technology (BOT) Program prepares individuals for high-demand careers needed in today's computerized workplace. The BOT Program offers three award options, the Level One Basic Certificate, the Level Two Advanced Certificate, and the two-year Associate of Applied Science Degree. The Level One Basic Certificate Program is designed to prepare individuals for entry-level office information technology careers by providing cutting-edge training in the use of currently popular software packages and preparation for the Microsoft Office Specialist (MOS) Certification and Intel QuickBooks Certification. The Level One Advanced Certificate Program is designed to expand software skills and professional competence to include ethics, office management, and an internship. The two-year Associate of Applied Science Degree is for individuals preparing for advanced office information technology careers in office and business management, executive assistant, computer project administration, and medical office administration. Students will be required to take the appropriate certification exam(s) before the end of each semester as applicable to individual courses (*see course descriptions in back of catalog*). Students who have completed the A.A.S. degree may receive advanced training in management skills leading to an Enhanced Skills Certificate.

Admission Requirements

Students are admitted to the BOT program through the regular college admission procedures (*see Admission Regulations section*). Students will receive a Level One Basic Certificate, Level One advanced Certificate, or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (*see Curricula section*).

Texas Success Initiative (TSI) Requirements

The BOT program carries three award options, the Level 1 Basic Certificate, the Level One Advanced Certificate and the two-year Associate of Applied Science (A.A.S.) degree. Students pursuing the Level One Certificates are exempt from the TSI Assessment. Students pursuing the One Certificates are exempt from the TSI Assessment.

Students who wish to pursue the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

BUSINESS OFFICE TECHNOLOGY ENHANCED SKILLS CERTIFICATE

Students who have completed the degree plan for Associate of Applied Science – Business Office Technology are eligible to continue into the Enhanced Skills Certificate program consisting of a fifth semester of college work.

Program of Study

THIRD YEAR

Credit

ACCT 2402	Principles of Accounting II- Managerial.....	4
BMGT 2309	Leadership	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management.....	3
Total Credit Hours for Enhanced Skills Certificate		13
Total Credit Hours for A.A.S.		60
GRAND TOTAL		73

CHILD DEVELOPMENT ONLINE

Purpose

This program carries a one-year Certificate and an Associate of Applied Science (A.A.S.) degree. This curriculum is designed to develop basic skills, attitudes and competencies necessary for personnel to provide high-quality care and early education in preschool and child care centers.

Admission Requirements

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*).

The Child Development program carries two award options, the one-year Certificate and the two-year Associate of Applied Science (A.A.S.) degree. The one-year Certificate is TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s).

Students who wish to pursue the two-year A.A.S. degree must meet all Texas Success Initiative (TSI) requirements. Adherence to individual course descriptions is required.

SECOND YEAR

Fall Semester		Credit	Spring Semester		Credit
CDEC 1359	Children with Special Needs	3	CDEC 2326	Administration of Programs for Children I ...	3
CDEC 1321	The Infant and Toddler.....	3	ELECTIVE	Technical Elective – BMGT or BUSI	3
CDEC 2280	Cooperative Education – Childcare Provider/ Assistant	2	TECA 1354	Child Growth and Development	3
SOCI 1301	Introductory Sociology		CDEC 2281 ¹	Cooperative Education – Childcare Provider/ Assistant	2
or			ELECTIVE	Speech Communications.....	3
PSYC 2301	General Psychology.....	3			
ELECTIVE	Humanities and Fine Arts.....	3			
				Total	14
	Total	14		Total Credit Hours for A.A.S.....	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Standard tuition and fees are assessed to each student as indicated in *Finances* section

COMPUTER INFORMATION SYSTEMS

Uvalde, Eagle Pass, and Del Rio Campuses
Limited Course Offerings at Off-Campus Sites

Purpose

The Computer Information Systems (CIS) program provides training for students interested in networking, hardware or software aspects of computer network systems. The curriculum paves the way to attain certifications such as A+ (related to computer maintenance and software administration), CCNA (entry-level network engineers), or Microsoft Active directory 70-64x. Students are encouraged to find ways to actively engage in activities that promote ongoing learning on their own. The IT field is very dynamic, and the only constant is change.

Admission Requirements

Students are admitted to the CIS program through regular college admission procedures (*see Admission Regulations section*). Students will receive an A.A.S. degree upon satisfactory completion of the courses of study and upon making formal application for graduation (*see Curricula section*).

Courses for Computer Information Systems Technical Electives

Computer Information Systems technical electives may be chosen from the following courses:

ITSW 1307	Introduction to Database
IMED 2309	Internet Commerce
ACCT 2401	Principles of Accounting I – Financial

Computer Information Systems Advanced Placement Policy

In order to receive advanced placement credit for A+ certification the applicant must:

1. Provide current unexpired documentation of having passed two certification exams:
 - a. CompTIA A+ Practical Application
 - b. CompTIA A+ Essentials

Students who achieve CompTIA A+ certification in both areas will receive advanced placement credit (grade of “P”) for the following course:

ITSC 1325 Personal Computer Hardware 3 hrs.

CONSTRUCTION CARPENTRY

TDCJ Torres Unit & Dual Credit

Limited Course Offerings at Off-Campus Sites

Purpose

The Construction Carpentry Program is designed to prepare students to enter the workforce at an entry-level in the carpentry industry. The Construction Carpentry Program will provide students with skills in construction safety, floor systems, wall systems, roof systems, exterior finishing, residential wiring, residential construction plumbing, interior finishing, cabinet making, and construction estimating. The course of instruction outlined for this program is designed to lead to a Level One Certificate (CERT) and an Associate of Applied Science (A.A.S.) degree.

Admission Requirements

Students are admitted to the Construction Carpentry Program through the regular college admission procedures (see Admission Regulations section). Students will receive a Level One Certificate and/or an A.A.S. degree upon satisfactory completion of the courses below for each corresponding credential requirement and upon making formal application for graduation (*see Curricula section*). The Level One Certificate is Texas Success Initiative (TSI) exempt, however; those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s). Students who wish to pursue the A.A.S. degree must meet all TSI requirements.

CRIMINAL JUSTICE ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Courses:	<u>Credit</u>
Social & Behavioral Sciences	3
Humanities & Fine Arts	3
Natural Science & Math	3
Communications	3
Total General Education Courses	12
Technical Education Courses	45
Basic Use of Computers	3
Total Credit Hours for A.A.S.	60

Program of Study

The Criminal Justice program provides two options for the A.A.S. degree: the Criminal Justice and Basic Peace Officer Option.

Criminal Justice Option

FIRST YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
EDUC 1300★ Learning Framework or COLS 0300 College Success Skills		CRIJ 1310 Fundamentals of Criminal Law.....	3
		CRIJ 1306 Court Systems and Practices	3
		CJSA 1351 Use of Force.....	3
CRIJ 1313 Juvenile Justice System.....	3	ELECTIVE Speech	
CRIJ 1301 Introduction to Criminal Justice	3	Communications 3ELECTIVE	
CRIJ 1307 Crime in America.....	3	Humanities and Fine Arts.....	3
CJSA 1348 Ethics in Criminal Justice.....	3	ELECTIVE Social & Behavioral Sciences.....	3
COSC 1301 Introduction to Computers.....	3		
ELECTIVE College Level Math.....	3	Total	18
Total	18		

SECOND YEAR

Fall Semester	<u>Credit</u>	Spring Semester	<u>Credit</u>
CJSA 1330 Cybercrimes	3	CJSA 1400 Death Investigation I.....	4
CJLE 1327 Interviewing/Report Writing	3	CRIJ 2314 Criminal Investigation	3
CRIJ 2313 Correction Systems and Practices.....	3	CRIJ 2328 Police Systems and Practices	3
CRIJ 2323 Legal Aspects of Law Enforcement	3	CJSA2283 ¹ Cooperative Education – Criminal Justice/ Safety Studies.....	2
Total	12	Total	12
		Total Credit Hours for A.A.S.....	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Basic Peace Officer Option

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit
EDUC 1300★ Learning Framework or COLS 0300 College Success Skills		CRIJ 1306 Court Systems and Practices.....	3
CRIJ 1313 Juvenile Justice System.....	3	CRIJ 1310 Fundamentals of Criminal Law.....	3
CRIJ 1301 Introduction to Criminal Justice.....	3	CJSA 1351 Use of Force.....	3
CRIJ 1307 Crime in America.....	3	ELECTIVE Speech Communications.....	3
CRIJ 1348 Ethics in Criminal Justice.....	3	ELECTIVE Humanities & Fine Arts.....	3
COSC 1301 Introduction to Computers.....	3	ELECTIVE Social & Behavioral Sciences.....	3
ELECTIVE College Level Math.....	3	Total	18
Total	18		

SECOND YEAR

Fall Semester	Credit	Spring Semester	Credit
CJLE 1506 ¹ Basic Peace Officer I.....	5	CJLE 1518 ¹ Basic Peace Officer III.....	5
CJLE 1512 ¹ Basic Peace Officer III.....	5	CJLE 1524 ^{1,2} Basic Peace Officer IV.....	5
Total	10	CJLE 1429 ¹ Basic Peace Officer V.....	4
		Total	14
		Total Credit Hours for A.A.S.....	60

Notes:

- 1 Student enrolls in TCOLE approved Law Enforcement Academy. Basic Peace Officer sequence option is subject to Texas Commission on Law Enforcement (TCOLE) rules, including criminal history check – see TCOLE enrollment standards below. These courses are eligible for Advanced Placement – see *Criminal Justice Advanced Placement Policy* below.
 - 2 Capstone course that consolidates the student's learning experiences.
- ★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

TCOLE Enrollment Standards

Students enrolling in the Law Enforcement Academy must comply with TCOLE rules including specifically Rule 217.10 Minimum Standards for Enrollment and Initial Licensure. Failure to comply may result in removal from the course.

Criminal Justice Advanced Placement Policy

In order to receive advanced placement credit for academy completion and/or work experience, the applicant must:

1. Provide appropriate documentation to the College of Applied Sciences Dean.
2. Apply for admission and complete at least six additional hours of credit at Southwest Texas Junior College.

Students licensed as a Texas Peace Officer will receive advanced placement credit (grade of "P") for the following courses:

CJLE 1506	Basic Peace Officer I	5 hrs.
CJLE 1512	Basic Peace Officer II	5 hrs.
CJLE 1518	Basic Peace Officer III	5 hrs.
CJLE 1524	Basic Peace Officer IV	5 hrs.
Total			20 hrs.

Students who are certified by TCOLE as a "Telecommunications Operator" will receive advanced placement credit (grade of "P") for the following course:

CJLE 1303	Basic Telecommunication Certification	3 hrs.
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CYBERSECURITY SPECIALIST *Uvalde, Eagle Pass, Del Rio*

Purpose

The Cybersecurity Specialist Associate of Applied Science and Certificate degrees are designed for students interested in entering the field of cybersecurity technologies. The degree prepares students to learn practices that are designed to protect networks, computers, programs and data from attack, damage, or unauthorized access. Cybersecurity Specialists will learn about computer security, installing security software, network monitoring for security breaches, and responding to cyber-attacks. Students will have opportunity to take CompTIA Security+, Network +, and Linux + certification exams.

Admission Requirements

Students are admitted to the Cybersecurity Specialist Program through the regular college admission procedures (see Admission Regulations section). Students will receive a Level One Certificate and/or an A.A.S. degree upon satisfactory completion of the program of study and upon making formal application for graduation (see Curricula section). The Cybersecurity Specialist Program carries three award options, a Level One Basic Certificate, Level One Advanced Certificate, and an A.A.S. degree. The Level One Certificates are TSI exempt, however, those not meeting TSI requirements are encouraged to enroll in the appropriate developmental course(s). Students who wish to pursue the A.A.S. degree must meet all Texas Success Initiative (TSI) requirements.

CYBERSECURITY SPECIALIST- BASIC LEVEL ONE CERTIFICATE

Program of Study

Fall Semester		Credit	Spring Semester		Credit	
ITSC 1305	Introduction to PC Operating Systems	3	ITNW 1454	Implementing & Supporting Servers.....	4	
ITNW 1325	Fundamentals of Networking	3	ITSY 1342	Information Technology Security	3	
ITSC 1316	Linux Installation & Configuration	3	ITSY 2300	Operating System Security.....	3	
ITSY 1300	Fundamentals of Information Security	3	ITSY 2341 ¹	Security Management Practices	3	
Total		12	Total		13	
			Total Credit Hours for Certificate			25

* 1 Capstone course that consolidates the student's learning experiences.

CYBERSECURITY SPECIALIST- ADVANCED LEVEL ONE CERTIFICATE

Program of Study

Fall Semester		Credit	Spring Semester		Credit
ITSY 2301	Firewalls & Network Security	3	ITSY 2342	Incident Response & Handling	3
ITSY 2343	Computer System Forensics	3	ITSY 2330	Intrusion Detection	3
ITSY 2345	Network Defense & Countermeasures	3	ITSY 2282 ¹	Co-Op CIS Security	2
ITSY 2359	Security Assessment & Auditing	3	Total		8
Total.....		12	Total Credit Hours for Certificate.....		20

1 Capstone course that consolidates the student's learning experiences.

CYBERSECURITY SPECIALIST ASSOCIATE OF APPLIED SCIENCE DEGREE

		Credit
General Education Courses:		
Social & Behavioral Sciences	9	
Humanities & Fine Arts	3	
Natural Science & Math	3	
Total General Education Courses		15
Technical Education Courses		45
Total Credit Hours for A.A.S.		60

Program of Study

FIRST YEAR

Fall Semester	Credit	Spring Semester	Credit
EDUC 1300★ Learning Framework or COLS 0300 College Success Skills		ITNW 1454 Implementing & Supporting Servers.....	4
		ITSY 1342 Information Technology Security	3
		ITSY 2300 Operating System Security.....	3
		ITSY 2341 ¹ Security Management Practices.....	3
ITSC 1305 Introduction to PC Operating Systems	3	Total	13
ITNW 1325 Fundamentals of Networking	3		
ITSC 1316 Linux Installation & Configuration	3		
ITSY 1300 Fundamentals of Information Security	3		
Total	12		

SECON D YEAR

Fall Semester	Credit	Spring Semester	Credit
ITSY 2301 Firewalls & Network Security.....	3	ITSY 2342 Incident Response & Handling	3
ITSY 2343 Computer System Forensics	3	ITSY 2330 Intrusion Detection	3
ITSY 2345 Network Defense & Countermeasures	3	ITSY 2282 ¹ Co-Op CIS Security.....	2
ITSY 2359 Security Assessment & Auditing	3	Total	8
Total	12		

Academic Course Requirements	Credit
PSYC 2301 General Psychology.....	3
ENGL 1301 Composition I.....	3
MATH 1332 Contemporary Mathematics	3
SPCH 1321 Business & Professional Communication.....	3
PHIL 2306 Introduction to Ethics	3
Total	15
Total Credit Hours for A.A.S.....	60

Notes: 1 Capstone course that consolidates the student's learning experiences.

★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

LAW ENFORCEMENT ACADEMY CERTIFICATE

Program of Study

Fall Semester	Credit	Spring Semester	Credit
EDUC 1300★ Learning Framework or COLS 0300 College Success Skills		CJLE 1518 Basic Peace Officer III.....	5
		CJLE 1524 Basic Peace Officer IV.....	5
		CJLE 1429 Basic Peace Officer V.....	4
CJLE 1506 Basic Peace Officer I.....	5	Total	14
CJLE 1512 Basic Peace Officer II.....	5	Total Credit Hours for Certificate.....	24
Total	10		

Tuition and Fees

Students enrolling in the Academy pay regular college tuition, fees and additional surcharges. Additional fees are also required prior to admission upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning (Note: prices vary from year to year):

- CPR Certification Fee = \$30.00
- State Test Fee - \$35.00

Prior to Acceptance to the Academy

- Students **MUST** be approved by TCOLE fingerprint screening. Students must make an appointment with FAST services online <http://uenroll.identogo.com/servicecode/11G4J8> - \$38.50.
- Physical and Drug Screening (L-2 form) must be completed by a licensed physician designated by the Academy – prices vary depending on the physician. (contact the Academy office for physician information).
- Students must complete a Psychological exam (L-3 form) with an approved Academy psychologist (contact the Academy office for psychologist information) - \$100.00 (prices subject to change).
- The Level I Certificate is TSI-waived; however individuals are encouraged to take the TSI Assessment and, if necessary, enroll in the appropriate developmental education courses in preparation to continue to the Associate of Applied Science (A.A.S.) in Criminal Justice.

Upon acceptance to the Academy

Once a student has been accepted into the Southwest Texas Junior College Law Enforcement Academy, the following purchases will need to be made:

- A uniform of Royal Blue Classroom shirt and Grey PT shirt **MUST** be ordered from an approved vendor (contact the Academy office for vendor information).
- Academy Headcover (cap with Academy seal) **MUST** be made from an approved vendor (contact the Academy office for vendor information).
- Khaki tactical pants (no specific vendor)
- Black Duty Boots, minimum 8" high (must be able to shine) – Prices vary
- Black Shorts/Black Sweatpants/Black Windpants for PT
- Black socks
- Running sneakers
- Books purchased through SWTJC bookstore: (HFRG Threat Pattern Recognition Use of Force Student, Priced at campus bookstore)
- Ammunition (PISTOL/RIFLE AMMO **MUST** BE BRASS CASINGS ONLY)
 - 9mm (9X19mm) Pistol AMMO: 800-1,000 ROUNDS

Accreditation

Southwest Texas Junior College (SWTJC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The SWTJC Associate Degree Nursing Program is an approved school of nursing under the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Approval from the Commission for Nursing Education Accreditation (CNEA) will be sought when eligibility requirements utilizing the concept-based curriculum are met.

ADMISSION REQUIREMENTS

Applicant must complete the following steps before admittance to the ADN program.

1. PROGRAM PREREQUISITES – Completion required by the end of the spring semester.
2. APPLICATION REQUIREMENTS – Completion required by the end of Spring Break.
3. APPLICATION PROCESS – Completion required by the end of April.
4. ADMISSION PROCESS – Completion required by the end of June.

PROGRAM PREREQUISITES

ADN students are admitted to the program each fall semester but the official admission process begins during the spring semester. Students receive guidance from SWTJC Success Coaches and the ADN staff to assist them to prepare for the admission process.

1. Applicant must apply and be accepted into Southwest Texas Junior College.
2. Applicants must be TSI complete.
3. The following is the list of pre-requisite courses that must be completed with a minimum grade of "C" or better and a minimum GPA of 2.5 ..

BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II
BIOL 2420 Microbiology
ENGL 1301 Composition I
PSYC 2314 Human Growth & Development
PHIL 2306 Ethics

Note: If either of the Anatomy & Physiology courses are over 5 years old, at the end of the spring semester of the entrance year, it is required that the applicant take RNSG 1311 Nursing Pathophysiology. If RNSG 1311 is over 5 years old, at the end of the spring semester of entrance year, it is required that the applicant retake RNSG 1311.

APPLICATION REQUIREMENTS

1. Each applicant must complete the Assessment Technologies Institute, Inc. (ATI) Test of Academic Education Skills (TEAS) assessment. Scheduled assessment dates are posted on the School of Registered Nursing webpage from October through December. It is the responsibility of the applicant to secure a date to complete the assessments.
2. Applicant must achieve an Adjusted Individual Total Score of 70 on the exam.
3. Applicant may test at any available times (do days between testing) and have until the end of Spring Break to submit their score. TEAS scores are acceptable for up to three years.

APPLICATION PROCESS

1. The application form must be completed and returned to the ADN Administrative Assistant's office .
2. Reference forms will be submitted directly to the ADN program from the applicant's point of reference prior to the due date stated in the reference form.
3. A criminal background investigation is required for all SWTJC ADN applicants planning to enter the ADN program. Upon application to the ADN Program, the applicant's personal data will be submitted to the Texas Board of Nursing so a criminal background check can be processed. A copy of all correspondence received from the TBON must be submitted to the ADN office to be filed in the student's record.
4. Each applicant is required to go through an interview with the ADN director. The interview will be scheduled once the Program requirements, Application requirements, and #1 - #3 of the Application process requirements have been met.
5. Licensure Eligibility – The BON has identified certain circumstances that may render a potential candidate ineligible for licensure as a Registered Nurse. The BON provides individuals with one opportunity for petition for a Declaratory Order (DO) as to their eligibility in accordance with Article 301.257 of the Nursing Practice Act. The BON website, www.bon.state.tx.us, contains eligibility questions and the declaratory order. Each applicant must review the following documents in the TBON Rules and Regulations:
 - 213.27 Good Professional Conduct
 - 213.28 Licensure of Persons with Criminal Offenses
 - 213.29 Criteria and Procedures Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
 - 213.30 Declaratory Order of Eligibility for Licensure

ADMISSION PROCESS

To complete the ADMISSION PROCESS, all requirements listed below must be completed and evidence of these requirements presented to the ADN office prior to August 1st. Students will not be registered for classes until they have completed the **ADMISSION PROCESS**.

1. Declared a Registered Nursing major with the office of admissions by completing the Declaration of Major Field of Student Form.
2. Current Basic Life Support (BLS) certification* from the American Heart Association class "C" for Health Care Providers. A current BLS card is required before the applicant can attend clinical rotations
3. Evidence* of mental and physical health as documented in a physical
4. Evidence* of all immunizations or acceptable serum titer levels, in writing, as required by the Texas Department of Health (Measles, Mumps, Rubella, (MMR); Diphtheria; Tetanus, Pertussis (DTap); Varicella, Meningitis; and Hepatitis "B" series).
5. Current documentation* of negative Tuberculin screen. If applicant has a positive reading, a chest X-ray is required with accompanying documentation indicating no active symptoms of active TB such as productive cough, night sweats, or unexplained weight loss. Annual TB screen is required.
6. Evidence* of personal health insurance. Such insurance must be maintained for the duration of enrollment in the nursing program.

7. Negative drug urine screen* (instructions will be provided). A positive drug screen on admission to the program for an unauthorized substance will cause the applicant to no longer be eligible to come into the program.
8. Purchase of the approved school uniform, patches, lab coat, fully closed white shoes, and laboratory supplies (approved blood pressure cuff, stethoscope, pen light, bandage scissors, hemostat, and watch with second hand) as required.
9. Basic computer skills must be evident by a course grade or ability to demonstrate computer competence.
10. All nursing students are required to have a working computer, computer camera and continuous access to the internet. Ability to scan documents for uploading into Canvas and Typhon is also required. This can be done on a computer using one of many free phone apps. Scanners are also available in the SWTJC libraries.
11. Students are required to carry liability insurance* throughout the program. The fee for this insurance is included in the admission fees.

*All health documentation and insurance carriers must be based in the United States. No foreign insurance or health documentation will be accepted for any reason.

Notification of Selected Applicants

All applicants will be notified via e-mail regarding their acceptance status. Selected applicants and alternates will be required to attend an orientation session as specified in the notification letter at the time and date notified in the confirmation letter. Failure to attend the orientation will result in forfeiture of acceptance in the program. The alternate list will be maintained until the program begins in August. Alternates will be notified in the order determined if openings become available.

Licensure Eligibility

The Texas Board of Nurses determines eligibility requirements for applicants for the initial licensure by examination. All candidates for licensure will be required to answer the following questions:

1. Have you ever been had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing or an initial or renewal application.)

- A. Been arrested and have any pending criminal charges?
- B. Been convicted of a misdemeanor?
- C. Been convicted of a felony?
- D. Pled nolo contendere, no contest, or guilty?
- E. Received deferred adjudication
- F. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. Been sentenced to serve jail, prison time, or court-ordered confinement?
- H. Been granted pre-trial diversion.

- I. Been cited or charged with any violation of the law?
- J. Been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

Note: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed; it is our responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character (see 22 TAC §213.27).

Note: Orders of Non-Disclosure: Pursuant to Tex Gov't Code §552.142(b), if you have criminal matters that are subject of an order of non-disclosure you are not required to reveal those criminal matters. However, a criminal matter that is subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. Are you currently the target or subject of a grand jury or government agency investigation?

8. Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

NOTE Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

NOTE: This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

If your response is yes to any of these questions, you are strongly encouraged to submit a petition for "Declaratory Order" to the Texas Board of Nurses prior to acceptance or within the first notification of acceptance. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nurses at 512-305-7400 or go to the website:

FIRST YEAR

Fall Semester	Credit		Spring Semester	Credit	
RNSG 1128	Introduction to Health Care Concepts	1			
RNSG 1430	Health Care Concepts I	4	RNSG 1126	Professional Nursing Concepts II.....	1
RNSG 1301	Pharmacology.....	3	RNSG 1533	Health Care Concepts II.....	5
			RNSG 1362	Clinical – Registered Nursing.....	3
			RNSG 1216	Professional Nursing Competencies.....	2
	Total	8 ⁴		Total	11 ⁴

SECOND YEAR

Fall Semester		Spring Semester	
RNSG 1137	Professional Nursing Concepts III.....	1	
RNSG 1538	Health Care Concepts III	5	RNSG 2539 Health Care Concepts IV
RNSG 2361	Clinical – Registered Nursing	3	RNSG 2138 ³ Professional Nursing Concepts IV
			RNSG 2362 Clinical – Registered Nursing.....
	Total	9 ¹	Total
			Total Credit Hours for A.A.S.....

- Notes: 1 This course must be completed with a minimum grade of "C". It is recommended that all these courses be completed prior to applying for admission. All science courses are required to be completed prior to applying to the ADN program.
- 2 LVN Advanced Placement credits awarded upon successful completion of Fall and Spring of First Year.
- 3 Capstone course that consolidates the student's learning experiences.
- 4 Students who need to be enrolled in full-time study may enroll in courses that meet the BSN requirements.
- ★ All students are required to complete EDUC 1300; however, EDUC 1300 does not count toward degree requirements.

Tuition and Fees

Students enrolling in the Associate Degree Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. If you have questions regarding general tuition, please refer to a current SWTJC catalog. Other costs the student may accrue include traveling to special clinical sites: psychiatric rotations, wound care centers or acute care sites. Listed below are some additional fees and expenses that are required throughout the program. Some of these amounts are actual costs and some are approximate to assist the student in financial planning:

Pre-Admission (all fees are approximate):

1. Entrance ATI examination	\$85.00
2. Criminal Background Check	\$ 50.00
3. Required Physical Examination	\$100.00
4. Immunizations (Hepatitis B Series – 3 doses).....	\$95.00
5. Measles, Mumps, Rubella Vaccine (MMR – 2 does).....	\$105.00
6. Tdap Vaccine.....	\$65.00
7. Meningitis Vaccine.....	\$135.00
8. Varicella (2 doses).....	\$300.00
9. Tuberculin Screen.....	\$25.00
10. Uniforms, white lab coat, and fully enclosed white shoes	\$250.00
11. School patch (purchase at bookstore)	\$15.00
12. Nursing equipment (stethoscope, bandage scissors, hemostats, penlight Calculator, and watch with second hand)	\$150.00
Total.....	\$1,375.00

Fall Semester I:

1. ATI National Assessment and Remediation	\$756.25
2. Computer Documentation for Clinical Experiences	\$70.00
3. Textbooks	\$736.00
4. Allied Health Surcharge	\$300.00
5. Health Insurance (EJ Smith)	\$150.00
6. Drug Screen	\$60.00
7. Influenza Vaccine	\$50.00
8. Liability Insurance	\$ 24.00
Total	\$2,146.25

Spring Semester I:

1. ATI National Assessment and Remediation	\$756.25
2. Textbooks	\$ 200.00
3. Allied Health Surcharge	\$300.00
4. Skills/Clinical Bag	\$359.91
5. Health Insurance	\$150.00
Total	\$1,756.25

Fall Semester II:

1. ATI National Assessment and Remediation	\$756.25
2. Allied Health Surcharge	\$300.00
3. Tuberculin Skin Test	\$25.00
4. Drug Screen	\$60.00
5. Health Insurance	\$150.00
Total	\$1,291.25

Spring Semester II:

1. ATI National Assessment and Remediation	\$756.25
2. Allied Health Surcharge	\$300.00
3. Health Insurance	\$150.00
4. BON Licensure Application	\$100.00
5. Pearson Vue NCLEX Fee	\$200.00
7. Graduation Cap, Gown, Tassel, & Diploma	\$50.00
8. Class Graduation Composite	\$5.00
9. Class Pin	\$100.00
Total	\$1,631.25

Approximate total (without tuition)..... **\$8,200.00**

Progression Policy

Students' progress through the curriculum according to the outlined Program of Studies. For progression in the ADN program, the student must meet all of the following criteria:

1. Abide by the Rules, Regulations, and Procedures outlined in the Southwest Texas Junior College catalog and the Associate of Applied Science Degree Nursing Student Handbook.
2. Complete all nursing courses in sequence as outlined in the degree plan. Students must achieve an average grade of 80% or above on examinations and clinical evaluations. After it is determined that the student has achieved an 80% on the examinations and clinical evaluations, other class assignments will be calculated to determine the final grade. The student must maintain an overall grade of 80 or greater to progress to the next semester.
3. Complete all college support courses designated for the nursing program with a grade of C or better.
4. Once enrolled in the nursing program, a student who receives a C, D, F, or I in a nursing course or drops a nursing course, must, if eligible, re-enroll in that course before enrolling in a subsequent nursing course.

5. A student will be readmitted only one time to the nursing program. Following a second C, D, F, I, or break in enrollment during the program, a student is not eligible for readmission to the nursing program.
6. Consideration for readmission will be on an individual basis and as space permits.
7. Have declared a Registered Nursing major with the office of admissions by completing the Declaration of Major Field Student Form.
8. A grade of Incomplete "I" will need to be completed within **semester year** that the "I" has been acquired. Progression within the nursing curriculum will be interrupted since students cannot progress in the nursing program with a grade of C, D, F, or I in a nursing course.
9. After admission to the program, the student has three years to complete the graduation requirements.
10. Throughout the program, students will be encouraged to work no more than 24 clock hours per week. If academic status is compromised, it will be recommended that the student decrease their working hours. Any activity associated with gainful employment must not interfere with classroom or clinical requirements.

Withdrawal

SWTJC Associate Degree Nursing Program reserves the right to request withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue.

A student considering withdrawal from a Nursing Course(s) should refer to the Associate of Applied Science Degree in Nursing Student Handbook and make an appointment with their course Faculty of Record, Faculty Advisor, and the Program Director. All reasonable effort must be made to complete the course as designated since withdrawal from a course will mean that the student must wait a year to re-enroll in the program or seek admission to another school.

Completion of the Program

Successful completion of all course requirements in addition to completion of required ATI evaluation, remedial work, and focused reviews will lead to submission of student credentials to the Texas State Board of Nursing to verify that the student is prepared to take the National Council of Licensure Examination (NCLEX-RN) examination. Throughout the program each course will contain assignments for activities and standardized examinations that will provide faculty with information related to the achievement level of each student. It is the prerogative of the faculty to assign additional activities toward the latter part of the program to assign standardized evaluation that has the potential to provide data regarding achievement level of the student that has been acquired to successfully complete the nursing program and predictability to pass NCLEX-RN. This may be in the form of an assessment program in addition to ATI requirements.

All registered nursing graduates must successfully complete a jurisprudence examination given by the Texas Board of Nursing before they will be allowed to take the NCLEX-RN. Additional information related to graduation activities is available in the Associate Degree Nursing Student Handbook.

Potential graduates must apply for graduation and pay the cap, gown, and diploma fees at the Admissions Office. Nursing graduates are encouraged to participate in the SWTJC graduation ceremonies where they will receive the Associate of Applied Science Degree. Participating in additional ceremonies such as pinning is encouraged since both provide graduates and their families an opportunity to celebrate this achievement.

SCHOOL OF VOCATIONAL NURSING *Uvalde, Eagle Pass, and Del Rio campuses*

Purpose

The purpose of the SWTJC School of Vocational Nursing Program is to prepare graduate vocational nurses as beginning practitioners who are competent and self-directed to function under the supervision of the

Application Process

Students are admitted to this program through regular college admission procedures (*see Admission Regulations section*) and by satisfying the following additional requirements:

1. Minimum 2.5 cumulative GPA for specific prerequisites that include BIOL 2401 Anatomy & Physiology I, BIOL 2402 Anatomy & Physiology II, PSYC 2301 General Psychology, and PSYC 2314 Lifespan Growth & Development. Acquired grades below a "C" on prerequisites will not be accepted.

Note: If Anatomy & Physiology course **grade** is over 5 years old, at the time of applying, the course **MUST** be repeated. If both BIOL 2401 and BIOL 2402 are over 5 years old, at the time of applying, RNSG 1311 Nursing Pathophysiology may be taken in lieu of both BIOL courses. **If the grade for RNSG 1311 is over 5 years old at the end of the spring semester of entrance year, it is required that the applicant retake RNSG 1311.** Meeting the application process does not guarantee admission into the program.

2. Application for admission to SWTJC and to the VN Program.
3. Official High School transcript or GED certificate.
4. Official transcripts from all colleges/universities attended.
5. Meet TSI College-Readiness requirements.
 - a) If exempt due to an alternate test, you must provide documentation of acceptable scores. This applies to ACT, SAT, TAKS, COMPASS, Accuplacer, ASSET, STAAR, TASP, THEA, TAAS, etc.
6. Take the **TEAS VI** examination and meet the Vocational Nursing Program requirements. *Please call in spring for scheduled dates.*
7. Three letters of reference that speak to your character and work ethic (instructors, co-workers, or employers)
8. A background investigation is required for all SWTJC Nursing Students prior to admission into the nursing program.

After the student applies for admission the SWTJC School of Vocational Nursing will submit the student's name to the Texas Board of Nursing. The student's information is then sent to IdentoGo. This company will notify the student as to when he/she can make arrangements to have a fingerprint scanning appointment with **IdentoGo**. The student will pay IdentoGo for both fingerprint scanning services) and the cost of the DPS/FBI background check

The Texas Board of Nursing will send the results of the DPS/FBI criminal background check to the student (clear background check, positive background check or request a petition for declaratory order, or correspond with the student who has a rejected fingerprint scan and request another scan).

As a condition of admission, SWTJC School of Vocational Nursing will require the student to provide The School of Nursing with copies of all communications regarding the student's status received from the Texas Board of Nursing.

9. The following are the requirements set out by the Texas Board of Nursing:

The Texas Board of Nursing requires the following questions be asked of each applicant prior to Licensure:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years*, been addicted to/and or treated for the use of alcohol or any other drug?

Fall Semester		Credit	Spring Semester		Credit
VNSG 1116 ²	Nutrition.....	1	VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1323	Basic Nursing Skills.....	3	VNSG 1234	Pediatrics	2
VNSG 2331	Advanced Nursing Skills.....	3	VNSG 1432 ¹	Medical/Surgical Nursing II	4
VNSG 1122	Vocational Nursing Concepts.....	1	VNSG 1138	Mental Illness	1
VNSG 1136	Mental Health.....	1	VNSG 1231	Pharmacology	2
VNSG 1329	Medical/Surgical Nursing I	3	VNSG 1561	Clinical – Licensed Vocational Nurse Training	5
VNSG 1126	Gerontology	1			
VNSG 1227	Essentials of Medication Administration.....	2			
VNSG 1360	Clinical - Licensed Vocational Nurse Training.....	3			
				Total	16
				Total Credit Hours for VN Program	48
	Total	18			

Notes: 1 Capstone course that consolidates the student's learning experiences.
2 HECO 1322 or BIOL 1322 may replace.
★ All students are required to take EDUC 1300 or COLS 0300; however, EDUC 1300/COLS 0300 do not count toward degree requirements.

Tuition and Fees

Students enrolling in the Vocational Nursing Program pay the regular college tuition, fees and an additional \$300 Allied Health surcharge each fall and spring semester. Additional fees are also required prior to admission and upon acceptance to the program. The following fees are approximate costs identified to assist the student in financial planning:

Fall Semester:

1. Required Physical Exam Varies
2. Hepatitis B vaccine series about \$80.00
3. Uniforms ordered through the nursing school \$75.00
4. School Patches (available at bookstore)..... 6.00
5. Textbooks..... about \$900.00
6. Nursing Equipment (stethoscope, bandage scissors, hemostat,
Penlight, sphygmomanometer, gait belt, goggles) about \$69.00
7. Liability insurance..... \$14.50
8. White nursing shoes Varies
9. Watch with a second hand..... Varies
10. Four function calculator Varies
11. ATI National Assessment Exams & Remediation **\$987.50**

Spring Semester:

1. Board of Nurse Examiners for the State of Texas License fee..... **\$75.00**
2. National Council Licensure examination for Practical Nurses
(NCLEX-PN) \$200.00
3. Graduation Cap and Gown and Diploma about \$75.00
4. ATI National Assessment Exams & Remediation **\$987.50**

Withdrawal and Dismissal Policy

Southwest Texas Junior College School of Vocational Nursing reserves the right to request the withdrawal of any student whose health, attendance, conduct, personal qualities or scholastic records indicate that it would be inadvisable for the student to continue in the program. Students must maintain a minimum grade of 80 in all nursing courses in order to remain in the nursing program. Students withdrawing from the nursing program must comply with the SWTJC withdrawal policy and must participate in an exit interview in order to remain in good standing.

BMGT 2309 - Leadership - 3 sem. hrs. (3-0-0)

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Three lecture hours per week. Prerequisite: None

BMGT 2311 - Change Management - 3 sem. hrs. (3-0-0)

Knowledge, skills, and tools that enable a leader/organization to facilitate change in a participative style. Three lecture hours per week. Prerequisite: None

BMGT 2482 - Cooperative Education - Business Administration and Management, General - 4 sem. hrs. (1-0-22)

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. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and twenty-two external hours per week. Prerequisite: None. Co-op Fee: \$24

BMGT 2483 - Cooperative Education - Business Administration and Management, General - 4 sem. hrs. (1-0-22)

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. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. One lecture and fifteen external hours per week. Prerequisite: BMGT 2482. Co-op Fee: \$24

BUSG 2309 - Small Business Management/Entrepreneurship - 3 sem. hrs. (3-0-0)

Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Three lecture hours per week. Prerequisite: None

BUSI 1301 - Business Principles - 3 sem. hrs. (3-0-0) 5201015104

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. A basic course in the fundamentals of business. The course is intended to give an overview of business and to develop an understanding of the realistic problems and practices of business. It includes a study of business organizations and operations, business functions, and various areas of business such as forms of organization, entrepreneurship, basic accounting and financial management, human resource development and management, business ethics and law, product marketing and distribution, and electronic commerce. Three lecture hours per week. Prerequisite: None

BUSI 1307 - Personal Finance - 3 sem. hrs. (3-0-0) 1904015109

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. Topics studied include the financial planning process, creation of financial statements including balance sheet and income and expense statements, preparation of a personal income tax return, management skills of basic assets such as cash, savings, autos and housing, credit management, life, health and property insurance, investments including stocks, bonds and mutual funds, retirement and estate planning. Three lecture hours per week. Prerequisite: None

CDEC 1281 - Cooperative Education - Childcare Provider/Assistant - 2 sem. hrs. (1-0-8)

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. One lecture and eight external hours per week. Prerequisite: TECA 1311 and CDEC 1313. Co-op Fee: \$16.25; CPR Certification Fee: \$27; Food Handler's License Fee: \$10; Background Check Fee: \$2

CDEC 1303 - Family, School & Community - 3 sem. hrs. (3-0-1)

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, 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 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None. Co-op Fee: 16.25

CDEC 1311 - Educating Young Children - 3 sem. hrs. (3-0-1)

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 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None. Co-op Fee: 16.25

CDEC 1313 - Curriculum Resources for Early Childhood Programs - 3 sem. hrs. (3-0-0)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight. Three lecture hours per week. Prerequisite: None.

CDEC 1318 - Wellness of the Young Child - 3 sem. hrs. (3-0-1)

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 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Three lecture and one external hours per week. Prerequisite: None. Co-op Fee: \$16.25

CDEC 1319 - Child Guidance - 3 sem. hrs. (3-0-0)

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. Three lecture hours per week. Prerequisite: None.

CDEC 1321 - The Infant and Toddler - 3 sem. hrs. (3-0-0)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques. Three lecture hours per week. Prerequisite: TECA 1311, TECA 1318, CDEC 1313

CDEC 1354 - Child Growth and Development - 3 sem. hrs. (3-0-0)

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three lecture hours per week. Prerequisite: None

CDEC 1356 - Emergent Literacy for Early Childhood - 3 sem. hrs. (2-2-0)

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. Two lecture and two laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CDEC 1359 - Children with Special Needs - 3 sem. hrs. (2-2-0)

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. Two lecture and two laboratory hours per week. Prerequisite: TECA 1311, TECA 1318, CDEC 1313. Lab Fee: \$24

CDEC 2280 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)

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. One lecture and eight external hours per week. Prerequisite: CDEC 1281, TECA 1311, TECA 1318, CDEC 1313. Co-op Fee: \$16.25; Background Check Fee: \$2

CDEC 2281 - Cooperative Education - Child Care Provider/Assistant - 2 sem. hrs. (1-0-8)

Career related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This is a capstone course and should only be taken during the last semester before graduation. One lecture and eight external hours per week. Prerequisite: CDEC 2280, CDEC 1319, CDEC 1356, CDEC 1281, CDEC 2307, and TECA 1303. Co-op Fee: \$16.25

CDEC 2307 - Math and Science for Early Childhood - 3 sem. hrs. (2-2-0)

Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Two lecture and two laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CDEC 2326 - Administration of Programs for Children I - 3 sem. hrs. (2-2-0)

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Two lecture and two laboratory hours per week. Prerequisite: CDEC 1319, CDEC 1356, CDEC 1281, CDEC 2307, and TECA 1303. Lab Fee: \$24

CETT 1302 - Electricity Principles - 3 sem. hrs. (2-4-0)

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations. Two lecture and four laboratory hours per week. Prerequisite: None. Lab Fee: \$24; Uniform Fee: \$150; VGI Refrigerant Certification Fee: \$20; Employment Ready Testing Fee: \$15; Consumable Supplies Fee: \$50

CETT 1409 - DC-AC Circuits - 4 sem. hrs. (3-3-0)

Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchhoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Three lecture and three laboratory hours per week. Prerequisite: CETT 1402. Lab Fee: \$24

CHEM 1111 - General Chemistry I Laboratory - 1 sem. hrs. (0-4-0) 4005015303

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1111 is a laboratory course involving laboratory studies related to topics in Chemistry 1311. Four laboratory hours per week. Prerequisite: CHEM 1311 General Chemistry I or. Co-requisite: CHEM 1311 General Chemistry I. Lab Fee: \$24

CHEM 1112 - General Chemistry II Laboratory - 1 sem. hrs. (0-4-0) 4005015603

General principles, problems, fundamental laws, and theories. Course content provides a foundation for work in advanced chemistry and related sciences. CHEM 1112 is a laboratory course involving selected laboratory studies related to topics in Chemistry 1312. Four laboratory hours per week. Prerequisite: CHEM 1312 General Chemistry II or. Co-requisite: CHEM 1312 General Chemistry II. Lab Fee: \$24

CJLE 1303 - Basic Telecommunication Certification - 3 sem. hrs. (3-1-0)

Law enforcement functions, history of public safety communications, federal laws regulating public safety communications, radio communication systems, radio operations, fire and EMS dispatch considerations, telephone operations, law enforcement information systems, communication records, logs and documentation, legal issues, emergency management, police emergency situations, 9-1-1/computer aided dispatch, media relations, stress management, and crisis prevention. Required course for law enforcement telecommunication personnel prior to completion of 12 months of service. Three lecture and one laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

CJLE 1327 - Interviewing and Report Writing for Criminal Justice Professions - 3 sem. hrs. (3-0-0)

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322

CJLE 1358 - Rights of Prisoners - 3 sem. hrs. (3-0-0)

Legal rights of convicted offenders incarcerated in state and federal penal institutions. Emphasizes constitutional principles, case law, and federal and state statutes concerning prisoner rights. Three lecture hours per week. Prerequisite: None.

CJLE 1429 - Basic Peace Officer V - 4 sem. hrs. (2-7-0)

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY by Texas Commission on Law Enforcement*** Two lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1506, CJLE 1512, CJLE 1518, CJLE 1524. Lab Fee: \$24; State Licensure Test Fee: \$35

CJLE 1506 - Basic Peace Officer I - 5 sem. hrs. (3-7-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, and IV, (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** Three lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1512, CJLE 1518, CJLE 1524. Lab Fee: \$24

CJLE 1512 - Basic Peace Officer II - 5 sem. hrs. (3-7-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** Three lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1518, CJLE 1524. Lab Fee \$24

CJLE 1518 - Basic Peace Officer III - 5 sem. hrs. (3-7-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** Three lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1512, CJLE 1524. Lab Fee \$24

CJLE 1524 - Basic Peace Officer IV - 5 sem. hrs. (3-7-0)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy.***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** Three lecture and seven laboratory hours per week. Prerequisite: Admission to Basic Peace Officer Training Academy. Co-requisite: CJLE 1429, CJLE 1506, CJLE 1512, CJLE 1518. Lab Fee \$24

CJLE 2247 - Tactical Skills for Police - 2 sem. hrs. (3-0-0)

Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. Three lecture hours per week. Prerequisite: None.

CJSA 1302 - Private Security Officer Training - 3 sem. hrs. (3-0-0)

A critical study of the provisions of the Texas Private Investigators and Private Security Agencies Act. Topics include the impact of the code on procedures and policies, judicial interpretation of statutes and related procedures, and rules and regulations. Satisfies the requirements for Commissioned Security Officer Skill Certification. Three lecture hours per week. Prerequisite: None.

CJSA 1308 - Criminalistics I - 3 sem. hrs. (3-0-0)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. Three lecture hours per week. Prerequisite: None.

CJSA 1312 - Crime In America - 3 sem. hrs. (3-0-0)

American crime problems in historical perspective, social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. Three lecture hours per week. Prerequisite: None.

CJSA 1313 - Court Systems and Practices - 3 sem. hrs. (3-0-0)

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. Three lecture hours per week. Prerequisite: None.

CJSA 1322 - Introduction to Criminal Justice - 3 sem. hrs. (3-0-0)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections. Three lecture hours per week. Prerequisite: None.

CJSA 1330 - Cybercrimes - 3 sem. hrs. (3-0-0)

An introduction to cybercrime. Topics include specific laws, investigative techniques, and criminological theories applicable to computer crime. Three lecture hours per week. Prerequisite: None

CJSA 1348 - Ethics in Criminal Justice (3-0-0)

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies. Three lecture hours per week. Prerequisite: None

CJSA 1351 - Use of Force - 3 sem. hrs. (3-0-0)

Study of the use of force including introduction to and statutory authority for the use of force, force options, deadly force, and related legal issues. Fulfills the Texas Commission on Law Enforcement Use of Force Intermediate Certificate requirement. This course was designed to be repeated multiple times to improve student proficiency. Three lecture hours per week. Prerequisite: CRIJ 1301 or CJSA 1322

CJSA 1400 - Death Investigation I - 4 sem. hrs. (3-2-0)

Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators. Three lecture and two laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CJSA 2283 - Cooperative Education - Criminal Justice/Safety Studies - 3 sem. hrs. (1-0-7)

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. One lecture and seven external experience hours per week. Prerequisite: CRIJ 1301 or CJSA 1322. Co-Op Fee: \$24

CJSA 2323 - Criminalistics II - 3 sem. hrs. (3-0-0)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. Three lecture hours per week. Prerequisite: None.

CJSA 2331 - Child Abuse: Prevention and Investigation - 3 sem. hrs. (3-0-0)

Forms of child abuse and neglect and the traits of typical abusers. Includes strategies to investigate abuse, interview victims and witnesses, document evidence in accordance with state law, and conduct case studies. Three lecture hours per week. Prerequisite: None.

CNBT 1110 - Basic Construction Safety - 1 sem. hrs. (3-0-0)

Basic job site construction safety in residential, commercial, and industrial construction. Three lecture hours per week. Prerequisite: None.

CNBT 1400 - Blueprint Reading - 4 sem. hrs. (3-3-0)

Introductory blueprint reading for residential and light commercial construction. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CNBT 1446 - Construction Estimating I - 4 sem. hrs. (3-3-0)

Fundamentals of estimating materials and labor costs in construction. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

COLS 0300 - College Success Skills - 3 sem. hrs. (2-2-0) 3201015212

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 college orientation and development of students' academic skills that apply to all disciplines. COLS 0300 may not be counted for local credit toward an associate degree or certificate and is not transferable. Two lecture and two laboratory hours per week. Prerequisite: None. Lab Fee: \$24

COMM 1316 - News Photography I - 3 sem. hrs. (3-3-0) 0904015506

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. A general beginner's course with emphasis on taking and processing pictures for reproduction in publications. The course consists of history, camera operation, exposure methods (for both color and black and white), basic darkroom methods (black and white only) covering negative development, printing and mounting. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CRPT 1445 - Conventional Interior Finish System - 4 sem. hrs. (3-3-0) 46.0201

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use, and maintenance of tools and equipment. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

CSME 1248 - Principles of Skin Care - 2 sem. hrs. (0-6-0)

An introduction of the theory and practice of skin care. Six laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: \$24

CSME 1310 - Introduction to Haircutting and Related Theory - 3 sem. hrs. (1-5-0)

Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques. One lecture and five laboratory hours per week. Prerequisite: CSME 1401. Lab Fee: \$24

CSME 1401 - Orientation to Cosmetology - 4 sem. hrs. (2-5-0)

An overview of the skills and knowledge necessary for the field of cosmetology. Two lecture and five laboratory hours per week. Co-requisite: None. Lab Fee: \$24; Skills Bag Fee: \$562

CSME 1405 - Fundamentals of Cosmetology - 4 sem. hrs. (2-5-0)

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two lecture and five laboratory hours per week. Co-requisite: CSME 1401. Lab Fee: \$24

CSME 1434 - Cosmetology Instructor I - 4 sem. hrs. (2-7-0)

The fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and seven laboratory hours per week. Prerequisite: CSME 1435. Lab Fee: \$24

CSME 1435 - Orientation to the Instruction of Cosmetology - 4 sem. hrs. (2-6-0)

An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two lecture and six laboratory hours per week. Prerequisite: Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Lab Fee: \$24; Insurance Fee: \$20

CSME 1443 - Manicuring and Related Theory - 4 sem. hrs. (2-5-0)

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Two lecture and five laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: \$24; Salon Material Fee: \$65

CSME 1453 - Chemical Reformation and Related Theory - 4 sem. hrs. (2-6-0)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Two lecture and six laboratory hours per week. Prerequisite: None. Co-requisite: CSME 1401. Lab Fee: \$24; Salon Material Fee: \$65

CSME 2310 - Advanced Haircutting and Related Theory - 3 sem. hrs. (2-3-0)

Advanced concepts and practice of haircutting. Topics include haircuts, utilizing scissors, razor, and /or clippers. Two lecture and three laboratory hours per week. Prerequisite: CSME 1310. Lab Fee: \$24

CSME 2337 - Advanced Cosmetology Techniques - 3 sem. hrs. (2-2-0)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. Two lecture and two laboratory hours per week. Prerequisite: CSME 1405. Lab Fee: \$24

CSME 2343 - Salon Development - 3 sem. hrs. (2-2-0)

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Two lecture and two laboratory hours per week. Prerequisite: CSME 1401. Lab Fee: \$24

CSME 2401 - The Principles of Hair Coloring and Related Theory - 4 sem. hrs. (2-6-0)

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Two lecture and six laboratory hours per week. Prerequisite: CSME 1401. Lab Fee: \$24

CSME 2414 - Cosmetology Instructor II - 4 sem. hrs. (2-6-0)

A continuation of the fundamentals of instructing cosmetology students. Student must have valid Texas Department of Licensing and Regulation license and high school diploma or GED. Two lecture and six laboratory hours per week. Prerequisite: CSME 1434. Lab Fee: \$24

CSME 2439 - Advanced Hair Design - 4 sem. hrs. (2-5-0)

Advanced concepts in the theory and practice of hair design. Two lecture and five laboratory hours per week. Prerequisite: CSME 1401, CSME 1405. Lab Fee: \$24

CSME 2441 - Preparation for the State Licensing Examination - 4 sem. hrs. (2-5-0)

Preparation for the state licensing examination. Two lecture and five laboratory hours per week. Prerequisite: CSME 1401; All CSME degree plan courses must be completed prior to enrolling for CSME 2441. Lab Fee: \$24; Exam Fee: \$ 176.00

ECON 2302 - Principles of Microeconomics - 3 sem. hrs. (3-0-0) 4506015125

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Three lecture hours per week. Prerequisite: None.

ECRD 1211 – Electrocardiography – 2 sem. hrs. (1-3-0)

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. One lecture and three laboratory hours per week. Prerequisite: None. NHA Testing Fee: \$115; Lab Fee: \$24

EDUC 1300 - Learning Framework - 3 sem. hrs. (3-0-0) 4203015125

A study of the research and theory in the psychology of learning, cognition, and motivation factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Note: (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skill courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguished from Learning Framework courses.) Three lecture hours per week. Prerequisite: None.

EDUC 1301 - Introduction to the Teaching Profession - 3 sem. hrs. (3-0-1) 1301015109

An enriched and integrated pre-service course and content experience that 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Three lecture and one external hours per week. Prerequisite: None. Co-op Fee: \$16.25

EDUC 2301 - Introduction to Special Populations - 3 sem. hrs. (3-0-1) 1310015109

An enriched, integrated pre-service course and content experience that 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 4) course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and 5) prerequisite for this course is EDUC 1301. Introduction to special education including characteristics, problems and needs of the exceptional learner. Public and private services available to the handicapped citizen. Fields trips may be required. Three lecture and one external hours per week. Prerequisite: EDUC 1301. Co-op Fee: \$16.25

ELPT 1429 - Residential Wiring - 4 sem. hrs. (3-3-0) 46.0301

Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

EMSP 1338 – Introduction to Advanced Practice – 3 sem. hrs. (2-3-0)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. Two lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisites: EMSP 2434, EMSP 2260. FISDAP Fee: \$141.75; Sterling Credentials Fee: \$215.00; Lab Fee: \$24

EMSP 1360 – Clinical – Emergency Medical Technology/Technician – 3 sem. hrs. (0-0-12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Twelve external experience hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1455, EMSP 1456. Co-Op Fee: \$24

EMSP 1455 – Trauma Management – 4 sem. hrs. (2-7-0)

Knowledge and skills in the assessment and management of patients with traumatic injuries. Two lecture and seven laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1456, EMSP 1360. Lab Fee: \$24

EMSP 1456 – Patient Assessment and Airway Management – 3 sem. hrs. (2-7-0)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Two lecture and seven laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1501, EMSP 1455, EMSP 1360. Lab Fee: \$24

EMSP 1501 - Emergency Medical Technician - Basic - 5 sem. hrs. (3-5-0)

Preparation for certification as an Emergency Medical Technician (EMT). Three lecture and five laboratory hours per week. Prerequisite: None. Co-requisites: EMSP 1455, EMSP 1456, EMSP 1360. Lab Fee: \$24; FISDAP Fee: \$115.50; Sterling Credential Fee: \$131; National Registry Emergency Medical Technician Testing Fee: \$98

EMSP 2135 – Advanced Cardiac Life Support – 1 sem. hrs. (1-1-0)

Theory and skill necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. One lecture and one laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2330, EMSP 2243, EMSP 2364. Lab Fee: \$16.25

EMSP 2243 – Assessment Based Management – 2 sem. hrs. (1-3-0)

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. One lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2216. Co-requisite: EMSP 2330, EMSP 2135, EMSP 2364. Lab Fee: \$24

EMSP 2260 – Clinical – Emergency Medical Technology/Technician – 2 sem. hrs. (0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Six external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisites: EMSP 1338, EMSP 2434. Co-op Fee: \$24

EMSP 2261 – Clinical – Emergency Medical Technology/Technician – 2 sem. hrs. (0-0-9)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Nine external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisite: EMSP 2306, EMSP 2444. Co-op Fee: \$24

EMSP 2305 – EMS Operations – 3 sem. hrs. (2-4-0)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Two lecture and four laboratory hours per week. Prerequisite: None. Lab Fee: \$24

EMSP 2306 – Emergency Pharmacology – 3 sem. hrs. (2-4-0)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Two lecture and four laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisites: EMSP 2444, EMSP 2261. Lab Fee: \$24

EMSP 2330 – Special Populations – 3 sem. hrs. (2-4-0)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Two lecture and four laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2243, EMSP 2135, EMSP 2364. Lab Fee: \$24

EMSP 2364 – Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic) – 3 sem. hrs. (0-0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-one external experience hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2261. Co-requisites: EMSP 2330, EMSP 2243, EMSP 2135. Co-Op Fee: \$24. National Registry Emergency Medical Technician (Paramedic) Testing Fee: \$152.00

EMSP 2434 – Medical Emergencies – 4 sem. hrs. (3-3-0)

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Three lecture and three laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360. Co-requisite: EMSP 1338, EMSP 2260. Lab Fee: \$24

EMSP 2444 – Cardiology – 4 sem. hrs. (2-6-0)

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Two lecture and six laboratory hours per week. Prerequisites: EMSP 1501, EMSP 1455, EMSP 1456, EMSP 1360, EMSP 1338, EMSP 2434, EMSP 2260. Co-requisite: EMSP 2306, EMSP 2261. Lab Fee: \$24

ENGL 1301 - Composition I - 3 sem. hrs. (3-0-0) 23130115112

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Three lecture hours per week. Prerequisite: None.

ENGL 1302 - Composition II - 3 sem. hrs. (3-0-0) 2313015112

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Applies composition skills to the study and analysis of poetry, the short story, drama, the essay, and/or the novel. An analytic research paper utilizing the MLA format is required. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2307 - Creative Writing I - 3 sem. hrs. (3-0-0) 23130215112

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry or drama. A course for beginning writers who have fair mastery of English fundamentals. Provides training and practice in writing. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2311 - Technical and Business Writing - 3 sem. hrs. (3-0-0) 23130315112

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Principles of composition and

rhetoric applied to writing in technical, scientific, and other professional fields. Includes the writing of memoranda, letters, e-mail, abstracts, resumes, and reports. Three lecture hours per week. Prerequisite: ENGL 1301.

ENGL 2322 - British Literature I - 3 sem. hrs. (3-0-0) 2314045112

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Emphasis is given to The Middle Ages through The Eighteenth Century. Readings from an anthology. Parallel study of a history of British literature. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2323 - British Literature II - 3 sem. hrs. (3-0-0) 2314045112

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Emphasis is given to The Romantic Period through the present. Readings from an anthology. Parallel study of a history of British literature. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2327 - American Literature I - 3 sem. hrs. (3-0-0) 2314025112

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry to 1865. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2328 - American Literature II - 3 sem. hrs. (3-0-0) 2314025112

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Significant American prose and poetry from 1865 to the present. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2332 - World Literature I - 3 sem. hrs. (3-0-0) 1601045213

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. This course is built around selected readings chosen from the masterpieces of the worlds' great literature. Includes readings from many countries while emphasizing literature of the Western World through the early Renaissance. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2333 - World Literature II - 3 sem. hrs. (3-0-0) 1601045213

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. The second semester of World Literature begins with the Renaissance and continues to the present time. Readings will be selected from the masterpieces of this period with the emphasis placed on those of the Western World. Three lecture hours per week. Prerequisite: ENGL 1301 and ENGL 1302.

ENGL 2351 - Mexican-American Literature - 3 sem. hrs. (3-0-0) 0502035525

A survey of Mexican-American/Chicanx from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism. Three lecture hours per week. Prerequisite: ENGL 1301

ENGR 1201 - Introduction to Engineering - 2 sem. hrs. (2-0-0) 1401015110

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Two lecture hours per week. Prerequisite: MATH 1314 or equivalent academic preparation

ENGR 1304 - Engineering Graphics - 2 sem. hrs. (2-0-0) 1513015111

Introduction to computer-aided drafting using CAD software and sketching to generate two- and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Two lecture and two laboratory hours per week. Prerequisite: MATH 1314 or equivalent academic preparation. Lab Fee \$24

ENGR 1307 - Plane Surveying - 3 sem. Hrs. (2-3-0) 1511025111

Development of skills necessary to recognize and solve problems in surveying. Introduction and use of various precision instruments used for surveying, including level, theodolites, electronic distance measuring equipment, and total stations for collecting field data. Introduction to Global Position Systems (GPS) and Geographic Information Systems (GIS) and their use in surveying; and use of graphic design software, such as AutoCAD or Microstation, in surveying problems. Two lecture and three laboratory hours per week. Prerequisite: MATH 1316 or equivalent; ENGR 1304. Lab Fee: \$24

ENGR 2105 - Electrical Circuits I Laboratory - 1 sem. hrs. (0-3-0) 1410015510

Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation. Three lecture hours per week. Prerequisite: None. Co-requisite: ENGR 2305. Lab Fee: \$24

IMED 2309 - Internet Commerce - 3 sem. hrs. (2-3-0)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data, integration, data collection, and on-line transactions. Two lecture and three laboratory hours per week. Prerequisite: None. Co-requisite: IMED 1316 and ITSW 1307. Lab Fee: \$24

INRW 0001 - Integrated Reading/Writing (BASE INRW) - 1 sem. hrs. (0-1-0)

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental writing course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. One laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

INRW 0301 - Integrated Reading and Writing I - 3 sem. hrs. (3-1-0)

This is a combined lecture/lab performance-based course designed to develop students' critical reading and academic writing skills. The course provides opportunities for students to develop the foundational skills needed to fulfill TSI requirements for reading and/or writing. Successful completion of this course means that students can enroll in the highest level of integrated reading/writing offered at SWTJC. This is a course with a required lab. Three lecture and one laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

INRW 0302 - Integrated Reading and Writing II - 3 sem. hrs. (3-1-0) 32.0108.59 12

This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. **Successful completion of this intervention fulfills TSI requirements for reading and/or writing.** This is a course with a required lab. Three lecture and one laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

ITNW 1313 - Computer Virtualization - 3 sem. hrs. (2-3-0)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers. Install and configure virtual machines managers; create and network virtual machines; and set priorities for accessing resources. Move and clone virtual machines. Ensure high availability of applications within virtual machines. Lectures, projects, and exercises reinforce skills as they are learned. Two lecture and three laboratory hours per week. Prerequisite: ITSC 1305. Lab Fee: \$24

ITNW 1325 - Fundamentals of Networking Technologies - 3 sem. hrs. (2-3-0)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITNW 1353 - Supporting Network Server Infrastructure - 3 sem. hrs. (3-0-0)

Installing, configuring, managing, and supporting a network infrastructure. This hands-on course is designed to prepare you for the MCSE certification exam and for the challenges you will face as a Microsoft networking professional. Lectures, projects and exercises reinforce skills as they are learned. The text includes CoursePrep Test Preparation software will help get you ready for the exam day. Three lecture hours per week. Prerequisite: None. Lab fee: \$24

ITNW 1454 - Implementing and Supporting Servers - 4 sem. hrs. (3-3-0)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Three lecture and three laboratory hours per week. Prerequisite: ITSC 1305. Lab Fee: \$24

ITNW 2312 - Routers - 3 sem. hrs. (2-3-0)

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Two lecture and three laboratory hours per week. Prerequisite: ITNW 1325. Lab Fee: \$24

ITSC 1301 - Introduction to Computers - 3 sem. hrs. (2-3-0)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for POFT 1329. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITSC 1305 - Introduction to PC Operating Systems - 3 sem. hrs. (2-3-0)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITSC 1316 - Linux Installation & Configuration - 3 sem. hrs. (2-3-0)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITSC 1325 - Personal Computer Hardware - 3 sem. hrs. (2-4-0)

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. The course is focused towards the CompTIA A+ Essentials, exam code 220-701. Two lecture and four laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITSC 2280 - Cooperative Education, Computer and Information Sciences, General - 2 sem. hrs. (1-0-7)

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. Capstone course that consolidates the student's learning experiences. This course must be taken the graduating semester for the A.A.S. degree. One lecture and seven external hours per week. Prerequisite: ITCC 1342 and ITNW 1454 or approval of instructor. Co-op Fee: \$24

ITSE 1302 - Computer Programming - 3 sem. hrs. (2-3-0)

Introduction to computer programming including design, development, testing, implementation, and documentation. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

ITSW 1307 - Introduction to Database - 3 sem. hrs. (2-3-0)

Introduction to database theory and the practical applications of a database. Basic computer skills recommended and may be tested the first week of school. If skills are not met, student will be advised to register for COSC 1301. Two lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24; MOS Exam Fee: \$75; MOS Test Prep Fee: \$40

ITSY 1300 - Fundamentals of Information Security - 3 sem. hrs. (2-2-0)

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Two lecture and two lab hours per week. Prerequisite: None. Lab Fee: \$24

ITSY 1342 - Information Technology Security - 3 sem. hrs. (2-3-0)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. An emphasis on acceptable use policy measures, ethical computer use, and the threats seen in the everyday world of technology. Two lecture and three laboratory hours per week. Prerequisite: ITSC 1305 and ITNW 1454. Lab Fee: \$24

ITSY 2282 - Co-Op Education - CIS Security - 3 sem. hrs. (1-0-7)

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. One lecture and seven external experience hours per week. Prerequisite: None

ITSY 2300 - Operating System Security - 3 sem. hrs. (2-3-0)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Two lecture and three laboratory hours per week. Prerequisite: ITSY 1342. Lab Fee: \$24

ITSY 2301 - Firewalls & Network Security - 3 sem. hrs. (2-2-0)

Identify elements of secure network design that may include segmentation, Firewall implementation or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities. Two lecture and two laboratory hours per week. Prerequisite: ITSY 2300. Lab Fee: \$24

ITSY 2317 - Wireless Security Development - 3 sem. hrs. (2-3-0)

Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls. Two lecture and three laboratory hours per week. Prerequisite: ITNW 1325. Lab fee \$24

ITSY 2330 - Intrusion Detection - 3 sem. hrs. (2-3-0)

Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. Two lecture and three laboratory hours per week. Prerequisite: ITSY 2301. Lab Fee: \$24

ITSY 2341 - Security Management Practices - 3 sem. hrs. (2-3-0)

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Two lecture and three laboratory hours per week. Prerequisite: ITSY 1300. Lab Fee \$24

ITSY 2342 - Incident Response & Handling - 3 sem. hrs. (2-2-0)

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Two lecture and two laboratory hours per week. Prerequisite: ITSY 2300. Lab Fee: \$24

ITSY 2343 - Computer System Forensics - 3 sem. hrs. (2-2-0)

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect document and evaluate evidence to perform postmortem analysis of a security breach. Two lecture and two laboratory hours per week. Prerequisite: ITSY 2343. Lab Fee: \$24

ITSY 2345 – Network Defense & Countermeasures – 3 sem. hrs. (2-3-0)

This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack. Two lecture and three laboratory hours per week. Prerequisite: ITSY 2341 Lab Fee: \$24

ITSY 2359 – Security Assessment & Auditing – 3 sem. hrs. (2-2-0)

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry specific levels of protection are in place to assure regulatory compliance. Two lecture and two laboratory hours per week. Prerequisite: ITSY 2341. Lab Fee: \$24

ITSY 2441 - Security Management Practices - 4 sem. hrs. (3-3-0)

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Three lecture and three laboratory hours per week. Prerequisite: ITNW 1453. Lab Fee: \$24

MAIR 1449 - Refrigerators, Freezers, Window Air Conditioners - 4 sem. hrs. (2-6-0)

Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems. Two lecture and six laboratory hours per week. Prerequisite: CETT 1402 and HART 1407 or approval of instructor. Lab Fee: \$24

MATH 0001 – Developmental Mathematics (BASE NCBM) – 1 sem. hrs. (0-1-0)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student's co-enrollment (co-requisite) enrollment: as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. One laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

MATH 0302 - Developmental Mathematics - 3 sem. hrs. (3-1-0) 3201045119

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real variable solving. Applications will be demonstrated throughout. Three lecture and one laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25;

MATH 0303 - Intermediate Algebra - 3 sem. hrs. (3-1-0) 3201045219

This course is a study of relations and functions. It will demonstrate the use of algebra in the context of solving equations and inequalities. Other algebraic concepts related to absolute value, polynomial, radical and rational expressions will also be discussed with a special emphasis on linear and quadratic functions. Methods of graphing functions will be demonstrated as well as the use of systems of linear equations. Real-world applications of algebra will be modeled throughout the course. Three lecture and one laboratory hours per week. Prerequisite: None. Lab Fee: \$16.25

MATH 0309 – Foundations of Mathematical Reasoning – 3 sem. hrs. (3-1-0) 3201045119

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course is not for-college level credit. Three lecture hours and one laboratory hours per week. Minimum placement Math score: TSI 336. Lab Fee: \$16.25

MATH 0314 – Linked Intermediate Algebra (3-0-0) 3201045119

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models, and problem solving. Three lecture hours per week. Prerequisite: None

MATH 0332 – Linked Foundation of Mathematical Reasoning (3-0-0) 3201045319

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios and proportion; percentages; solving equations linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representation of functions; exponential models. Three lecture hours per week. Prerequisite: None

MATH 0342 – Linked Foundations of Mathematical Reasoning (3-0-0) 3201045319

This course surveys a variety of mathematical topics needed to prepare students for college level statistics, quantitative reasoning, or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios and proportion; percentages; solving equations linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representation of functions; exponential models. Three lecture hours per week. Prerequisite: None

MATH 1314 - College Algebra - 3 sem. hrs. (3-0-0) 2701015419

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Three lecture hours per week. Prerequisite: None

MATH 1316 - Plane Trigonometry - 3 sem. hrs. (3-0-0) 2701015319

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphic, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Three lecture hours per week. Prerequisite: Two years high school algebra or approval of instructor.

PBAD 2331 - Budgeting in the Public Sector - 3 sem. hrs. (3-0-0)

Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting. Three lecture hours per week. Prerequisite: None.

PBAD 2335 - Ethics in the Public Sector - 3 sem. hrs. (3-0-0)

Examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas. Three lecture hours per week. Prerequisite: None.

PFPB 2409 - Residential Construction Plumbing I - 4 sem. hrs. (3-3-0) 46.0503

Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home. Three lecture and three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHED 1100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHED 1110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHED 1301 - Foundations of Kinesiology - 3 sem. hrs. (3-0-0) 3105015223

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. Three lecture hours per week. Prerequisite: None.

PHED 1304 - Personal and Community Health - 3 sem. hrs. (3-0-0) 5115045116

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. Three lecture hours per week. Prerequisite: None.

PHED 1306 - First Aid - 3 sem. hrs. (3-0-0) 5115045316

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency. Three lecture hours per week. Prerequisite: None.

PHED 1308 - Sports Officiating I - 3 sem. hrs. (3-0-0) 3101015123

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. Three lecture hours per week. Prerequisite: None.

PHED 1338 - Concepts of Physical Fitness - 3 sem. hrs. (3-2-0) 3105015123

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. Three lecture and two laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHED 2100 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging For Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHED 2110 - Physical Activities - 1 sem. hrs. (0-3-0) 3601085123

Instruction and participation in physical and recreational activities. This includes one or more of the following: Dance for Conditioning, Swimming, Water Activities, Conditioning, Jogging for Fitness, Volleyball, Basketball, Bowling, Weight Training, Tennis, Rodeo, Racquetball, Team Sports, Soccer, Golf, and Outdoor Education. Three laboratory hours per week. Prerequisite: None. Lab Fee: \$24

PHIL 1301 - Introduction to Philosophy - 3 sem. hrs. (3-0-0) 3801015112

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Three lecture hours per week. Prerequisite: None.

PHIL 2306 - Introduction to Ethics - 3 sem. hrs. (3-0-0) 3801015312

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Three lecture hours per week. Prerequisite: None.

PHIL 2321 - Philosophy of Religion - 3 sem. hrs. (3-0-0) 3802015312

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. Three lecture hours per week. Prerequisite: None.

PSYC 2319 - Social Psychology - 3 sem. hrs. (3-0-0) 42270715125

Study of individual behavior within the social environment. May include sociopsychological processes, attitude formation and change, interpersonal relations, and group processes, self, social cognition, and research methods. Three lecture hours per week. Prerequisite: **PSYC 2301**

RADR 1260 - Clinical-Radiologic Technology/Science-Radiographer - 2 sem. hrs. (0-0-10)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Ten external experience hours per week. Prerequisite: Admission to Radiologic Technology Program. Co-op fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300; Liability Insurance Fee: \$13

RADR 1309 - Introduction to Radiography and Patient Care - 3 sem. hrs. (2-4-0)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program. Lab Fee: \$24

RADR 1311 - Basic Radiographic Procedures - 3 sem. hrs. (2-4-0)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology program. Lab Fee: \$24; HESI Radiography Testing Fee: **\$160.10**

RADR 1313 - Principles of Radiographic Imaging I - 3 sem. hrs. (3-0-0)

Radiographic image quality and the effects of exposure variables. Content will establish a knowledge base in the following:

- Factors that govern the image production process in analog and digital imaging.

- Fundamentals of photon interactions with matter.

- Beam restriction devices and grids. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology program and RADR 2309.

RADR 1360 - Clinical-Radiologic Technology/Science-Radiographer - 3 sem. hrs. (0-0-14)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Content and clinical practice experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure.

Fourteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1260. Co-op Fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300

RADR 2266 – Practicum (of Field Experience) Radiologic Technology/Science – Radiographer – 2 sem. hrs. (0-0-15) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fifteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 1360. Co-op Fee: \$24; Dosimetry Fee: \$25

RADR 2267 - Practicum (or Field Experience) Radiologic Technology/Science – Radiographer – 2 sem. hrs. (0-0-15)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Fifteen external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2266. Co-op Fee: \$24; Dosimetry Fee: \$25

RADR 2301 - Intermediate Radiographic Procedures - 3 sem. hrs. (2-4-0)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1311. Lab Fee: \$24

RADR 2305 - Principles of Radiographic Imaging II - 3 sem. hrs. (3-0-0)

Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production. Content establishes a knowledge base in factors that govern the image production process. Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 1313.

RADR 2309 - Radiographic Imaging Equipment - 3 sem. hrs. (3-0-0)

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. Content establishes a knowledge base in radiographic equipment requirements and design, factors that govern the image production process, atomic structure and terminology, nature and characteristics of radiation, x-ray production, and fundamentals of photon interactions with matter. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology program. RadTechBootCamp Fee: \$190; Liability Insurance Fee: \$13

RADR 2313 - Radiation Biology and Protection - 3 sem. hrs. (3-0-0)

Effects of Radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Three lecture hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 2309.

RADR 2331 - Advanced Radiographic Procedures - 3 sem. hrs. (2-4-0)

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Consideration is given to the evaluation of optimal diagnostic images. Two lecture and four laboratory hours per week. Prerequisite: Admission to Radiologic Technology Program and RADR 2301. Lab Fee: \$24; HESI Radiography Testing Fee: 160.10

RADR 2335 - Radiologic Technology Seminar - 3 sem. hrs. (2-4-0)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes and preparation for professional employment and lifelong learning.

This course consists of a comprehensive review of all content areas included on the American Registry of Radiologic Technologist (ARRT) certification examination. Two lecture and four laboratory hours per week. Prerequisite: Admission to the Radiologic Technology Program. Lab Fee: \$24.00. Kettering National Assessment and Remediation Fee: \$219

RADR 2367 – Practicum (of Field Experience) Radiologic Technology/Science – Radiographer – 3 sem. hrs. (0-0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-one external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2267. Co-op Fee: 24; Dosimetry Fee: \$25; Allied Health Fee: \$300; Liability Insurance Fee: \$13

RADR 2467 – Practicum (or Field Experience) Radiologic Technology/Science – Radiographer – 4 sem. hrs. (0-0-28)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Twenty-eight external experience hours per week. Prerequisite: Admission to Radiologic Technology Program; RADR 2267. Co-op Fee: \$24; Dosimetry Fee: \$25; Allied Health Fee: \$300

RNSG 1125 - Professional Nursing Concepts I - 1 sem. hrs. (1-0-0)

Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, informatics health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None.

RNSG 1126 - Professional Nursing Concepts II - 1 sem. hrs. (1-0-0)

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the Health Care Concepts II course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None

RNSG 1128 - Introduction to Health Care Concepts - 1 sem. hrs. (1-0-0)

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: None.

RNSG 1137 - Professional Nursing Concepts III - 1 sem. hrs. (1-0-0)

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, team work and team/collaboration. Introduces the concept of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. One lecture hour per week. Prerequisite: RNSG 1362.

RNSG 1161 - Clinical - Registered Nursing - 1 sem. hrs. (0-0-4)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The first clinical experience will focus on concept-based clinical activities that will introduce the student to documents including the patient clinical record. Four external experience hours per week. Prerequisite: None. Co-Op Fee: \$24