

Northwest Vista College 2007 - 2008 Catalog

Table of Contents

[Introduction](#)

[Welcome from the President](#)

[Mission, Vision, and Values](#)

[College Overview](#)

[Getting Started](#)

[Academic Calendar 2007-2008](#)

[Enrolling in College \(Admissions\)](#)

[Testing and Academic Placement](#)

[Registration](#)

[Transfer](#)

[Paying for Your Education \(Student Financial Services\)](#)

[Financial Aid](#)

[Costs of Education](#)

[Supporting Academic Success \(Academic Policies\)](#)

[College Health Center](#)

[Career and Transfer Services](#)

[Student Development Course \(SDEV 0170\)](#)

[Services for Students with Special Needs](#)

[Library](#)

[Bookstore](#)

[Service-Learning](#)

[Getting Involved](#)

[Personal Counseling](#)

[Workforce and Community Education](#)

[Workforce Education](#)

[Community Education](#)

[Earning a Degree or Certificate](#)

[Programs of Study](#)

[Associate of Arts Degree \(Associate of Arts\)](#)

[Associate of Science Degree \(Associate of Science\)](#)

[Applied Science and Technology \(Associate of Applied Science\)](#)

[Programs of Study Listed by Degree](#)

[Programs of Study Listed by Topic](#)

[Student Learning Outcomes](#)

[Advanced Cisco Networking Technologies \(Certificate\)](#)

[Advanced Water Treatment \(Associate of Applied Science\)](#)

[Advanced Water Treatment \(Certificate\)](#)

[Allied Health Transfer Degree \(Associate of Science\)](#)

[Biotechnology \(Associate of Applied Science\)](#)

[Braille Textbook Transcriber \(Certificate\)](#)

[Business Administration \(Associate of Arts\)](#)

[Business Administration - Management Information Systems \(MIS\) \(Associate of Arts\)](#)

[Cisco Certified Network Associate \(Marketable Skills Award\)](#)

[Cisco Certified Network Professional \(Marketable Skills Award\)](#)

[Clinical Research Coordinator \(Associate of Applied Science\)](#)

[Community Health \(Associate of Applied Science\)](#)

[Community Health Worker \(Certificate\)](#)

[Computer Forensics \(Associate of Applied Science\)](#)

[Computer Programming \(Certificate\)](#)

[Computer Programming \(Marketable Skills Award\)](#)

[Computer Science \(Associate of Science\)](#)

[Criminal Justice \(Associate of Arts\)](#)

[Dance \(Associate of Arts\)](#)

[Digital Gaming, Simulation and Cinematics for Artists \(Associate of Applied Science\)](#)

[Digital Video \(Marketable Skills Award\)](#)

[Engineering \(Associate of Science\)](#)

[Instructional Assistant \(Associate of Applied Science\)](#)

[Instructional Assistant \(Certificate\)](#)

[International Studies \(Associate of Arts\)](#)

[Internet Commerce \(Marketable Skills Award\)](#)

[Linux and UNIX Systems Administration \(Marketable Skills Award\)](#)

[Multimedia Specialist \(Certificate\)](#)

[Multimedia Specialist \(Associate of Applied Science\)](#)

[Music Technology \(Associate of Arts\)](#)

[Nanotechnology \(Associate of Applied Science\)](#)

[Network Security, Wireless, and Cisco PIX Firewall Technician \(Marketable Skills Award\)](#)

[New Media Arts \(Associate of Arts\)](#)

[New Media Communications \(Associate of Arts\)](#)
[Pharmacy Technology \(Certificate\)](#)
[Programming and Visualization \(Associate of Applied Science\)](#)
[Systems Administration \(Associate of Applied Science\)](#)
[Teaching \(Associate of Arts\)](#)
[Web Programming \(Marketable Skills Award\)](#)

[Course Descriptions](#)

[Accounting \(ACCT\)](#)
[Administrative Computer Technology \(POFI\)](#)
[Advanced Water Treatment Technology \(AWTT\)](#)
[Alcohol/Drug Abuse Counseling \(DAAC\)](#)
[Anthropology \(ANTH\)](#)
[Applied Music \(MUAP\)](#)
[Art - Fine Arts \(ARTS\)](#)
[Biology \(BIOL\)](#)
[Biotechnology \(BITC\)](#)
[Braille Textbook Transcriber \(BRTT\)](#)
[Business Administration \(BUSI\)](#)
[Business Computer Applications \(BCIS\)](#)
[Business Management \(BUSG\)](#)
[Chemistry \(CHEM\)](#)
[Child Development \(CDEC\)](#)
[Chinese \(CHIN\)](#)
[Clinical Laboratory Science Technology \(CLST\)](#)
[Commercial And Advertising Art \(ARTC\)](#)
[Communication System Installer & Repairer \(CSIR\)](#)
[Communications \(COMM\)](#)
[Community Health Liaison \(CHLT\)](#)
[Computer & Information Sciences, General \(CPMT\)](#)
[Computer & Information Sciences, General \(ITSC\)](#)
[Computer Programming \(ITSE\)](#)
[Computer Programming/Programmer, General \(INEW\)](#)
[Computer Science \(COSC\)](#)
[Criminal Justice \(CRIJ\)](#)
[Dance \(DANC\)](#)
[Data Processing Technology \(ITSW\)](#)
[Digital Game And Simulation Development \(GAME\)](#)
[Drama \(DRAM\)](#)
[Economics \(ECON\)](#)
[Education \(EDUC\)](#)
[Electrical, Electronic & Comm Engineering Technology \(EECT\)](#)
[Elementary Educational Training \(EDTC\)](#)

[Engineering \(ENGR\)](#)
[English \(ENGL\)](#)
[English As A Second Language \(ESOL\)](#)
[English, Business, And Technical Writing \(ETWR\)](#)
[Environmental Engineering Technology \(EPCT\)](#)
[Film And Cinema Studies \(FLMC\)](#)
[French \(FREN\)](#)
[Geography \(GEOG\)](#)
[Geology \(GEOL\)](#)
[Government \(GOVT\)](#)
[Health Information Technology/Technician \(HITT\)](#)
[Health Services/Allied Health/Health Sciences \(HPRS\)](#)
[History \(HIST\)](#)
[Human Development \(HUMD\)](#)
[Humanities \(HUMA\)](#)
[Implementing And Managing Technology \(ITMT\)](#)
[Information Technology CISCO Certification \(ITCC\)](#)
[Information Technology Security \(ITSY\)](#)
[Interdisciplinary Studies \(IDST\)](#)
[International Business \(IBUS\)](#)
[Kinesiology \(Physical Education\) \(KINE\)](#)
[Latin \(LATI\)](#)
[Marketing \(MRKG\)](#)
[Mathematics \(MATH\)](#)
[Multimedia Digital Video \(Visual & Performing Arts\) \(ARTV\)](#)
[Multimedia Technology Specialist \(IMED\)](#)
[Music \(MUSI\)](#)
[Music Ensemble \(MUEN\)](#)
[Nanotechnology \(NANO\)](#)
[Networking \(ITNW\)](#)
[Pharmacy \(PHRA\)](#)
[Philosophy \(PHIL\)](#)
[Physics \(PHYS\)](#)
[Psychology \(PSYC\)](#)
[Quality Control Technician \(QCTC\)](#)
[Reading \(READ\)](#)
[Receptionist \(POFT\)](#)
[Sociology \(SOCL\)](#)
[Spanish \(SPAN\)](#)
[Speech \(SPCH\)](#)
[Student Development \(SDEV\)](#)
[Texas Early Childhood Articulation \(TECA\)](#)

[Student Handbook](#)

[Student Success](#)

[Important Information](#)

[Drug-Free Schools and Communities Act Amendments of 1989](#)

[Family Education Rights and Privacy Act](#)

[Student Code of Conduct](#)

[Administration, Faculty, and Staff](#)

[Faculty Listing by Discipline](#)

[Faculty Listing by Full-Time/Adjunct Status](#)

[Faculty Listing by Last Name](#)

[College Catalog 2007-2008](#) | [Introduction](#) | Introduction to Northwest Vista College

Table of Contents

Introduction

Introduction to Northwest Vista College

Welcome from the President

Mission, Vision, and Values

College Overview

Getting Started

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Introduction to Northwest Vista College

Topics on this page:

About Northwest Vista College

Contact Information

About Northwest Vista College

Northwest Vista College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404) 679-4501) to award degrees in Associate of Arts, Associate of Science, Associate of Applied Science, and Certificate of Completion.

Northwest Vista College is also approved and accredited by the Texas Higher Education Coordinating Board and the American Society of Health Systems Pharmacists.

Northwest Vista College is a member of the American Association of Community Colleges and the Continuous Quality Improvement Network.

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

The Alamo Community College District, including its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Human Resources, Title IX Coordinator, (210) 208-8051. Address: Human Resources Department, 201 W. Sheridan, Bldg. AA, San Antonio, Texas 78204. For special accommodations or an alternate format, contact the Northwest Vista College Access office at (210) 348-2092.

Contact Information

Northwest Vista College

3535 N. Ellison Drive
San Antonio, TX 78251

For Information Call:

(210) 348-2020 office
(210) 348-2024 fax

Visit our web site at: www.accd.edu/nvc

[College Catalog 2007-2008](#) | [Introduction](#) | Welcome from the President

Table of Contents

Introduction

Introduction to Northwest Vista
College

Welcome from the President

Mission, Vision, and Values

College Overview

Getting Started

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Welcome from the President

Welcome to Northwest Vista College! When you enter the campus, you will encounter an inviting environment that combines a beautiful hill country setting with attractive, modern facilities. It is our goal that when you meet the faculty and staff members of the college, you will receive a friendly greeting and helpful service to get you started on your educational journey. I invite you to become part of our community and to participate in learning experiences that foster your personal and professional growth.

It is an exciting time to be at Northwest Vista College. As you plan and build for the future, the College will be planning and building right along with you. We recently began construction of new buildings that will include more classroom space, a new library, and other facilities that will enhance your learning experience. Whether you take one class in a new academic building or whether you are able to benefit from the completion of all of the projects, please know that the physical changes that will be taking place around you are representative of our commitment to your success.

At Northwest Vista College, we want to build a quality learning environment in which each person can grow as a worker and citizen while acquiring knowledge and understanding of self, community, and our cultural diversity. We strive to support this environment with caring and knowledgeable faculty, with the latest technology, and with innovative programs and services, both within and beyond the classroom walls.

Whether you are pursuing an associate's degree, looking for professional growth opportunities, or realizing a personal learning goal, our doors are open to you. We find joy in your successes.

Jacqueline Claunch
President

Table of Contents

Introduction

Introduction to Northwest Vista College

Welcome from the President

Mission, Vision, and Values

College Overview

Getting Started

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Mission, Vision, and Values

Topics on this page:

Mission and Vision Statements

Values of Northwest Vista College

Mission and Vision Statements

Mission of the Alamo Community College District

ACCD provides accessible, affordable educational and training opportunities for the citizens of Bexar and surrounding counties.

Mission of Northwest Vista College

Creating Opportunities for Success.

Vision of Northwest Vista College

To become responsible members of our world community, we create exemplary models for:

Learning to Be...

Learning to Work...

Learning to Serve...

Learning to Lead...

Together.

Values of Northwest Vista College

We, the students, faculty, and staff of the Northwest Vista College community, are committed to making a difference through learning and through service. To that end, we are guided and inspired by a unifying set of values.

Learning:

We value a quality learning environment in which each of us grows in effectiveness as a worker and citizen while acquiring knowledge and understanding of self, community, and our cultural diversity.

Community:

We value a community in which all members are empowered to contribute as learners and leaders, practicing mutual respect and building mutual trust.

Caring:

We value caring - for ourselves, for each other, and for this place - and exhibit that caring through service to

Creativity:

We value thinking beyond the usual parameters to engage in and support innovations that continually recreate our learning community as a model of excellence in higher education.

Openness:

We value open and honest communications that create an atmosphere of trust and an openness to change for the benefit of students.

Integrity:

We value acting with integrity, placing high ethical standards before personal gain and modeling that behavior for others.

Joy:

others.

We value laughter and play that enriches our work and live

Synergy:

We value working together to make our shared vision a reality, recognizing that the whole we can create together is greater than the sum of its parts.

Diversity:

We value diversity, appreciating different ways of knowing and ways of living and recognizing that our diversity is a source of strength.

[Table of Contents](#)**Introduction**[Introduction to Northwest Vista College](#)[Welcome from the President](#)[Mission, Vision, and Values](#)**College Overview**[Getting Started](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**College Overview****Topics on this page:**[Historical Sketch](#)[Facilities](#)[Location](#)[Enrollment](#)[Calendar](#)[Degrees](#)[Financial Aid](#)**Historical Sketch**

Northwest Vista College is a college of the Alamo Community College District along with its sister colleges that include Palo Alto College, St. Philip's College, San Antonio College and Northeast Lakeview College in serving Bexar County and the surrounding areas.



The Alamo Community Colleges serves over 52,000 students in credit courses through the four colleges. An additional 16,000 students enroll in continuing education programs.

Established in 1994, with a donation of approximately 137 acres from World Savings and Loan Association, Northwest Vista College began holding classes in off-campus locations in the fall of 1995 with an enrollment of 12 students. The college began construction of its campus in July 1997 and Mountain Laurel Hall opened to students in October 1998. The campus celebrated its grand opening in October 1999 with the completion of Manzanillo Hall and Huisache Hall.

Facilities

Located on 137 acres, Northwest Vista College is comprised of the following buildings: Manzanillo Hall, Mountain Laurel Hall, Huisache Hall, Pecan Hall, Texas Persimmon Physical Plant and the Boardwalk. Manzanillo Hall houses the state-of-the-art Learning Resource Center, the Student Success Center and the college's administration offices. The Huisache Hall is home to the bookstore, the college's Kinesiology and Multimedia Technology programs, the Office of Student Engagement, the student lounge, banquet facilities and refreshment vending facilities. Mountain Laurel Hall is home to classrooms, laboratories, and faculty offices. Pecan Hall is home to the Center for Workforce and Community Education, classrooms, dance studios, and computer labs. The Boardwalk includes 23,000 square feet of additional classroom space.

Location

Northwest Vista College is located at 3535 N. Ellison Drive in the northwest quadrant of San Antonio, just inside Loop 1604. The campus is located adjacent to World Savings and Loan Association and Sea World of San Antonio.

Enrollment

More than 10,700 students were enrolled at Northwest Vista College in the Fall 2006 semester in credit courses. Northwest Vista College's student body is made up of a diverse population.

Calendar

Northwest Vista College operates on a semester calendar. There are 16-week semesters, starting fall and spring. Each semester also consists of two eight-week flex terms, plus other condensed format programs. The summer sessions range from three-week to 14-week terms.

For more information, see [Academic Calendar](#).

Degrees

Northwest Vista College offers Associate of Arts, Associate of Science, Associate of Applied Science degrees, Certificates, and Marketable Skills Achievement Awards.

For more information, see [Programs of Study](#).

Financial Aid

Financial assistance for students is available to qualified students through scholarships, grants, loans and on-campus employment.

For more information, see [Financial Aid](#).

[College Catalog 2007-2008](#) | [Introduction](#) | Getting Started

Table of Contents

Introduction

Introduction to Northwest Vista
College

Welcome from the President

Mission, Vision, and Values

College Overview

Getting Started

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Getting Started

Topics on this page:

Student Success: Your Goal, Our Mission

Knowledge of College Policies

Student Success: Your Goal, Our Mission

The Student Success Center is available to students interested in getting started with their college educational plans and goals. Students will initially receive assistance with admissions, advising, and registration by a staff that focuses on providing services that are easily accessible. Student Success strives to eliminate barriers to admissions that students often face during the registration process. Student Success encourages students to return to the center, after registering, to utilize the variety of services offered. All staff are committed to student success and provide assistance with admissions and registration, financial aid, advising, records, transfer services, career services, student activities, orientation to the college, and graduation as well as services for students with special needs.

Knowledge of College Policies

Each Student is responsible for knowing the rules, regulations, requirements, and academic policies of Northwest Vista College. The college catalog and student handbook are the primary sources available to students outlining the responsibilities of the college and student. The catalog and handbook are available through this on-line version (<http://www.accd.edu/nvc/students/catalog/>). A CD version of the catalog is available through Student Success. A student in doubt concerning an academic matter should consult with a faculty member or Student Success Advisor.

[College Catalog 2007-2008](#) | [Academic Calendar 2007-2008](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Academic Calendar

Topics on this page:

Fall 2007 Regular Semester	Spring Flex II (Second 8 Weeks)
Fall Flex Session I 2007 (First 8 Weeks)	Maymester Session 2008
Fall Flex Session II 2007 (Second 8 Weeks)	First Summer Session 2008 (6 Weeks)
Spring 2008 Regular Semester	Second Summer Session 2008 (5 Weeks)
Spring Flex I (First 8 Weeks)	Eight Week Summer Session 2008

Fall 2007 Regular Semester

April 16-August 25	Fall Registration
August 20, Monday	Faculty Convocation
August 27, Monday	Classes Begin
September 1-3, Saturday-Monday	Labor Day Holiday - College Closed
September 8, Saturday	Weekend Classes Begin
September 12, Wednesday	Census Day
October 8, Monday	Employee Development Day - College Closed, Evening Classes Will Meet After 5:00 P.M.
November 16, Friday	Last Day To Withdraw
November 22-25, Thursday-Sunday	Thanksgiving Holiday - College Closed
December 9, Sunday	Last Day of Classes
December 10-16, Monday-Sunday	Final Examinations
December 16, Sunday	End of Fall Semester *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (April 14, 2008).

December 20, Thursday - January 2, 2008, Wednesday	Christmas/New Year Holidays - College Closed
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Fall Flex Session I 2007 (First 8 Weeks)

August 27, Monday	Classes begin
September 1-3, Saturday-Monday	Labor Day Holiday - College Closed
September 4, Tuesday	Census Day
October 5, Friday	Last Day to Withdraw
October 8, Monday	Employee Development Day - College Closed, Evening Classes Meet After 5:00 P.M.
October 16, Tuesday	Last Day of Classes
October 17-18, Wednesday-Thursday	Final Examinations
October 18, Thursday	End of Fall Flex Session I *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (February 15, 2008).

Fall Flex Session II 2007 (Second 8 Weeks)

October 22, Monday	Classes Begin
October 29, Monday	Census Day
November 22-25, Thursday-Sunday	Thanksgiving Holiday - College Closed
November 26, Monday	Last Day to Withdraw
December 9, Sunday	Last Day of Classes
December 10-16, Monday-Sunday	Final Examinations
December 16, Sunday	End of Fall Flex Session II *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (April 14, 2008).

December 20, 2007, Thursday - January 2, 2008, Wednesday	Christmas/New Year Holiday - College Closed
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Spring 2008 Regular Semester

November 12, 2007- January 12, 2008	Spring Registration
January 3, Thursday	College Opens
January 7, Monday	Faculty Reports
January 14, Monday	Classes Begin
January 19, Saturday	Weekend Classes Begin
January 21, Monday	Martin Luther King Day - College Closed
January 30, Wednesday	Census Day
March 17-23, Monday-Sunday	Spring Break, All Administrative Offices Will Be Closed Thursday-Sunday
March 24, Monday	Easter Holiday - College Closed
April 14, Monday	Last Day to Withdraw
April 25, Friday	Fiesta Holiday - College Closed, Weekend Classes Will Meet
May 4, Sunday	Last Day of Classes
May 5-11, Monday-Sunday	Final Examinations
May 11, Sunday	End of Spring Semester *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (September 8, 2008).

May 24-26, Saturday-Monday	Memorial Day Holiday - College Closed
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Spring Flex I (First 8 Weeks)

January 14, Monday	Classes Begin
January 21, Monday	Martin Luther King Day - College Closed
January 22, Tuesday	Census Day
February 15, Friday	Last Day to Withdraw
March 4, Tuesday	Last Day of Classes
March 5-6, Wednesday-Thursday	Final Examinations

March 6, Thursday End of Spring Flex Session I *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (July 3, 2008).

Spring Flex II (Second 8 Weeks)

March 10, Monday Classes Begin

March 17-23, Monday-Sunday Spring Break - **All Administrative Offices Will Be Closed Thursday-Sunday**

March 24, Monday Easter Holiday - **College Closed**

March 25, Tuesday Census Day

April 18, Friday Last Day to Withdraw

April 25, Friday Fiesta Holiday - **College Closed, Weekend Classes Will Meet**

May 4, Sunday Last Day of Classes

May 5-11, Monday-Sunday Final Examinations

May 11, Sunday End of Spring Flex Session II *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (Sept. 8, 2008).

May 24-26, Saturday-Monday Memorial Day Holiday - **College Closed**

Maymester Session 2008

April 14-May 10 Maymester Registration (**Tentative, Pending Banner Implementation**)

May 12, Monday Classes Begin

May 13, Tuesday Census Date

May 22, Thursday Last Day to Withdraw

May 24-26, Saturday-Monday Memorial Day Holiday - **College Closed**

May 30, Friday Last Day of Classes

May 30, Friday End of Maymester Session *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (Nov. 4, 2008).

First Summer Session 2008 (6 Weeks)

April 14, 2008-May 29, 2008 First Summer Session Registration (**Tentative, Pending Banner implementation**)

June 9, Monday Classes Begin

June 12, Thursday Census Date

July 3, Thursday Last Day to Withdraw

July 4, Friday Independence Day Holiday - **College Closed**

July 10, Thursday Last Day of Classes

July 10-11, Thursday-Friday Final Examinations

July 11, Friday End of Summer Session I *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (Nov. 4, 2008).

Second Summer Session 2008 (5 Weeks)

April 14, 2008-July 9, 2008	Second Summer Session Registration (Tentative, Pending Banner Implementation)
July 14, Monday	Classes Begin
July 17, Thursday	Census Date
August 1, Wednesday	Last Day to Withdraw
August 14, Thursday	Last Day of Classes
August 14-15, Thursday-Friday	Final Examinations
August 15, Friday	End of Summer Session II *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the end of the semester (December 13, 2008).

Eight Week Summer Session 2008

April 14, 2008-May 29, 2008	Eight Week Summer Registration (Tentative, pending Banner implementation)
June 9, Monday	Classes Begin
June 16, Monday	Census Date
July 4, Friday	Independence Day - College Closed
July 22, Tuesday	Last Day to Withdraw
July 30, Wednesday	Last Day of Classes
July 31-Aug 1, Thursday-Friday	Final Examinations
August 1, Friday	End of Eight Week Summer Session *

* The last day for incomplete (I) grades to be completed is 120 calendar days after the close of the semester (Nov. 25, 2008).

NOTE: The ACCD Academic Calendar does not include all schedule options available at Northwest Vista College. Check with instructors regarding specific schedules.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Admissions

Testing and Academic Placement

Registration

Transfer

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Admissions

The Alamo Community Colleges have an open door admissions policy to ensure that every person has the opportunity to get a college education. Application starts with the submission of an ApplyTexas [www.ApplyTexas.org] application.

The Texas Common Application System is a state service that allows students to create an individual student profile and submit applications to multiple Texas public colleges or universities. Students applying to an Alamo Community College need to select the application for two-year institutions.

Students who apply to one college are eligible to attend any of the Alamo Community Colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, St. Philip's College, and San Antonio College.

The student is responsible for providing appropriate admissions credentials as required by Student Success to be admitted to the college. Students failing to meet admission requirements will not be allowed to re-enroll. Transcripts of Northwest Vista College work are withheld pending receipt of admissions records.

Topics on this page:

- | | |
|--|---|
| Entry-Level Competencies | Non-Traditional High School Students |
| First Time in College | Dual Credit Program |
| Admissions Process | English as a Second Language / Inglés Como Segunda Idioma |
| Determining Your Student Status | International Students |
| Completing the ApplyTexas Application - Tips for Success | Registration and Enrollment for New Students |
| Transfer Students | Cross/Concurrent Enrollment at ACCD or Other Public Institutions |
| Conditional Admission - Students Enrolling without Previous Official Transcript | Residence Verification |
| Residency and Tuition | Academic Fresh Start |
| Readmission to College | Health Certificate |
| Audit Students | Admissions Appeal Procedure |
| Senior Citizens | Evaluation of Foreign Credentials |
| Early Admission for Gifted and High School Students | |

Entry-Level Competencies

Reading, writing and fundamental mathematical skills have been identified as the important entry-level skills for college freshmen. The identification and adherence to basic skills in these areas are essential to ensure that students enter Northwest Vista College with the academic preparation to engage in college-level work, and ultimately to enhance their opportunity for academic success. These competencies will be measured by appropriate testing in the Student Success Assessment Center for all entering freshmen. In addition, basic skills competencies must be met for courses in which the student intends to enroll.

First Time in College

Graduates of accredited high schools must submit the following credentials to Student Success:

- Official high school transcript including date of graduation.

Transcripts must be forwarded directly from the high school to the College, or submitted by the students in an official sealed envelope from the high school.

- ACT or SAT test scores and/or participation in the college assessment program, CPT Accuplacer.
- Texas Success Initiative (TSI/THEA) scores, alternative TSI/THEA scores, or proof of exemption (see Texas Success Initiative under Testing and Academic Placement later in this chapter.)

Students may submit the General Educational Development (GED) test scores in lieu of a high school transcript. A minimum score of at least 40 on each test, or an average score of 45 if any single test score is below 40, is required. Students will be admitted on the same basis as graduates of accredited high schools.

Students who complete the International Baccalaureate Diploma (IBD) will be granted up to 24 semester credit hours or equivalent course credit in appropriate subject areas. Students must have a minimum score of 4 on each examination to be awarded credit. The Director of Enrollment Services is the IBD administrator at Northwest Vista College. IBD guidelines are established by Senate Bill 111 (Texas Education Code 51.968).

Students graduating from state-unaccredited high schools or completing nontraditional high school programs will be considered for Individual Approval Admission by the Director of Enrollment Services or Director of Advising, provided the students are 18 years old or older (See [Non-Traditional High School Students](#)). TSI/THEA scores or proof of exemption must be provided.

Home-schooled students must present a notarized statement from the home-school that all courses have been completed in accordance with Texas Education Agency requirements. Also, a transcript of the courses and grades must be submitted. (See [Non-Traditional High School Students](#))

Students who have neither graduated from high school nor completed the high school equivalency test may petition for Individual Approval Admission provided they are 18 years or older. Students admitted on this condition shall be subject to the same policies and regulations as all other students. Individual Approval is granted by a Director in Student Success.

All official admissions documents required during first term of enrollment.

Admissions Process

New, Transfer, and Former Students (See Determining your Student Status below)

Begin by reading [Completing the ApplyTexas Application - Tips for Success](#) section to help you be prepared to respond to questions and submit your application.

You will need an email address to access your information once the application is submitted. You can create an email address at various free sites (examples are Yahoo.com or Hotmail.com).

Apply online using the ApplyTexas application (www.ApplyTexas.org) and begin by creating your student profile; copy your User ID and password so you may access the ApplyTexas website in the future; **select the Two-Year Undergraduate Application.**

To save time, please have your Social Security Number and the Texas county you live in available.

Following submission of your application, any changes in information must be made through the Enrollment Services/Admissions & Records area at the college.

For assistance with the application, visit the college campus at one of the designated enrollment areas during normal business hours. Computers are available at all campuses to submit application.

Additional admissions requirements (must be submitted during the first semester of enrollment):

- Official high school transcript or GED scores
- Official college transcript from the last college or university

you attended. Have your transcript sent directly to the specific college of the Alamo Community Colleges that you wish to attend. Many Alamo Community Colleges courses have prerequisites that must be met before registering. As a result, students may be required to submit official transcripts from former colleges attended in order to register for all desired classes.

Depending on your student status, you may need to meet additional requirements.

Determining Your Student Status

- **New and Transfer**
To take classes for college credit, submit the [ApplyTexas](#) application for admission. Apply early to make sure you have plenty of time to submit official transcripts, complete assessment testing, attend advising, plan your course schedule.
- **Former Student (previously enrolled in an Alamo Community College but have not attended during last 12 months)**
Submit an online [ApplyTexas](#) application. Allowing two days for processing, you should then be able to continue the registration process. **
- **Returning (enrolled within the past twelve months) to the same college**
Go directly to Web registration to view course offerings by college. Course selection and registration will be available according to the dates published in the class schedule and website. **
- **Returning (enrolled within the past twelve months) to a different Alamo Community College**
As a returning student from one of the Alamo Community Colleges wanting to take courses at another Alamo Community College, seek assistance from the Enrollment Services/Admissions & Records area at the college you wish to attend or you may submit the [ApplyTexas](#) application to that college. Following confirmation of your previous enrollment with the Alamo Community Colleges, you may go to Web registration to view course offerings by college. **
- **International**
If you are an international student, please contact an International Student Advisor at the college you wish to attend to apply for admission.

** Please remember, if you have unsettled financial debts or your record is blocked for any reason at any Alamo Community College, you must clear your record to register. Personnel in the Enrollment Services/ Admissions & Records area will be available to assist you.

Completing the ApplyTexas Application - Tips for Success

This process should take between 15 and 30 minutes. You may complete the entire application in one session or save your file to complete at a later time.

Checklist of Items You Will Need

We advise that you have the following information available before you begin the online application to expedite the process.

- Social Security Number *
- County in which you live
- Email address *(if you don't have an email address, you can create an email address at various free sites (examples are Yahoo.com or Hotmail.com))*
- Visa/Permanent Resident Information
- TASP/THEA or other TSI assessment scores

- SAT, ACT, and/or TAAS/TAKS (grade 11) Scores and Test Dates
- Names and dates of high school and college attended

* Recording your social security number (SSN) on the ApplyTexas Application is an optional item. We strongly encourage you to provide the information to us to facilitate and expedite processing of all paperwork. Applications and documents without social security numbers are more difficult to match up and may require contacting you, which results in additional processing time to completion. For questions or concerns regarding the use of your SSN, please speak with the Enrollment Services/Admissions & Records area at your college.

Logon to www.ApplyTexas.org and begin by creating your student profile; copy your User ID and password so you may access the ApplyTexas website in the future; and then **select the Two-Year Undergraduate Application**.

Application Review

Following data entry, you will have an opportunity to review your application prior to submitting it. Changes to your application are permitted during the review process.

Submission and Summary

After you have supplied the required information and reviewed your application, you will submit the application to one of the Alamo Community Colleges by selecting the "Submit" button. **Once your application is submitted, all corrections and updates will require a visit to the Enrollment Services/Admissions & Records area at the college.**

Additionally, once you submit your application, a window will appear that will display a summary of your application. It is important that you copy the ID number provided in the window, print the summary and save it for your records. It is important to have this document with you when receiving assistance at or from the colleges.

An email verification will also be sent to you from the ApplyTexas Application service verifying your submission. The email will contain a second number that you should copy, print and save for your records. It is important to have this document with you when receiving assistance at or from the colleges.

Student Financial Aid (Additional information in [Applying for Financial Aid](#))

Students are encouraged to look at all sources of financial aid to cover the cost of tuition, fees, and books. These options include federal, state and institutional aid. Your first step is to complete the Free Application for Federal Student Aid (FAFSA) on the web www.fafsa.edu.gov as early as possible. Contact your college's Student Financial Services office for any information regarding FAFSA or student aid programs.

Transfer Students

Transfer students must submit official transcripts from all regionally accredited colleges or universities attended prior to enrolling at Northwest Vista College. The transcripts must bear the imprint of the seal and/or the appropriate college official's signature. Transcripts received become the permanent property of the college. Transcripts must be forwarded directly to the college by mail or submitted by the students in an official sealed envelope from the college or university. Students not providing complete official transcripts may not be permitted to enroll in future semesters. Transcripts may not be faxed.

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

Transfer students must:

- meet with a Student Success Advisor prior to registration.
- meet the minimum scholastic standard of Northwest Vista College which is: to be admitted in good standing from a transfer institution. (If an applicant is on Academic Dismissal from another college, the applicant may petition for admission to a Director in Student Success at least two weeks prior to registration.)

- continue on scholastic probation if that was the status at the last college or university attended.
- be subject to disciplinary action or dismissal if previous registration information is falsified or knowingly suppressed.
- provide TSI/THEA scores, alternative TSI/THEA scores, or proof of TSI/THEA exemption.

Transfer students who cannot provide *official* transcript:

- Students who have responsibilities at previous institutions (money owed, etc.) are required to submit a letter from institution indicating release from responsibility PLUS *official* transcript; or official written institutional agreement to fulfill responsibility PLUS *unofficial* transcript prior to enrollment. A letter indicating current status of financial or administrative hold is required each semester until *official* transcript is submitted. Student should be placed on administrative hold each term until final official transcript is obtained.
- Exceptions require Individual Approval by appropriate Director, Vice President or designee in such cases as the school no longer exists so transcript is unavailable; or the individual has a disability without high school graduation (transition).

When prior transfer course work is used for placement, an *official* transcript is required to validate proper placement (following registration). Students will not be permitted to register in future terms until the *official* transcript is received.

All official admissions documents are required in the first term of enrollment.

Conditional Admission - Students Enrolling without Previous Official Transcript

Students unable to provide official copies of their high school or college transcripts or GED test scores prior to registration may be admitted conditionally.

Students admitted conditionally must present all admissions credentials no later than the mid-semester date of the semester in which the student initially enrolls. Students not providing complete official transcripts will not be permitted to re-enroll in future semesters, and will not be permitted to obtain an official transcript from Northwest Vista College.

Students admitted conditionally will not be allowed to take certain courses without the appropriate placement scores and/or prerequisites.

Students admitted conditionally are responsible for meeting TSI/THEA requirements and are subject to re-admission policies, upon receipt of all official transcripts.

Residency and Tuition

The amount of tuition you are charged is based on your residency classification, which is determined according to the information you submit on the [ApplyTexas](#) application. You may also be asked to provide documentary evidence that proves your residency status.

The general residency classifications for tuition purposes are as follows:

- **Bexar County resident:** A Texas resident who has lived in Texas for the past 12 months and resides in Bexar County.
- **Out-of-district student:** A Texas resident for the past 12 months who does not reside in Bexar County.
- **Out-of-state student:** A U.S. citizen who has not lived in Texas for the past 12 months.
- **Out-of-country student:** A non-U.S. citizen who is not a resident alien.

Your residency classification is based on rules and regulations established by the Texas Higher Education Coordinating Board. If you have questions about residency, contact the Enrollment Services/ Admissions & Records area at your college.

Readmission to College

A student who was previously enrolled at NVC, but did not attend during the last semester/session, may apply for readmission by meeting the following criteria:

- Be in good standing or have not been enrolled for the mandatory one (1) semester following an Academic Dismissal status.
- Present official transcripts from the last college or university attended since the last enrollment at the college.

A returning or transfer student failing to meet the academic criteria may appeal through the Admission Appeal Procedure discussed later in this chapter.

A returning or transfer student whose last status was Academic Dismissal must petition a Director in Student Success for re-admission at least two weeks before registration.

Audit Students

A student registering only for audit courses need not provide admission credentials. A grade of "AU" (audit) is assigned to an auditing student.

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

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

Senior Citizens

State law entitles citizens 65 years of age or older to audit courses at Northwest Vista College without payment of tuition and fees. If courses are taken for credit, applicable fees are charged. Senior citizens are eligible to enroll in up to six semester hours under this program. Enrollment in excess of six credit hours requires payment of tuition and applicable fees.

Qualified Senior Citizens

- may register after regular registration has closed.
- will be admitted on a space-available basis subject to approval by the Director of Enrollment Services.
- Students may select one of the two options available:
 - Enroll in classes as an audit (non-credit) student and NOT receive college credit. The student does not pay tuition and fees.
 - Enroll in classes for traditional college credit. The student will earn a grade and is required to attend class. The college will not charge for the first six credit hours tuition; however, the student pays all other applicable fees.

A transcript is available at the end of each term regardless of the option chosen. Additional information may be obtained from the class schedule or from [Student Success](#). The number of hours added or dropped may affect tuition and fees.

Early Admission for Gifted and High School Students

High school students in regular and gift programs in a public high school may enroll in Northwest Vista College courses for full college credit by fulfilling the following requirements:

- Completed Sophomore Year.

- Submit qualifying scores on TSI/THEA, alternative TSI/THEA or proof of TSI/THEA exemption required for course enrollment.
- Applicable portions of TSI/THEA or the college's placement exam must be passed to enroll in any courses or technical programs.
- Must be at least 16 years of age by the start of the academic year in which they enroll.
- Maximum combined class load must not exceed 18 semester credit hours, counting each high school course as equivalent to one three-hour course.
- Complete Early Admissions Recommendation Application form, which includes principal or designee, and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Official high school transcript of course work completed prior to registration at the college.

Re-enrollment Eligibility:

To be eligible to enroll in subsequent semesters, students must earn a "C" or better in all courses.

Re-enrollment following High School Graduation:

Once a student graduates from high school, they are responsible for submitting an official high school transcript *with graduation date* regardless of whether they continue enrollment at one of the colleges.

Northwest Vista College transcript will not be released until the final high school transcript is submitted. However, high school seniors seeking admittance to post-secondary institutions during their senior year may have their Northwest Vista College transcripts released directly to that college/university upon written request. These transcripts would not be released directly to the student.

Non-Traditional High School Students

A non-traditional high school student is a person enrolled in home school programs or a student from a high school which is non-accredited or not recognized by the Texas Education Agency (TEA).

High School Completion Student/Graduate

High school graduates who are under 18 years of age and are applying for admissions based on the completion of an independent study equivalent to the high school level in a non-traditional setting (rather than through a public high school or accredited private high school) will be considered for Individual Approval Admission provided they:

- Are at least 16 years of age by August 1, at the start of the academic year in which they enroll.
- Submit a recommendation by the principal or superintendent of the last high school attended (if a public or private high school was attended by the student).
- Present notarized record of the high school equivalent work completed and the date of successful completion. This work should meet the TEA minimum requirements for high school completion. Refer to [Advanced Program Graduation Requirements](#) under Dual Credit Program section.
- Comply with institutional testing requirements.
- Submit passing scores on the TSI/THEA, alternative TSI/THEA, or proof of TSI/THEA exemption.
- Obtain approval authority from the Director of Advising.

An Early Admissions Recommendation Application form will be accepted from a non-traditional high school student who is at least 16 years of

age by August 1, at the start of the academic year in which they enroll.

- In addition to submitting ApplyTexas application, an applicant must complete the Early Admissions Recommendation Application form by:
 - July 15 for Fall Semester
 - December 1 for Spring Semester
 - May 1 for Summer Sessions
- Submit a letter of permission from the parent(s) addressing the applicant's maturity and adaptability to function well in a college environment.
- Applicants must provide a notarized record of the school subjects completed (consistent with TEA minimum requirements) and submit proof of TSI/THEA exemption or qualifying scores on TSI/THEA, or alternative TSI/THEA.
- Students will not be permitted to take developmental courses.
- The number of courses taken will be limited to two per semester based on the recommendation of a Student Success Advisor. A student should not exceed the equivalent of 18 semester hours, counting each non-traditional high school course as the equivalent of one three-hour course.
- Students will be responsible for the cost of transportation, texts, and supplies.
- Usual student privacy guidelines are in effect, and instructors should not discuss grades with anyone other than the student.
- A Director in Student Success or designee will serve as the on-campus contact for these students.

Dual Credit Program

The Dual Credit Program allows eligible juniors and seniors to earn college credit for certain high school courses in which the students are currently enrolled. Exceptions for sophomores with demonstrated outstanding academic performance and capability must be approved by the high school principal and the chief academic officer of the college. In order for a student to participate in the program, the high school first must be an approved site for the offering of Dual Credit courses. In addition, the student must meet the following requirements:

- Submit [ApplyTexas](#) application and other Dual Credit forms, which includes the parent consent form to Student Success.
- Students wishing to enroll in dual credit courses are required to be assessed in basic reading, writing and mathematics beforehand. Students must submit qualifying scores on TSI/THEA, alternative TSI/THEA, or proof of TSI/THEA exemption.
- Submit transcripts of high school courses to Northwest Vista College.
- In accordance with state regulations and ACCD policy, students may take up to two classes per regular semester. The semester course load shall not exceed the equivalent of 18 semester hours with each high school course counting as the equivalent of a three-hour college course. Students may not enroll in developmental courses. No summer dual credit courses are offered.
- The above requirements must be met by stated deadlines in order to be considered for admission to the Dual Credit Program.

Current ACCD Board policy allows tuition and fees to be waived for Dual Credit Program students enrolled in a Texas high school. Additionally, tuition and fees are waived for up to two classes per regular semester for home-schooled and some private school students enrolling in the

Dual Credit Program. Course credit may be counted for both high school graduation credit and college credit.

Official transcripts of Northwest Vista College work will not be released until the student's complete, official high school transcript, including the graduation date, is on file. It is the student's responsibility to ensure dual credit courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Advanced Program Graduation Requirements

English¹ - 4 units
 Mathematics² - 3 units
 Science - 3 units
 United States History - 1 unit
 World History or World Geography - 1 unit
 Government - .5 units
 Economics - .5 units
 Physical Education - 1.5 units
 Health - .5 units
 Foreign Language - 2 units
 Fine Arts, Speech - 1 unit
 Computer Science, Mathematics³ - 1 unit
 Electives - 3 units
 TOTAL - 22 units

{1} English I, II, III, IV. The fourth unit may be satisfied by English IV Academic or English IV Academic Honors (Advanced Placement).

{2} Must be Algebra I, II, Geometry or above. If Algebra I is taken in eighth grade, three credits above Algebra I are required.

{3} Computer Mathematics I, Business Information Processing, and Computer Science I or II or AP.

English as a Second Language / Inglés Como Segunda Idioma

Northwest Vista College offers a program for community members whose native language is not English and who need to enhance their English speaking, listening, reading, and writing skills for either occupational or college study purposes. Courses in these skill areas are offered on six levels, and students are expected to enroll in all four courses at the level appropriate to their current ability. The courses are offered for credit as well as non-credit.

El colegio de Northwest Vista ofrece un programa para miembros de la comunidad en que su primer idioma no es inglés y para los miembros que quisieran avanzar su educación en inglés en las áreas de habla, comprensión, lectura, y escritura. Estas áreas existen para ayudar a la persona en su empleo o para ayudar a personas que desean seguir con cursos en el colegio. Los cursos de inglés son divididos entre tres áreas, en tres niveles. En un semestre estudiantes tomarán las cuatro áreas a la misma vez, en el nivel que es apropiado para cada estudiante y su capacidad de hablar o aprender inglés. Los cursos están ofrecidos por crédito y non crédito.

The English as a Second Language (ESOL) program at Northwest Vista College is a program recognized by ACTFL (the American Council for the Teaching of Foreign Languages) and TESOL (Teaching English to Speakers of Other Languages). The ESOL curriculum at Northwest Vista College parallels the developmental education program and mirrors the learning objectives of developmental courses. As a result, the ESOL students exit the ESOL curriculum meeting the same state requirements of reading and writing skills as developmental students. See the [English as a Second Language \(ESOL\) course descriptions](#) for equivalencies.

International Students

All persons seeking admission holding nonpermanent visas will be processed as International Students. The following policies and procedures apply:

- Students must possess speaking and writing knowledge of the language. A minimum score of 450 (paper)/133 (computer) on the Test of English as a Foreign Language (TOEFL) is required for admission. Alternatively, students may demonstrate English language ability by passing the Reading, Sentence Skills and Essay portions of the THEA test. TOEFL scores are not required for international students from countries where English is the primary language of instruction and the language spoken at home. (Those students studying only English as a Second Language do not need to submit TOEFL scores.)

- All students must provide placement test scores or take the Northwest Vista College placement tests. Students will be required to enroll in developmental courses as indicated by the placement tests.
- Students enrolling for the first time in a Texas public institution of higher education must take the Texas Higher Education Assessment (THEA). All international students must follow the guidelines for TSI as determined by law and enforced by the College.
- To be considered for admission, the following documents must be submitted prior to the deadlines (August 1 for Fall; December 1 for Spring; May 1 for Summer)*:

1.

International Student application for admission

2.

International Student financial certification. This form must be signed by student, his/her sponsor, bank official, and notary

3.

Original copy of TOEFL exam score of 450/133 or higher

4.

Original copy English-language translation of secondary school or college/ university transcript which includes official school seal, signature of principal and date. A consulting firm must also evaluate all secondary school or college/ university transcripts. A list of acceptable firms may be obtained by contacting Student Success.

5.

\$15.00 processing fee (non refundable) bank draft or money order payable to Northwest Vista College

* The length of time to obtain a visa may vary according to the country from which a student is applying. When applying for admission to Northwest Vista College, students should submit all materials as early as possible. Students receiving their I-20 near the deadline may not have time to allow for processing of documents by the appropriate US government agencies. Embassies and consulates may require that F-1 visa applicants schedule appointments two months prior to the actual date of the visa interview. Students who do not arrive in time to register before the first day of classes will not be allowed to enroll.

- After the above requirements are fulfilled, the candidate will be eligible for evaluation toward official admission and enrollment, and if approved, the I-20 form will be issued. In order to be a bona fide student, the candidate must complete the following requirements upon arrival:

1.

Participate in college placement testing as required by the Texas Success Initiative (TSI)

2.

Enroll for a minimum of 12 credit hours per semester

3.

Pay for hospital insurance each semester (included in required student fees)

4.

Submit copy of paid tuition receipt.

- Transfer Students: International students transferring to Northwest Vista College must comply with the same policies and requirements as International Students who are applying from their home country. However, before an application is provided, transferring students are given an "Advisor's Questionnaire" which their current advisor must complete and return to Northwest Vista College. When the questionnaire is on file and the student is determined to be

in Status (or good standing), the application will be released and the student must complete and submit all documents as outlined above.

- Cross-enrolled Students: F-1 visa students cross-enrolled at another college/university who wish to take courses at NVC must first submit a Parent Letter from an International Advisor at the primary institution. In addition, all other standard requirements for admission to NVC must be met.
- Nonresident aliens and students with visa status other than F-1 must:
 1. Submit official accredited US high school or college/university transcript
 2. Submit foreign credentials indicating US high school equivalency as determined by the recommended firms meeting the quality guidelines established by the National Association of Credential Evaluation Services (NACES)
 3. Provide proof of current US Citizenship and Immigration Services (USCIS)
 4. Participate in college placement testing as recommended by a Student Success Advisor
 5. Enroll as an AUDIT or continuing education student if the visa status is B-1 (visitor for business) or B-2 (visitor for pleasure).
- Resident aliens and permanent residents must provide Form I-551, Alien Registration Receipt Card. A copy of the I-551 will be made for college files. Students pay International Student tuition rates until residency requirements are fulfilled.
- The above requirements are subject to periodic revision as necessary due to changes in USCIS regulations, College Board policies, etc.

International Students should be aware that United States immigration law places responsibility upon the individual student to understand and follow regulations. Failure to follow immigration regulations may result in a difficult and costly process in order to get back into legal US immigration status. The following are basic responsibilities of all International Students:

1. Make sure that all immigration documents are valid or unexpired.
 - An unexpired foreign passport valid at least six months into the future
 - An I-94 card marked "F-1 D/S"
 - An unexpired I-20 (for F-1 students) that has been stamped by a USCIS inspector or signed by the International Student advisor
2. Register for and complete a full course load of 12 credits every semester.
 - Students must always complete at least 12 credits every semester.
 - All students are required to make normal, full-time progress toward degree completion and to complete objectives within specified time periods. Extensions other than for medical or other unavoidable academic reasons are not permitted.
 - Students wishing to register on a part-time basis of less than 12 credits must obtain approval BEFORE registration is finalized. Retroactive approval for part-time enrollment once registration has ended is no longer possible.
3. Do not accept off-campus employment without written authorization from the USCIS and/or NVC.

- Full time students in F-1 status may accept on-campus employment of no more than 20 hours per week during the school year, or full-time during vacation periods.
4. Report any change of address to the International Student Advisor within 10 days of a move.
- F-1 students are required to maintain a current local US address and an overseas permanent address with NVC.
5. Apply for an extension for an I-20 before documents expire if more time is needed to complete a program.
- Apply for an extension of I-20 at least 30 days prior to expiration of the document. An extension request submitted after the I-20 has expired cannot be processed. Failure to complete a program of study on time or to obtain a timely program extension may constitute a violation of immigration status.
6. Contact NVC immediately if there are any changes to I-20, or to personal or academic situation. Examples of such changes include but are not limited to the following:
- change of name or citizenship
 - change of school, major, or degree level
 - withdrawal or termination from program due to academic or medical reasons
 - departure from the US for research, study, or a leave of absence
 - transfer to another institution in the US. An immigration transfer must be completed within 15 days of the beginning of classes at the new school. Students who violate their immigration status at the old school are ineligible to transfer until their status is cleared by Immigration. Please note: an immigration transfer is totally separate from transferring academic credit from another school.

Registration and Enrollment for New Students

Students seeking admission to Northwest Vista College (NVC) should plan well in advance in order to fully meet all NVC admission requirements prior to registering for classes. Northwest Vista College's online student services allow students to complete the application form and to register for classes on the web. The application and class registration system are located at: <http://www.accd.edu/nvc/students/schedule/default.htm>.

The list of available classes is also available on the web at: <http://www.accd.edu/nvc/students/schedule/default.htm>. Click on Step 1, Read the Schedule.

Students who have never attended college are considered first-time-in-college students. These students are required to meet the following admission criteria:

- Submit [ApplyTexas](#) application.
- Complete a placement test to meet Texas Success Initiative (TSI).
 - ACCUPLACER (Alternative exam)
 - THEA (State placement exam)
 - If EXEMPT from TSI, provide verification: ACT, SAT, or high school testing scores.
- Submit (in person or by mail) an official high school transcript with graduation date in a sealed school envelope. Faxed transcripts are not accepted.
- Schedule a Group Advising session after the general

admission requirements are satisfied at <http://www.accd.edu/nvc/students/advising/group.htm>

Returning students, enrolled within the past twelve months, to the same college, may go directly to Web registration to view course offerings by college. Course selection and registration will be available according to the dates published in the class schedule and website.

Returning students who were enrolled within the past twelve months to a different Alamo Community College and want to take courses at another Alamo Community College, should seek assistance from the Enrollment Services/Admissions & Records area at the college you wish to attend or you may submit the [ApplyTexas](#) application to that college. Following confirmation of your previous enrollment with the Alamo Community Colleges, you may go to Web registration to view course offerings by college.

If you have unsettled financial debts or your record is blocked for any reason at any Alamo Community College, you must clear your record to register. Personnel in the Enrollment Services/Admissions & Records area will be available to assist you.

Transfer students are required to meet the following admission criteria:

- Submit [ApplyTexas](#) (application online).
- Submit (in person or mail) official transcripts from all previous institutions in a sealed envelope. Faxed transcripts are not accepted.
- Visit Student Success for individual academic advising after all the above admission requirements are satisfied. Individual advising is offered on a walk-in basis during regular advising hours.

Once the application is submitted online, anticipate 2 business days for the application to be processed for thoroughness and to determine your tuition rate. During peak registration the processing time takes a little longer. You may check on the status of your application by calling 348-2020 during business hours beginning 2 business days after online submission of application.

It is to your advantage to submit your application and complete records as soon as possible. Upon completion of all the aforementioned admission requirements, you may schedule a Group Advising session for first time in college students. Transfer students may come by Student Success for required individual advising.

Cross/Concurrent Enrollment at ACCD or Other Public Institutions

A Northwest Vista College student may register concurrently at another accredited institution. If a student intends to apply a course taken at another institution towards satisfying Northwest Vista College degree requirements, a Student Success Advisor must authorize and approve the course prior to registration.

A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by Northwest Vista College for any given semester, i.e., 18 maximum hours for Fall or Spring and 14 hours maximum for summer - see "Student Course Load" in the Registration section in this chapter. For more information, see a Student Success Advisor or for general information call (210) 348-2020. For tuition and fee information, see Concurrent Enrollment and Consortium Agreements under [Paying for Your Education](#).

Residence Verification

Senate Bill 1528 establishes core residency questions, requirements, and procedures. Core residency questions are the sole basis for determining residence. A Northwest Vista College student can establish residency based on:

- Residence in state for the 3 years leading up to high school graduation or receipt of a GED and residence in the state the 12 months prior to enrollment (plus an affidavit if the individual is not a citizen or permanent resident);
- Residence of parent in the state for the 12 months prior to enrollment, if the parent has established a domicile in the state, if the student is a dependent; or
- Residence in the state for the 12 months prior to

enrollment if the individual has established a domicile in the state, if the student is a dependent.

- Residence classification at previous public institution and have not been out of school for as long as a full year, if he or she is a transfer student.

Academic Fresh Start

Under the provisions of Senate Bill 1321, residents of Texas are entitled to seek admission to public institutions of higher education without consideration of courses undertaken ten or more years prior to enrollment. This "right to an academic fresh start" gives students the option of electing to have course work taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual OR ignored for admission purposes. Students who elect an "academic fresh start" MUST complete an academic fresh start petition form in Student Success and provide official copies of all college transcripts at that time to Northwest Vista College.

Students who elect an "academic fresh start" may apply these credit hours toward the determination of TSI/THEA exemption; however, ALL college level work done at an earlier date is eliminated from the computation of the grade point average and NONE of it can be applied toward a degree at Northwest Vista College. Such work will NOT be removed from the student's scholastic records and transcripts. Academic Fresh Start petitions are permanent and cannot be reversed at a later date.

Health Certificate

Proof of current physical examination and immunization is required for accreditation purposes for those students planning to enroll in Health Career Programs. Evidence of appropriate physical fitness may be required for all students enrolling in Physical Education activity courses.

Admissions Appeal Procedure

Academic Dismissal* Procedure

Transfer students who fail to meet the academic criteria stated in the current Northwest Vista College catalog must follow the re-admission procedures in order to be admitted. Students on Academic Dismissal, or Suspension from any institution, including Northwest Vista College should review these guidelines to determine enrollment eligibility.

In order to successfully appeal for readmission, a student must submit a signed **Student Petition for Waiver of Academic Dismissal** form, along with all transcripts from every college/university attended before meeting with a Student Success advisor or the appropriate Northwest Vista College academic official. The college will review your petition to evaluate your eligibility for re-admission. A student's successful appeal of the Academic Dismissal policy should reflect any extenuating circumstances that hindered academic success. Northwest Vista College will honor the academic standing in place at the last institution attended (dismissal, suspension, probation, at-risk, etc.). Petitions will be accepted up to **two weeks prior to the beginning** of classes for the anticipated semester of re-entry, but those submitted later than this date may not be considered.

Transfer or returning students who fall under these academic criteria must complete the following procedures:

First Academic Dismissal -

- Students are required to remain out for one semester following their first Academic Dismissal but may appeal to re-enter sooner. Students placed on their first Academic Dismissal may appeal to a Student Success Advisor by completing the student petition for re-admission form no later than **two weeks prior to the beginning of classes** preceding the anticipated semester of re-entry.
- Enrollment is limited to 6-8 hours following the Academic Dismissal and limits may remain in place until the student's cumulative GPA is above 2.0 and/or 12 credit hours are completed with a "C" or better.

Second Academic Dismissal -

- Students are required to remain out of college one full calendar year from the end of the semester they were dismissed but may petition for an early return after

remaining out one semester (two summer sessions equal one semester). Students must demonstrate that their circumstances have improved and must have an academic plan of action in place that will help overcome obstacles in order to be considered for admission after one semester.

- Student may seek an exemption to this policy by completing a student petition form and making an appointment to meet with the Student Success Retention Team Leader or designee by calling (210) 348-2038 or (210) 348-2186 no later than **three weeks prior to the beginning of classes**, preceding the anticipated semester of re-entry. Petitions made later than this date may not be considered by the Team Leader or designee.
- Students are restricted to no more than 6-8 semester hours and limits may remain in place until the students cumulative GPA is above 2.0 and/or 12 credit hours are completed with a "C" or better.

Third or Subsequent Academic Dismissal/Permanent Academic Dismissal -

- Students must remain out of college one full calendar year from the end of the semester they were dismissed before they are eligible to appeal.
- Student must complete a student petition form and make an appointment to appeal to the Vice President of Student Success or designee by calling (210) 348-2038 or (210) 348-2186 no later than **three weeks prior to the beginning of classes** preceding the anticipated semester of re-entry. Petitions made later than this date may not be considered by the Vice President or designee.
- Students are restricted to no more than 6-8 semester hours and limits may remain in place until the students cumulative GPA is above 2.0 and/or 12 credit hours are completed with a "C" or better.

Northwest Vista College will disregard Academic Dismissal standing that is 10 years or older and the student will enter in good standing.

* Previously referred to as Enforced Scholastic Withdrawal

Evaluation of Foreign Credentials

All Alamo Community Colleges follow the same admission procedures for students seeking admission with Foreign Transcripts.

For Admission Purposes Only

- If the high school transcript is in English, it must state that this is the equivalent of a U.S. high school diploma.
- If the high school or college/university transcript is not in English, it must be translated and evaluated by an organization that meets the quality guidelines endorsed by the National Associate of Credential Evaluation Services (NACES).
- If a student does not meet the high school or the equivalent, or college requirements, he may request Individual Approval for admission. Individual approval is not guaranteed and is considered on an individual/ case by case basis.
- Official high school/equivalent or college or university transcripts are required in the 1st term of enrollment.
- Students who do not provide the required documents by the registration deadline, will have a hold placed and be unable to register for classes or receive a Northwest Vista College transcript until the appropriate documents are submitted.

For Transfer Credit

- If the college/univeristy transcript is in English, it must be evaluated by an organization that meets the quality

guidelines endorsed by the National Associate of Credential Evaluation Services (NACES).

- If the high school or college/university transcript is not in English, it must be translated and evaluated by an organization that meets the quality guidelines endorsed by the National Associate of Credential Evaluation Services (NACES).

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Admissions

Testing and Academic Placement

Registration

Transfer

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Testing and Academic Placement

Northwest Vista College Assessment Office is committed to the success of our students and surrounding community by offering a variety of testing services that advance students' higher educational goals.

Topics on this page:

- | | |
|--|---|
| Assessment and Course Placement | Where to Get Advising |
| Texas Success Initiative (TSI) | Information Regarding Special Services |
| Academic Advising | ESL Continuing Education Advisement |

Assessment and Course Placement

Northwest Vista College requires assessment for each student in reading, writing, and mathematics skills to determine proper placement into college entry courses.

Placement is based on test results and transfer course work from other regionally accredited colleges and universities. Official test scores from ACT, SAT, ASSET, or ACCUPLACER are used at Northwest Vista College for course placement. Coursework that is transferable to Northwest Vista College will determine placement. The results may place students into developmental coursework in order to develop certain academic skills to prepare for college entry coursework. This may affect eligibility to register for certain college entry courses until completion of development.

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) requires public college and universities to assess and advise for proper placement in order to increase the success in college level course work. Students should be assessed in English, Reading, and Mathematical skills before enrolling in a Texas public college or university, and be advised based on the results of the assessment used for TSI purposes (Senate Bill 286 Texas Education Code: Section 51.30621). The TSI is required by Texas law to ensure college students enrolled in a Texas public institution possess the academic skills needed to perform effectively in college level coursework.

Approved TSI exams that may be used to satisfy the mandatory assessment are as follows:

- ACCUPLACER
- ASSET
- COMPASS
- THEA (Texas Higher Education Assessment)
- QT (Quick THEA)

Exemptions from Texas Success Initiative (TSI)

- **SAT**
 - Critical Reading (Verbal) a minimum of 500
 - Critical Math a minimum of 500
 - Total score of 1070 or higher
 - Scores must be within the last five years.
- **ACT**

- o English a minimum 19
- o Mathematics a minimum 19
- o Composite score of 23 or higher Scores must be within the last five years.

- **TAKS**

- o 2200 in Math and/or 2200 in English/Language Arts with a writing sub-score of at least a 3.
- o Scores must be within the last three years.

- **Military**

Students in active military service, active duty in the military-national guard or reserves (must have served for the previous three years, for those in the reserves) and those honorably discharged as of August 1, 1990 are exempt from TSI.

- **Transfer students from Private or Out of State Institutions**

Students transferring with a minimum of three college credit hours from a Private or Out of State Institution with an approved regional accreditation.

- **Degrees**

A student who has graduated with an associate or baccalaureate degree from an institution of higher education

- **Certificate**

A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

Although students may be exempt from TSI, a college level placement exam could still be required.

For further questions and concerns please feel free to contact the Assessment office at (210) 348-2059.

Further information on TSI may be found in Texas Education Code (Senate Bill 286) Section 51.3062 please go to the following website:
<http://www.theccb.state.tx.us/Rules/TAC.cfm>

Academic Advising

Students who have never attended college or who have earned college dual credit as high school students are considered first-time-college students. These students must complete the admissions process (located at <http://www.accd.edu/nvc/students/future/>) before registering in person with Student Success for required Group Advising prior to becoming eligible to register for classes online. Subsequent recommended individual academic advising may be done during regular business hours on a walk-in basis.

Individual academic advising (in person) is required for all transfer college students new to Northwest Vista College after completion of all admission requirements (located at <http://www.accd.edu/nvc/students/future/>) including submission of all official transcripts prior to registering for classes on-line. The college recommends consultation with a Student Success advisor whether you are a currently enrolled student pursuing a two-year degree program at the College, planning to transfer to another college or university, or merely taking a few selected courses.

Your success depends on planning, organizing, managing, evaluating and monitoring your academic progress all along your academic journey. Students may consult a Student Success advisor about courses and other educational concerns. Student familiarity with pre-requisites for courses, degrees and programs at Northwest Vista College or transfer institutions before registering for classes is critical to your success. Academic advising is provided by both Student Success advisors and instructional faculty members.

Where to Get Advising

All students new to Northwest Vista College as well as former and returning students who are TSI liable and have not completed all TSI

requirements may contact Student Success to be referred to a Student Success Advisor or a faculty advisor.

Students who have passed all areas of the THEA test and have chosen a major may contact the department faculty or Student Success.

To be adequately prepared for registration, Northwest Vista College encourages students to seek academic advising early in the registration period. Student Success Advisors are available for advising throughout each semester. See the Northwest Vista College Academic Class Schedule on-line at www.accd.edu/nvc for additional information.

Contact: Student Success, Manzanillo Hall, MZH 106, (210) 348-2020 for general information.

Information Regarding Special Services

Students with temporary or permanent disabilities in need of accommodation services during exams must be approved for accommodations before the test occurs. Contact the Access Office in the Manzanillo Hall Room 106G or by calling 348-2092 or by e-mail at sdresser@accd.edu to discuss your needs and services.

In order to receive accommodations services for an exam, a student will need to:

- Complete the Access Office's "Request for Services" form.
- Provide documentation of the disability. Documentation needs to be current documentation and should be from a competent and qualified professional capable of making that particular diagnosis of the disability.
- Be approved for special services by the Access office.

Possible accommodation services during exams may include:

- Extra time on the exam
- Frequent breaks, if needed
- Small private testing room to reduce distractions
- The ability to listen to music during the exam
- Use of a spell checker
- Use of a calculator
- Use of screen enlargement software (Zoom text)
- Use of speech synthesized software (JAWS)
- Left handed only keyboard
- Right handed only keyboard
- A Reader (someone to read the exam to you)
- A Scribe (someone to write your exam answers for you)
- A Sign Language Interpreter

Students approved for a Reader, Scribe or Sign Language Interpreter during the exam MUST give the Testing office 4 working days notice before these services can be secured.

Students approved to use the small private testing room within the Testing Center must give the Testing office 4 working days notice before the room can be secured.

ESL Continuing Education Advisement

Interested individuals and businesses seeking non-academic/non-credit personal enrichment or workforce development programs offered by continuing education are may obtain advisement and registration information at The Center for Workforce and Community Education at <http://www.accd.edu/nvc/cwce/default.htm>

210-348-2400
cwcenvc@accd.edu

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Admissions

Testing and Academic Placement

Registration

Transfer

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Registration

Topics on this page:

Registration Methods**Student Course Load****Personal Identification
Number (PIN)****Explanation of Course
Numbers****Identification Card****Advisement Holds****Classification of Students**

Registration Methods

Northwest Vista College recommends you register for classes on the WEB (www.accd.edu/nvc/students/schedule). Details for the various registration periods are published in the schedule of classes which is available in [Student Success](#) or on our Website at <http://www.accd.edu/nvc/students/schedule/default.htm> prior to each registration period. If you need registration assistance, please go to Career and Transfer Services (CaTS) in Manzanillo Hall, MZH 105, or see a Student Success Advisor.

To be admitted to the college, the student must meet all admission requirements, including furnishing the necessary credentials of work (all official transcripts and/or test scores) to Student Success. Students must meet all requirements well in advance of registration. Admission to Northwest Vista College does not guarantee admission to a specific program offered by the college. A student should consult the staff in Student Success or designated college personnel for additional information on admission requirements for the program of their choice.

Personal Identification Number (PIN)

The personal identification number (PIN) is used as security access to WEB registration. Currently, the month and year of the student's birth is assigned as the default PIN. Students are encouraged to assign a unique PIN by using the WEB or by submitting a request to Student Success in person.

Identification Card

Students are required to present a Student Identification Card with a current validation for access to services such as library usage, physical education facilities, special events, academic advisement, requesting transcripts, etc. ID cards may be obtained in the Wildcat Activities Center located in the Huisache Hall, Room 113 once tuition and fees for the semester are paid. Students must provide a valid photo I. D. to receive a Northwest Vista College Student I.D. a \$5 fee may be required for replacement ID cards.

Classification of Students

Freshman:

- Must have graduated from high school with a minimum of 15 credits or equivalent or
- Must have been admitted on the basis of an acceptable admission examination and
- Must have completed one to 29 semester hours in college level subjects at Northwest Vista College or other regionally accredited colleges or universities

Sophomore:

Must have completed 30 to 66 semester hours in college level subjects at Northwest Vista College or other regionally accredited colleges or universities

Unclassified:

A student who has earned more than 72 semester hours with no degree earned

Associate Degree:

A student whose highest degree previously earned is an associate

Baccalaureate or Above:

A student whose highest degree previously earned is a bachelor's or higher.

Student Course Load

A full-time student is one who has met all admission requirements and is carrying a normal college level course load of 12 or more semester hours during a fall or spring semester. By the same token, a part-time student is one who carries less than the number of hours per semester required of the full-time student. For a less-than-full semester length session (summer, or fall or spring flex session), a student who is enrolled for six semester hours in a flex semester is considered to be full time for that flex session.

A student may not enroll for more than the maximum hours allowed for any given semester: 18 semester hours during the regular fall and spring semesters; 14 semester hours for the entire summer, including a maximum of 3 semester hours during the summer three-week session. During the summer, the maximum student course load is 9 semester hours for the traditional summer one session and 6 hours for the traditional summer two session-not to exceed a total 14 semester hours for the entire summer. A student's combined enrollment at all institutions, during any semester, may not exceed the maximum hours allowed by Northwest Vista College, for any given semester. A student requesting an exception to the maximum course load policy must complete a **Petition for Overload** form, available from Student Success. The petition must be authorized by a Student Success Advisor or designee, a minimum of two weeks prior to enrollment.

The college reserves the right to limit the number of semester hours attempted by students who are employed, have a limited college academic history, will not benefit from dramatic increases in semester course load levels, have not demonstrated academic success over a period of time, or are enrolled at other colleges or universities. Maximum semester course load levels take into account all college level work at Northwest Vista College and other colleges/universities. As a general rule, for each classroom hour, a minimum of two hours preparation is expected. For example: a student taking 12 semester hours must assume responsibility for setting aside a minimum of 36 hours per week, 12 hours in class and 24 hours for class preparation in order to be academically successful.

Explanation of Course Numbers

All credit courses offered by the college are identified by a four digit number. The first digit indicates the level of course:

- a freshman level course begins with a "1"
- a sophomore level course begins with a "2"
- developmental courses begin with a "0" (These courses do not fulfill any requirements for any degrees; however, they may be required prior to taking college level courses.)

The second number indicates the semester hour value of the course. The last two numbers are used for departmental sequence. Example: Math 1314 is a freshman level course of three semester hours credit.

Certain courses in the applied science and technology programs do not comply with this numbering system. Rather, they use the course numbering system described in the Texas Higher Education Coordinating Board Workforce Education Manual (WECM). The WECM is available via internet at: <http://www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/>.

Northwest Vista College participates in the Texas Common Course Numbering System (TCCNS) (<http://www.tccns.org/>). The system allows students to transfer courses between colleges and know that those with the same designation of a "7" in the third position of the course number may not be transferable.

As part of each course description, there are three numbers within parentheses:

- the first number indicates the semester hour value of the course
- the second number indicates the number of lecture hours per week the class meets
- the third number indicates the number of laboratory hours per week the class meets

Example: (4-3-2) indicates the course has four semester hours credit, and meets for three hours of lecture and two hours of laboratory per week.

Advisement Holds

To promote student success, Northwest Vista College will place advisement holds for the following reasons. Students must complete the requirements and/or meet with an Academic Advisor to review academic policies.

- **SDEV 0170**, Student Success Seminar, is required for First Time in College and Transfer students who have earned fewer than 15 semester credit hours.
- **Group Advising** is required for all First Time In College students.
- **Developmental Math Advising** is required for students who have not enrolled in Developmental Math once they have reached 12 semester hours. Students requiring remediation in math will be required to enroll in developmental math each semester once they have earned 12 semester hours with a 2.0 GPA. Students will not be dropped (withdrawn from all courses) if a developmental math class is dropped during the semester.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Admissions](#)[Testing and Academic Placement](#)[Registration](#)[Transfer](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Transfer

Topics on this page:

Transfer Credit Policy	Penalty for Noncompliance with Transfer Rules
Transfer Dispute Resolution	Transcript of Record
Transfer Resources and Advisement	Transcript Retention

Transfer Credit Policy

Credit for courses in which a productive grade (C or better) has been earned may be transferred to Northwest Vista College from colleges and universities fully accredited by one of the following associations:

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

Courses in which a grade of C or better has been earned may be applied to meet the requirements in the core curriculum and, when applicable, in the major field of study. This policy applies to all degree plans.

Credit from unaccredited institutions is not accepted at Northwest Vista College except through the Assessment of Prior Learning process. Student Success is responsible for verifying an institution's accreditation status and for evaluating the official transcripts.

Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. There is no limit on the number of semester hours that may be transferred; however, a minimum of 25% of the required semester hours toward a degree or certificate must be completed at Northwest Vista College to meet graduation residence requirements. Transfer credit may meet graduation requirements if equivalent to Northwest Vista College courses (such equivalencies are determined by Student Success.) Credit for military education is awarded on the recommendation of the American Council on Education (A.C.E.) Guide.

Transfer Dispute Resolution

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

- If Northwest Vista College does not accept course credit earned by a student at another institution of higher education, Northwest Vista College shall give written notice to the student and to the sending institution that transfer of the course credit is denied. Northwest Vista College shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified in the section above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution. The designated official for Northwest Vista College is the Dean of Student Success or the Director of Enrollment Services.

- The two institutions and the student shall attempt to resolve the transfer of course credit in accordance with the THECB rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, Northwest Vista College shall notify the Commissioner of the THECB of its denial and the reasons for the denial.

The Commissioner or designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

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

If Northwest Vista College has cause to believe that the course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding of the course.

For assistance or further information regarding a transfer dispute, please contact the [Director of Enrollment Services](#) in Student Success at Northwest Vista College.

Transfer Resources and Advisement

Students planning to transfer to another institution must accept the responsibility of obtaining approval in advance from the institution to which they wish to transfer.

Students planning to transfer to an upper division school should make certain they take courses at Northwest Vista College that will be accepted by the institution they wish to attend. In general, Arts and Science courses with a first number of 1 or 2 (for example, HIST 1301, BIOL 2401) are accepted by senior institutions as fully transferable. Courses beginning with a 0 (for example, ENGL 0301) generally are not accepted for transfer by four-year colleges or universities. Occupational and technical courses may or may not be accepted for transfer, depending on the requirements of the transfer institution.

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

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

Many students who enroll at Northwest Vista College plan to transfer to a college or university with upper division or junior standing. During their enrollment at Northwest Vista College, students are advised to make up any subject or grade deficiencies from high school through developmental course work. They are then advised to fulfill the lower division requirements for the college or university selected for their continued education. To aid students in their transfer curriculum planning, students should obtain a catalog for the college to which they plan to transfer and consult with Student Success. Many colleges and universities maintain their catalog on-line which may be accessed through most computers on campus. For a complete listing of the WEB addresses of all Texas institutions of higher education, check the following web address: <http://www.thecb.state.tx.us/interactivetools/HELM>. Visit our web site at www.accd.edu/nvc/success/univlocmap/locmap.htm.

Effective Fall 2006, House Bill 1172 states that a college or university may charge a resident undergraduate student higher tuition if he or she has more than 30 hours over the minimum required for a Bachelor's degree. Students need to consult regularly with a Student Success Advisor so they complete only the necessary courses at Northwest Vista College to comply with this law.

No university shall be required to accept in transfer or toward a degree more than 66 semester credit hours of academic credit earned by the student in a community college. Universities, however, may choose to

accept additional credit hours.

Penalty for Noncompliance with Transfer Rules

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

Transcript of Record

The term "official transcript of record" refers to the recorded results of the student's course work at Northwest Vista College only. This record is sent directly to other colleges at the request of the student.

Requesting Northwest Vista College Transcripts

Students may access unofficial transcripts and grades through NVC [PALS](#) or [Web for Students](#). To request an official transcript students must complete a Transcript Request Form <http://www.accd.edu/nvc/students/admissions/pdfs/transcript.pdf>. The form can be faxed, mailed or submitted in person to Student Success. A copy of a photo I.D. must be included with faxed or mailed forms. A transcript hold will prevent Northwest Vista College from processing and releasing a student transcript. Students must contact Student Success at 348-2020 for general information or visit Student Success for specific guidance in resolving a transcript hold. Transcripts will be withheld until the student has settled all admission requirements (i.e. official transcripts from all institutions attended) and satisfied all financial obligations with the college.

Allow a minimum of 48 business hours for the transcript request to be processed after submission in person or receipt by mail. Once processed, electronic transcripts are sent to the receiving institution or hard copy transcripts may be picked up during Student Success office hours. <http://www.accd.edu/nvc/students/advising/default.htm>

NVC is unable to mail via overnight services. Transcripts will not be faxed by NVC to other educational institutions, students, employers or other third parties. Transcript requests via email or phone are not accepted by NVC. Generally, a student is limited to a maximum of three (3) personal transcripts per semester; or, a maximum of five transcripts may be mailed to an educational institution each semester as long as complete addresses are provided.

In compliance with FERPA regulations and NVC policy, transcripts may only be released to the student of record with a correct updated mailing address. Transcripts will only be released to a third party with a student's signed and dated release with student picture I.D. specifying the name of who will be acting on their behalf. Such releases are required for each incident and are subject to review by Student Success staff to verify I.D. and names.

Transcript Retention

Transcripts from Northwest Vista College are part of the permanent records for the college and are scanned and maintained in an electronic document imaging system. Transcripts from high schools and outside institutions of higher education submitted for admissions purposes will be retained on file for five years after the student stops attending Northwest Vista College. If the student returns to Northwest Vista College after a five year absence, it will be necessary to resubmit the documents for admissions and/or graduation.

[College Catalog 2007-2008](#) | [Paying for Your Education](#) | [About Student Financial Services](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

About Student Financial Services

Financial Aid

Costs of Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

About Student Financial Services

The most important function of Student Financial Services is to help students and families pay for a Northwest Vista College education. While students and parents are primarily responsible for the student's education, the goal of the Student Financial Services Office is to assist students avail themselves of as many state and federal financial aid opportunities as possible.

Scholarships, grants and loans are available through Student Financial Services. Any or all of these may be combined in a "financial aid package" to help pay for educational expenses. Scholarships and grants do not have to be repaid. Loans must be repaid and are not encouraged at Northwest Vista College.

This section does not list all policies and procedures that Student Financial Services at NVC is required to follow. The policies listed here are those deemed most important to students. Northwest Vista College complies with all state and federal regulations governing the administration of student financial aid. These policies change as a result of legislative action or US Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, Northwest Vista College will comply with the most current regulations and interpretation thereof.

Extensive financial aid information can be found at the ACCD home page. For additional information about scholarships and applying for financial aid, you will find important links to other websites that can help you get more information about aid programs and scholarship searches. Find us at: www.accd.edu/district/schships/main/sfs.htm.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

About Student Financial Services

Financial Aid

Costs of Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Financial Aid

Topics on this page:

Eligibility**Applying for Financial Aid****Verification****Satisfactory Academic Progress (SAP)****Calculating Financial Need****Criteria for Determining Award Amounts****Notification of Financial Aid Awards****Receiving Your Financial Aid Funds****Concurrent Enrollment and Consortium Agreements****Withdrawing From School and Returning Financial Aid Funds****Sources of Financial Aid****College Work-Study Programs****Educational Benefits for Veterans and Their Dependents****The Hazelwood Act**

Eligibility

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

- Complete the Free Application for Federal Student Aid (FAFSA) and request that the information be sent to Northwest Vista College by listing our school code 033723.
- Be enrolled for at least six-semester hours as a regular student in an eligible program (less than half-time students may receive a Pell Grant if they are eligible).
- Be a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state financial aid.
- Have a high school diploma or a General Education Development (GED) certificate.
- Must not be in default on any student loan or owe a refund to a federal financial aid program.
- Make satisfactory academic progress in a declared course of study. All students must be familiar with the school's [Satisfactory Academic Progress](#) policy.
- Have financial need as determined by the federal need analysis methodology and institutional guidelines.
- Not have been convicted of a felony or crime involving a controlled substance.

Applying for Financial Aid

When you apply for financial aid at NVC, you are considered for the following programs:

- Pell Grants
- Supplemental Education Opportunity Grant (SEOG)
- Academic Competitiveness Grant (ACG)
- Texas Public Education Grant (TPEG)
- Leveraging Educational Assistance Partnership / Special Leveraging Educational Assistance Partnership (LEAP/

SLEAP)

- Texas Grant I
- Texas Educational Opportunity Grant (TEOG)
- Federal Stafford Loan
- Federal College-Work-Study

The application procedures described below apply to need-based grants, loans and work-study. (To apply for institutional scholarships you must follow the procedure in the section on scholarships in the [Sources of Financial Aid](#) section.) Further in this section you can also reference the [Early High School Graduation Scholarship](#), [the Educational Aide Exemption](#), and [the Hazelwood Act Exemption](#).

Your application for aid will be considered complete when:

1. You are accepted for admission in a program of study leading to a degree or certificate at NVC, and are making satisfactory academic progress at NVC. First-time college freshmen are assumed to be making satisfactory academic progress.
2. You have the following on file in Student Financial Services:
 - Institutional Student Information Report (ISIR) - this report is electronically transmitted to NVC as a result of your listing NVC as a recipient on the Free Application for Federal Student Aid (FAFSA). **Our school code is 033723.**
 - Appropriate copies of IRS Tax Returns, plus additional information, if required for verification (see the section on [Verification](#) below for more information).

Make sure we always have your most current permanent address and email address. This will help avoid delays and ensure that you receive important documents promptly. Update your address as often as necessary by completing appropriate forms in Student Success (Manzanillo Hall, MZH 106) or by accessing our web site (<http://www.accd.edu/ahomepg.htm>).

Spring And Summer Transfer Students

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

Failure to do so will prevent NVC from awarding you any remaining funds for which you are still eligible from those programs. Students who plan to enroll at NVC during summers only, to then return to their home institution the subsequent fall semester are considered "transient" students and are therefore not eligible for financial aid at Northwest Vista College.

Application Priority Deadlines

It is the policy of the Northwest Vista Student Financial Services Office to process financial aid applications throughout the year, but to ensure that a student's application receive full consideration, it should be received by the office at least six weeks before the end of the semester. Since funding is limited, grants and scholarships are awarded on a "first-come, first-served" basis to students who qualify. Applications should be received by the following dates in order to be considered for the indicated semester:

Semester	Priority Deadline
Fall	April 1
Spring	October 30
Summer	March 1

Verification

Verification is a process through which your financial aid application data

is checked for accuracy. Only those students selected for verification by the federal processor need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the ACCD Student Financial Services Office. Students are instructed to login to the WEB for Students at <http://www.accd.edu/ahomepg.htm> to view the specific documents that must be submitted to the Student Financial Services Office. Typically, the following documents (if applicable to your situation) must be submitted:

1. A signed copy of your (and your spouse's, if applicable) income tax return
2. A signed copy of your parent's income tax return if you are considered a dependent student
3. A Verification Worksheet (available at Student Financial Services)
4. Documentation that verifies benefits or untaxed income such as:
 - a) Temporary Assistance for Needy Families (TANF), formerly AFDC
 - b) Veteran benefits
 - c) Other untaxed income and benefits

Satisfactory Academic Progress (SAP)

Federal Regulations require all students applying for financial assistance to maintain satisfactory academic progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are the following:

1. A minimum 2.0 GPA, "C" or better, per semester and overall;
2. Successfully complete sixty-five percent (67%) of all course work attempted; and
3. Complete the program of study within 99 hours of attempted course work (including developmental classes and all hours attempted at other colleges).

Compliance with the satisfactory academic progress policy is evaluated after every spring semester and students are advised to check their status through the [WEB for Students](#). Progress is categorized in one of three ways: 'Good Standing', 'Probation Status', and 'Suspension Status'. Students may receive financial aid while in good standing or on probation status, but not if they are on suspension status. The information below describes specifically what these categories mean.

Good Standing (RC1)

A student is considered to be in good standing if he/she meets all three standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Probation Status (RC2)

Students are placed on probation if, by the end of the spring semester, they have not completed 65% of all coursework attempted and/or do not have at least a cumulative 2.0 GPA. These students may receive financial aid (except student loans) while on probation, subject to individual financial aid program requirements and availability of funds.

Suspension Status (RC4)

Students are suspended from financial aid if by the spring semester of their probationary year they do not meet one or more of the satisfactory academic progress criteria listed above. These students are sent a financial aid suspension notice and can continue to enroll, but at their own expense.

Appeal Process (RC3)

Students may appeal their suspension status, or may appeal to receive a loan if they have been denied one due to their probationary status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards. Those who have been suspended due to exceeding 99 attempted hours must submit a degree plan, signed by an

advisor, clearly showing courses earned towards the program, courses still needed, and their anticipated graduation date.

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

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

Calculating Financial Need

The information you report when you complete the Free Application for Federal Student Aid (FAFSA) is used in a formula, established by Congress, that calculates your Expected Family Contribution (EFC). The EFC is an amount you and your family are expected to have available toward your education. For the Federal Pell Grant Program, if your EFC is below a certain number, you are eligible for a Pell Grant, assuming you meet all other eligibility requirements.

There is not a maximum EFC that defines eligibility for the campus-based programs. Instead, your EFC is used in an equation to determine your financial need:

$$\text{Cost of Education} - \text{Expected Family Contribution} = \text{Financial Need}$$

The difference between the cost of education at NVC and the amount you and your family are expected to pay toward that cost is considered your financial need. This financial need helps us establish your eligibility for grants, loans and work-study.

You can get a booklet describing the formula that produces the Expected Family Contribution by writing to:

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

Criteria for Determining Award Amounts

It is the policy of Northwest Vista College to award Federal, State and Institutional funds to eligible students on a "first come, first-served basis," provided the student's application is complete with all documents. Although allowed state and federal maximum amounts may be higher, NVC awards smaller amounts based on availability of funds to accommodate a larger number of students.

Notification of Financial Aid Awards

After their financial aid application has been reviewed, students are notified via email by the ACCD Student Financial Services Office to check their financial aid status on-line. The email provides instructions on how to view and accept awards via the Web for Students at www.accd.edu/ahomepg.htm. Students can view each source of aid and amount that they have been awarded. In order for aid to be credited to their account, students must accept their award on-line.

Receiving Your Financial Aid Funds

Checks generated in the first check run at the beginning of the fall and spring semesters are mailed to students at their permanent address without exception. Checks generated the rest of the time are held at the Business Office for a few days for students to pick up. Any checks not picked up are eventually mailed as well.

Students must keep in mind that loan funds are also credited directly into their student account. This means that disbursement of loan funds is made on the same schedule as grants and scholarships.

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

Concurrent Enrollment and Consortium Agreements

Students can only receive aid at one school per period of enrollment. Students who are enrolled at NVC and another ACCD college for the same semester can receive financial aid at Northwest Vista College if they are enrolled at least half time at NVC (6 credit hours), and if the majority of their hours of enrollment are at NVC.

At no time will students be allowed to count enrollment at a non-ACCD school towards their eligibility for financial aid at NVC unless there is a consortium agreement. As a general rule, Consortium Agreements with non-ACCD schools are not considered on an individual student basis. Instead, they are entertained at the program and institution-to-institution level by appropriate administrative officials of Northwest Vista College and of the Alamo Community College District.

Northwest Vista College will sometimes enter into consortium agreements with institutions willing to consider an individual student's concurrent enrollment at NVC as part of the student's semester course load at their school for the purpose of awarding aid through their financial aid office. That institution becomes the student's home institution and it initiates such agreements on behalf of the student. These students automatically become ineligible for aid at NVC.

All consortium agreements are handled by the District Student Financial Services Office on Pat Booker Road.

Withdrawing From School and Returning Financial Aid Funds

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

When students withdraw one hundred percent (100%), federal regulations require all schools to prorate the amount of financial aid that they have earned based on the percent of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the sixty percent (60%) mark of the semester. Since in most cases students are disbursed 100% of their financial aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will owe money back. Failure to repay these funds results in financial aid holds that prevent future registration at any college or university.

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

1. FFELP Unsubsidized Stafford Loan
2. FFELP Subsidized Stafford Loan
3. FFELP PLUS Loan
4. Hinson-Hazelwood Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant (SEOG)
7. Academic Competitiveness Grant (ACG)
8. TEXAS Grant
9. Texas Public Education Grant (TPEG) or PSIG/LEAP
10. Scholarships

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

Sources of Financial Aid

Federal Grants

Pell Grants

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to: (1) the educational costs at the institution (the cost of attendance), (2) the student's enrollment status, (3) annual appropriations and award maximums set by Congress and (4) the Expected Family Contribution (EFC) on the student's Student Aid Report (SAR). Pell Grant funds are awarded for fall and spring. Summer awards are made if the annual eligibility has not been exhausted during the fall and spring semesters.

Academic Competitiveness Grant (ACG)

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

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

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

To be eligible for the second year ACG, students must meet the following criteria:

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

Supplemental Educational Opportunity Grant (SEOG)

Award range: \$200 to \$1,000

This program provides a grant to undergraduate students with the lowest expected family contribution who are also eligible for a Pell Grant. These funds are awarded based on financial need. The College's policy is to award SEOG funds to students enrolled in 6-11 hours with a zero (0) expected family contribution and who are eligible for Pell Grant.

State Grants

Texas Public Educational Grant (TPEG)

Award range: \$200 to \$2,000

TPEG provides assistance to an undergraduate student who demonstrates financial need as determined by the Student Financial Services office. To be eligible for a TPEG, a student must be enrolled for at least six (6) semester hours. Awards are made to Texas residents and out of state residents depending on availability of funds.

TEXAS Grant I

The TEXAS (Toward EXcellence, Access and Success) Grant I Program pays tuition and fees for students who meet the following program criteria:

- Are Texas residents;
- Have graduated from an accredited Texas high school and have completed the recommended or advanced high school curriculum;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$4,000;
- Enroll at least 3/4 time in an associate degree or certificate program within 16 months of high school graduation, and before attempting more than 30 college hours;
- Have not been convicted of a felony or crime involving a controlled substance.

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. After the first year, students must meet NVC's [Satisfactory Academic Progress](#) policy in addition to the above requirements. After the second year, students must meet the above requirements in addition to the following renewal criteria:

- Have not earned an associate or baccalaureate degree;
- Maintain a cumulative 2.5 GPA;
- Have a 75% course completion rate in the most recent academic year;
- Complete at least 24 semester credit hours in the most recent academic year;
- Have received a TEXAS Grant I for no more than 90 credit hours, or 5 years.

TEOG

The Texas Educational Opportunity Grant pays tuition and fees for students who meet the following program criteria:

- Are Texas residents;
- Have graduated from an accredited Texas high school;
- Meet the state's financial aid criteria. The expected family contribution must be less than \$2,000;
- Are enrolled at least 1/2 time (6 hours);
- Must be in the first 30 attempted hours of a first certificate or degree plan;
- Have not been convicted of a felony or crime involving a controlled substance;
- Are not eligible for the TEXAS Grant I program.

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. In addition to the above, renewal criteria are:

- Not have earned an associate or baccalaureate degree;
- Have a 75% course completion rate in the most recent academic year;

- Have a 2.5 GPA or better;
- Have received a TEOG for no more than 75 credit hours or four years.

Awards can be renewed based on criteria set by The Texas Higher Education Coordinating Board. Students may contact the Student Financial Services Office for more information.

Early High School Graduation Scholarship

Texas residents who complete grades 9-12 within 46 months at a public high school in Texas may qualify for a tuition exemption ranging from \$500 to \$2,000. High school counselors send the Texas Higher Education Coordinating Board a letter certifying each student's level of eligibility. If approved, The Coordinating Board notifies the college and the student about the amount of the award.

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

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

Educational Aide Exemption

This exemption for tuition and mandatory fees (other than class and laboratory fees) is available to Texas residents with financial need who: 1) have worked as an educational aide in a Texas public school district at least one year of the last five years preceding the term or semester for which the exemption is received, and 2) continue to be school employees serving in any capacity. Enrollment in courses leading to a teacher certification at a Texas public institution of higher education is required. Students should complete the Free Application for Federal Student Aid (FAFSA) and/or provide a copy of the most current income tax information to show financial need. Applications for the exemption can be obtained from the Human Resources Office of school districts, or from NVC's Student Financial Services Office.

Loans

Federal Family Education Loan Programs (FFELP)

Federal Stafford Loan Programs (Subsidized and Unsubsidized)

Stafford loans are low-interest student loans certified by Northwest Vista College and guaranteed by the federal government. These loans can be made through almost any bank or credit union. The interest rate is fixed at 6.8%. On subsidized loans, the federal government pays the interest as long as the student is enrolled at least half-time. The unsubsidized loan, however, requires that students make interest payments or that they agree to capitalize the interest (interest is deferred by being added to the principal).

Dependent first-year students may borrow up to a combined subsidized and unsubsidized loan up to \$2,625 per year, while second-year dependent students can borrow up to \$3,500. Independent students can borrow up to \$6,625 and \$7,500 (combined subsidized and unsubsidized) for their first and second years, respectively. Since the subsidized loan is based on financial need, the Student Financial Services Office establishes the amount that students are eligible for. Attendance of a loan counseling session is required. Full repayment begins six months after the student leaves school or drops below half-time status.

Federal PLUS (Parent) Loan Program

The PLUS Program allows parents to borrow up to the cost of education minus all other financial aid for each dependent who is enrolled at least half-time. PLUS loans can be made through almost any bank or credit union at a fixed 8.25% interest rate. Repayment for parent borrowers begins sixty (60) days after disbursement of the loan.

The PLUS Loan amount, together with all other financial aid, may not total more than the student's cost of attendance at Northwest Vista College.

The Consolidation Loan Program

Consolidation Loans may be arranged to combine student loans made under the Title IV program. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must

begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lender to find out if their loans qualify for consolidation.

Short-Term Loans

The Short-Term Loan is a zero interest, institutional emergency loan for tuition and fees that must be repaid in 30 days. These loans are offered ten days before the first day of classes at the beginning of the fall and spring semesters only. Students work with Student Financial Services to determine their eligibility and the amount of the loan. Students must show proof that they have applied for and will be eligible for a PELL grant. Funds are limited and a separate application is required.

Scholarships

Northwest Vista College awards a limited number of scholarships, based on the availability of institutional and private funds, to academically meritorious or needy students. Scholarships range from \$300-\$1500 per academic year (Sept-May) and \$375-\$750 when awarded by semester. All scholarships and other financial aid already awarded will be taken into consideration when determining eligibility. Scholarship lists and applications may be picked up at Student Financial Services.

ELIGIBILITY REQUIREMENTS

- Complete the Free Application for Federal Student Aid (FAFSA) for need-based consideration.
- Enroll as a first time in college or returning ACCD student with fewer than 99 cumulative college credit hours attempted. Students with Bachelors or Masters degrees will not be considered.
- Pursue an Associate Degree, Certificate, or transfer program at an ACCD College.
- Enroll for 6-12 credit hours, depending on individual scholarship criteria.
- Have and maintain a satisfactory GPA (2.00 - 4.00)
- Maintain [satisfactory academic progress](#) as required by Student Financial Services, not be in default on a student loan, or owe a refund to any college for state or federal funds.
- Be a U.S. citizen or eligible non-citizen.

APPLICATION PROCEDURES

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

- Submit an official college academic transcript from all colleges previously attended. (Copies of transcripts from ACCD Colleges are not needed.)
- Provide two letters of reference from members of your high school or college faculty who can attest to your academic promise and ability to succeed.
- One page essay explaining your career goals.
- One page short autobiography (include your family background and personal interests).
- Entering freshmen must submit a high school transcript.
- Applicants applying for a renewal of their scholarship must provide additional information as requested below.
- Deadline for applications for Fall semester is June 1st.
Deadline for applications for Spring semester is November 1st.

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

SELECTION OF RECIPIENTS

After scholarship applications have been reviewed, students are notified via e-mail to check their status on the Web for Students at <http://www.accd.edu/ahomepg.htm>.

NOTICE OF AWARDS

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

RENEWAL OF SCHOLARSHIP

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

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

College Work-Study Programs

The College Work Study (CWS) Program provides jobs for undergraduate students enrolled at least half-time who need financial aid to pay for their educational expenses. The hourly rate is typically slightly above minimum wage. The total CWS award depends on the student's need, availability of funding, and on the amount of other aid the student receives. Students may not work more than 19 hours per week. Work-study students are paid once per month and can pick up their check at the Business Office (Manzanillo Hall, MZH 105).

Educational Benefits for Veterans and Their Dependents

Veterans seeking enrollment at Northwest Vista College are encouraged to contact the Department of Veterans Affairs for information regarding the type of eligibility and extent of educational benefits coverage. Student Success staff at Northwest Vista College, Manzanillo Hall (MZH) 106 will assist students by providing certification of courses and transmitting such information to the Department of Veterans Affairs.

It is the student's responsibility to request certification of enrollment every semester and to inform the college's Veterans Affairs Services Coordinator of any changes in enrollment status. Course certification will follow each semester's enrollment and confirmation of necessary payments to the college. Except for students obtaining certification under Chapter 31 (Vocational and Rehabilitation Program), veterans should be prepared to cover the initial cost of tuition and fees, since most VA allowances are provided in arrears and usually follow a 6 to 8 week delay after classes begin.

Veterans and eligible dependents seeking course certification MUST submit official transcripts from all colleges and universities previously attended, as well as documentation to support any life/work experience previously earned which may transfer for credit toward the certificate or degree plan sought at NVC prior to registration.

Eligible veterans and dependents must declare a goal (Certificate or Associate Degree) at NVC in order to be eligible to receive educational benefits from the Department of the Veterans Administration. The VA will only pay for courses in the declared program and any exceptions require compliance with VA rules. Information regarding exceptions may be obtained from NVC Student Success Advisors.

The Hazelwood Act

The Hazelwood Act (Article 2654 B-1) aids veterans who have exhausted all of their VA education benefits. A legal resident of Texas is exempt from payment of tuition and certain required fees when the applicant meets ALL of the following conditions:

- The applicant must have resided in Texas one year prior to entering the service and must have entered the service from Texas. Upon discharge with character of service other than dishonorable, the applicant must continue to reside in

Texas.

- The applicant must have served on active military duty (other than for training) for more than 180 days.

If the conditions listed above are met, the applicant must submit the following to Student Financial Services:

- The appropriate Hazelwood Exemption Application. This can be picked up at the NVC Student Financial Services Office, or on-line at <http://www.collegefortexans.com>.
- A letter from the Department of Veterans Affairs stating that the applicant has exhausted educational entitlement under the G. I. Bill. This letter must come from the VA Office in Muskogee, Oklahoma.
- Both copies of the applicant's DD214 showing "Character of Discharge".
- A certified copy of the Texas residency statement.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[About Student Financial Services](#)[Financial Aid](#)[Costs of Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Costs of Education

Tuition charges are based on the number of semester hours taken. It is the responsibility of the student to pay any charges by due dates. Tuition and fee payment may be deferred until applicable due dates as shown in the course schedule.

Topics on this page:

Residency Classification**Tuition Reimbursement****Tuition and Fees****In State/In District Tuition & Fees****In State/Out of District Tuition & Fees****Out of State/International Tuition & Fees****Fees for Each Semester****Tuition for Repeated Courses (Third-attempt rule)****Refund of Tuition and Refundable Fees****Continuing Education Tuition and Fees****Continuing Education Tuition and Fee Refund**

Residency Classification

Bexar County residents are classified as "in-district". Residents of other Texas counties are considered "out-of-district." Students admitted as "out-of-district" will maintain that residency classification unless it can be demonstrated that a Bexar County permanent residence has been established. Students who have not resided in Texas for the past twelve months will be required to pay out-of-state tuition regardless of where they currently reside.

A person may be admitted in one of these classifications:

- In-District-legal resident of Bexar County
- Out-of-District-legal resident of Texas outside of Bexar County
- Out-of-State-legal resident of a state other than Texas or not resided in Texas for the past twelve months
- International-legal resident of a country other than the U.S

Additional information on residency status may be reviewed in the Admissions section of this catalog.

Tuition Reimbursement

Under Section 54.0065 of the Texas Education Code, students graduating from a Texas public Baccalaureate-granting university may be entitled to a partial tuition rebate if all the following conditions are met:

- Must have enrolled for the first time in an institution of higher education in the Fall semester of 1997 or later;
- Must have received a baccalaureate degree from a Texas public university;
- Must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree; and
- Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental courses.

Students desiring to qualify for tuition rebates are responsible for enrolling only in courses that will qualify for the rebates. Contact Student Success for additional information.

Tuition and Fees

- For each summer term, the General Fee will be \$110.00 for all students.
- Minimum tuition for 1-3 hours for EACH summer term will be \$126.00 for In-District Texas residents, \$252.00 for Out-of-District Texas residents and \$504.00 for Non-Texas residents and international students. After the three credit hour minimum, tuition is calculated at the appropriate per hour rate.
- Any student currently enrolled as of the official census date who subsequently enrolls in a Flex Entry class organized in the same semester will be assessed tuition and fees as though another class were being added to the student's current load.
- Registration fee for all students is \$12.00 for the Fall and Spring semesters and \$6.00 for EACH summer term.
- Library Upgrade fee for all students is \$12.00 for each semester.
- Lab fees are \$2.00 -\$24.00, and are determined by course.
- Special fees are \$5.00-\$80.00, non-refundable and determined by course. On individual programs, special fees could be higher. Refer to the Course Schedule on-line.
- Student Accident Insurance is \$4.00 for EACH Fall and Spring semester and \$1.00 for EACH summer term. Student Accident Insurance for International students is \$66.00 for EACH Fall and Spring semester and \$20.00 for EACH summer term.
- Parking registration fee for a full academic year (September through August) is \$21.00, \$11.00 for the Spring Semester (after January 1), and \$7.00 for the Summer term. Parking fines are \$12.00 and, if not paid within 10 days, \$18.00.
- Tuition and fees may be billed to Mastercard, Visa or American Express.
- Permanent resident aliens or aliens having filed a declaration of intention to become a citizen, with the proper federal immigration authorities, have the same privilege of qualifying for resident tuition and fees status as have citizens of the United States.
- A student registered concurrently in academic courses at Northwest Vista College and another Texas public institution of higher education must pay minimum or base tuition at only one of these institutions. If evidence of this minimum or base tuition payment at another institution is produced, the student is assessed tuition charges computed at the hourly rate of Northwest Vista College. All other appropriate fees are assessed according to the Northwest Vista College catalog. For additional information you may contact the Business Office personnel at (210) 348-2028.
- Students enrolling concurrently in academic courses at Northwest Vista College with Northeast Lakeview College, Palo Alto College, St. Philip's College and/or San Antonio College do not pay duplicate fees and tuition. Students must notify the Business Office personnel to avoid being charged duplicate fees.

In State/In District Tuition & Fees

NORTHWEST VISTA COLLEGE 2007-2008 Tuition & Fees						
Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District						
In State/In District						
Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	264.00	116.00	13.00	13.00	4.00	410.00
2	264.00	116.00	13.00	13.00	4.00	410.00
3	264.00	116.00	13.00	13.00	4.00	410.00
4	264.00	116.00	13.00	13.00	4.00	410.00
5	264.00	116.00	13.00	13.00	4.00	410.00
6	264.00	116.00	13.00	13.00	4.00	410.00

7	308.00	121.00	13.00	13.00	4.00	459.00
8	352.00	121.00	13.00	13.00	4.00	503.00
9	396.00	121.00	13.00	13.00	4.00	547.00
10	440.00	121.00	13.00	13.00	4.00	591.00
11	484.00	121.00	13.00	13.00	4.00	635.00
12	528.00	121.00	13.00	13.00	4.00	679.00
13	572.00	121.00	13.00	13.00	4.00	723.00
14	616.00	121.00	13.00	13.00	4.00	767.00
15	660.00	121.00	13.00	13.00	4.00	811.00
16	704.00	121.00	13.00	13.00	4.00	855.00
17	748.00	121.00	13.00	13.00	4.00	899.00
18	792.00	121.00	13.00	13.00	4.00	943.00
19	836.00	121.00	13.00	13.00	4.00	987.00
20	880.00	121.00	13.00	13.00	4.00	1031.00
21	924.00	121.00	13.00	13.00	4.00	1075.00

In State/Out of District Tuition & Fees

NORTHWEST VISTA COLLEGE 2007-2008 Tuition & Fees						
Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District						
In State/Out of District						
Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	528.00	116.00	13.00	13.00	4.00	674.00
2	528.00	116.00	13.00	13.00	4.00	674.00
3	528.00	116.00	13.00	13.00	4.00	674.00
4	528.00	116.00	13.00	13.00	4.00	674.00
5	528.00	116.00	13.00	13.00	4.00	674.00
6	528.00	116.00	13.00	13.00	4.00	674.00
7	616.00	121.00	13.00	13.00	4.00	767.00
8	704.00	121.00	13.00	13.00	4.00	855.00
9	792.00	121.00	13.00	13.00	4.00	943.00
10	800.00	121.00	13.00	13.00	4.00	1031.00
11	968.00	121.00	13.00	13.00	4.00	1119.00
12	1056.00	121.00	13.00	13.00	4.00	1207.00
13	1144.00	121.00	13.00	13.00	4.00	1295.00
14	1232.00	121.00	13.00	13.00	4.00	1383.00
15	1320.00	121.00	13.00	13.00	4.00	1471.00
16	1408.00	121.00	13.00	13.00	4.00	1559.00
17	1496.00	121.00	13.00	13.00	4.00	1647.00
18	1584.00	121.00	13.00	13.00	4.00	1735.00
19	1672.00	121.00	13.00	13.00	4.00	1823.00
20	1760.00	121.00	13.00	13.00	4.00	1911.00
21	1848.00	121.00	13.00	13.00	4.00	1999.00

Out of State/International Tuition & Fees

NORTHWEST VISTA COLLEGE 2007-2008 Tuition & Fees						

Tuition and Fees subject to change by the Board of Trustees of the Alamo Community College District						
Out of State/International (Non-Texas/Int'l Students)						
Hrs	Tuition	Gen. Fee	Reg. Fee	Lib. Fee	Ins.	Total
1	1056.00	116.00	13.00	13.00	4.00	1202.00
2	1056.00	116.00	13.00	13.00	4.00	1202.00
3	1056.00	116.00	13.00	13.00	4.00	1202.00
4	1056.00	116.00	13.00	13.00	4.00	1202.00
5	1056.00	116.00	13.00	13.00	4.00	1202.00
6	1056.00	116.00	13.00	13.00	4.00	1202.00
7	1232.00	121.00	13.00	13.00	4.00	1383.00
8	1408.00	121.00	13.00	13.00	4.00	1559.00
9	1584.00	121.00	13.00	13.00	4.00	1735.00
10	1760.00	121.00	13.00	13.00	4.00	1911.00
11	1936.00	121.00	13.00	13.00	4.00	2087.00
12	2112.00	121.00	13.00	13.00	4.00	2263.00
13	2288.00	121.00	13.00	13.00	4.00	2439.00
14	2464.00	121.00	13.00	13.00	4.00	2615.00
15	2640.00	121.00	13.00	13.00	4.00	2791.00
16	2816.00	121.00	13.00	13.00	4.00	2967.00
17	2992.00	121.00	13.00	13.00	4.00	3143.00
18	3168.00	121.00	13.00	13.00	4.00	3319.00
19	3344.00	121.00	13.00	13.00	4.00	3495.00
20	3520.00	121.00	13.00	13.00	4.00	3671.00
21	3696.00	121.00	13.00	13.00	4.00	3847.00

Fees for Each Semester

Refundable Fees**Audit**

Charged in addition to Tuition and Fees - \$12.00 for each course taken for non-credit.

Computer Use

Fee - \$10.00 to \$24.00

Laboratory

Fee - \$2.00 to \$24.00

Library Upgrade

Fee - \$13.00

Security Badge

Fee - up to \$10.00, for access to specified off-campus sites

Student Accident Insurance:

Charged to all students registered at Northwest Vista College. Coverage is provided on a 24-hour basis and includes injuries incurred on or off campus. Brochures are available in Student Success or by accessing the website at: www.BollingerInsurance.com/alamo.

Fees are assessed as follows:

In-district/Out of District Texas Residents and Non-Texas Residents:

Per Fall and Spring semesters - \$4.00

Per Summer term - \$1.00

International Students Accident Insurance:

Per Fall and Spring Semester - \$66.00

Per Summer term - \$22.00

Student Activities:

Fee - \$1.00 per credit hour

Fees/Fines Not Refundable

Examination Fees

ACCUPLACER: (Placement Only) no charge
Advanced Standing Examination: \$42.00 per credit hour with a \$126.00 minimum, charged for recording Advanced Standing Recommendations on the student's transcript. Information regarding department exams may be obtained from the Academic Leader.
TSI Assessment: through ACCUPLACER - \$15.00
Correspondence by Exam - \$10.00

Installment Plan

(Available to students in good standing for Fall and Spring Semesters - 16 weeks session only)

Administrative Fee - \$25.00
Late Fee - \$10.00 assessed for each delinquent second and third payment

Please contact the Business Office for additional information at (210) 348-2028. Delinquent accounts are turned over to a collection agency. Students are responsible for any fees incurred. Students in delinquent status are no longer eligible for installment plans.

NOTE: Refunds will be applied to unpaid balances.

International Student

Application Processing Fee - \$15.00

Library Fines

Students should adhere to the rules set by the library.
Fees vary from \$0.10 to \$0.50 per day per item.

Parking Permits (See [Parking](#) section)

Students who operate motor vehicles and park on any of the Alamo Community College District campuses must purchase and properly display a valid "Student Parking Permit." The parking permit must be hung from the inside rear-view mirror with the registration number facing the front of the vehicle. Motorcycle permits are to be affixed to the front strut. Permits placed in any other manner will be classified as "no registration" and are subject to a parking fine. All students purchasing a parking permit must have a zero balance on their account unless on the Installment Plan and no outstanding tickets.

Parking Permits are charged as follows:

Full academic year (September 1 to August 31) - \$21.00
Spring Semester (Beginning January 1) - \$11.00
Summer Term - \$7.00
Replacement - \$8.00
Authorized by the Department of Public Safety (Campus Police), located in the Central Plant Building. Authorization forms will be issued to the student, to present to the Business Office.

Parking Fines

Regular (per ticket) - \$12.00
If not paid within 10 days (per ticket) - \$18.00
Falsification of information on the Motor Vehicle Registration form - \$10.00

Registration

Fall and Spring semester - \$12.00
Summer sessions, per term - \$6.00
*If the college deletes all the classes, this fee is refundable.

Registration Receipts

Additional Copies - \$2.00 each

Returned Checks/Returned Automated Clearing House (ACH)

Service Charge - \$35.00

Immediate restitution of funds must be made when a check is returned by a bank for insufficient funds or "Stop Payment." The Alamo Community College District will not accept another check from a person whose check has been returned from a bank.

NOTE: *Stopping payment on a check used to pay tuition and fees does not constitute an official withdrawal from the college. Official withdrawals must be processed in Student Success.*

Special

Fee charged for the defrayal of unusual supplies or participation in certain courses - \$5.00 to \$3,000.00. Non-refundable.

Transcripts

All transcripts will be issued without charge.

VIA Bus Passes

\$25.00 with a college picture ID card. Students must have a zero balance on their account unless on the Installment Plan.

Northwest Vista College reserves the right to change its tuition and fees in keeping with the decisions of the Board of Trustees of the Alamo Community College District, acts of the Texas Legislature and official interpretations thereof.

Tuition for Repeated Courses (Third-attempt rule)

Students who are repeating the same course more than twice at any of the ACCD colleges is required to pay the current Non Resident tuition rate of per credit hour. Courses attempted beginning Fall 2002 are counted under this policy. Tuition for Repeated Courses was authorized by House Bill 994 and approved in June 2005. It authorizes the Board of the ACCD to charge additional tuition for courses taken by students because the Alamo Community Colleges are no longer reimbursed by the state for these courses. The tuition rate does not apply to developmental courses in addition to some other exceptions. The courses exempt from this provision are listed at the Texas Higher Education Coordinating Board, http://www.theccb.state.tx.us/Rules/tac3.cfm?Chapter_ID=13&Subchapter=F#13.106

- A student may submit a written statement to the Records Office in Student Success (MLH 218) outlining how the tuition for repeated courses presents an economic hardship.
- A student shall be exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. This exemption does not affect an institution's ability to charge a higher tuition rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship

Refund of Tuition and Refundable Fees

Students officially withdrawing from courses at the institution will have their tuition and refundable fees returned according to the following schedule:

Fall and Spring Semesters (16 Week Sessions)

100% Prior to the first class day of semester
 70% During class days 1 through 15
 25 % During class days 16 through 20
 0 After the twentieth class day

Six Week Summer Sessions

100% Prior to the first class day of semester
 70% During class days 1 through 5
 25 % During class days 6 through 7
 0 After the seventh class day

Eight Week Summer Sessions and Flex Terms

100% Prior to the first class day of the semester
 70% During class days 1 through 9
 25 % During class days 10 through 11
 0 After the eleventh class day

Refunds for other non-standard length courses shall be made based on the Refund of Tuition and Fees table provided by the Texas Higher Education Coordinating Board. Refunds are dependent on students having paid more than the minimum required tuition, and having paid their tuition and fees in full. Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not just the days the student attends class.

Federal regulations governing financial aid programs require Student Financial Services to place policies and procedures that may impact whether or not a student is eligible for a refund as described above. For more information about policies and procedures on Drops and Withdrawals, please see section VI, Paying for Your Education.

NOTE: Refund checks will be prepared soon after the end of the refund period. Please verify mailing address with the Student Success Center, as refund checks are mailed to the address provided by the student. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition and fees.

Continuing Education Tuition and Fees
Adult Vocational Course

\$2.10 to \$5.00 per instructional hour.

Apprenticeship Programs

\$2.00 per instructional hour

Community Service Courses/Sponsored Programs

\$1.50 to \$3.50 per instructional hour

Contract Courses

Current Policy: instructional salaries plus direct and indirect costs.

Technology Based Courses

\$5.00 to \$20.00 per instructional hour.

Lab/Other Fees are assessed based on courses registered.

Continuing Education Tuition and Fee Refund

100% granted if withdrawal is made prior to the first class meeting.
80% granted if withdrawal is made prior to the second class meeting.
None granted after the second class meeting.

NOTE: Refund checks will be prepared soon after the end of the refund period. Please verify mailing address with the Student Success Center, as refund checks are mailed to the address provided by the student. Students are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition and fees.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV 0170)

Services for Students with Special Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Academic Policies

Topics on this page:

Attendance

Re-Admission to Class

Grading System

Grade Point Average

Course Adds, Drops, and Withdrawals

Repetition of Courses

Students' Permanent Records

Academic Performance Standards

Honors Lists

Credit for Achieved Skills

Attendance

To be successful in college courses, students are expected to attend class on a regular basis. Students need to be aware that they may be dropped by the instructor for lack of progress, which is often caused by lack of attendance. If the student stops attending class for any reason, the student should contact the instructor and Student Success to officially withdraw from the class. Failure to officially withdraw may result in a failing grade. It is the student's responsibility to withdraw officially from a class if that becomes necessary. Students need to complete a withdrawal form in the Records Office of Student Success or they may also fax to (210) 348-2347 a statement indicating the course(s) from which they would like to be withdrawn and copy of picture ID. If the statement is mailed, the postmark date on the envelope is used as the official drop date. **No drops or withdrawals will be accepted electronically or by phone.**

Re-Admission to Class

Students dropped for lack of progress may be re-admitted to class only if circumstances justify reinstatement. The decision to reinstate the student is left to the discretion of the instructor. The "reinstatement" form must be signed by the faculty member and submitted to the Records Office in Student Success.

Grading System

Permanent grades are recorded at the end of each semester. Students may access their grades at the conclusion of the grading cycle following final assessments. Grades and transcripts are not available to students prior to the end of the grading cycle. The faculty of record assigns grades. Exception: The Academic Leader or Chair may recommend and approve a grade change if an adjunct faculty member is not available and the grade change is justified. Approval by the Vice President of Academic Affairs is required.

- A (excellent),
- B (above average),
- C (average),
- D (below average),
- F (failure),
- I (incomplete),
- W (withdrawn),
- WM (withdrawn-military students)
- IP (in progress),
- AU (audit),
- CR (credit by examination only).

Students officially withdrawing from courses on or before the census date of a semester or term will not have the withdrawal recorded. Students withdrawing after the census date will receive a grade of "W". Military students who want a notation on the transcript that they withdrew due to military reasons so that they are not penalized in the future—financially or through an admissions process, for reasons beyond their control—can request a grade of "WM". The student must provide documentation in order to qualify for "WM" grade.

The conditional grade of "I" may be issued to a student having a passing average on all completed work, but for a justified reason (such as illness or death in the family) has failed to take the final

examination or to complete other required work. The "I" becomes an "F" in 120 calendar days from the end of the term unless the student meets certain conditions. To resolve the "I," students must complete the work with a performance grade within the 120 calendar days after the end of the term in which the "I" is issued. It is the responsibility of the student to contact the instructor to determine requirements to complete course work. In the event a student earns an "F" in a course, the student may re-enroll at NVC, complete the course with a grade of "D" or higher, and then complete a Grade Replacement Form in Student Success. All course grades remain on the transcript; however, the lower grade is removed from the GPA calculation.

"IP" grades are assigned only in developmental and certain skills-building courses. The "IP" grade may be assigned to a student not mastering adequately the course content during a given semester or term. In the instructor's judgment the student has the potential to complete the course successfully. A student receiving an "IP" grade must re-register for the course and earn a passing grade to receive credit for the course.

The time limit for changing grades is one year from the end of the term. Exceptions require the approval of the Vice President for Academic Affairs due to extenuating circumstances. The Texas State Library and Archives Commission, in the local retention schedule, states that faculty grade book retention is the end of the academic term plus one (1) year.

Grade Point Average

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

- A - 4 quality points per semester hour
- B - 3 quality points per semester hour
- C - 2 quality points per semester hour
- D - 1 quality point per semester hour
- F - 0 quality points per semester hour
- W, IP, NC - not used in grade point average
- I - to be computed upon completion of required work
- P - Continuing Education Completer (Program Specific)

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

Calculating the GPA:

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

	Semester	Quality	Grade	
For Example:	Hours	Points	Points	
BIOL 1406	4	3(B)	12	
ENGL 1301	3	2(C)	6	
SPAN 1411	4	4(A)	16	

PSYC 2301	3	2(C)	6	
KINE 1104	1	4(A)	4	
	15		44	GPA=44/15=2.93

Withdrawal Grades

- Students dropping classes or withdrawing from the college prior to the census date will not have grades recorded for those classes. Following the census date, grades will be recorded for any classes dropped. Students withdrawing after the census date will receive a grade of "W."
- Census dates and last dates to withdraw during a semester/term are listed in the academic calendar, which appears in both the [catalog](#) and academic class schedules available online at www.accd.edu/nvc.
- Students failing to withdraw officially will have a grade of "F" recorded.

Course Adds, Drops, and Withdrawals

Adding and Dropping Courses

Students may only add or register for a class if the class has not yet met. Once a course has begun, late additions will not be permitted. A drop-and-add period is provided each semester following the close of regular registration. All class schedule adjustments during this period must be recorded and officially processed by the Records Office in Student Success and may require approval from departmental representatives.

Official Withdrawals

Withdrawals may be initiated by the student or instructor anytime during the semester after the official reporting date (12th class day in the long term, 6th class day in the summer session) and before the official withdrawal deadline (approximately three weeks before the end of the semester or session). Withdrawal courses appear on the student's record with a grade of "W." A grade of "W" does not affect the GPA.

To withdraw from ALL courses, the student must:

- resolve all financial obligations to the college;
- obtain an "Add/Drop" form from the Records Office in Student Success for each class;
- complete and leave the "Add/Drop" form(s) with the Records Office in Student Success.

Courses dropped do not become official until the "Add/Drop" form has been signed by a Student Success representative.

Students withdrawing from some of their classes (but NOT ALL courses) should obtain an "Add/Drop" form and return it to Student Success. Courses dropped do not become official until the "Add/Drop" form has been signed by a Student Success representative.

Should circumstances prevent a student from appearing in person to withdraw from the college, he/she may withdraw, in writing, or fax a request to (210) 348-2347, the Records Office in Student Success. If you receive financial aid, simply notifying the Student Financial Services Office of your enrollment changes is not official notification to the college. Course drops are not official until an "Add/Drop" form has been completed and signed by a Student Success representative. The postmark date on the envelope or the date of the fax is used as the official drop date. No drops or withdrawals will be accepted by telephone or electronically.

Adding or dropping classes, or withdrawing from all your courses can also impact your financial aid eligibility. You should review the financial aid policies on withdrawing from classes listed in the ["Paying for Your Education"](#) section before you make changes to your schedule.

Repetition of Courses

If a student repeats a course at the college, it is counted each time in determining GPA. All grades and statistics are recorded on the official transcript. Repeated courses will not change scholastic standing as recorded on the student's official college transcript in past semesters. However, for computation of attainment of a 2.00 GPA for meeting the graduation requirement, only the highest grade earned is considered when a course is repeated. Students are discouraged from repeating a course more than twice. Additional tuition charges will apply for courses attempted more than twice.

Please refer to the section titled "[Tuition for Repeated Courses](#)" under costs of education.

Students repeating a Northwest Vista College course may have their grade point average updated on their transcript by notifying Student Success once the course has been repeated at Northwest Vista College. The student will be asked to complete a "Grade Replacement" request which must be approved by a Student Success Advisor. Although the grade point average will be updated, the original academic status will remain on the transcript. Students may replace a grade only once for each course.

CAUTION: Other colleges and universities may not follow this practice. Students planning to transfer to other institutions should check with the Registrar or Office of Admissions at the transfer institution concerning their repeat policy.

Students' Permanent Records

Students' permanent records, part of the official archives of the college, contain personal data, test scores, summary of transfer and admissions information, Northwest Vista College courses attempted, grades, grade points, and scholastic status. A student's name on official records of Northwest Vista College is the name under which the student initially registered, unless a Name Change form has been processed through the Student Success. Name changes are made only when appropriate legal documentation accompanies the request (for example, a Social Security Card or a marriage certificate).

Academic Performance Standards

The following academic performance standards apply to all Northwest Vista College students:

- A student must maintain a 2.0 cumulative grade point average to maintain good academic standing. For graduation from Northwest Vista College, a cumulative 2.0 grade point average, as well as good academic standing in the final semester, is required.
- "Good standing" is defined as the absence of Academic Probation, Continued Academic Probation, or the absence of Academic Dismissal* or Suspension.
- A student's status is evaluated after each semester and summer session. A student must meet the minimum academic (2.0 GPA) standard for each semester and each summer session.
- Northwest Vista College only considers credit taken while in residency at the college in the computation of scholastic standing. Courses taken during the summer sessions as well as fall and spring are used in the computation of the cumulative GPA.
- Non-traditional credit such as Advanced Placement, CLEP, etc. is not considered in determination of academic standing.
- All grades excluding I, IP, W, WM, and AU are counted in academic performance evaluation.

NOTE: Each student is responsible for knowing the college's minimum academic performance standards which determine scholastic eligibility. The college can withdraw and/or drop a student from all classes if the student does not meet the college's admissions or appeals requirements.

Academic Probation

A student who fails to maintain a cumulative grade point average of 2.0 or higher is placed on academic probation; a student on academic probation may re-enroll at Northwest Vista College for one semester. During this semester a hold will be placed on the student's record if they do not attend SDEV 0073, Academic Probation Seminar. The student must follow the procedures listed below in order to not have the hold placed on their record:

- Student must register for and attend SDEV 0073, Academic Probation Seminar
- Student must work with each instructor to complete a Midterm Accountability Plan (MAP)
- Student must submit completed MAPs to the Student Success Team Leader or designees
- Student must earn a semester GPA of 2.0 and earn a C or better in all classes
- Upon completion of above requirements the registration hold will be cleared on the student's record

The academic probation status is removed when the student earns a cumulative 2.0 grade point average, otherwise academic standing will be Continued Academic Probation or Academic Dismissal.

Continued Academic Probation

A student may reenroll at Northwest Vista College in the semester following a probation status, if the

student on Continued Academic Probation. A student's status is evaluated after each completed semester or each summer session, and the student must meet a 2.0 term GPA or higher. During each semester that a student is on continued probation a hold will be placed on the student record if they do not complete the following procedures:

- Student must work with each instructor to complete a Midterm Accountability Plan (MAP)
- Student must submit completed MAPs to the Student Success Team Leader or designees
- Upon completion of above requirements the registration hold will be cleared on the student's record
- Number of enrolled hours may be limited to 6-8

The academic probation status is removed when the student earns a cumulative 2.0 grade point average. If a student does not meet the minimum academic standards (2.0 GPA) each semester and each summer session, the student is placed on Academic Dismissal.

Academic Dismissal from NVC

If a student on Academic Probation or Continued Academic Probation fails to earn a 2.0 grade point average in the semester following the probation status, the student is placed on Academic Dismissal and will not be permitted to enroll in any classes during the next semester or session. Students who were placed on Academic Dismissal, or Academic Suspension at their previous institution and are seeking to transfer to NVC will follow the policy outlined in the "[Admissions Appeal Procedure](#)" under the "Getting Started" chapter.

Students who do not wish to remain out of school for the required semester (two summer sessions equal one semester) may petition a Student Success Advisor for a special review of his/her scholastic record.

Students who remain out of school must meet with a Student Success Advisor prior to re-enrolling under an automatic status of continued academic probation. If Northwest Vista College's minimum academic standards were met while at another accredited college or university, during the period of academic dismissal, the student can re-enter in good standing.

Students having two or more Academic Dismissals will refer to the "[Admissions Appeal Procedure](#)" outlined in the "Getting Started" chapter.

Permanent Academic Dismissal

Students must remain out of college one full calendar year from the end of the semester they were dismissed before they are eligible to appeal. Students must complete a student petition form and make an appointment to appeal to the Vice President of Student Success or designee by calling (210) 348-2038 or (210) 348-2186 no later than **three weeks prior to the beginning of classes** preceding the anticipated semester of re-entry. Petitions made later than this date may not be considered by the Vice President or designee. Students are restricted to no more than 6-8 semester hours and limits may remain in place until the students cumulative GPA is above 2.0 and/or 12 credit hours are completed with a "C" or better.

* Previously known as Enforced Scholastic Withdrawal

Honors Lists

Outstanding academic achievement is recognized and transcribed as follows:

- **President's Honors** - enrolled for 12 or more college level semester hours and earn grade point average of 4.0
- **President's Part-time Honors** - enrolled for 6-11 college-level semester hours and earn grade point average of 4.0
- **Honors** - enrolled for 12 or more college-level semester hours and earn a grade point average of 3.5- 3.99
- **Part-time Honors** - enrolled for 6-11 college-level semester hours and earn a grade point average of 3.5-3.99

Developmental education courses are excluded from the grade point average calculation. Students must have a cumulative grade point average of 2.0 for the semester they are receiving honors. The appropriate notation appears on the grade report and permanent record (transcript).

Credit for Achieved Skills

Northwest Vista College recognizes that students may have achieved the objectives of certain courses through means other than traditional classroom methods. Students who have achieved competency in certain skills or course work areas may receive credit or waivers of prerequisites. This competency may be demonstrated through military training, standardized examinations, departmental exams, advanced placements, and life/work experience.

Students who wish to pursue credit or waivers for competencies should submit official transcripts/documents of previous credit to Student Success. With appropriate departmental guidelines, Student Success reserves the right to determine the acceptable transfer credit to a maximum of 32 semester hours once the student has earned three semester hours college level credit at Northwest Vista College.

Credit by Nontraditional Methods

Persons who qualify for admission to the college may satisfy portions of the associate degree requirements through nontraditional credit as follows:

NONTRADITIONAL MODE	MAXIMUM CREDIT ALLOWED
Departmental Examinations	32 semester hours
USAFI courses (relevant to program)	32 semester hours
CLEP and DANTES Subject Examinations	32 semester hours
College Board Advanced Placement	32 semester hours
ACE Guide (relevant to program)	32 semester hours
Prior Learning (relevant to program)	12 semester hours
<i>Maximum credits allowed from above modes</i>	32 semester hours
<i>Minimum credits required for associate's degree</i>	60 semester hours

Credits earned by nontraditional methods are not posted on the transcript until the student has satisfied the three (3) college-level semester hour resident requirement.

Advanced Standing Credit

Enrolled students may satisfy the requirements of certain courses by passing departmental proficiency examinations. For credit in such courses the student must:

- Be enrolled at Northwest Vista College for the current semester and must have paid tuition and fees for that semester;
- Set up a conference with the department representative and receive written departmental approval;
- Obtain approval from the Academic Leader and Student Success;
- Pay examination fee to the Bursar's Office for each course for which the applicant wishes to be tested. (See Fees/Fines Not Refundable: Examination Fees in the [Fees](#).)

[for Each Semester](#) section of "Paying for Your Education");

- Take a comprehensive written examination (the exam may include prescribed performance tests);
- Earn a grade of "C" or better to receive credit. (Credit earned in this manner will not be posted on a student's transcript until the student has successfully completed three college-level semester hours in the traditional manner at Northwest Vista College.)

Not more than 32 semester hours of credit earned by advanced placement may apply toward graduation. There is no refund of fees if the applicant fails to pass either the written examination or the performance test.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by an individual seeking to obtain college level credit for experience and/or training received at a technical institution or in a work environment. Sources of prior learning may include the following:

- Proprietary school equivalence;
- Certification/licensure/credentials equivalents;
- National ACE guides;
- Special agreements.

A maximum of twelve semester hours may be accepted through the assessment of prior learning.

A Northwest Vista College Academic Leader or designee will guide the student through the specific process which may lead to granting college level credit. The college will retain a copy of the documentation with the student's permanent file. Forms of documentation, activities which may be considered, and types of verification of experiences may be obtained from Student Success. Refer to Credit by Non-Traditional Means mentioned previously in this section.

Credits earned by nontraditional methods are posted on the transcript as equivalency credit (non-graded). The student must satisfy the three (3) college-level semester hour resident requirement before credit is awarded and posted.

Not more than 32 semester hours of credit earned by advanced placement may apply toward graduation.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV
0170)

Services for Students with Special
Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

College Health Center

The College Health Center provides emergency acute care for clients as needed both inside and outside of the office. All matriculated NVC students have paid their Health Center fee at the time of registration, so no additional fees are charged for services provided at the College Health Center. No appointment is needed and no information will be released to anyone without the written consent of the patient, unless to do so is required by law. The College Health Center is located in Huisache Hall, HH 202, (210) 348-2197.

[College Catalog 2007-2008](#) | [Supporting Academic Success](#) | Career and Transfer Services

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV 0170)

Services for Students with Special Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Career and Transfer Services

One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. The Career and Transfer Services (CaTS) Center helps guide you through the career planning process, which includes career planning, college transfer planning, and job readiness and employment.

Take advantage of caring services, tools, and informational materials that are FREE to you. The CaTS friendly and helpful staff is here to help you in any way possible. Call or come to set up your individual career counseling appointment today. Contact Career & Transfer Services (CaTS) Center at (210) 348-2045. You can also visit the CaTS Center in Manzanillo Hall, MZH 105C.

<http://www.accd.edu/nvc/students/cats/>

Topics on this page:

Career Planning

Transfer Planning

Job Readiness

Career Planning

Career planning and decision making is an on-going life long process that takes time, energy, and commitment. It involves developing an awareness of your skills, abilities, values, strengths, interests, and learning about the various types of occupations that exists and what is required to accomplish goals. CaTS Center offers a variety of career assessments and exploration to help match your skills, interests, personality, and values with various careers. Students who are undecided in their major are strongly recommended to start the career planning process early in their educational career.

Transfer Planning

The Career and Transfer Services center is committed to assisting students at NVC with making a smooth transition into baccalaureate degree programs. During their enrollment at Northwest Vista College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with an Student Success Advisor/Transfer Team Leader. There are a number of college catalogs located in the Career and Transfer Services Center. NVC makes every effort to aid students wishing to transfer. However, the student must consult with the senior college or university to ensure appropriate courses are taken at Northwest Vista College.

Northwest Vista College has established articulation agreements with a number of universities. These partnerships help to facilitate the transfer process and may include: joint admissions agreements and transfer plans, core curriculum equivalencies, and course equivalencies tables. These tools allow students to identify which courses may be taken at Northwest Vista College to complete freshman and sophomore requirements for a particular university degree program. Senior institutions generally will accept a maximum of 66 transfer credit hours in lower division general education and specific field of study curriculum courses. Students are encouraged to visit the Career and Transfer Services Center to find out which universities have these agreements and to research information about institutions to which they intend to transfer.

Transfer Services also provides students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held every Fall Semester that includes over 40+ university representatives, which provides students an opportunity to visit with university recruiters. University transfer advisors from select institutions are scheduled each semester to advise on campus prospective transfer students.

Job Readiness

The Career and Transfer Services Center (CaTS) provides quality job readiness services to currently enrolled, potential and former students, and our graduates. Students receive individualized services to develop job readiness skills, such as: effective resume writing and interviewing, on- and off-campus employment assistance, and job market information.

NVC has an online job bank, Wildcat Classifieds, which provides student an easy to use system to find the perfect job match for their individual needs.

[College Catalog 2007-2008](#) | [Supporting Academic Success](#) | Student Development Course (SDEV 0170)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

**Student Development Course
(SDEV 0170)**

Services for Students with Special
Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Student Development Course (SDEV 0170)

First-time Northwest Vista College students who have earned fewer than 12 semester hours of college credit (dual credit excluded) are required to successfully complete SDEV 0170 (Student Development). Students enrolled in the seminar will learn how to succeed in life long learning, creative and critical thinking, time management, test and note taking, studying, career planning, and building lasting relationships. Prior students who have completed the SDEV course have a proven record of higher retention and persistence in college. This course will give students the keys to becoming successful college students. Eligible students who do not enroll in SDEV 0170 their first fall or spring semester will have a registration hold placed on their record until the course requirement is successfully met. Students who register for SDEV 0170 and do not successfully complete the course will be required to re-enroll in the course the subsequent semester.

A Student Success Advisor will advise students and answer any questions about this exciting course. Enroll now and enjoy the benefits throughout your college career! For additional information or assistance, please call (210) 348-2020.

[College Catalog 2007-2008](#) | [Supporting Academic Success](#) | Services for Students with Special Needs

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV 0170)

Services for Students with Special Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Services for Students with Special Needs

Services for Students with Special Needs are academic support services provided to qualified students with learning, physical, developmental and emotional disabilities who are attending or contemplating attending Northwest Vista College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has an impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

Topics on this page:

Student Success Access Office

Disability Related Services

Intake: Determining Eligibility for Disability Related Services

Informing Instructors of Accommodations

Continuation of Services

Student Success Access Office

Northwest Vista College is committed to the academic success of all students. The college welcomes the opportunity to assist individuals with disabilities through disability related services. Students are encouraged to visit the [Student Success Access](#) web page for more information on eligibility and services provided. Access Services information and services are located in Student Success, Manzanillo Hall, MZH 106G. Contact Student Success Access Services at (210) 348-2092 for more information. Any student seeking personal counseling should refer to [Personal Counseling Services](#).

Disability Related Services

The [Student Success Access office](#) is responsible for coordinating the following disability related services to qualified individuals with temporary or permanent disabilities:

- Testing accommodations for placement testing and academic tests.
- Diagnostic testing for learning disabilities and AD/HD.
- Adaptive Technology: screen magnification (CCTV, Zoom Text), speech synthesized software (JAWS), brailled formats and textbooks on CD's.
- Adaptive furniture (raised desks, padded chairs).
- Readers, Scribes (writers), Note takers, and Sign Language Interpreters. Please note: Individuals requiring these services need to allow at least 4 working days after the request has been made AND approved before these particular services can be provided. Refer to [Intake: Determining Eligibility for Disability Related Services](#) in this section for additional necessary information.
- Letters (Confidential Letter to the Instructor) sent to Faculty verifying approved accommodation services needed for the duration of the course(s).
- Campus and community referrals.
- Other appropriate academic modifications.
- Other disability-related information.

Intake: Determining Eligibility for Disability Related Services

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible an individual will need to:

- Arrange an Intake appointment with the Student Success Access office to review and approve the services. Please be prepared to spend at least one hour to complete the Intake appointment.
- Complete a "Request for Services" form. A "Request for Services" form may be obtained from the Student Success Access office or the [Access office web page](#).
- Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.

Informing Instructors of Accommodations

Faculty who need to be informed of a student's approved accommodations will be sent a letter from the Student Success Access office upon request by the student. "Confidential Letter to the Instructor" explains the accommodations needed for the student. The Student Success Access office will provide the confidential letters to faculty only when requested in writing by the eligible student each term or semester.

Continuation of Services

Approved accommodation services may be provided each semester if the eligible student informs the Student Success Access office that services are needed for the current term. Requests to continue approved services must be in writing and hand written notes or e-mail requests to the Student Success Access office are acceptable. It is NOT necessary for eligible students to complete a new "Request for Services" form each semester if the student has successfully completed the Intake process AND the services have been approved by the Access office.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV
0170)Services for Students with Special
Needs**Library**

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Library

The mission of the library is to further strengthen the mission of Northwest Vista College by providing: outstanding service to students, faculty, staff and community members; a quality library instruction program that integrates active learning skills and information literacy components; and a broad range of resources, in a variety of formats that will enhance the curriculum and enrich the interests of the faculty, staff, students and community members.

The library is located on the second floor of Manzanillo Hall. Along with a growing collection of traditional print materials (books, magazines, newspapers), there are many videos, audio compact discs and DVD's. Seating for approximately 80 students is available for study or to use the PC workstations.

The library has a teaching lab that accommodates 24 students. This allows the librarians to teach students and faculty members how to use the various resources available in the library. The librarians are also available to answer reference questions via email, telephone or in person. The library is open 69 hours per week.

The library's home page is <http://www.accd.edu/nvc/lrc/>. From it, students can access most information they need about the library's services and resources. On the computer workstations, students have access to a wide array of electronic online resources, including the ACCD online library catalog and subscription databases covering a wide variety of subjects. Many of these titles come through NVC's membership to TexShare, a large consortium of libraries in Texas. The subscription databases are accessible from any networked computer on the campus and remote access is available. In addition, the library's computers are all equipped with Microsoft Office Suite, allowing students to write papers, prepare spreadsheets or assemble a presentation in Word, Excel or PowerPoint.

Northwest Vista College students may use other area libraries in a variety of ways. Materials found in the ACCD catalog online are available to students at any of the Alamo Community Colleges. Students may go to the loaning library and present their student ID or request delivery to NVC by the district courier. TexShare borrowers' cards are issued to students in good standing who must utilize another area library for their research. The card allows them to borrow materials from such places as University of Texas at San Antonio, Our Lady of the Lake, University of the Incarnate Word, and St. Mary's University.

Formal Interlibrary Loan is available to NVC students and staff to locate materials outside the San Antonio area.

Northwest Vista College library is a member of OCLC, an organization that maintains a large bibliographic database and provides reference services. Northwest Vista College library is also a member of CORAL (Council of Research and Academic Libraries), a San Antonio area consortium.

[College Catalog 2007-2008](#) | [Supporting Academic Success](#) | [Bookstore](#)[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)**Supporting Academic Success**[Academic Policies](#)[College Health Center](#)[Career and Transfer Services](#)[Student Development Course \(SDEV
0170\)](#)[Services for Students with Special
Needs](#)[Library](#)**Bookstore**[Service-Learning](#)[Getting Involved](#)[Personal Counseling](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Bookstore

Northwest Vista College contracts with Follet Higher Education Group to operate the Northwest Vista College Bookstore. The bookstore, located in Huisache Hall, sells textbooks, instructional supplies, trade books, imprinted clothing, and gift items. The bookstore buys back some used textbooks throughout the year. Students need a student ID card to sell back used books. Contact the bookstore at (210) 348-2460.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Academic Policies

College Health Center

Career and Transfer Services

Student Development Course (SDEV
0170)

Services for Students with Special
Needs

Library

Bookstore

Service-Learning

Getting Involved

Personal Counseling

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Service-Learning

Service-Learning is a teaching and learning method that integrates meaningful community service with classroom instruction through guided reflection. Service-Learning is part of academic courses that focus on critical thinking, problem solving, career exploration, and community and social responsibility. Taking a class that utilizes service-learning allows you to take what you are learning in the classroom and apply those skills out in the community.

For more information, contact the Service-Learning Coordinator at (210) 348-2405.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)**[Supporting Academic Success](#)**[Academic Policies](#)[College Health Center](#)[Career and Transfer Services](#)[Student Development Course \(SDEV
0170\)](#)[Services for Students with Special
Needs](#)[Library](#)[Bookstore](#)[Service-Learning](#)**[Getting Involved](#)**[Personal Counseling](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Getting Involved

Northwest Vista College is committed to providing a campus climate that encourages students to experience college at its finest. Students are encouraged to plan and participate in programs that promote academic and personal enrichment through the merging of classroom instruction and campus involvement. Through campus involvement students gain valuable experiences and develop skills in leadership, management, interpersonal communication, problem solving and collaboration. For information on getting involved in campus activities, student organizations, or recreational activities, please visit the Wildcat Activities Center in Huisache Hall, HH 113, or call (210) 348-2023.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)**Supporting Academic Success**[Academic Policies](#)[College Health Center](#)[Career and Transfer Services](#)[Student Development Course \(SDEV 0170\)](#)[Services for Students with Special Needs](#)[Library](#)[Bookstore](#)[Service-Learning](#)[Getting Involved](#)**Personal Counseling**[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Personal Counseling

Many students face life challenges that can make accomplishing their academic goals more difficult. The NVC Counseling Center is here to help with those challenges. The goal is to encourage a student's personal and academic growth and to help each student successfully meet his/her life challenges. If a student wants to work on an area that requires more time than the counselor can provide, the NVC Counseling Center will help locate an off-campus counselor.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file. The counselor also provides crisis intervention services during daytime hours. For crisis intervention at night or on weekends, students can call the county crisis hotline at (210) 223-7233.

For more information, call (210) 348-2109 or drop by the Counseling Center in Pecan Hall, PH 102G. More information can also be found on the website Counseling website at www.accd.edu/nvc/students/services/ccs/.

[College Catalog 2007-2008](#) | [Workforce and Community Education](#) | The Center for Workforce and Community Education

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

The Center for Workforce and Community Education

Workforce Education

Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

The Center for Workforce and Community Education

Mission Statement

The Center for Workforce and Community Education provides and facilitates quality learning and enrichment experiences, tailored to meet the lifelong learning needs of individuals and organizations.

The Center for Workforce and Community Education at Northwest Vista College is responsible for connecting the College community with the business and residential communities of San Antonio. Part of the mission of the College is to develop effective partnerships with schools, businesses and community organizations to ensure effective community, economic and workforce development. The [Center for Workforce and Community Education](#) is the work-group within the college responsible for implementing this part of the mission.

For more information, see the [Workforce Education](#) and [Community Education](#) sections.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

The Center for Workforce and Community Education

Workforce Education

Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Workforce Education

Workforce Education delivers programs in certification preparation, targeted training and business solutions for organization and individual skill development and performance enhancement.

Topics on this page:

Alternative Teacher Certification Program**Online Training for Professional Development****Technology Training****Workforce Solutions**

Alternative Teacher Certification Program

Northwest Vista College offers certification preparation in two special needs areas: Bilingual Generalist (Early Childhood 4th grade, Spanish) and Special Education (Early Childhood - 12th Grade).

Our Teacher Certification program is designed to prepare students who are interested in teaching in these areas and will also prepare students to successfully pass the TExES exams. It is necessary for students to study pedagogy and content areas before teaching in Texas. In addition, The State Board for Educator Certification (SBEC) requires individuals to complete an internship before granting the Standard Teacher Certification. [Click here for more information.](#)

Requirements for Admission to Teacher Preparation Program

1. Have a Bachelor's Degree (official transcripts required).
2. Have a minimum Grade Point Average (GPA) of 2.5. Any student who does not have a 2.5 cumulative GPA must obtain special permission for enrollment.
3. Pass all three sections of the Texas Higher Education Assessment (THEA), with a score of 260 or above on the Reading section, 240 or above on the Math, and 220 or above on Written Language. Exemptions for the THEA are not accepted.
4. Submit three written professional recommendations who are familiar with the applicant's work and can discuss his/her potential as a teacher.
5. Complete an interview with the Teacher Education Admissions and Review Committee. **Call (210) 348-2401** for more information.
6. If applicant's native language is not English, an official score on one of the following English proficiency exams is required: Michigan Test of English Language Proficiency with a Level 5 score.
7. Submit a Teacher Education Program application for admission and fee (\$55 non refundable).

Program Structure

Students entering the program will be required to complete course work in three areas: Content, Field Base Experiences, and Certification courses. Listed below is an overview of each area.

Content Area

Curriculum in the content area curriculum will include current research and methodology. Students will receive lessons on the the background in educational philosophy, theory, pedagogy, technology, education content, and best teaching practices to succeed in the classroom.

Field Based Experiences (Student must complete 20 hours)

- Tutoring Early Childhood-12th grade students
- Classroom observations
- Substitute teaching

To ensure attainment, benchmarks demonstrating student mastery of the professional development standards, competencies, and proficiencies are built into the program. Written assessments, performance assessments, reflections, products of teaching and evaluations comprise program elements.

Pedagogy and Professional Responsibilities (PPR Curriculum)

1. Supportive Environment
2. Human Development/Human Diversity
3. How Learning Occurs/Student Motivation
4. Planning and Teaching the Lesson
5. Special Populations
6. Classroom Management
7. Authentic Assessment
8. Higher Order Thinking
9. Working with the School, Parents and Community
10. TExES preparation and practice

Internship - Individual completes one year as a Teacher of Record with a school district in Texas.

TxBESS Mentoring Program - NVC provides coaching, modeling, and instruction to Teacher of Record during the Internship.

Alternative Teacher Certification Courses

Pedagogy and Professional Responsibilities

- Designing Instruction
- Classroom Environment
- Implementation of Instruction and Assessment
- Professional Roles/Responsibilities

Special Education Content

- Understanding Individuals with Disabilities and Evaluating Needs
- Promoting Student Learning and Development
- Promoting Student Achievement (Language Arts, Reading, Math)
- Foundations, Professional Roles and Responsibilities

Bilingual Generalist Content

- Bilingual Education
- English Language Arts and Reading
- Fine Arts, Health, and Physical Education

- Mathematics
- Science
- Social Studies

Online Training for Professional Development

Northwest Vista College's ACT Center offers training to individuals, employers, and professional organizations. The ACT Center courseware library offers skill-specific training through approximately 3,000 training titles in these areas:

- Key Work Skills
- Computer Basics
- Information Technology
- Management and Leadership
- English as Second Language
- Personal Development
- Industrial Technology/Safety

Individuals have access to courses any time and virtually anywhere with appropriate technology. [Click here for more information.](#)

Our full-service testing center offers certification and licensure tests for trades and professions listed below:

- Automotive Service Excellence (ASE)
- Association of Social Work Boards (ASWB)
- American Dietetic Association (ADA)
- Nuclear Medicine Technology Certification Board (NMTCB)
- American Board of Vascular Medicine (ABVM)
- Pilot programs for distance education with major universities

Technology Training

CompTIA Certifications

A+ Certification Program Plan

The purpose of the program is to prepare an individual to successfully pass CompTIA's A+ Certification Exam. A+ Certification also serves as the foundation (pre-requisite) for more advanced technical certifications. This program prepares students for a career in PC repair and troubleshooting. Students completing this program will be able to build, troubleshoot and repair personal computer systems.

CPMT 1005 IT Essentials I: PC Hardware and Software

A+ Certification Total Hours: 96

Security+ Program Plan

This course teaches the fundamentals of networking security. Students will learn independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP client. This course helps students prepare for CompTIA's Security+ examination. This course is intended for an Information Technology professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS2. Prerequisites: CompTIA's A+ and Network+ certifications or 6-9 months of equivalent experience in networking.

ITSY 1000 Fundamentals of Information Security

Security+ Total Hours: 48

Microsoft Certified Systems Administrator (MCSA) Program Plan

The MCSA program is designed to assist students in learning to become a Microsoft Certified Systems Administrator (MCSA). The MCSA track totals 192 hours. MCSA candidates (Microsoft Window Server) track are required to satisfy the following requirements:

Microsoft Certified System Administrator (MCSA) Core (each class is 48 hours)

ITMT 1000 Implementing and Supporting Microsoft Window XP Professional (Exam 70-270)
ITMT 1040 Managing Windows 2003 Server Environment (Exam 70-290)
ITMT 1050 Microsoft Windows Server 2003 Network Infrastructure (Exam 70-291)

MCSA Electives - Choice of **one** of the following: (each class is 48 hours)

ITSY 1000 Fundamentals of Information Security, *and* Security + Certification
CompTIA A+ *and* CompTIA Network+ Certifications

MCSA Total Hours: 192

Microsoft Certified Systems Engineer (MCSE) Preparation Program Plan

The objective of the Certificate in Microsoft Certified Systems Engineer (MCSE) Preparation is to increase job performance and productivity of current employees and job-seeking students who wish to work in the computer-networking field. Students complete seven courses totaling 336 hours. Students must pass at least seven separate certification exams given by Microsoft to receive the MCSE designation.

Microsoft Certified System Engineer (MCSE) Core: (each class is 48 hours)

ITMT 1040 Managing Windows 2003 Server Environment (Exam 70-290)
ITMT 1050 Microsoft Windows Server 2003 Network Infrastructure (Exam 70-291)
ITMT 1055 Planning and Maintaining a MS Server 2003 Network Infrastructure (Exam 70-293)
ITMT 2000 Planning, Implementing and Maintaining an MS Win Server Active Directory Infrastructure (Exam 70-294)
ITMT 1000 Implementing and Supporting Microsoft Window XP Professional (Exam 70-270)

Design Course Elective - Choice of **one** of the following: (each class is 48 hrs)

ITMT 2030 Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure (Exam 70-297)
ITMT 2040 Designing Security for Microsoft Networks (Exam 70-298)

MCSE Electives - Choice of **one** of the following: (each class is 48 hours)

ITMC 2008 Implementing and Supporting Microsoft Systems Management (SMS) Server 2.0 (Exam 70-086)
ITMC 2055 Installing Configuring and Administering Microsoft Internet Security and Acceleration (ISA) Server, Enterprise Edition (Exam 70-227)
ITMC 2003 Installing, Configuring, and Administering Microsoft SQL Server Enterprise Edition (Exam 70-228)
ITMC 2004 Implementing and Managing Microsoft Exchange Server 2003 (Exam 70-299)
ITSY 2033 Implementing and Administering Security in a Microsoft Windows Server Network (Exam 70-284)

MCSE Total hours 336

Cisco Certified Network Associate (CCNA) Program Plan

This certification meets employment standards for the Network Industry. Cisco Network Academics provide a board of skills from basic to advanced Network concepts. This course is web-based instruction with hands-on training in computer labs. Students will learn conceptual and

technical skills to design, install and operate, and maintain state-of-the-art computer networks. In the labs, students will build local and wide area networks that will comply with real-world settings. CCNA certified professionals install, configure, and operate LAN, WAN, and dial access services for small networks.

CCNA Certification Requirements:

- 320 hours of course work covered in four modules
- Successful completion of the CCNA at a VUE testing site

Northwest Vista College, in conjunction with the Advanced Technology Center, offers a training program that prepares students for the CCNA examination. The CCNA course consists of four 80 hour modules:

ITCC 1002 CCNA 1 Local area networks and Design Protocols
 ITCC 1006 CCNA 2 Basic Router
 ITCC 1042 CCNA 3 Switching Basic/Intermediate Routing
 ITCC 1046 CCNA 4 WAN Technologies

CCNA Program Total Hours: 320

Certified Network Professional (CCNP) Program Plan

Upon completion of the CCNA program, students may continue with the CCNP program. The Cisco Certified Network Professional (CCNP) certificate provides students with advanced skills in LAN/WAN networking technologies with an emphasis on Cisco methodology. These courses will provide an in-depth study of theory and practical hands-on lab activities to prepare the student for the CCNP certification objectives. Topics include routing protocols, switching technology, remote access setup and maintenance, building multi-layer networks, and networking troubleshooting. Students are required to take the following 4 courses (each class is 80 hours):

ITCC 2032 CCNP 1 Advanced Routing
 ITCC 2036 CCNP 2 Remote Access
 ITCC 2040 CCNP 3 Multilayer Switching
 ITCC 2044 CCNP 4 Network Troubleshooting

CCNP Program Total Hours: 320

Additional Cisco Course/Electives

The following courses are designed for the Cisco Associate or Professional seeking additional training. The classes focus on security and telephony. Each class is 48 hours.

CPMT 2034 Virtual Private Network Security
 CPMT 2034 Secure PIX
 CPMT 2034 Basic IP/Telephony
 CPMT 2034 IP/Telephony Troubleshooting

Computer Programming Program Plan

Students interested in learning specific programming languages can select one of three independent Marketable Skills Achievement Awards.

Marketable Skills Achievement Awards – Programming (each class is 48 hours)

C++ Programming Marketable Skills

ITSE 1002 Computer Programming
 ITSE 1007 Introduction to C++ Programming
 ITSE 2031 Advanced C++ Programming

C++ Programming Total Hours: 144

Java Programming Marketable Skills

ITSE 1002 Introduction to Computer Programming
 ITSE 2017 Java Programming
 ITSE 2057 Advanced Object Oriented Programming

Java Programming Total Hours: 144

Visual Basic Marketable Skills

ITSE 1002 Introduction to Computer Programming
 ITSE 1032 Programming with Visual Basic.Net

ITSE 1047 Advanced Visual Basic Programming

Visual Basic Total Hours: 144

Workforce Solutions

We know the importance of continuously improving productivity, quality, and effectiveness. Your workplace has unique needs. Whether your employees need to develop new skills or enhance performance, we partner with you to identify solutions that will help you accomplish your goals.

Visit the [CWCE website](#) for more information.

[College Catalog 2007-2008](#) | [Workforce and Community Education](#) | Community Education

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

The Center for Workforce and Community Education

Workforce Education

Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Community Education

The Community Education area of Northwest Vista College provides quality learning opportunities for leisure-time learning, growth, and personal enrichment. NVC responds to the needs and interests of people in its community by providing non-degree programs. Classes are offered on weekdays, evenings and Saturdays and are listed on the [Northwest Vista College website](#) each semester. These non-credit classes are open to everyone.

Topics on this page:

Academy for Lifelong Learning	Dance and Wellness
Children's Enrichment	English as a Second Language (ESOL/COMG)
Community Health Worker	GED Programs

Academy for Lifelong Learning

The Academy for Lifelong Learning provides opportunities for people 55 years of age and older seeking intellectual development, cultural stimulation, personal growth, and social interaction. The annual membership fee entitles participants access to all classes sponsored by the Academy. Weekly topics vary and have included:

- Arts and Crafts
- Book and movie reviews
- Computer and technology skills
- Cooking
- Financial matters
- Gardening
- Home Decorating
- Painting
- Sports and Wellness

[Click here for more information.](#)

Children's Enrichment

Our programs are designed for children enrolled in Kindergarten through Fifth grades. Saturday Enrichment classes and Kids' Summer Camps motivate children to learn collaboratively while participating in a variety of educational and recreational courses that include:

- Arts and Crafts
- Ballet and Jazz Dance
- Guitar, Piano, and Violin Classes
- Super Singers
- Math Magic and Reading Adventures
- Messy Mixtures and Weird Science
- Spanish Language Arts

- Self Defense

[Click here for more information.](#)

Community Health Worker

This program is available to students as either continuing education or college credit degree program. Areas of study include nutrition, community health services, advocacy for community residents, eligibility and enrollment procedures for state and federal programs such as Medicaid, Medicare, WIC, TANF, CHIP and Food Stamps, wellness and health promotion, and an internship with a local human service or health agency. The state of Texas has established certification criteria for the Community Health Worker. NVC has been certified to train Community Health Workers. Individuals who complete this certificate coursework are employed in organizations such as hospital emergency departments, Women Infants and Children (WIC) clinics, Planned Parenthood clinics, medical supply companies, and in public health agencies.

Dance and Wellness

Participants will enjoy rhythm, movement, and creative expression while exercising the body, mind, and spirit. Courses include:

- Ballroom (Foxtrot, Waltz, and Swing)
- Capoeira (Brazilian martial arts)
- Flamenco
- Hatha Yoga
- Latin (Salsa, Merengue, and Tejano)
- Self Defense
- Weight Training

[Click here for more information.](#)

English as a Second Language (ESOL/COMG)

Northwest Vista College offers six progressive levels of ESL for non-native English speakers. An assessment is used for placement and admission. Classes are conveniently scheduled each semester during daytime and evening hours, for either credit or non-credit. Courses are offered in:

- Accent Improvement
- Grammar
- Reading
- Speaking/Listening
- Writing

[Click here for more information.](#)

GED Programs

This is a 10-week course, six hours a week, to help individuals in prepare for the General Education Diploma Examination. The five areas of instruction include:

- Math
- Science
- Language Arts
- Social Studies
- Reading

The course may be offered in Spanish or English, and includes computer-supported assignments and practice exams.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Earning a Degree or Certificate

Topics on this page:

Applying for Graduation

Graduation Requirements

Graduate Guarantee

Applying for Graduation

An application for graduation must be submitted to Student Success by the following deadlines:

- **October 15** for Fall completion
- **February 15** for Spring completion
- **February 15** for Summer completion **AND** participation in the **preceding** May Commencement
- **July 1** for Summer completion **AND** participation in the **following** May Commencement

Applications will not be accepted after the deadline has passed. Graduation applications are accepted after completion of 30 semester hours but no later than the published deadline date for the semester of graduation. Students seeking certificates requiring fewer than 60 hours should file an application for graduation after completing half of the certificate requirements. All candidates should list the catalog under which graduation is requested when completing the application for graduation.

A student may apply for graduation under provisions of the catalog for the year in which the student was admitted initially into Northwest Vista College or as outlined in any college catalog subsequent to the first enrollment date. Degree requirements must be completed within five academic years from the first date of the catalog selected. A student may file a petition to Student Success for an extension of the five-year rule. Prior to graduation review, the applicant must provide official transcripts reflecting the complete college record. A candidate need not be enrolled during the semester that the application for graduation is made nor during the semester in which the degree is conferred.

All candidates for degrees and certificates in May are encouraged to participate in commencement exercises, although attendance at commencement is not mandatory. There is no formal commencement ceremony held in August or December. A Fall graduate may elect to participate in the graduation ceremony the following May. A candidate for August graduation may participate in the May graduation ceremony preceding summer completion provided no more than two courses are required to complete program requirements. An application for August graduation must be submitted by February 15th for participation in the May graduation ceremony.

There is no graduation fee. The diploma, cap and gown are provided compliments of the college.

Graduation Requirements

Northwest Vista College provides four forms of recognition for satisfactory completion of work:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Applied Science Degree
- Certificate of Completion

Northwest Vista College will confer (post on official transcript) degrees and certificates three times a year: at the end of the fall, spring, and summer

semesters. A student is allowed to participate in commencement provided the student lacks no more than six semester hours credit to meet the degree or certificate requirements, regardless of the number of ceremonies per year.

A student may be awarded an associate degree or certificate by:

- Completing all required courses for the specific degree or certificate. With the exception of developmental level courses (those beginning with the number zero), courses listed in the college catalog are acceptable as requirements or electives applicable to at least one degree or certificate program.
- Completing the prescribed number of credit hours for the specific degree or certificate.
- Achieving a cumulative grade point average of 2.0 (excluding developmental level coursework).
- Completing each "core requirement" for the degree with a grade of "C" or better.
- Completing all degree requirement in any Associate of Applied Science degree or certificate program, with a grade of "C" or better.
- Earning at least 25% of credit hours required for graduation in residency at Northwest Vista College.
- Submitting official transcripts of all coursework attempted at other colleges and universities.
- Fulfilling all Texas Success Initiative (TSI) requirements.

A student may earn either an Associate of Arts or an Associate of Science degree. In addition a student may earn one or more Associate of Applied Science degrees provided that all requirements for each degree are met and a minimum of 15 hours difference in course work for each degree is met.

Persons having been awarded baccalaureate-level or higher degrees are not usually accepted as associate degree candidates, other than in applied science programs.

It is the student's responsibility to ensure that all substitutions, by-pass exams, waivers and/or a list of any electives that are to be approved by the department representative be on file in Student Success no later than:

- **October 15** for Fall completion
- **February 15** for Spring completion
- **February 15** for Summer completion
AND participation in the *preceding* May Commencement
- **July 1** for Summer completion
AND participation in the *following* May Commencement

Transferred and nontraditional credit may meet graduation requirements if equivalent to Northwest Vista College courses; such equivalencies will be determined by the Vice President of Academic Affairs or designee. Petitions for course waivers or substitutions are available in Student Success.

Participation in the graduation ceremony does not ensure automatic fulfillment of requirements and that a degree will be awarded. Diplomas will be distributed through Student Success once degree or certificate requirements have been met and have been verified by Student Success.

Questions concerning the evaluation of the application for graduation should be directed to the Student Success before the deadline date.

Honor Graduates

Candidates who maintain an overall grade point average of 3.75 or above in college-level courses attempted at Northwest Vista College, as well as courses from other institutions, are considered honor graduates.

Graduate Guarantee

If an Associate of Applied Science (A.A.S.) graduate or certificate completer, whose course work began in the Fall 1995 semester or thereafter, is judged

by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the college awarding the degree or certificate under the conditions of this policy.

The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. degree or certificate in a technical program published in the college's catalog.
- The graduate/completer must have completed the A.A.S. degree or certificate with a majority (75%) of the credits being earned at Northwest Vista College awarding the degree within a four-year time span from initial enrollment. The last 15 semester hours of credit MUST be completed at Northwest Vista College.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by the President or designee.
- The graduate/completer must commence employment within six (6) months of graduation/completion.
- The employer must certify in writing that the employee is lacking entry level skills which were identified by THE COLLEGE AWARDING THE DEGREE OR CERTIFICATE AS THE PROGRAM EXIT COMPETENCIES AS APPROVED BY THE PROGRAM ADVISORY COMMITTEE. The employer must specify the areas of deficiency within ninety (90) days of the graduate/completer's initial employment.
- The employer, graduate/completer, and representatives of the college will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, fees, and /or other course-related expenses.

[College Catalog 2007-2008](#) | Programs of Study

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Programs of Study by Topic

Browse offerings by selecting your interest below. Or [click here](#) to view offerings sorted by degree plans.

Business
Computers and Multimedia
Education
Health Care
Law
Liberal and Media Arts
Science and Engineering

Business

Associate of Arts

[Business Administration](#)

[Business Administration - Management Information Systems \(MIS\)](#)

Marketable Skills Achievement Awards

[Internet Commerce](#)

Computers and Multimedia

Associate of Arts

[New Media Communications](#)

[Music Technology](#)

Associate of Science

[Computer Science](#)

Associate of Applied Science

[Computer Forensics](#)

[Digital Gaming, Simulation and Cinematics for Artists](#)

[Multimedia Specialist](#)

[Programming and Visualization](#)

[Systems Administration](#) (*Information Security and Assurance, Cisco, and Microsoft*)

Certificate Programs

[Advanced Cisco Networking Technologies](#)

[Computer Programming](#)

[Multimedia Specialist](#)

Marketable Skills Achievement Awards

[Cisco Certified Network Associate](#)

[Cisco Certified Network Professional](#)

[Computer Programming](#)

[Digital Video](#)

[Internet Commerce](#)

[Linux and UNIX Systems](#)

[Network Security, Wireless, and Cisco PIX Firewall Technician](#)

[Web Programming](#)

Education

Associate of Arts

[Teaching](#)

Associate of Applied Science

[Instructional Assistant](#)

Certificate Programs
[Braille Textbook Transcriber](#)
[Instructional Assistant](#)

Health Care

Associate of Applied Science
[Allied Health Transfer Degree](#)
[Clinical Research Coordinator](#)
[Community Health](#)

Certificate Programs
[Community Health Worker](#)
[Pharmacy Technology](#)

Law

Associate of Arts
[Criminal Justice](#)

Associate of Applied Science
[Computer Forensics](#)

Liberal and Media Arts

Associate of Arts
[Associate of Arts - General](#)
[Dance](#)
[International Studies](#)
[Music Technology](#)
[New Media Arts](#)
[New Media Communications](#)

Associate of Science
[Digital Gaming, Simulation and Cinematics for Artists](#)
[Programming and Visualization](#)

Marketable Skills Achievement Awards
[Digital Video](#)

Science and Engineering

Associate of Science
[Engineering](#)

Associate of Applied Science
[Advanced Water Treatment](#)
[Biotechnology](#)
[Nanotechnology](#)

Certificate Programs
[Advanced Water Treatment](#)
[Pharmacy Technology](#)

An **Associate of Arts** (AA) degree is designed to transfer to a public 4-year institution in the State of Texas. A minimum of 60 hours is required.

An **Associate of Science** (AS) degree is also designed to transfer, and has a math, science, or computer science focus. A minimum of 60 hours is required.

An **Associate of Applied Science** (AAS) degree is designed to prepare students for employment in specific careers. A minimum of 60 hours is required.

Certificate programs are also designed to prepare students for employment in specific careers, and typically require 15-45 hours.

Marketable Skills Achievement Awards are designed to enhance employability by focusing on specific skills, and require fewer than 15 hours.

Faculty advisers and Student Success Advisers are available to assist students in career counseling, selecting a field of study, and meeting degree requirements. Students who plan to attend a senior college or university in pursuit of a bachelor's degree should consult the catalog or with a representative of the senior institution for their specific course requirements. Student Success Advisers can guide students with transfer questions.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Associate of Arts Degree

Associate of Arts

An Associate of Arts (AA) degree is designed to transfer to four-year public institutions within the State of Texas. The AA degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AA degree include [Business Administration](#), [Business Administration – Management Information Systems \(MIS\)](#), [Criminal Justice](#), [Dance](#), [International Studies](#), [Music Technology](#), [New Media Arts](#), [New Media Communications](#), and [Teaching](#). Select the general AA degree below or one of the specific degree plans listed above.

TOTAL CREDIT HOURS 60-62

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- Select **one** course from the following:

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

- [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Mathematics (3 Credit Hours)

- Select **one** course from the [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics For Business And Economics Majors
MATH 1325 Calculus For Business
MATH 1348 Analytic Geometry
MATH 1442 Elementary Statistics
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2412 Precalculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6-8 Credit Hours)

- Select **two** courses from the [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
BIOL 1406 General Biology I
BIOL 1407 General Biology II
BIOL 1411 General Botany
BIOL 1413 General Zoology
BIOL 2306 Human Ecology
BIOL 2401 Human Anatomy And Physiology I
BIOL 2402 Human Anatomy And Physiology II
BIOL 2404 Human Anatomy And Physiology
BIOL 2421 Microbiology
CHEM 1305 Introductory Chemistry I
CHEM 1307 Introductory Chemistry II
CHEM 1311 General Chemistry Lecture I
CHEM 1312 General Chemistry Lecture II
CHEM 2323 Organic Chemistry I
CHEM 2325 Organic Chemistry II
GEOG 1301 Elements Of Physical Geography
GEOL 1345 Oceanography
GEOL 1346 Astronomy
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
GEOL 1405 Environmental Geology
PHYS 1301 General Physics I
PHYS 1302 General Physics II
PHYS 1305 Introductory Physics I
PHYS 1307 Introductory Physics II
PHYS 2425 University Physics I
PHYS 2426 University Physics II

[Close Window](#)

Courses with labs (4-hour courses) are encouraged

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one** course from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one** course from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one** course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**
 - [HIST 1301 History of the U. S. I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the U. S. II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy state legislative requirements.

- **Social and Behavioral Sciences**

- Select **one** course from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRIJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.
(CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#) course)

Physical Education (1-2 Credit Hours)

- Select one course from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Electives (12-15 Credit Hours)

Note: Students may earn either a general AA/AS degree or may select a specialized AA/AS degree.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Associate of Science Degree

Associate of Science

An Associate of Science (AS) degree is designed to transfer to four-year public institutions within the State of Texas. The AS degree completes the core curriculum defined by Texas Higher Education Coordinating Board, and allows for open electives based upon your major. For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science. A course may be used only once to fulfill degree requirements. Specific areas of concentration for the AS degree include [Allied Health](#), [Computer Science](#), and [Engineering](#). Select the general AS degree below or one of the specific degree plans listed above.

TOTAL CREDIT HOURS 60-62

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- Select **one course** from the following:
 - [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Mathematics (3 Credit Hours)

- Select **one course** from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics For Business And Economics Majors
MATH 1325 Calculus For Business
MATH 1348 Analytic Geometry
MATH 1442 Elementary Statistics
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2412 Precalculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

[Close Window](#)

Natural Science (6-8 Credit Hours)

- Select two courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
BIOL 1406 General Biology I
BIOL 1407 General Biology II
BIOL 1411 General Botany
BIOL 1413 General Zoology
BIOL 2306 Human Ecology
BIOL 2401 Human Anatomy And Physiology I
BIOL 2402 Human Anatomy And Physiology II
BIOL 2404 Human Anatomy And Physiology
BIOL 2421 Microbiology
CHEM 1305 Introductory Chemistry I
CHEM 1307 Introductory Chemistry II
CHEM 1311 General Chemistry Lecture I
CHEM 1312 General Chemistry Lecture II
CHEM 2323 Organic Chemistry I
CHEM 2325 Organic Chemistry II
GEOG 1301 Elements Of Physical Geography
GEOL 1345 Oceanography
GEOL 1346 Astronomy
GEOL 1403 Physical Geology
GEOL 1404 Historical Geology
GEOL 1405 Environmental Geology
PHYS 1301 General Physics I
PHYS 1302 General Physics II
PHYS 1305 Introductory Physics I
PHYS 1307 Introductory Physics II
PHYS 2425 University Physics I
PHYS 2426 University Physics II

[Close Window](#)

Courses with labs (4-hour courses) are encouraged.

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one course** from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one course** from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one course** from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

US History

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

Political Science

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy state legislative requirements.

Social and Behavioral Sciences

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.
 (CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#)course)

Physical Education (1-2 Credit Hours)

- Select one course from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Electives (12-15 Credit Hours)

- *Note: For the Associate of Science degree, at least 9 hours of electives must be from math, science, or computer science.*

Note: Students may earn either a general AA/AS degree or may select a specialized AA/AS degree.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Applied Science and Technology

Northwest Vista College offers Associate of Applied Science Degree programs and Certificate programs. Each degree and certificate plan is goal-directed to ensure that each course is relevant to the program title. The objective of each program is to develop career and job-entry skills. Associate of Applied Science degree and certificate programs are designed to prepare students for specific careers and as such, are not designed for transfer to baccalaureate degree institutions.

However, for certain programs, Northwest Vista College may have established articulation and transfer agreements with specific universities. For information on transfer, consult a Student Success Specialist or a faculty member in the program. Some courses identified in each program may be offered through Corporate and Community Development for continuing education units.

Each program is created with the assistance of a community advisory committee composed of individuals with expertise in the field. The advisory committees guide and support Northwest Vista College in establishing direction for the program and career opportunities for students.

[College Catalog 2007-2008](#) | [Programs of Study](#) | Programs of Study by Degree

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Programs of Study by Degree

[Click here](#) to view offerings sorted by subjects of interest.

General Degree Information

An [Associate of Arts](#) (AA) degree is designed to transfer to a public 4-year institution in the State of Texas. A minimum of 60 hours is required.

An [Associate of Science](#) (AS) degree is also designed to transfer, and has a math, science, or computer science focus. A minimum of 60 hours is required.

An [Associate of Applied Science](#) (AAS) degree is designed to prepare students for employment in specific careers. A minimum of 60 hours is required.

Certificate programs are also designed to prepare students for employment in specific careers, and typically require 15-45 hours.

Marketable Skills Achievement Awards are designed to enhance employability by focusing on specific skills, and require fewer than 15 hours.

Faculty advisers and Student Success Advisers are available to assist students in career counseling, selecting a field of study, and meeting degree requirements. Students who plan to attend a senior college or university in pursuit of a bachelor's degree should consult the catalog or with a representative of the senior institution for their specific course requirements. Student Success Advisers can guide students with transfer questions.

Associate of Arts

[Associate of Arts - General](#)
[Business Administration](#)
[Business Administration-Management Information Systems](#)
[Criminal Justice](#)
[Dance](#)
[International Studies](#)
[Music Technology](#)
[New Media Arts](#)
[New Media Communication](#)
[Teaching](#)

Associate of Science

[Associate of Science - General](#)
[Allied Health Transfer Degree](#)
[Computer Science](#)
[Engineering](#)

Associate of Applied Science

[Advanced Water Treatment](#)
[Biotechnology](#)
[Clinical Research Coordinator](#)
[Community Health](#)
[Computer Forensics](#)
[Digital Gaming, Simulation and Cinematics for Artists](#)
[Instructional Assistant](#)
[Multimedia Specialist](#)
[Nanotechnology](#)
[Programming and Visualization](#)
[Systems Administration](#) (*Information Security and Assurance, Cisco, and*

Microsoft)

Certificate Programs

[Advanced Cisco Networking Technologies](#)
[Advanced Water Treatment](#)
[Braille Textbook Transcriber](#)
[Community Health Worker](#)
[Computer Programming](#)
[Instructional Assistant](#)
[Multimedia Specialist](#)
[Pharmacy Technology](#)

Marketable Skills Achievement Awards

Computer Programming:

[Java Programming](#)
[C++ Programming](#)
[VisualBasic.Net Programming](#)
[Cisco Certified Network Associate](#)
[Cisco Certified Network Professional](#)
[Digital Video](#)
[Internet Commerce](#)
[Linux and UNIX Systems Administration](#)
[Network Security, Wireless, and Cisco PIX Firewall Technician](#)
[Web Database Programmer](#)

See the [Student Learning Outcome](#) page for details on requirements and information on the Attitudes, Skills & Knowledge (ASK) competencies.

See the [Core Curriculum Course Selection List](#) for more information on core curriculum course options.

[College Catalog 2007-2008](#) | [Programs of Study](#) | Programs of Study by Topic

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Programs of Study by Topic

Browse offerings by selecting your interest below. Or [click here](#) to view offerings sorted by degree plans.

Business

Associate of Arts

[Business Administration](#)

[Business Administration - Management Information Systems \(MIS\)](#)

Marketable Skills Achievement Awards

[Internet Commerce](#)

Computers and Multimedia

Associate of Arts

[New Media Communications](#)

[Music Technology](#)

Associate of Science

[Computer Science](#)

Associate of Applied Science

[Computer Forensics](#)

[Digital Gaming, Simulation and Cinematics for Artists](#)

[Multimedia Specialist](#)

[Programming and Visualization](#)

[Systems Administration](#) (*Information Security and Assurance, Cisco, and Microsoft*)

Certificate Programs

[Advanced Cisco Networking Technologies](#)

[Computer Programming](#)

[Multimedia Specialist](#)

Marketable Skills Achievement Awards

[Cisco Certified Network Associate](#)

[Cisco Certified Network Professional](#)

[Computer Programming](#)

[Digital Video](#)

[Internet Commerce](#)

[Linux and UNIX Systems](#)

[Network Security, Wireless, and Cisco PIX Firewall Technician](#)

[Web Programming](#)

Education

Associate of Arts

[Teaching](#)

Associate of Applied Science

[Instructional Assistant](#)

Certificate Programs

[Braille Textbook Transcriber](#)

[Instructional Assistant](#)

Health Care

Associate of Applied Science

[Allied Health Transfer Degree](#)

[Clinical Research Coordinator](#)

[Community Health](#)

Certificate Programs
[Community Health Worker](#)
[Pharmacy Technology](#)

Law

Associate of Arts
[Criminal Justice](#)

Associate of Applied Science
[Computer Forensics](#)

Liberal and Media Arts

Associate of Arts
[Associate of Arts - General](#)
[Dance](#)
[International Studies](#)
[Music Technology](#)
[New Media Arts](#)
[New Media Communications](#)

Associate of Science
[Digital Gaming, Simulation and Cinematics for Artists](#)
[Programming and Visualization](#)

Marketable Skills Achievement Awards
[Digital Video](#)

Science and Engineering

Associate of Science
[Engineering](#)

Associate of Applied Science
[Advanced Water Treatment](#)
[Biotechnology](#)
[Nanotechnology](#)

Certificate Programs
[Advanced Water Treatment](#)
[Pharmacy Technology](#)

An **Associate of Arts** (AA) degree is designed to transfer to a public 4-year institution in the State of Texas. A minimum of 60 hours is required.

An **Associate of Science** (AS) degree is also designed to transfer, and has a math, science, or computer science focus. A minimum of 60 hours is required.

An **Associate of Applied Science** (AAS) degree is designed to prepare students for employment in specific careers. A minimum of 60 hours is required.

Certificate programs are also designed to prepare students for employment in specific careers, and typically require 15-45 hours.

Marketable Skills Achievement Awards are designed to enhance employability by focusing on specific skills, and require fewer than 15 hours.

Faculty advisers and Student Success Advisers are available to assist students in career counseling, selecting a field of study, and meeting degree requirements. Students who plan to attend a senior college or university in pursuit of a bachelor's degree should consult the catalog or with a representative of the senior institution for their specific course requirements. Student Success Advisers can guide students with transfer questions.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Student Learning Outcomes

Programs in the Arts and Sciences are designed to assist students in developing analytical reasoning ability, communication and human relations skills, and perception of the world with all its intricate beauty and its complex problems. Faculty and staff strive to provide an educational environment which is stimulating academically and which offers students opportunities to grow as individuals, responsible citizens and realize their personal goals.

Courses are designed as part of a logical, competency-based curriculum. Therefore, in each course, students are expected to develop specific competencies which prepare them to take higher-level courses. Courses in the core curriculum at Northwest Vista College seek to foster the growth of students in areas that the faculty has termed Attitudes, Skills & Knowledge (ASK). Individual courses are not likely to address all of the outcomes, but it is the hope of the faculty that, when you complete the core curriculum at NVC, you will have grown significantly in these areas:

Attitudes

- Behave with **integrity** and practice personal and social responsibility
- Commitment to **lifelong learning** and wellness
- **Accept change**, nuance, and uncertainty
- **Value diversity** and differences in people

Skills

- **Communicate** effectively (visual, verbal, written and listening)
- **Cooperate and collaborate** effectively
- **Think critically** and creatively
- **Use technology** appropriately and effectively
- **Set goals** and assess progress

Knowledge

- Understand various **ways of knowing**, and how individual disciplines investigate and **interpret the world**
- Know sufficient **mathematical and statistical** operations for effective living
- Understand the **American Experience** and its place in an **interdependent world**.

The faculty is committed to excellence in teaching and flexibility of instructional approaches. The faculty make every effort to clearly explain course objectives and grading standards, keep abreast of current research and practice, and assist students in achieving maximum potential.

Core Curriculum Course Selection List

The core curriculum for the Associate of Arts and the Associate of Science degrees at Northwest Vista College represents a common experience in academic foundations and provides a basis for transferability not only within the Alamo Community College District but also among other Texas colleges/universities. The competency-based

core aids in the development of academically capable and knowledgeable students whose basic intellectual skills include reading, writing, speaking and critical thinking.

The forty-six hours of core courses for the Associate in Arts and for Associate in Science degrees reflect the eight core elements required by the Texas Higher Education Coordinating Board.

[Click here for a complete core curriculum course selection list.](#)

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Advanced Cisco Networking Technologies](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Advanced Cisco Networking Technologies Certificate Program

The Advanced Cisco Technologies Program will prepare students in obtaining their Cisco Certified Networking Associate (CCNA) and Cisco Certified Networking Professional (CCNP) certifications. The focus of this specialization is for students to understand how to design and put in place a network infrastructure with an understanding of IP Address management, conservation of bandwidth, and security. Students will focus their studies on use of various interior and exterior gateway routing protocols; router security and the Cisco PIX firewall administration. The program will also prepare students to obtain the first two levels of the Cisco Certified Security Professional (CCSP) certification.

TOTAL CREDIT HOURS REQUIRED: 42

General Core Courses

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation. (CIP 2701015419)

[Close Window](#)

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Core Information Technology Courses (15 hours)

[ITCC 1302 CCNA1: Networking Basics V3.0](#)

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
 (CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

[ITCC 1306 CCNA2: Router and Routing Basics V3.0](#)

Course Description

ITCC 1306 CCNA 2: Routers And Routing Basics V3.0 (3-2-3)

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Routers and Routing Basics is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure protocols, and create access lists controlling access to the router.
 (CIP 111002)

[Close Window](#)

[ITCC 1342 CCNA3: Switching Basics and Intermediate Routing](#)

Course Description

ITCC 1342 CCNA 3: Switching Basics And Intermediate Routing (3-2-3)

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (SPT), and VLAN Trunking Protocol (VTP).
 (CIP 111002)

[Close Window](#)

[ITCC 1346 CCNA 4: WAN Technologies](#)

Course Description

ITCC 1346 CCNA 4: WAN Technologies (3-2-3)

Prerequisites: ITCC 1342
 Corequisites: None
 Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
 (CIP 111002)

[Close Window](#)

[ITNW 1351 Fundamentals of Wireless LANs](#)



Course Description

ITNW 1351 Fundamentals Of Wireless LANs (3-2-3)

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

This introductory course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered.
 (CIP 1109010000)

[Close Window](#)

Additional Advanced Cisco Networking Technologies and PIX Administration Courses (21 hours)

[ITNW 1449 Cisco Fundamentals of Network Security](#)

Course Description

ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 1346
 Corequisites: None
 Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.
 (CIP 110901)

[Close Window](#)

[ITCC 2432 CCNP1: Advanced Routing V3.0](#)

Course Description

ITCC 2432 CCNP 1: Advanced Routing V3.0 (4-3-3)

Prerequisites: ITCC 1346
 Corequisites: None
 Fees: Laboratory

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional certification. CCNP5 teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the important techniques used for route filtering and route redistribution.
 (CIP 1109010000)

[Close Window](#)

[ITCC 2436 CCNP2: Remote Access](#)

Course Description

ITCC 2436 CCNP 2: Remote Access (4-3-3)

Prerequisites: ITCC 2432
 Corequisites: None
 Fees: Laboratory

The course covers designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
 (CIP 1110020000)

[Close Window](#)

[ITCC 2440 CCNP3: Multilayer Switching](#)

Course Description

ITCC 2440 CCNP 3: Multilayer Switching (4-3-3)

Prerequisites: ITCC 2436
Corequisites: None
Fees: Laboratory

This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting.
(CIP 1110020000)

[Close Window](#)

[ITCC 2444 CCNP4: Network Troubleshooting](#)

Course Description

ITCC 2444 CCNP 4: Network Troubleshooting (4-3-3)

Prerequisites: ITCC 2440
Corequisites: None
Fees: Laboratory

This course is study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections.
(CIP 1109010000)

[Close Window](#)

[ITNW 2164 Practicum \(Or Field Experience\) - Business Systems Networking And Telecommunications](#)

Course Description

ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications (1-0-10)

Prerequisites: None
Corequisites: None

Students gain practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students will be required attend a resume builder seminar with the College Career and Success Specialist.
(CIP 1109010000)

Instructor Permission Required

[Close Window](#)

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Advanced Water Treatment

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Advanced Water Treatment Associate of Applied Science

This degree is structured to prepare graduates for immediate and continuing employment opportunities in the water treatment industry. Students will have both academic and state-of-the-art technical training allowing them to be employed as entry-level technicians in a variety of water treatment settings, including municipal drinking water plants and water recycling plants, semiconductor industry, food and dairy industry, petrochemical industry, electric power generation industry, industrial wastewater plants, and government agencies. Students also will be prepared for eligibility to sit for exams required by the Texas Commission on Environmental Quality (TCEQ) for municipal water treatment professionals. The program centers on project-based learning in which students are introduced to water treatment systems, water treatment plant equipment, conventional, pretreatment membrane, ion exchange, and high purity technologies, monitoring and troubleshooting, water analysis, and water treatment controllers. Students are encouraged to enroll full-time. **Special fees are associated with this program.**

TOTAL CREDIT HOURS REQUIRED: 60

Semester I

[AWTT 1371 Introduction to Water Treatment Systems](#)

Course Description

AWTT 1371 Introduction To Water Treatment Systems (3-3-0)

Prerequisites: None
Corequisites: AWTT 1372 and AWTT 1374
Fees: Special

This course is an introduction to the various sources and problems associated with raw water. Topics discussed include pretreatment, purification, distribution and water treatment safety. Students will see actual water plant operations and learn about water purification at a local level.
(CIP 15050600)

[Close Window](#)

[AWTT 1372 Plant Equipment](#)

Course Description

AWTT 1372 Plant Equipment (3-2-2)

Prerequisites: None
Corequisites: AWTT 1371 and AWTT 1374
Fees: Special

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided.
(CIP 15050600)

[Close Window](#)

[AWTT 1374 Conventional and Pretreatment Water Technologies](#)

Course Description

AWTT 1374 Conventional And Pretreatment Water Technologies (3-2-2)

Prerequisites: COSC 1301

Corequisites: AWTT 1371 and AWTT 1372
 Fees: Special

This course examines the technologies required to produce safe drinking water and pretreated water for advanced technology and manufacturing. Course content includes media filtration, clarification, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scales inhibitors, sulfite compounds, ultraviolet irradiation and softening.
 (CIP 15050600)

[Close Window](#)

[EPCT 2315 Water Chemistry](#)

Course Description

EPCT 2315 Water Chemistry (3-3-0)

Prerequisites: None
 Corequisites: None

Course content addresses basic techniques for sampling and chemical and microbiological analysis of water. Students will design and execute appropriate sampling procedures for water analysis, understand theory and technical data related to quality control, and perform and interpret basic chemical and microbiological tests on water.
 (CIP 15050600)

[Close Window](#)

[MATH 1332 Liberal Arts Mathematics](#)

Course Description

MATH 1332 Liberal Arts Mathematics (3-3-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
 Corequisites: None
 Fees: Special

This course is for students who are not majoring in mathematics or science. Included are topics from logic, algebra, trigonometry, and probability and statistics.
 (CIP 2701015119)

[Close Window](#)

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Semester II

[AWTT 1375 Membrane Technologies I](#)

Course Description

AWTT 1375 Membrane Technologies I (3-2-2)

Prerequisites: AWTT 1374
 Corequisites: AWTT 1376 and AWTT 1377
 Fees: Special

This course provides an overview of the theory, processes and equipment used in common membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine system design considerations and membrane integration into water treatment systems.
 (CIP 15050600)

[Close Window](#)

[AWTT 1376 Membrane Technologies II](#)

Course Description

AWTT 1376 Membrane Technologies II (3-2-2)

Prerequisites: None

Corequisites: AWTT 1375 and AWTT 1377
 Fees: Special

This course covers in-depth processes and equipment used in membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine more advanced system design considerations and membrane integration into water treatment systems. (CIP 15050600)

[Close Window](#)

[AWTT 1377 Membrane Unit Monitoring and Troubleshooting](#)

Course Description

AWTT 1377 Membrane Unit Monitoring And Troubleshooting (3-2-2)

Prerequisites: None
 Corequisites: AWTT 1375 and AWTT 1376
 Fees: Special

This course introduces initial monitoring and troubleshooting skills required to effectively operate and maintain membrane-water treatment systems. Students will learn to identify when scaling, fouling, chemical attack or other problems occur. Monitoring and troubleshooting of micro-filtration, ultra-filtration, nano-filtration, reverse osmosis, and electrode-ionization units will be covered. (CIP 15050600)

[Close Window](#)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
 Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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Natural Sciences Elective * (select one course from [Natural Sciences core listing](#))

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I
- CHEM 1312 General Chemistry Lecture II
- CHEM 2323 Organic Chemistry I
- CHEM 2325 Organic Chemistry II
- GEOG 1301 Elements Of Physical Geography
- GEOG 1345 Oceanography
- GEOG 1346 Astronomy
- GEOG 1403 Physical Geology
- GEOG 1404 Historical Geology
- GEOG 1405 Environmental Geology
- PHYS 1301 General Physics I
- PHYS 1302 General Physics II
- PHYS 1305 Introductory Physics I
- PHYS 1307 Introductory Physics II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

[Close Window](#)

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Semester III[AWTT 1378 Water Analysis and Monitoring](#)**Course Description****AWTT 1378 Water Analysis And Monitoring (3-2-2)**

Prerequisites: AWTT 1377
Corequisites: AWTT 1373 and AWTT 2372
Fees: Special

This course covers standard laboratory procedures according to local, state and federal guidelines. Students will learn to perform on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms. (CIP 15050600)

[Close Window](#)[AWTT 1373 Pretreatment Troubleshooting](#)**Course Description****AWTT 1373 Pretreatment Troubleshooting (3-2-2)**

Prerequisites: None
Corequisites: AWTT 1378 and AWTT 2372
Fees: Special

Students learn the operation, monitoring, and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds. Course topics also include prevention of scaling, fouling, and chemical attack problems in membrane units. (CIP 15050600)

[Close Window](#)[AWTT 2372 Advanced Membrane Monitoring](#)**Course Description****AWTT 2372 Advanced Membrane Monitoring (3-3-0)**

Prerequisites: None
Corequisites: AWTT 1378 and AWTT 1373
Fees: Special

This course addresses advanced troubleshooting procedures and techniques required for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies and chemical cleaning. Students will also use mathematical calculations and computer software to conduct trend analysis. (CIP 15050600)

[Close Window](#)[AWTT 2371 Water Treatment Controllers](#)**Course Description****AWTT 2371 Water Treatment Controllers (3-3-0)**

Prerequisites: None
Corequisites: None
Fees: Special

This self-paced CD-ROM course provides an overview of programmable logic controllers used to control water treatment systems. Topics include basic electronics, electronic circuits, ladder logic and troubleshooting electronic circuits. (CIP 15050600)

[Close Window](#)

[ECON 2301 Macroeconomics](#)

Course Description

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.
(CIP 4506015125)

[Close Window](#)

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Semester IV

[AWTT 2373 Ion Exchange Technologies](#)

Course Description

AWTT 2373 Ion Exchange Technologies (3-2-2)

Prerequisites: AWTT 2372
Corequisites: AWTT 2375 and AWTT 2374
Fees: Special

This course examines the characteristics of feed water contaminants and the fundamental principles of ion exchange water purification using ion exchange technology.
(CIP 15050600)

[Close Window](#)

[AWTT 2375 High Purity Water Technologies](#)

Course Description

AWTT 2375 High Purity Technologies (3-2-2)

Prerequisites: None
Corequisites: AWTT 2373 and AWTT 2374
Fees: Special

Course topics include principles and operation of post-ion exchange equipment such as ultraviolet irradiation units and final filters, as well as minimization of dead legs and disinfection of high purity water piping.
(CIP 15050600)

[Close Window](#)

[AWTT 2374 Certification Review \(Capstone\)](#)

Course Description

AWTT 2374 Certification Review (Capstone) (3-3-0)

Prerequisites: None
Corequisites: AWTT 2373 and AWTT 2375
Fees: Special

This project-based course reviews water plant operations and safe drinking water laws in preparation for state certification exams. Student will use case studies, process flows, practice exams and problem solving workshops to synthesize previous coursework and prepare for work in municipal and industrial sectors.
(CIP 15050600)

[Close Window](#)

[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

[Close Window](#)

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Humanities Elective * (select one course from [Humanities core listing](#))

Humanities

ARTS 1303 Art History Survey I
ARTS 1304 Art History Survey II
ENGL 2322 British Literature Through The 18Th Century
ENGL 2323 British Literature In The 19Th And 20Th Centuries
ENGL 2327 Early American Literature Through The Romantic Period
ENGL 2328 American Literature: Realism Through Post-Modernism
ENGL 2332 World Literature From Antiquity Through Renaissance
ENGL 2333 Modern World Literature
ENGL 2341 Forms Of Literature
ENGL 2370 Studies In Literature
ENGL 2373 Multi-Cultural American Literature
FREN 2312 Intermediate French II
HIST 2301 Texas History
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HIST 2323 Eastern Civilizations
HIST 2380 Mexican American History
HIST 2381 African American History
HUMA 1301 Introduction To The Humanities I
HUMA 1302 Introduction To International Studies - Humanities II
HUMA 1315 Introduction To The Arts
HUMA 2319 American Minorities
HUMA 2323 World Cultures
IDST 2372 World Civilizations I
IDST 2373 World Civilizations II
IDST 2374 World Literature From Antiquity Through Renaissance
IDST 2375 Modern World Literature
LATI 1311 Elementary Latin I
LATI 1312 Elementary Latin II
LATI 2311 Intermediate Latin I
LATI 2312 Intermediate Latin II
MUSI 1310 American Music
PHIL 1301 Introduction To Philosophy
PHIL 1304 Major World Religions
PHIL 2303 Logic
PHIL 2306 Ethics
PHIL 2307 Introduction To Social And Political Philosophy
SPAN 2312 Intermediate Spanish II
SPAN 2323 Latin American Literature And Culture

[Close Window](#)

; recommendations include [HUMA 1301](#)

Course Description

HUMA 1301 Introduction To The Humanities I (3-3-0)

Prerequisites: None
Corequisites: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society. (CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

, [HUMA 1302](#)

Course Description

HUMA 1302 Introduction To International Studies - Humanities II (3-3-0)

Prerequisites: None
Corequisites: None

An interdisciplinary approach to the study of world communities designed to inspire reflection about questions of values in international interactions. Global issues will be viewed from historical, literary, aesthetic, and philosophical perspectives of

human experience.
(CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

, [HUMA 2319](#)

Course Description

HUMA 2319 American Minorities (3-3-0)

Prerequisites: None
Corequisites: None

An introduction to historical, economic, social, and cultural development of minority groups. The course may include Women, African-American, Mexican-American, Asian-American and Native American issues.
(CIP 4511015325)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

, or [HUMA 2323](#)

Course Description

HUMA 2323 World Cultures (3-3-0)

Prerequisites: None
Corequisites: None

A study of human societies, including their culture, institutions, modes of communication and patterns of intercultural relations. The fields of physical and cultural anthropology, archeology, linguistics, and ethnology will be introduced.
(CIP 4502015125)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

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* General Core Requirements

Program CIP code: 15.050600

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Advanced Water Treatment](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Advanced Water Treatment Certificate Program

This certificate qualifies graduates for immediate and continuing employment opportunities in the water treatment industry. Students will have state-of-the-art technical training allowing them to be employed as entry-level technicians in a variety of water treatment settings, including municipal drinking water plants and water recycling plants, semiconductor industry, food and dairy industry, petrochemical industry, electric power generation industry, industrial wastewater plants, and government agencies. Also, students will be prepared for eligibility to sit for exams required by the Texas Commission on Environmental Quality (TCEQ) for municipal water treatment professionals. The program centers on project-based learning in which students are introduced to water treatment systems, water treatment plant equipment, conventional, pre-treatment membrane, ion exchange, and high purity technologies, monitoring and troubleshooting, water analysis, and water treatment controllers. **Special fees are associated with this program.**

TOTAL CREDIT HOURS REQUIRED: 36

Semester I

[AWTT 1371 Introduction to Water Treatment Systems](#)

Course Description

AWTT 1371 Introduction To Water Treatment Systems (3-3-0)

Prerequisites: None
Corequisites: AWTT 1372 and AWTT 1374
Fees: Special

This course is an introduction to the various sources and problems associated with raw water. Topics discussed include pretreatment, purification, distribution and water treatment safety. Students will see actual water plant operations and learn about water purification at a local level.
(CIP 15050600)

[Close Window](#)

[AWTT 1372 Plant Equipment](#)

Course Description

AWTT 1372 Plant Equipment (3-2-2)

Prerequisites: None
Corequisites: AWTT 1371 and AWTT 1374
Fees: Special

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided.
(CIP 15050600)

[Close Window](#)

[AWTT 1374 Conventional and Pretreatment Water Technologies](#)

Course Description

AWTT 1374 Conventional And Pretreatment Water Technologies (3-2-2)

Prerequisites: COSC 1301
Corequisites: AWTT 1371 and AWTT 1372

Fees: Special

This course examines the technologies required to produce safe drinking water and pretreated water for advanced technology and manufacturing. Course content includes media filtration, clarification, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scales inhibitors, sulfite compounds, ultraviolet irradiation and softening.
(CIP 15050600)

[Close Window](#)

Semester II

[AWTT 1375 Membrane Technologies I](#)

Course Description

AWTT 1375 Membrane Technologies I (3-2-2)

Prerequisites: AWTT 1374
Corequisites: AWTT 1376 and AWTT 1377
Fees: Special

This course provides an overview of the theory, processes and equipment used in common membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine system design considerations and membrane integration into water treatment systems.
(CIP 15050600)

[Close Window](#)

[AWTT 1376 Membrane Technologies II](#)

Course Description

AWTT 1376 Membrane Technologies II (3-2-2)

Prerequisites: None
Corequisites: AWTT 1375 and AWTT 1377
Fees: Special

This course covers in-depth processes and equipment used in membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine more advanced system design considerations and membrane integration into water treatment systems.
(CIP 15050600)

[Close Window](#)

[AWTT 1377 Membrane Unit Monitoring and Troubleshooting](#)

Course Description

AWTT 1377 Membrane Unit Monitoring And Troubleshooting (3-2-2)

Prerequisites: None
Corequisites: AWTT 1375 and AWTT 1376
Fees: Special

This course introduces initial monitoring and troubleshooting skills required to effectively operate and maintain membrane-water treatment systems. Students will learn to identify when scaling, fouling, chemical attack or other problems occur. Monitoring and troubleshooting of micro-filtration, ultra-filtration, nano-filtration, reverse osmosis, and electrode-ionization units will be covered.
(CIP 15050600)

[Close Window](#)

Semester III

[AWTT 1378 Water Analysis and Monitoring](#)

Course Description

AWTT 1378 Water Analysis And Monitoring (3-2-2)

Prerequisites: AWTT 1377
Corequisites: AWTT 1373 and AWTT 2372
Fees: Special

This course covers standard laboratory procedures according to local, state and federal guidelines. Students will learn to perform on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms. (CIP 15050600)

[Close Window](#)

[AWTT 1373 Pretreatment Troubleshooting](#)

Course Description

AWTT 1373 Pretreatment Troubleshooting (3-2-2)

Prerequisites: None
Corequisites: AWTT 1378 and AWTT 2372
Fees: Special

Students learn the operation, monitoring, and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds. Course topics also include prevention of scaling, fouling, and chemical attack problems in membrane units. (CIP 15050600)

[Close Window](#)

[AWTT 2372 Advanced Membrane Monitoring](#)

Course Description

AWTT 2372 Advanced Membrane Monitoring (3-3-0)

Prerequisites: None
Corequisites: AWTT 1378 and AWTT 1373
Fees: Special

This course addresses advanced troubleshooting procedures and techniques required for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies and chemical cleaning. Students will also use mathematical calculations and computer software to conduct trend analysis. (CIP 15050600)

[Close Window](#)

Semester IV

[AWTT 2373 Ion Exchange Technologies](#)

Course Description

AWTT 2373 Ion Exchange Technologies (3-2-2)

Prerequisites: AWTT 2372
Corequisites: AWTT 2375 and AWTT 2374
Fees: Special

This course examines the characteristics of feed water contaminants and the fundamental principles of ion exchange water purification using ion exchange technology. (CIP 15050600)

[Close Window](#)

[AWTT 2375 High Purity Water Technologies](#)

Course Description

AWTT 2375 High Purity Technologies (3-2-2)

Prerequisites: None
Corequisites: AWTT 2373 and AWTT 2374

Fees: Special

Course topics include principles and operation of post-ion exchange equipment such as ultraviolet irradiation units and final filters. as well as minimization of dead legs and disinfection of high purity water piping.
(CIP 15050600)

[Close Window](#)

[AWTT 2374 Certification Review \(Capstone\)](#)

Course Description

AWTT 2374 Certification Review (Capstone) (3-3-0)

Prerequisites: None

Corequisites: AWTT 2373 and AWTT 2375

Fees: Special

This project-based course reviews water plant operations and safe drinking water laws in preparation for state certification exams. Student will use case studies, process flows, practice exams and problem solving workshops to synthesize previous coursework and prepare for work in municipal and industrial sectors.
(CIP 15050600)

[Close Window](#)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**Allied Health Transfer Degree
Associate of Science**

This program of study provides the student with Core Curriculum and Field of Study requirements needed by individuals interested in obtaining a Baccalaureate Degree in one of several Allied Health areas.

Degree Requirements (Total Credit Hours: 64-66):**Communication (9 Credit Hours)**

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description**SPCH 1311 Introduction To Speech Communications (3-3-0)**

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **OR** [SPCH 1315 Public Speaking](#)

Course Description**SPCH 1315 Public Speaking (3-3-0)**

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- [MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

Natural Sciences (8 Credit Hours)

- [BIOL 2401 Human Anatomy and Physiology I](#)

Course Description

BIOL 2401 Human Anatomy And Physiology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement.
(CIP 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

[Close Window](#)

- [BIOL 2402 Human Anatomy and Physiology II](#)

Course Description

BIOL 2402 Human Anatomy And Physiology II (4-3-3)

Prerequisites: BIOL 2401 with a grade of "C" or better
Corequisites: None
Fees: Laboratory

Students study the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, genitourinary, and reproductive systems. Human growth,

development and genetics are also included. The laboratory exercises will enhance the content. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula.
(CIP 2607075103)

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one course** from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
ARTS 1311 Design I
ARTS 1316 Drawing I
ARTS 2316 Painting I
ARTS 2326 Sculpture I
ARTS 2333 Printmaking I
ARTS 2346 Ceramics I
ARTS 2356 Photography I
DANC 1305 World Dance
DANC 2303 Dance Appreciation
DANC 2325 Dancer's Body: Anatomy and Expression
DRAM 1310 Introduction To Theatre – Theatre Appreciation
DRAM 2366 Introduction To Film
MUSI 1301 Fundamentals Of Music
MUSI 1306 Music Appreciation
DANC 1345 Introduction to Dance

[Close Window](#)

- [PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available
(CIP 3801015312)

[Close Window](#)

(recommended) **or** select **one course** from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
ARTS 1304 Art History Survey II
ENGL 2322 British Literature Through The 18Th Century
ENGL 2323 British Literature In The 19Th And 20Th Centuries
ENGL 2327 Early American Literature Through The Romantic Period
ENGL 2328 American Literature: Realism Through Post-Modernism
ENGL 2332 World Literature From Antiquity Through Renaissance
ENGL 2333 Modern World Literature
ENGL 2341 Forms Of Literature
ENGL 2370 Studies In Literature
ENGL 2373 Multi-Cultural American Literature
FREN 2312 Intermediate French II
HIST 2301 Texas History
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HIST 2323 Eastern Civilizations
HIST 2380 Mexican American History
HIST 2381 African American History
HUMA 1301 Introduction To The Humanities I
HUMA 1302 Introduction To International Studies - Humanities II
HUMA 1315 Introduction To The Arts
HUMA 2319 American Minorities
HUMA 2323 World Cultures
IDST 2372 World Civilizations I
IDST 2373 World Civilizations II
IDST 2374 World Literature From Antiquity Through Renaissance
IDST 2375 Modern World Literature
LATI 1311 Elementary Latin I
LATI 1312 Elementary Latin II
LATI 2311 Intermediate Latin I
LATI 2312 Intermediate Latin II
MUSI 1310 American Music
PHIL 1301 Introduction To Philosophy
PHIL 1304 Major World Religions
PHIL 2303 Logic
PHIL 2306 Ethics
PHIL 2307 Introduction To Social And Political Philosophy
SPAN 2312 Intermediate Spanish II
SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one course** from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
 Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments.
(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- [PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.
(CIP 4201015125)

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#))

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.
(CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#)course)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education
Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (9-12 credit hours)

- Select **three** courses from the following:

- [BIOL 1322 Nutrition](#)

Course Description

BIOL 1322 Nutrition (3-3-0)

Prerequisites: None
Corequisites: None

Students study the fundamentals of health and disease during the age continuum from infancy to the aged. Topics will include the relationship of food to health. Carbohydrates, fats, proteins, vitamins, and minerals will be presented to show their impact on the body. Body processes such as digestion, absorption, food habits, and beliefs will also be examined.
(CIP 1905015109)

[Close Window](#)

- [BIOL 2421 Microbiology](#)

Course Description

BIOL 2421 Microbiology (4-3-4)

Prerequisites: BIOL 1406 or CHEM 1107/1307 or CHEM 1111/1311 with a grade of "C" or better
Corequisites: None
Fees: Laboratory

The morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms are studied. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques.
(CIP 2605035103)

[Close Window](#)

- [CHEM 1305 Introductory Chemistry I](#)

Course Description

CHEM 1305 Introductory Chemistry I (3-3-0)

Prerequisites: Successful completion of MATH 0303
Corequisites: None

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing. .

If the student's degree plan requires a laboratory course, the student should also take CHEM 1105.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303)

[Close Window](#)

+[CHEM 1105 Lab](#)

Course Description

CHEM 1105 Introductory Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1305 with a grade of "C" or higher, or concurrent enrollment in CHEM 1305
 Corequisites: None
 Fees: Laboratory

This laboratory course, designed to accompany CHEM 1305, provides an introduction to methods and techniques of chemical experimentation, and emphasizes the study of the principles of inorganic chemistry.
 (CIP 4005015103)

[Close Window](#)

- [CHEM 1307 Introductory Chemistry II](#)

Course Description

CHEM 1307 Introductory Chemistry II (3-3-0)

Prerequisites: Successful completion CHEM 1305 or equivalent, with a grade of "C" or higher
 Corequisites: None

This course is a continuation of CHEM 1305. The course provides an introduction to elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing.

If the student's degree plan requires a laboratory course, the student should take CHEM 1107.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303)

[Close Window](#)

- + [CHEM 1107 Lab](#)

Course Description

CHEM 1107 Introductory Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1105 with a grade of "C" or better; successful completion of CHEM 1307 with a grade of "C" or higher, or concurrent enrollment in CHEM-1307
 Corequisites: None
 Fees: Laboratory

This laboratory course is designed to accompany CHEM 1307 with an emphasis on the qualitative analytical techniques in organic chemistry and biochemistry, as related to the topics discussed in CHEM 1307.
 (CIP 4005015103)

[Close Window](#)

- [MATH 1442 Elementary Statistics](#)

Course Description

MATH 1442 Elementary Statistics (4-4-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
 Corequisites: None
 Fees: Special

This non-calculus introduction to statistics includes distributions, measures of central tendency and dispersion, probability distribution functions, confidence intervals, hypothesis testing, linear regression, and correlation.
 (CIP 2705015119)

[Close Window](#)

Electives: (3-6 credit hours)

- [SOCI 1301 Introduction to Sociology](#)

Course Description

SOCI 1301 Introduction To Sociology (3-3-0)

Prerequisites: None
 Corequisites: None

In this course, students examine social structures that shape and define human society.

Students will study such topics as culture, stratification, gender, race and ethnicity, media, deviance, environment, and social change. An emphasis is placed on students gaining a global perspective and developing an appreciation for cross-cultural differences.
(CIP 4511015125)

[Close Window](#)

- [PSYC 2314 Developmental Psychology](#)

Course Description

PSYC 2314 Developmental Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students focus upon the cognitive, psychological, and physical aspects of development from conception through adulthood with an emphasis on current research methods and results.
(CIP 4207015125)

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | [Biotechnology](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Biotechnology

Associate of Applied Science

The Biotechnology training program will provide students with the necessary general education courses, applicable workforce skills, and biotechnology experience to successfully perform tasks required in the basic research and industrial laboratory areas. Graduates will be able to follow and analyze research protocols, communicate effectively, maintain accurate records, possess adequate computer skills, and perform experiments using current instrumentation and procedures found in the workplace.

TOTAL CREDIT HOURS REQUIRED: 64-65

Semester I

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation. (CIP 2701015419)

[Close Window](#)

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[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[CHEM 1311 General Chemistry Lecture I](#)

Course Description

CHEM 1311 General Chemistry Lecture I (3-3-0)

Prerequisites: Successful completion of MATH 1314 with a grade "C" or higher
Corequisites: None

Prerequisite: successful completion of MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have

an good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations

If a laboratory is needed, the student should also take CHEM 1111.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

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[CHEM 1111 General Chemistry Laboratory I](#)

Course Description

CHEM 1111 General Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM 1311
 Corequisites: None
 Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311, General Chemistry I. This course provides a quantitative study of the properties of chemical compounds and chemical reactions. The course is directed towards science majors.
 (CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

[BIOL 1406 General Biology I](#)

Course Description

BIOL 1406 General Biology I (4-3-3)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL1306, for those degree plans not requiring a lab component.
 (CIP 2601015103)

This course includes a lab component.

[Close Window](#)

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[BITC 1311 Introduction to Biotechnology](#)

Course Description

BITC 1311 Introduction To Biotechnology (3-2-3)

Prerequisites: MATH 1314
 Corequisites: None
 Fees: Laboratory

This course is an introduction to biotechnology including career possibilities, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices.
 (CIP 4101010000)

[Close Window](#)

Semester II

[BITC 1402 Biotechnology Laboratory Methods and Techniques](#)

Course Description

BITC 1402 Biotechnology Laboratory Methods & Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.

Corequisites: None
Fees: Laboratory

This course is a study of laboratory operations, management, equipment, instrumentation, quality control techniques, and laboratory safety practices and procedures. Using pH meters, mixing buffers, performing measurements, standardizing and preparing solutions, and performing separatory techniques will be covered.
(CIP 4101010000)

[Close Window](#)

[CHEM 1312 General Chemistry Lecture II](#)

Course Description

CHEM 1312 General Chemistry Lecture II (3-3-0)

Prerequisites: Successful completion of CHEM 1311 or equivalent with a grade of "C" or higher
Corequisites: None

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or higher
This course is a continuation of CHEM 1311 and includes among other topics solution chemistry, an introduction in reaction kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction in organic chemistry

Students needing a laboratory should also enroll in CHEM 1112.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

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[CHEM 1112 General Chemistry Laboratory II](#)

Course Description

CHEM 1112 General Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1111 with grade of "C" or higher; successful completion of CHEM 1312 with a grade of "C" or higher, or concurrent enrollment in CHEM 1312
Corequisites: None
Fees: Laboratory

This laboratory course involves selected laboratory experiments related to topics studied in CHEM 1312, including principles and practices of synthesis and separation, ionic equilibria, reaction kinetics, acid-base theory, and quantitative analysis.
(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

[BIOL 1407 General Biology II](#)

Course Description

BIOL 1407 General Biology II (4-3-3)

Prerequisites: BIOL 1406
Corequisites: None
Fees: Laboratory

Continuation of Biology 1406. Emphasis is on structure and function of living organisms and ecology. This course may be taken without the lab, BIOL 1307, for those degree plans not requiring a lab component.
(CIP 2601015103)

This course includes a lab component.

[Close Window](#)

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[COSC 1301 Introduction to Computers & Information Systems](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

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Semester III

Natural Sciences Elective * (select one course from [Natural Sciences core listing](#))

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
 BIOL 1406 General Biology I
 BIOL 1407 General Biology II
 BIOL 1411 General Botany
 BIOL 1413 General Zoology
 BIOL 2306 Human Ecology
 BIOL 2401 Human Anatomy And Physiology I
 BIOL 2402 Human Anatomy And Physiology II
 BIOL 2404 Human Anatomy And Physiology
 BIOL 2421 Microbiology
 CHEM 1305 Introductory Chemistry I
 CHEM 1307 Introductory Chemistry II
 CHEM 1311 General Chemistry Lecture I
 CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

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[PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
 Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available
 (CIP 3801015312)

[Close Window](#)

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Semester IV

[BITC 2411 Biotechnology Laboratory Instrumentation](#)

Course Description

BITC 2411 Biotechnology Laboratory Instrumentation (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
Corequisites: None
Fees: Laboratory

This course covers the theory, applications, and operation of various analytical instruments, with lecture and laboratory experiences and emphasis centered on quantitative and qualitative analyses using centrifugation, electrophoresis, spectrophotometry, and chromatography.
(CIP 4101010000)

[Close Window](#)

[BITC 2431 Cell Culture Techniques](#)

Course Description

BITC 2431 Cell Culture Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
Corequisites: None
Fees: Laboratory

This course is a study of cell culture techniques. Laboratory emphasis is on the principles and practices of initiation, cultivation, maintenance, and preservation of cell lines and their applications.
(CIP 4101010000)

[Close Window](#)

[BIOL 2421 Microbiology](#)

Course Description

BIOL 2421 Microbiology (4-3-4)

Prerequisites: BIOL 1406 or CHEM 1107/1307 or CHEM 1111/1311 with a grade of "C" or better
Corequisites: None
Fees: Laboratory

The morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms are studied. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques.
(CIP 2605035103)

[Close Window](#)

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[PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.
(CIP 4201015125)

[Close Window](#)

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Semester V

[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

[Close Window](#)

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[BITC 2441 Molecular Biology Techniques](#)

Course Description

BITC 2441 Molecular Biology Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
Corequisites: None
Fees: Laboratory

This course is an introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids. (CIP 4101010000)

[Close Window](#)

[BITC 2486 Internship-Biological Technology/Technician I](#)

Course Description

BITC 2486 Internship-Biological Technology/Technician I (4-1-20)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
Corequisites: None
Fees: Laboratory

This course includes an experience external to the college for a student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 4101010000)

[Close Window](#)

* General Core Requirements

Program CIP code: 41.010100

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Braille Textbook Transcriber](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Braille Textbook Transcriber Certificate Program

The Braille Textbook Transcriber program will provide students with the necessary general education coursework, applicable workforce skills, and braille transcribing experience to successfully perform tasks required in the basic braille transcription of Kindergarten through 12th grade textbooks. Graduates will be able to read and write braille, demonstrate proficiency in transcribing and proofreading, use basic tactile graphic production methods, possess knowledge of braille production technology, and use successful small business practices.

The Braille Textbook Transcriber Program is conducted entirely online. Students will complete three multi-disciplinary semesters. Each semester will consist of several courses woven together into one cohesive semester. Some semesters may be team-taught by multiple instructors specializing in specific topic areas. Although each instructor will be the primary point of contact for his or her topic, all instructors will work together on class assignments and activities.

Students will be required to successfully complete all three semesters in sequence to receive the Braille Textbook Transcriber Certificate. The students in these online cohorts form a strong community, allowing learners to grow and learn together. Because of the multi-disciplinary nature of the program, students are not allowed to take individual braille courses, and must take each semester in sequence. Visit the Web site at <http://www.accd.edu/nvc/programs/braille/> for more details.

Prerequisites to enter the program:

- COSC 1301 Introduction to Computer and Information Systems, or equivalent.
- A demonstrated ability to read at the 12th grade level. This can be demonstrated by showing a transcript with the equivalent of ENGL 1301 Freshman Composition I, or an Accuplacer score that indicates a passing score for READ 0303 Intermediate Reading, or equivalent.
- A phone interview with the Program Coordinator.

TOTAL CREDIT HOURS REQUIRED: 36

Semester I

[BRTT 1471 Reading and Writing Braille I](#)

Course Description

BRTT 1471 Reading And Writing Braille I (4-3-2)

Prerequisites: COSC 1301
Corequisites: None
Fees: Laboratory

This course is an introduction to the rules for using contracted and uncontracted braille in the preparation of brailled documents. The main focus of the course is the completion of Lessons 1-11 of the Instruction Manual for Braille Transcribing. Additionally, students will gain experience with reading hard copy and simulated braille, writing braille using direct 6-key computer entry.
(CIP 130501000)

[Close Window](#)

[BRTT 1472 Reading and Writing Braille II](#)

Course Description

BRTT 1472 Reading And Writing Braille II (4-3-2)

Prerequisites: BRTT 1471
Corequisites: None
Fees: Laboratory

The focus of this course is the completion of Lessons 12-20 of the Instruction Manual for Braille Transcribing with a concentration on further development of necessary skills required in transcribing books from print to braille. (CIP 130501000)

[Close Window](#)

[BUSG 1191 Special Topics in Business, General](#)

Course Description

BUSG 1191 Special Topics In Business, General (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on small business management knowledge, skills, behaviors and attitudes. (CIP 5201010000)

[Close Window](#)

[ETWR 1191 Special Topics in English Technical and Business Writing](#)

Course Description

ETWR 1191 Special Topics In English Technical And Business Writing (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on business and technical writing skills necessary for success as an independent braille transcriber. (CIP 2311010000)

[Close Window](#)

Semester II

[BRTT 2378 Tactile Graphics](#)

Course Description

BRTT 2378 Tactile Graphics (3-3-0)

Prerequisites: BRTT 1471
Corequisites: None
Fees: Laboratory

This course introduces a variety of methods for creating tactile graphics. Content includes an overview of production equipment, tools, and supplies used for tactile graphics. Working with several media, students will create simple to complex raised line drawings including single and multiple line representations, charts, graphs, and maps. Lessons in writing picture descriptions, cartoon descriptions and basic transcribers notes will also be included. (CIP 130501000)

[Close Window](#)

[BRTT 2474 Textbook Braille Formatting I](#)

Course Description

BRTT 2474 Textbook Braille Formatting I (4-4-0)

Prerequisites: BRTT 1472
Corequisites: None
Fees: Laboratory

This course focuses on the special braille formatting rules and techniques in the BANA Braille Formats: Principles of Print to Braille Transcription to be applied when transcribing print textbooks. The NBA Braille Formats Course (a study guide based on Braille Formats) is the foundation for the course.
(CIP 130501000)

[Close Window](#)

[BRTT 2476 Technology for Braille Transcription I](#)

Course Description

BRTT 2476 Technology For Braille Transcription I (4-2-3)

Prerequisites: BRTT 1472
Corequisites: None
Fees: Laboratory

This course begins integrating braille formatting principles and rules with the technology of braille transcription. The concepts and principles of translation into contracted Braille from electronic publisher's files will be introduced and demonstrated using the standard Braille translation software programs. Scanning and OCR, as it pertains to Braille, will provide students with another basic tool in creating electronic files for braille translation in the absence of publisher's files. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in BRTT 2476 and will further develop proofreading skills when using translation software, and embossing files.
(CIP 130501000)

[Close Window](#)

[BUSG 1191 Special Topics in Business, General](#)

Course Description

BUSG 1191 Special Topics In Business, General (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on small business management knowledge, skills, behaviors and attitudes.
(CIP 5201010000)

[Close Window](#)

[ETWR 1191 Special Topics in English Technical and Business Writing](#)

Course Description

ETWR 1191 Special Topics In English Technical And Business Writing (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on business and technical writing skills necessary for success as an independent braille transcriber.
(CIP 2311010000)

[Close Window](#)

Semester III

[BRTT 2174 Practicum – Braille Textbook Transcriber](#)

Course Description

BRTT 2174 Practicum - Braille Textbook Transcriber (1-0-10)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will be expected to discuss their goals as a Braille transcriber with the instructor and use this practicum to work toward those goals. Students will gain practical experience in conducting braille transcribing as their own business and have an opportunity to work on a Capstone Project to be discussed with and monitored by their instructor.
(CIP 130501000)

Approval of Program Coordinator

[Close Window](#)

[BRTT 1271 Introduction Other Codes](#)

Course Description

BRTT 1271 Introduction To Other Codes (2-0-3)

Prerequisites: BRTT 1471, BRTT 1472, BRTT 2476
Corequisites: None
Fees: Laboratory

An overview of specialized codes such as Nemeth, Music, Computer, and Chemistry is presented. Lessons will introduce the unique aspects and practical applications of these codes and explain how the student can continue learning these specialized codes.
(CIP 130501000)

[Close Window](#)

[BRTT 2477 Textbook Braille Formatting II](#)

Course Description

BRTT 2477 Textbook Braille Formatting II (4-4-0)

Prerequisites: BRTT 2474
Corequisites: None
Fees: Laboratory

Students will continue refining their skills in textbook formatting. The course continues with the study of the BANA Braille Formats: Principles of Print to Braille Transcription and Techniques and other BANA Braille codes specific to science, mathematics, foreign language, computer science, chemistry, and music. Students will have the opportunity to work on a sample textbook. A guided hands-on formatting of a sample textbook aids the student in learning the complexities of successfully formatting a textbook.
(CIP 130501000)

[Close Window](#)

[BRTT 2478 Technology for Braille Transcription II](#)

Course Description

BRTT 2478 Technology For Braille Transcription II (4-2-3)

Prerequisites: BRTT 1472, 2476
Corequisites: None
Fees: Laboratory

This course continues the study of the application of current braille translation software for transcribing textbooks. The concepts and principles of translation into contracted Braille from electronic publisher's files is continued. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in BRTT 2477 and will further develop proofreading skills when using translation software, and embossing files.
(CIP 130501000)

[Close Window](#)

[BUSG 1191 Special Topics in Business, General](#)

Course Description

BUSG 1191 Special Topics In Business, General (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on small business management knowledge, skills, behaviors and attitudes.
(CIP 5201010000)

[Close Window](#)

[ETWR 1191 Special Topics in English Technical and Business Writing](#)

Course Description

ETWR 1191 Special Topics In English Technical And Business Writing (1-1-0)

Prerequisites: None
Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on business and technical writing skills necessary for success as an independent braille transcriber.
(CIP 2311010000)

[Close Window](#)

Program CIP code: 11.080100

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**[Programs of Study](#)**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Business Administration Associate of Arts

The Associate of Arts in Business Administration provides instruction in basic business administration skills. Students in this program will use computers and learn the computer skills and software applications necessary to be successful in future coursework and in the real world business environment. The program fosters an openness and acceptance of differences in cultures and business practices. Business projects may have an international focus.

This program of study will prepare graduates for entry-level employment positions such as: managers, assistant managers, supervisors, and other related administrative jobs.

This program of study will prepare graduates for transfer to 4-year degree programs. This course work will prepare students academically and professionally while developing the social and economic attitudes essential for an entry-level business administration position in today's economic environment and transfer to 4-year degree programs.

TOTAL CREDIT HOURS 61-63

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1321 Business and Professional Speaking](#)

Course Description**SPCH 1321 Business And Professional Speaking (3-3-0)**

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.

(CIP 2310015212)

[Close Window](#)

(preferred)or [SPCH 1315 Public Speaking](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- [MATH 1325 Calculus for Business](#)

Course Description

MATH 1325 Calculus For Business (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent
 Corequisites: None
 Fees: Special

Topics include limits, continuity, and derivatives of algebraic functions, extrema, logarithmic and exponential functions, and integrals. Emphasis is on applications to business.
 (CIP 2703015319)

[Close Window](#)

[\(Prerequisite MATH 1314\)](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
 Corequisites: None
 Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
 (CIP 2701015419)

[Close Window](#)

Note: Check with Program Coordinator if transfer institution has different math requirements.

Natural Sciences (6 Credit Hours)

- Select **two** courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
 BIOL 1406 General Biology I
 BIOL 1407 General Biology II
 BIOL 1411 General Botany
 BIOL 1413 General Zoology
 BIOL 2306 Human Ecology
 BIOL 2401 Human Anatomy And Physiology I
 BIOL 2402 Human Anatomy And Physiology II
 BIOL 2404 Human Anatomy And Physiology II
 BIOL 2421 Microbiology
 CHEM 1305 Introductory Chemistry I
 CHEM 1307 Introductory Chemistry II
 CHEM 1311 General Chemistry Lecture I
 CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one** course from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one** course from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one** course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Science (15 Credit Hours)

- **US History**

- [HIST 1301 History of the U.S. I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address

those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the U.S. II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social/Behavioral Sciences**

- [ECON 2301 Macroeconomics](#)

Course Description

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.
(CIP 4506015125)

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [BCIS 1305 Business Computer Applications](#)

Course Description

BCIS 1305 Business Computer Applications (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
(CIP 1102025404)

BCIS 1305 satisfies the Computer Literacy Requirement at NVC for all degree and certificate programs. Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

COSC 1301 also satisfies the Computer Literacy Requirement at NVC but it is not in the Field of Study Curriculum for Business. Students interested in networking systems, binary and hexadecimal conversion to decimal numbers and related applications should consider taking COSC 1301 instead of BCIS 1305.

[Close Window](#)

or

- [COSC 1301 Introduction to Computer & Information Systems](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

Physical Education (1-2 Credit Hours)

- Select **one** course from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Courses (12-13 Credit Hours)

- [ACCT 2301 Principles of Accounting I](#)

Course Description

ACCT 2301 Principles Of Accounting I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course covers the theory and practice of measuring, recording, reporting and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: Operating cycle, transaction analysis, revenue and expense matching, accruals, deferrals, internal control, cash, merchandising, receivables, inventory, fixed assets, and liabilities.
(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

[Close Window](#)

- [ACCT 2302 Principles of Accounting II](#)

Course Description

ACCT 2302 Principles Of Accounting II (3-3-0)

Prerequisites: ACCT 2301
Corequisites: None
Fees: Laboratory

This course is a continuation of ACCT 2301. This course covers the theory and practice and principles of measuring, recording, reporting and interpreting financial data for business units with an emphasis on corporate organization, partnership accounting, manufacturing and managerial applications. Topics include corporate debt and equity financing, cash flow projections and analysis, financial statement analysis, process cost systems, cost behavior, budgeting, standard costs, decentralized/multi-plant operations, differential analysis and capital investments.
(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

[Close Window](#)

- [ECON 2302 Microeconomics](#)

Course Description

ECON 2302 Microeconomics (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the economic organization of society with emphasis on how markets, prices, profits, and losses guide and direct economic activity. Throughout the course, economic analysis is applied to a wide range of contemporary problems and issues.
(CIP 4506015125)

[Close Window](#)

Select **one** course from the following list

- [MATH 1442 Elementary Statistics](#)

Course Description

MATH 1442 Elementary Statistics (4-4-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This non-calculus introduction to statistics includes distributions, measures of central tendency and dispersion, probability distribution functions, confidence intervals, hypothesis testing, linear regression, and correlation.
(CIP 2705015119)

[Close Window](#)

- [ENGL 2311 Technical Writing](#)

Course Description

ENGL 2311 Technical Writing (3-3-0)

Prerequisites: ENGL 1302
Corequisites: None

Students develop their oral and written skills in their major fields of study by analyzing and creating technical papers, scientific reports, and business correspondence. Documents are created on the computer.
(CIP 2311015112)

[Close Window](#)

- Foreign Language *
or requirements at transfer institution

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

It is recommended that international business majors select at least 2 semesters of a foreign language.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Arts](#) | Business Administration - Management Information Systems (MIS)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Business Administration - Management Information Systems (MIS) Associate of Arts

The Associate of Arts in Business Administration – Management Information Systems (MIS) provides instruction in basic business administration skills and management information systems. Students in this program will use computers and learn basic computer skills and learn the fundamentals of programming. The program fosters an openness and acceptance of differences in cultures and business practices. Business projects may have an international focus.

This work will prepare students academically and professionally while developing the social and economic attitudes essential for an entry level MIS position in today's economic environment as well as transfer to 4-year degree programs.

Degree Requirements (Total Credit Hours 67-68):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)[or SPCH 1315 Public Speaking](#)**Course Description****SPCH 1315 Public Speaking (3-3-0)**Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)**Note:** Check with transfer institution for requirement for specific major**Mathematics (6 Credit Hours)**

- [MATH 1314 College Algebra](#)

Course Description**MATH 1314 College Algebra (3-3-0)**Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

- [MATH 1325 Calculus for Business](#)

Course Description**MATH 1325 Calculus For Business (3-3-0)**Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

Topics include limits, continuity, and derivatives of algebraic functions, extrema, logarithmic and exponential functions, and integrals. Emphasis is on applications to business.
(CIP 2703015319)

[Close Window](#)**Note:** Check with Program Coordinator to see if transfer institution has different math requirements.**Natural Sciences (6 Credit Hours)**

- Select **two** courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
BIOL 1406 General Biology I
BIOL 1407 General Biology II
BIOL 1411 General Botany
BIOL 1413 General Zoology
BIOL 2306 Human Ecology
BIOL 2401 Human Anatomy And Physiology I
BIOL 2402 Human Anatomy And Physiology II
BIOL 2404 Human Anatomy And Physiology
BIOL 2421 Microbiology
CHEM 1305 Introductory Chemistry I
CHEM 1307 Introductory Chemistry II
CHEM 1311 General Chemistry Lecture I

CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one** course from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one** course from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one** course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments.

(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- [ECON 2301 Macroeconomics](#)

Course Description**ECON 2301 Macroeconomics (3-3-0)**

Prerequisites: None

Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.

(CIP 4506015125)

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [BCIS 1305 Business Computer Applications](#)

Course Description**BCIS 1305 Business Computer Applications (3-3-0)**

Prerequisites: None

Corequisites: None

Fees: Laboratory

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

(CIP 1102025404)

BCIS 1305 satisfies the Computer Literacy Requirement at NVC for all degree and certificate programs. Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

COSC 1301 also satisfies the Computer Literacy Requirement at NVC but it is not in the Field of Study Curriculum for Business. Students interested in networking systems, binary and hexadecimal conversion to decimal numbers and related applications should consider taking COSC 1301 instead of BCIS 1305.

[Close Window](#)

or

- [COSC 1301 Introduction to Computer & Information Systems](#)

Course Description**COSC 1301 Introduction To Computer & Information Systems (3-3-0)**

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.

(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

Close Window

Physical Education (1-2 Credit Hours)

- Select one course from [Physical Education core list](#)

Physical Education

Any KINE or PHED course of 1 or more hours

Close Window

Additional Requirements

- [ACCT 2301 Principles of Accounting I](#)

Course Description**ACCT 2301 Principles Of Accounting I (3-3-0)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course covers the theory and practice of measuring, recording, reporting and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: Operating cycle, transaction analysis, revenue and expense matching, accruals, deferrals, internal control, cash, merchandising, receivables, inventory, fixed assets, and liabilities.
 (CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

Close Window

- [ACCT 2302 Principles of Accounting II](#)

Course Description**ACCT 2302 Principles Of Accounting II (3-3-0)**

Prerequisites: ACCT 2301
 Corequisites: None
 Fees: Laboratory

This course is a continuation of ACCT 2301. This course covers the theory and practice and principles of measuring, recording, reporting and interpreting financial data for business units with an emphasis on corporate organization, partnership accounting, manufacturing and managerial applications. Topics include corporate debt and equity financing, cash flow projections and analysis, financial statement analysis, process cost systems, cost behavior, budgeting, standard costs, decentralized/multi-plant operations, differential analysis and capital investments.
 (CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

Close Window

- [ECON 2302 Microeconomics](#)

Course Description**ECON 2302 Microeconomics (3-3-0)**

Prerequisites: None
 Corequisites: None

Students are introduced to the economic organization of society with emphasis on how markets, prices, profits, and losses guide and direct economic activity. Throughout the course, economic analysis is applied to a wide range of contemporary problems and issues.
 (CIP 4506015125)

Close Window

- Select **three** courses from:
 - [COSC 1315 Fundamentals of Programming](#)

Course Description

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (CIP 1102015207)

Same as ITSE 1302

[Close Window](#)

- [COSC 1336 Programing Fundamentals I](#)

Course Description

COSC 1336 Programming Fundamentals I (3-3-1)

Prerequisites: COSC 1315 or ITSE 1302
 Corequisites: None
 Fees: Laboratory

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included in the Field of Study Curriculum for Computer Science.) (CIP 1102015507)

Same as ITSE 2317

[Close Window](#)

- [COSC 1337 Programming Fundamentals II](#)

Course Description

COSC 1337 Programming Fundamentals II (3-3-1)

Prerequisites: COSC 1336 or ITSE 2317
 Corequisites: None
 Fees: Laboratory

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.) (CIP 1102015607)

Same as ITSE 2357

[Close Window](#)

- [ITNW 1325 Fundamentals of Networking Technologies](#)

Course Description

ITNW 1325 Fundamentals Of Networking Technologies (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Students will utilize various Network Operating Systems to connect computers to communicate and will learn how to implement security procedures. (CIP 1109010000)

[Close Window](#)

- [ITSE 1311 Beginning Web Programming](#)

Course Description

ITSE 1311 Beginning Web Programming (3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages. (CIP 1108020000)

[Close Window](#)

- [ITSY 1300 Fundamentals of Information Security](#)

Course Description

ITSY 1300 Fundamentals Of Information Security (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
(CIP 1110030000)

[Close Window](#)

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | Cisco Certified Network Associate

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Cisco Certified Network Associate Marketable Skill Award

CCNA Courses 1 through 4 of the Academy program provide students with a basic foundation in networking. Students who successfully complete this portion of the program are eligible to earn Cisco Certified Network Associate (CCNA) certification and will be awarded a Marketable Skills Achievement Award from Northwest Vista College.

Students will learn to operate the router and switch IOS, configure DHCP, NAT, frame relay, and a host of other protocols in a simulated local area and wide area networked environment. Students will learn how to manage these local and wide area networks, using the latest WAN technologies.

TOTAL CREDIT HOURS: 12

Semester I

[ITCC 1302 CCNA 1: Networking Basics V3.0](#)

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
(CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

[ITCC 1306 CCNA 2: Router and Routing Basics V3.0](#)

Course Description

ITCC 1306 CCNA 2: Routers And Routing Basics V3.0 (3-2-3)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Routers and Routing Basics is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure protocols, and create access lists controlling access to the router.
(CIP 111002)

[Close Window](#)

Semester II

[ITCC 1342 CCNA 3: Switching Basics and Intermediate Routing](#)

Course Description

ITCC 1342 CCNA 3: Switching Basics And Intermediate Routing (3-2-3)

Prerequisites: ITCC 1306
Corequisites: None
Fees: Laboratory

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (SPT), and VLAN Trunking Protocol (VTP).
(CIP 111002)

[Close Window](#)

[ITCC 1346 CCNA 4: WAN Technologies](#)

Course Description

ITCC 1346 CCNA 4: WAN Technologies (3-2-3)

Prerequisites: ITCC 1342
Corequisites: None
Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
(CIP 111002)

[Close Window](#)

* Note: Cisco courses are normally taken concurrently each semester, but in Flex sessions. For example: ITCC 1302 CCNA 1 Flex I, ITCC 1306 CCNA 2 Flex II for Semester I; ITCC 1342 CCNA 3 Flex I, ITCC 1346 CCNA 4 Flex II for Semester II.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | Cisco Certified Network Professional

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Cisco Certified Network Professional Marketable Skill Award

Students learn about complex network configurations and how to diagnose and troubleshoot network problems. Students who successfully complete the advanced curriculum are eligible to earn Cisco Certified Network Professional (CCNP) certification and will be awarded a Marketable Skills Achievement Award from Northwest Vista College.

TOTAL CREDIT HOURS: 16

Semester I

[ITCC 2432 CCNP 1: Advanced Routing V3.0](#)

Course Description

ITCC 2432 CCNP 1: Advanced Routing V3.0 (4-3-3)

Prerequisites: ITCC 1346
Corequisites: None
Fees: Laboratory

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional certification. CCNP5 teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the important techniques used for route filtering and route redistribution.
(CIP 1109010000)

[Close Window](#)

(Prerequisite is [ITCC 1346](#))

Course Description

ITCC 1346 CCNA 4: WAN Technologies (3-2-3)

Prerequisites: ITCC 1342
Corequisites: None
Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
(CIP 111002)

[Close Window](#)

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[ITCC 2436 CCNP 2: Remote Access](#)

Course Description

ITCC 2436 CCNP 2: Remote Access (4-3-3)

Prerequisites: ITCC 2432
Corequisites: None
Fees: Laboratory

The course covers designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
(CIP 1110020000)

[Close Window](#)

Semester II

[ITCC 2440 CCNP 3: Multilayer Switching](#)

Course Description

ITCC 2440 CCNP 3: Multilayer Switching (4-3-3)

Prerequisites: ITCC 2436
Corequisites: None
Fees: Laboratory

This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting.
(CIP 1110020000)

[Close Window](#)

[ITCC 2444 CCNP 4: Network Troubleshooting](#)

Course Description

ITCC 2444 CCNP 4: Network Troubleshooting (4-3-3)

Prerequisites: ITCC 2440
Corequisites: None
Fees: Laboratory

This course is study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections.
(CIP 1109010000)

[Close Window](#)

* Note: Cisco courses are normally taken concurrently each semester, but in Flex sessions. For example: ITCC 2432 CCNP 1 Flex I, ITCC 2436 CCNP 2 Flex II for Semester I; ITCC 2440 CCNP 3 Flex I, ITCC 2444 CCNP 4 Flex II, for Semester II.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Clinical Research Coordinator

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Clinical Research Coordinator Associate of Applied Science

The Clinical Research Coordinator AAS program will prepare students for careers in clinical research administration as Clinical Research Coordinators and Site Data Managers for pharmaceutical and clinical research trials. The program is designed to give graduates the knowledge, skills and abilities to manage clinical trials under the supervision of a principal investigator in a variety of venues such as research sites in medical centers, hospitals, pharmaceutical and biotech companies or contract research organizations (CROs). Prerequisites to enter the program include college-level math, reading and computer skills. Although no other courses are necessary to enter the program, students are encouraged to pursue CPR certification prior to graduation.

Total Credit Hours Required: 67

Semester I

[CLST 1301 Intro to Clinical Research I](#)

Course Description

CLST 1371 Introduction to Clinical Research I (3-3-0)

Prerequisites: COSC 1301 Introduction to Computers or Equivalent Course/Demonstrated Skill
Corequisites: None

This introductory course provides students with an overview of the clinical research industry and how clinical trials are coordinated. Topics include the nature of the work in private and educational clinical research settings, medical records management, working with human subjects, working with clinical investigators, and the legal and regulatory environment.

51.1005

[Close Window](#)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[MATH 1442 Elementary Statistics](#)

Course Description

MATH 1442 Elementary Statistics (4-4-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This non-calculus introduction to statistics includes distributions, measures of central tendency and dispersion, probability distribution functions, confidence intervals, hypothesis testing, linear regression, and correlation.
(CIP 2705015119)

[Close Window](#)

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[BIOL 1406 General Biology I](#)

Course Description

BIOL 1406 General Biology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL1306, for those degree plans not requiring a lab component.
(CIP 2601015103)

This course includes a lab component.

[Close Window](#)

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Semester II

[CLST 1302 Intro to Clinical Research II](#)

Course Description

CLST 1372 Introduction to Clinical Research II (3-3-0)

Prerequisites: CLST 1371
Corequisites: None

This course concentrates legal and regulatory issues and management practices in clinical research settings, including aspects of confidentiality laws, institutional review boards, compliance with FDA requirements and the rules of other regulatory bodies, human resource issues, and best practices in clinical research management.

51.1005

[Close Window](#)

[BIOL 2401 Human Anatomy and Physiology I](#)

Course Description

BIOL 2401 Human Anatomy And Physiology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement.
(CIP 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

[Close Window](#)

[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.
(CIP 4201015125)

[Close Window](#)

[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Semester III

[HITT 1305 Medical Terminology](#)

Course Description

HITT 1305 Medical Terminology (3-3-0)

Prerequisites: None
Corequisites: None

Study of the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
(CIP 5107070000)

[Close Window](#)

[PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad.

The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available (CIP 3801015312)

[Close Window](#)

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[BIOL 2402 Human Anatomy and Physiology II](#)

Course Description

BIOL 2402 Human Anatomy And Physiology II (4-3-3)

Prerequisites: BIOL 2401 with a grade of "C" or better
Corequisites: None
Fees: Laboratory

Students study the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, genitourinary, and reproductive systems. Human growth, development and genetics are also included. The laboratory exercises will enhance the content. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula. (CIP 2607075103)

[Close Window](#)

[ENGL 2311 Technical Writing](#)

Course Description

ENGL 2311 Technical Writing (3-3-0)

Prerequisites: ENGL 1302
Corequisites: None

Students develop their oral and written skills in their major fields of study by analyzing and creating technical papers, scientific reports, and business correspondence. Documents are created on the computer. (CIP 2311015112)

[Close Window](#)

[HPRS 2230 Research Methods](#)

Course Description

HPRS 2230 Research Methods (3-3-0)

Prerequisites: CLST 1372
Corequisites: None

Analysis of current research methods and determination of validity, relevance, and applicability to the field. Students will examine types of research; differentiate between scientific and nonscientific research; analyze research studies for validity, relevance, and applicability to the field.

51.0000

[Close Window](#)

Semester IV

[RNSG 1301 Pharmacology I](#)

Course Description

ACCT 1301 Pharmacology I (3-3-0)

Prerequisites: Requires instructor approval
Corequisites: None

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the medical staff in safe administration of medications within a legal/ethical framework. Students will utilize knowledge of pharmacology to demonstrate protocols for safe administration of medications.
51.1601

[Close Window](#)

[POFT 1309 Office Administration](#)

Course Description

POFT 1309 Office Administration (3-3-0)

Prerequisites: None
Corequisites: None

Study of current office procedures, duties, and responsibilities applicable to an office environment. Students will develop time management techniques; demonstrate appropriate communication skills; and identify the basic skills and best practices for an office professional.
52.0401

[Close Window](#)

[HPRS 2301 Pathophysiology](#)

Course Description

HPRS 2301 Pathophysiology (3-3-0)

Prerequisites: Requires instructor approval
Corequisites: None

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Students will distinguish environmental factors, physical, psychosocial, and cognitive characteristics of various diseases and conditions; and identify implications of therapeutic interventions for common diseases and conditions.
51.0000

[Close Window](#)

[OCTC 1301 Total Quality Management](#)

Course Description

OCTC 1301 Total Quality Management (3-3-0)

Prerequisites: None
Corequisites: None

The study of integrating work process using team participation through employee empowerment and teamwork emphasizes the philosophy of customer service and satisfaction.
(CIP 1507020000)

Equivalent to OCTC 1001

[Close Window](#)

[CHEM 1305 Introductory Chemistry I](#)

Course Description

CHEM 1305 Introductory Chemistry I (3-3-0)

Prerequisites: Successful completion of MATH 0303
Corequisites: None

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing.

If the student's degree plan requires a laboratory course, the student should also take CHEM 1105.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303)

[Close Window](#)

Semester V

[BMGT 1342 Project Scope and Risk Management](#)

Course Description

HPRS 1342 Project Scope and Risk Management (3-3-0)

Prerequisites: HPRS 2230

Corequisites: None

Identification, analysis, and mitigation of threats to project management elements and the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project. Students will identify risk elements and plan response with contingencies; define the objectives, boundaries, constraints, work structure, and communication process; show and explain how the laws of probability are used to forecast the number and size of possible future losses; create a scope statement; utilize project selection tools and techniques.
52.0201

[Close Window](#)

[CLST 2401 Clinical Research Internship](#)

Course Description

CLST 2471 Clinical Research Internship (4-0-20)

Prerequisites: Requires instructor approval

Corequisites: None

Fees: Laboratory

This course includes an experience external to the college for a student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

51.1005

[Close Window](#)

* General Education Course Requirements

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | [Community Health](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Community Health Associate of Applied Science

This program prepares students to work for public health, non-profit and commercial health maintenance companies or organizations affiliated with the management of health services. Emphasis is on health education, health promotion and community outreach. Studies, in a wide range of health topics, include environmental health, health care delivery systems, nutrition, medical terminology, ethics, human anatomy and psychology. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of social work, community health and advocacy.

TOTAL CREDIT HOURS REQUIRED: 68

Semester I

[CHLT 1301 Introduction to Community Health](#)

Course Description

CHLT 1301 Introduction To Community Health (3-2-2)

Prerequisites: None
Corequisites: None

Designed to provide a basic understanding of variables that affect health sectors in the community. List the determinants of health at the individual and community level; implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor under-served community. (CIP 511504000)

[Close Window](#)

[CHLT 1340 Community Health Advocacy](#)

Course Description

CHLT 1340 Community Health Advocacy (3-2-2)

Prerequisites: None
Corequisites: None

Study of local, regional, and national health care and social service resources. Identification of organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/ participation in related activities. Identify various public and private programs and their eligibility requirements; develop/define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits. (CIP 511504000)

(Replaces HITT 1345)

[Close Window](#)

[CHLT 1305 Community Nutrition](#)

Course Description

CHLT 1305 Community Nutrition (3-2-2)

Prerequisites: None
Corequisites: None

Study of the cultural aspects and public policy of food and nutrition and the

socioeconomic and psychological aspects of nutrition throughout the life cycle. Develop culturally appropriate community-level interventions to improve nutrition for vulnerable populations; explain the basic nutrition principles from prenatal care to care for the aging; increase knowledge of cultural influences on diet and food preference; assess clients' diets utilizing interview techniques; calculate BME and caloric intake for normal and abnormal physiological conditions; and locate appropriate community resources and public-sector programs.
(CIP 511504000)

(Replaces FDNS 1309)

[Close Window](#)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

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Semester II

[SOC1 1301 Introduction to Sociology](#)

Course Description

SOCI 1301 Introduction To Sociology (3-3-0)

Prerequisites: None
Corequisites: None

In this course, students examine social structures that shape and define human society. Students will study such topics as culture, stratification, gender, race and ethnicity, media, deviance, environment, and social change. An emphasis is placed on students gaining a global perspective and developing an appreciation for cross-cultural differences.
(CIP 4511015125)

[Close Window](#)

[CHLT 1302 Wellness and Health Promotion](#)

Course Description

CHLT 1302 Wellness And Health Promotion (3-3-0)

Prerequisites: None
 Corequisites: None

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication methods. Includes health behavior theories and approaches to behavior modification. Define wellness and health promotion; explain personal, social, cultural, nutritional, and environmental components of wellness; and correlate concepts of wellness and healthy lifestyle. Develop specific health promotion strategies for various populations, including primary, secondary, and tertiary prevention strategies; recognize and appropriately respond to beliefs, values, culture, and languages of the population served; and evaluate the success of existing and newly developed health promotion strategies.
 (CIP 511504000)

(Replaces HPRS 1372)

[Close Window](#)

[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
 Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
 (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[CHLT 1342 Community Health Field Methods](#)

Course Description

CHLT 1342 Community Health Field Methods (3-2-2)

Prerequisites: None
 Corequisites: None

Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing. Implement neighborhood/rural outreach campaigns; conduct informal counseling and educational sessions with individuals, families, and community groups; organize community events for purposes of developing community capacity for change.
 (CIP 511504000)

[Close Window](#)

Semester III

[COSC 1301 Introduction to Computer & Information Systems](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

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[SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. (CIP 2310015112)

[Close Window](#)

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[PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion. (CIP 4201015125)

[Close Window](#)

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[CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling](#)

Course Description

CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling (2-1-10)

Prerequisites: Requires instructor approval
Corequisites: None

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. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (CIP 511504000)

(Replaces HITT 1460/2460) Requires Approval of Instructor

[Close Window](#)

(Certificate Internship)

Semester IV

[BIOL 240I Human Anatomy and Physiology I](#)

Course Description

BIOL 2401 Human Anatomy And Physiology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory

exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement.
(CIP 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

[Close Window](#)

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[ENGL 2373 Multicultural American Literature](#)

Course Description

ENGL 2373 Multi-Cultural American Literature (3-3-0)

Prerequisites: ENGL 1302
Corequisites: None

This course comprises a survey of the literature of various groups, such as African-American, Asian-American, Hispanic, Native American, and others. A research paper or term project is required.
(CIP 2303015312)

[Close Window](#)

[HIST 2301 Texas History](#)

Course Description

HIST 2301 Texas History (3-3-0)

Prerequisites: None
Corequisites: None

In this course, students investigate the development of Texas beginning from its Native American roots, through Spanish and Mexican influence, the Republic of Texas, statehood, Civil War to the present. There is also an inquiry into the history of 19 th century European immigration as well as an exploration of San Antonio history. The emphasis is on the major historical, social, cultural, political and economic movements contributing to the Texas experience.
(CIP 5401025225)

[Close Window](#)

[SPAN 1411 Elementary Spanish I](#)

Course Description

SPAN 1411 Elementary Spanish I (4-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is for students with little or no knowledge of Spanish. Emphasis is on learning the fundamentals of Spanish in order to develop both oral and written receptive and expressive abilities. Language lab is required.
(CIP 1609055113)

[Close Window](#)

Semester V

[PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological

laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available (CIP 3801015312)

[Close Window](#)

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[SOCI 1306 Contemporary Social Problems](#)

Course Description

SOCI 1306 Contemporary Social Problems (3-3-0)

Prerequisites: None
Corequisites: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems. (CIP 4511015225)

[Close Window](#)

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[SPAN 1412 Elementary Spanish II](#)

Course Description

SPAN 1412 Elementary Spanish II (4-3-2)

Prerequisites: SPAN 1411
Corequisites: None
Fees: Laboratory

This course is a continuation of SPAN 1411. Students are introduced to more advanced language structures. Language lab is required. (CIP 1609055113)

[Close Window](#)

[BIOL 2402 Human Anatomy and Physiology II](#)

Course Description

BIOL 2402 Human Anatomy And Physiology II (4-3-3)

Prerequisites: BIOL 2401 with a grade of "C" or better
Corequisites: None
Fees: Laboratory

Students study the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, genitourinary, and reproductive systems. Human growth, development and genetics are also included. The laboratory exercises will enhance the content. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula. (CIP 2607075103)

[Close Window](#)

[CHLT 2280 Cooperative Education Community Health Services/Liaison/Counseling](#)

Course Description

CHLT 2280 Cooperative Education Community Health Services/Liaison/Counseling (2-1-10)

Prerequisites: Requires instructor approval
Corequisites: None

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. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will

demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
(CIP 511504000)

(Replaces HITT 1460/2460) Requires Approval of Instructor

[Close Window](#)

(Internship)

* General Core Requirements.

Program CIP: 51.150400

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Community Health Worker](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Community Health Worker Certificate Program

This program prepares students to work in public health, non-profit and commercial health maintenance companies or organizations in the management of health services. Emphasis is on health education, health promotion and community outreach with studies in a wide range of health topics including environmental health, health care delivery systems, nutrition, medical terminology, ethics, human anatomy and psychology. Coursework in this program is intended to develop and enhance the skills of community health advisors, social and human service assistants, and other people interested in working in the field of community health and advocacy.

TOTAL CREDIT HOURS REQUIRED: 17

Semester I

[CHLT 1301 Introduction to Community Health](#)

Course Description

CHLT 1301 Introduction To Community Health (3-2-2)

Prerequisites: None
Corequisites: None

Designed to provide a basic understanding of variables that affect health sectors in the community. List the determinants of health at the individual and community level; implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor under-served community. (CIP 511504000)

[Close Window](#)

[CHLT 1340 Community Health Advocacy](#)

Course Description

CHLT 1340 Community Health Advocacy (3-2-2)

Prerequisites: None
Corequisites: None

Study of local, regional, and national health care and social service resources. Identification of organizations, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/ participation in related activities. Identify various public and private programs and their eligibility requirements; develop/define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits. (CIP 511504000)

(Replaces HITT 1345)

[Close Window](#)

[CHLT 1305 Community Nutrition](#)

Course Description

CHLT 1305 Community Nutrition (3-2-2)

Prerequisites: None
Corequisites: None

Study of the cultural aspects and public policy of food and nutrition and the

socioeconomic and psychological aspects of nutrition throughout the life cycle. Develop culturally appropriate community-level interventions to improve nutrition for vulnerable populations; explain the basic nutrition principles from prenatal care to care for the aging; increase knowledge of cultural influences on diet and food preference; assess clients' diets utilizing interview techniques; calculate BME and caloric intake for normal and abnormal physiological conditions; and locate appropriate community resources and public-sector programs.
(CIP 511504000)

(Replaces FDNS 1309)

[Close Window](#)

Semester II

[CHLT 1342 Community Health Field Methods](#)

Course Description

CHLT 1342 Community Health Field Methods (3-2-2)

Prerequisites: None
Corequisites: None

Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing. Implement neighborhood/rural outreach campaigns; conduct informal counseling and educational sessions with individuals, families, and community groups; organize community events for purposes of developing community capacity for change.
(CIP 511504000)

[Close Window](#)

[CHLT 1302 Wellness and Health Promotion](#)

Course Description

CHLT 1302 Wellness And Health Promotion (3-3-0)

Prerequisites: None
Corequisites: None

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication methods. Includes health behavior theories and approaches to behavior modification. Define wellness and health promotion; explain personal, social, cultural, nutritional, and environmental components of wellness; and correlate concepts of wellness and healthy lifestyle. Develop specific health promotion strategies for various populations, including primary, secondary, and tertiary prevention strategies; recognize and appropriately respond to beliefs, values, culture, and languages of the population served; and evaluate the success of existing and newly developed health promotion strategies.
(CIP 511504000)

(Replaces HPRS 1372)

[Close Window](#)

Summer Semester III

[CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling](#)

Course Description

CHLT 1280 Cooperative Education Community Health Services/Liaison/Counseling (2-1-10)

Prerequisites: Requires instructor approval
Corequisites: None

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. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
(CIP 511504000)

(Replaces HITT 1460/2460) Requires Approval of Instructor

[Close Window](#)

(internship)

Program CIP code: 51.150400

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Computer Forensics

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Computer Forensics Associate of Applied Science

Designed for information technology specialists, systems analysts and network administrators, this program is especially beneficial for individuals within law enforcement, private corporations or public agencies who are asked to search for and identify hidden digital data, or to analyze employee computer usage, stored or copied files, e-mail and internet history.

Program content includes laws governing the collection of digital evidence, documentation of findings for corporate or organizational use, procedures for presentation and acceptance of digital data as evidence in legal proceedings, and a variety of software programs and tools used to identify, replicate and analyze digital data without corrupting it.

TOTAL CREDIT HOURS REQUIRED: 72

Semester I

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

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[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[ITCC 1302 CCNA 1: Networking Basics V3.0](#)

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified

Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
(CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

[ITSC 1307 UNIX Operating System I](#)

Course Description

ITSC 1307 UNIX Operating System I (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.
(CIP 1101010000)

[Close Window](#)

[ITSY 1300 Fundamentals of Information Security](#)

Course Description

ITSY 1300 Fundamentals Of Information Security (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
(CIP 1110030000)

[Close Window](#)

Semester II

[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[CRIJ 1310 Fundamentals of Criminal Law](#)

Course Description

CRIJ 1310 Fundamentals Of Criminal Law (3-3-0)

Prerequisites: None
 Corequisites: None

This course is designed to familiarize the student with substantive criminal law. Emphasis is directed toward the philosophical and historical development of criminal law, major definitions and concepts, classifications, the elements of a crime, and penalties for criminal acts using Texas statutes as illustrations, and criminal responsibility.
 (CIP 2201015324)

[Close Window](#)

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[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation.
 (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

[ITSC 1305 Introduction to PC Operating Systems](#)

Course Description

ITSC 1305 Introduction To PC Operating Systems (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This provides a study of personal computer operating systems, with emphasis on Windows 98 and Windows 2000. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Fundamental operating system concepts common to all operating systems, including Macintosh and Unix, will be covered.
 (CIP 1101010000)

[Close Window](#)

[PHIL 2303 Logic](#)

Course Description

PHIL 2303 Logic (3-3-0)

Prerequisites: None
 Corequisites: None

This course teaches critical thinking. Mistakes in reasoning, systems of deductive reasoning, scientific reasoning, inductive reasoning, and some probability theory are all possible parts of this course. The techniques taught are a basis of analytical thinking and computer programming. This course may be taught with a special emphasis on: (a) informal logic, critical thinking skills, careful argumentation in writing, and constructively criticizing ideas; or (b) formal symbolic logic and logical skills especially useful for computer programming. Regular sections without specialized emphases are also available.
 (CIP 3801015212)

[Close Window](#)

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Semester III

[SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. (CIP 2310015112)

[Close Window](#)

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OR [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

[Close Window](#)

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[ITSY 1342 Information Technology Security](#)

Course Description

ITSY 1342 Information Technology Security (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. (CIP 111003)

[Close Window](#)

[ITSY 2300 Operating System Security \(Linux\)](#)

Course Description

ITSY 2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design. (CIP 1110030000)

[Close Window](#)

[CRIJ 1306 Court Systems & Practices](#)



Course Description

CRIJ 1306 Court Systems & Practices (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed to familiarize the student with the U.S. Court System, and the adjudication processes and procedures in the criminal justice systems.
(CIP 2201015424)

[Close Window](#)

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[ITNW 1449 Cisco Fundamentals of Network Security](#)

Course Description

ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 1346
Corequisites: None
Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.
(CIP 110901)

[Close Window](#)

Semester IV

[ITSY 2343 Computer System Forensics](#)

Course Description

ITSY 2343 Computer System Forensics (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.
(CIP 1110030000)

[Close Window](#)

[ITSY 2342 Incident Response and Handling](#)

Course Description

ITSY 2342 Incident Response And Handling (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

[Close Window](#)

[ITSY 2341 Security Management Practices](#)

Course Description

ITSY 2341 Security Management Practices (3-3-0)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

[Close Window](#)

[ACCT 2301 Principles of Accounting I](#)

Course Description

ACCT 2301 Principles Of Accounting I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course covers the theory and practice of measuring, recording, reporting and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: Operating cycle, transaction analysis, revenue and expense matching, accruals, deferrals, internal control, cash, merchandising, receivables, inventory, fixed assets, and liabilities.
(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

[Close Window](#)

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[CRIJ 2314 Criminal Investigation](#)

Course Description

CRIJ 2314 Criminal Investigation (3-3-0)

Prerequisites: None
Corequisites: None

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
(CIP 43.0104.55 24)

[Close Window](#)

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Semester V

[ITSY 2330 Intrusion Detection](#)

Course Description

ITSY 2330 Intrusion Detection (3-2-2)

Prerequisites: ITSY 2300 and ITSY 2301
Corequisites: None
Fees: Laboratory

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.
(CIP 111003)

[Close Window](#)

[ITSY 2359 Security Assessment and Auditing](#)

Course Description

ITSY 2359 Security Assessment And Auditing (3-2-2)

Prerequisites: ITSY 2300 and ITSY 2301
Corequisites: None
Fees: Laboratory

Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place. (CIP 111003)

[Close Window](#)

[ITSY 1391 Special Topics: Computer Forensics II](#)

Course Description

ITSY 1391 Special Topics: Computer Forensics II (3-2-2)

Prerequisites: ITSY 2343
Corequisites: None
Fees: Laboratory

This course builds upon knowledge and skills gained in ITSY 2343, with continued In-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will use more advanced computer forensics tools to gather and evaluate evidence of security breach breaches. (CIP 111003)

[Close Window](#)

[ITSC 2286 Internship – Computer and Information Sciences, General](#)

Course Description

ITSC 2286 Internship - Computer And Information Sciences, General (1-0-10)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 1101010000)

Instructor Permission Required

[Close Window](#)

(*Capstone*)

* General Core Requirements

Program CIP: 11.100300

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Computer Programming](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Computer Programming Certificate Program

This major prepares students to work as Computer Programmers and Web Programmers both in commercial and non-profit settings. The program provides students with hands-on experience developing software packages and web applications using the latest technologies in the computer industry.

The Certificate covers computer and web programming languages, and software design skills. Technical competencies include various computer and web programming languages, and information systems design.

TOTAL CREDIT HOURS REQUIRED: 32

Semester I

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation. (CIP 2701015419)

[Close Window](#)

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[PHIL 2303 Logic](#)

Course Description

PHIL 2303 Logic (3-3-0)

Prerequisites: None
Corequisites: None

This course teaches critical thinking. Mistakes in reasoning, systems of deductive reasoning, scientific reasoning, inductive reasoning, and some probability theory are all possible parts of this course. The techniques taught are a basis of analytical thinking and computer programming. This course may be taught with a special emphasis on: (a) informal logic, critical thinking skills, careful argumentation in writing, and constructively criticizing ideas; or (b) formal symbolic logic and logical

skills especially useful for computer programming. Regular sections without specialized emphases are also available.
(CIP 3801015212)

[Close Window](#)

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Semester II

[ITSE 2317 JAVA Programming](#)

Course Description

ITSE 2317 Java Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
Corequisites: None
Fees: Laboratory

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets.
(CIP 1102010000)

Same as COSC 1336

[Close Window](#)

Select **two courses** from the following list:

[ITSE 1332 Introduction To VisualBasic.NET Programming](#)

Course Description

ITSE 1332 Introduction To VisualBasic.NET Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
Corequisites: None
Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.
(CIP 1102010000)

Replaces ITSE 1331 Introduction to Visual Basic Programming

[Close Window](#)

[ITSE 1307 Introduction to C++ Programming](#)

Course Description

ITSE 1307 Introduction To C++ Programming (3-3-1)

Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.
(CIP 1102010000)

[Close Window](#)

[ITSE 1311 Beginning Web Page Programming](#)

Course Description

ITSE 1311 Beginning Web Programming (3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages.
(CIP 1108020000)

[Close Window](#)

Semester III

[ITSE 2357 Advanced Object-Oriented Programming](#)

Course Description

ITSE 2357 Advanced Object-Oriented Programming (3-3-1)

Prerequisites: ITSE 2317 or COSC 1336
 Corequisites: None
 Fees: Laboratory

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling. (CIP 1102010000)

Same as COSC 1337. Replaces ITSE 1391, Special Topics in Computer Programming.

[Close Window](#)

[INew 2340 Object Oriented Design](#)

Course Description

INew 2340 Object-Oriented Design (3-3-1)

Prerequisites: ITSE 2317
 Corequisites: None

A study of large system analysis and design concepts from the object-oriented perspective. Includes determining required objects and their interfaces. Also covers relationships between objects. Students will build/use case models, sequence diagrams, class diagrams and state charts. Topics will include determining what objects will be required, what members an object requires, and relationships between objects using UML, Java etc. (CIP 1102010000)

Replaces ITSE 1350 System Analysis and Design

[Close Window](#)

[ITSE 2286 Internship - Computer Programming/Programmer, General](#)

Course Description

ITSE 2286 Internship - Computer Programming/Programmer, General (2-0-12)

Prerequisites: Permission of Program Coordinator, Requires instructor approval
 Corequisites: None

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (CIP 1102010000)

Permission of Program Coordinator

[Close Window](#)

Select **two courses** from the following list:

[ITSE 1347 Programming With VisualBasic.NET](#)

Course Description

ITSE 1347 Programming With VisualBasic.NET (3-3-1)

Prerequisites: ITSE 1332
 Corequisites: None
 Fees: Laboratory

Designing and developing enterprise applications using Microsoft Visual Basic.NET in the Microsoft.NET Framework. Includes reference types, class relationships, polymorphism, operators overloading, and creating and handling exceptions. (CIP 1109010000)

Replaces ITSE 2349 Advanced Visual Basic Programming

[Close Window](#)

[ITSE 2331 Advanced C++ Programming](#)

Course Description

ITSE 2331 Advanced C++ Programming (3-3-1)

Prerequisites: ITSE 1307
Corequisites: None
Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques.
(CIP 1102010000)

[Close Window](#)

[ITSE 2302 Intermediate Web Programming](#)

Course Description

ITSE 2302 Intermediate Web Programming (3-3-1)

Prerequisites: ITSE 1302 and ITSE 1311
Corequisites: None
Fees: Laboratory

Techniques for web development. Includes server-side and client-side scripting.
(CIP 1108020000)

[Close Window](#)

or, a course approved by program coordinator

* General Core Requirements

Program CIP: 11.020100

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) |
Computer Programming

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Computer Programming Marketable Skill Award

Students interested in learning a specific programming language can select from one of the three independent Marketable Skills Achievement Awards in JAVA, C++ or VisualBasic.net programming. These awards prepare students to work as Computer Programmers both in commercial and non-profit settings. The programs provide students with hands-on experience developing software packages using the latest technologies in the computer industry.

C++ Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

or [COSC 1315 Fundamentals of Programming](#)

Course Description

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (CIP 1102015207)

Same as ITSE 1302

[Close Window](#)

Semester II

[ITSE 1307 Introduction to C++ Programming](#)

Course Description

ITSE 1307 Introduction To C++ Programming (3-3-1)

Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (CIP 1102010000)

[Close Window](#)

Semester III

[ITSE 2331 Advanced C++ Programming](#)

Course Description

ITSE 2331 Advanced C++ Programming (3-3-1)

Prerequisites: ITSE 1307
 Corequisites: None
 Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques.
 (CIP 1102010000)

[Close Window](#)

JAVA Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation.
 (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

or [COSC 1315 Fundamentals of Programming](#)

Course Description

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.
 (CIP 1102015207)

Same as ITSE 1302

[Close Window](#)

Semester II

[ITSE 2317 JAVA Programming](#)

Course Description

ITSE 2317 Java Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None
 Fees: Laboratory

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets.
 (CIP 1102010000)

Same as COSC 1336

[Close Window](#)

or [COSC 1336 Programming Fundamentals I](#)

Course Description

COSC 1336 Programming Fundamentals I (3-3-1)

Prerequisites: COSC 1315 or ITSE 1302
 Corequisites: None
 Fees: Laboratory

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included in the Field of Study Curriculum for Computer Science.)
 (CIP 1102015507)

Same as ITSE 2317

[Close Window](#)

Semester III

[ITSE 2357 Advanced Object-Oriented Programming](#)

Course Description

ITSE 2357 Advanced Object-Oriented Programming (3-3-1)

Prerequisites: ITSE 2317 or COSC 1336
 Corequisites: None
 Fees: Laboratory

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.
 (CIP 1102010000)

Same as COSC 1337. Replaces ITSE 1391, Special Topics in Computer Programming.

[Close Window](#)

or [COSC 1337 Programming Fundamentals II](#)

Course Description

COSC 1337 Programming Fundamentals II (3-3-1)

Prerequisites: COSC 1336 or ITSE 2317
 Corequisites: None
 Fees: Laboratory

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.)
 (CIP 1102015607)

Same as ITSE 2357

[Close Window](#)

VisualBasic.net Programming Marketable Skills Achievement Award

TOTAL CREDIT HOURS REQUIRED: 9

Semester I

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

OR [COSC 1315 Fundamentals of Programming](#)

Course Description

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. (CIP 1102015207)

Same as ITSE 1302

[Close Window](#)

Semester II

[ITSE 1332 Introduction to VisualBasic.NET Programming](#)

Course Description

ITSE 1332 Introduction To VisualBasic.NET Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
 Corequisites: None
 Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling. (CIP 1102010000)

Replaces ITSE 1331 Introduction to Visual Basic Programming

[Close Window](#)

Semester III

[ITSE 1347 Programming With VisualBasic.NET](#)

Course Description

ITSE 1347 Programming With VisualBasic.NET (3-3-1)

Prerequisites: ITSE 1332
 Corequisites: None
 Fees: Laboratory

Designing and developing enterprise applications using Microsoft Visual Basic.NET in the Microsoft.NET Framework. Includes reference types, class relationships, polymorphism, operators overloading, and creating and handling exceptions. (CIP 1109010000)

Replaces ITSE 2349 Advanced Visual Basic Programming

[Close Window](#)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**Computer Science
Associate of Science**

This Associate of Science degree prepares students for entry-level positions as software developers. The program provides students with hands-on experience developing software applications to learn the skills necessary for success in the computer industry.

This major also provides a foundation for transfer into a 4-year computer science program. The program includes courses from the field of study curriculum for computer science that has been approved by the Texas Higher Education Coordinating Board.

Degree Requirements (Total Credit Hours Required: 66-67):**Communication (9 Credit Hours)**

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description**SPCH 1311 Introduction To Speech Communications (3-3-0)**

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **or** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations. (CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

[Close Window](#)

Note: Check with senior institution for requirement for specific major.

Mathematics (12 Credit Hours)

- [MATH 2413 Calculus I](#)

Course Description

MATH 2413 Calculus I (4-4-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This course introduces the theory and application of limits, continuity, derivatives, L'Hopital's Rule, anti-derivatives, Riemann sums, integrals, and the Fundamental Theorem of Calculus. (CIP 2701015919)

[Close Window](#)

(Prerequisites [MATH 1314](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation. (CIP 2701015419)

[Close Window](#)

and [MATH 2412](#)

Course Description

MATH 2412 Precalculus (4-4-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent; "B" in MATH 1314 strongly recommended.
Corequisites: None
Fees: Special

This course applies algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Included are conic sections, polar coordinates, and other topics from analytic geometry. (CIP 2701015819)

[Close Window](#)

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- [MATH 2414 Calculus II](#)

Course Description

MATH 2414 Calculus II (4-4-0)

Prerequisites: MATH 2413 with grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course is a study of the techniques of integration. Topics include derivatives of inverse trigonometric functions, indeterminate forms, numerical methods, improper integrals, volume, arc length, and other applications of integration. Also included are parametric equations, derivatives and areas in polar coordinates, and sequences and series. (CIP 2701015919)

[Close Window](#)

- [MATH 2415 Calculus III](#)

Course Description

MATH 2415 Calculus III (4-4-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Vectors, vector calculus, and vector-valued functions are introduced. Topics include sequences and series; tangents to curves; velocity vector, curl; partial derivatives; chain rule; gradients; change of order; implicit functions; extrema of functions of several variables; multiple integrals; and path independent line integrals. (CIP 2701015919)

[Close Window](#)

Natural Sciences (8 Credit Hours)

- Select **two courses** with labs from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
 BIOL 1406 General Biology I
 BIOL 1407 General Biology II
 BIOL 1411 General Botany
 BIOL 1413 General Zoology
 BIOL 2306 Human Ecology
 BIOL 2401 Human Anatomy And Physiology I
 BIOL 2402 Human Anatomy And Physiology II
 BIOL 2404 Human Anatomy And Physiology
 BIOL 2421 Microbiology
 CHEM 1305 Introductory Chemistry I
 CHEM 1307 Introductory Chemistry II
 CHEM 1311 General Chemistry Lecture I
 CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOL 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one course** from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I

ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one course** from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2391 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one course** from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.
 (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRIJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community

IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1315 Fundamentals of Programming](#)

Course Description

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.
 (CIP 1102015207)

Same as ITSE 1302

[Close Window](#)

(Prerequisite [COSC 1301](#))

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

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Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (9 Credit Hours)

- [COSC 1336 Programming Fundamentals I](#)

Course Description

COSC 1336 Programming Fundamentals I (3-3-1)

Prerequisites: COSC 1315 or ITSE 1302

Corequisites: None

Fees: Laboratory

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included in the Field of Study Curriculum for Computer Science.) (CIP 1102015507)

Same as ITSE 2317

[Close Window](#)

- [COSC 1337 Programming Fundamentals II](#)

Course Description

COSC 1337 Programming Fundamentals II (3-3-1)

Prerequisites: COSC 1336 or ITSE 2317
Corequisites: None
Fees: Laboratory

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.) (CIP 1102015607)

Same as ITSE 2357

[Close Window](#)

- [COSC 2336 Programming Fundamentals III](#)

Course Description

COSC 2336 Programming Fundamentals III (3-3-1)

Prerequisites: COSC 1337 or ITSE 2357
Corequisites: None
Fees: Laboratory

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.) (CIP 1102015707)

Same as ITSE 2345

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Criminal Justice Associate of Arts

The Associate of Arts in Criminal Justice is designed to provide students with a basic foundation in legal studies. Students will gain a broad understanding of the historical and philosophical basis of criminal law as well as the substantive and procedural aspects. The field of study curriculum, as listed in the additional requirements, has been approved by the Texas Higher Education Coordinating Board. Upon successful completion of the program, students may use this Associate of Arts degree to satisfy the first two years of any criminal justice bachelor's degree program in Texas Public Universities.

Degree Requirements (Total Credit Hours 61-62):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **OR** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations. (CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations. (CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- Select one course from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1324 Mathematics For Business And Economics Majors
- MATH 1325 Calculus For Business
- MATH 1348 Analytic Geometry
- MATH 1442 Elementary Statistics
- MATH 2318 Linear Algebra
- MATH 2320 Differential Equations
- MATH 2412 Precalculus
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6 Credit Hours)

- Select two courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I
- CHEM 1312 General Chemistry Lecture II
- CHEM 2323 Organic Chemistry I
- CHEM 2325 Organic Chemistry II
- GEOG 1301 Elements Of Physical Geography
- GEOL 1345 Oceanography
- GEOL 1346 Astronomy
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology
- GEOL 1405 Environmental Geology
- PHYS 1301 General Physics I
- PHYS 1302 General Physics II
- PHYS 1305 Introductory Physics I
- PHYS 1307 Introductory Physics II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select one course from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select one course from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select one course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

Select one course from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRIJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.

(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C++ computer language. Students practice algorithms, data presentation, and program structures.

(CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#)course)

Physical Education (1-2 Credit Hours)

- Select one course from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (15 Credit Hours)

- [CRIJ 1301 Introduction to Criminal Justice](#)

Course Description

CRIJ 1301 Introduction To Criminal Justice (3-3-0)

Prerequisites: None
Corequisites: None

This course is a general overview of the history and philosophy of criminal justice and ethical considerations in the criminal justice system. Studies include crime definitions by nature and impact, and an overview of the criminal justice system components: law enforcement, court systems, prosecution and defense, the trial process, and corrections.
(CIP 4301045124)

[Close Window](#)

- [CRIJ 1306 Court Systems & Practices](#)

Course Description

CRIJ 1306 Court Systems & Practices (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed to familiarize the student with the U.S. Court System, and the adjudication processes and procedures in the criminal justice systems.
(CIP 2201015424)

[Close Window](#)

- [CRIJ 1310 Fundamentals of Criminal Law](#)

Course Description

CRIJ 1310 Fundamentals Of Criminal Law (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed to familiarize the student with substantive criminal law. Emphasis is directed toward the philosophical and historical development of criminal law, major definitions and concepts, classifications, the elements of a crime, and penalties for criminal acts using Texas statutes as illustrations, and criminal responsibility.
(CIP 2201015324)

[Close Window](#)

- [CRIJ 2313 Correctional Systems & Practices](#)

Course Description

CRIJ 2313 Correctional Systems & Practices (3-3-0)

Prerequisites: None
Corequisites: None

This course is a study of corrections in the criminal justice system; organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, and treatment and rehabilitation. Current and future issues will be examined.
(CIP 43.0104.5424)

[Close Window](#)

- [CRIJ 2328 Police Systems & Practices](#)

Course Description

CRIJ 2328 Police Systems & Practices (3-3-0)

Prerequisites: None
Corequisites: None

This course explores the police as a profession. It is comprised of subjects dealing with the organization of law enforcement systems, the role of police, police discretion, ethics, police community interaction, and current and future issues.
(CIP 43.0104.57 24)

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Dance

Associate of Arts

The Associate of Arts in Dance is designed for students planning to transfer to a four-year university to major or minor in dance, and will benefit any student planning to enter a dance-related profession, including performing, teaching, directing, or arts administration.

- Emphasis on building dance skills grounded in an understanding of the body's healthy structure and function
- practical hands-on experience in the art and craft of choreographing and performance
- introduction to a variety of contexts for understanding dance, its relationship to other arts and the humanities
- direct exposure to artists currently working in the field, through visiting artists and community partnerships with local dance companies for hands-on learning

Degree Requirements (Total Credit Hours 61):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.

(CIP 2310015112)

[Close Window](#)

- o **OR** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

NOTE: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- Select one course from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics
MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics For Business And Economics Majors
MATH 1325 Calculus For Business
MATH 1348 Analytic Geometry
MATH 1442 Elementary Statistics
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2412 Precalculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6 Credit Hours)

- Select two courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
BIOL 1406 General Biology I
BIOL 1407 General Biology II
BIOL 1411 General Botany
BIOL 1413 General Zoology
BIOL 2306 Human Ecology
BIOL 2401 Human Anatomy And Physiology I
BIOL 2402 Human Anatomy And Physiology II
BIOL 2404 Human Anatomy And Physiology
BIOL 2421 Microbiology
CHEM 1305 Introductory Chemistry I
CHEM 1307 Introductory Chemistry II
CHEM 1311 General Chemistry Lecture I
CHEM 1312 General Chemistry Lecture II
CHEM 2323 Organic Chemistry I
CHEM 2325 Organic Chemistry II
GEOG 1301 Elements Of Physical Geography
GEOL 1345 Oceanography
GEOL 1346 Astronomy

GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- [HUMA 1315 Introduction to the Arts](#)

Course Description

HUMA 1315 Introduction To The Arts (3-3-0)

Prerequisites: None
 Corequisites: None

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. Students explore the basics of art through text, audio, and image analysis with hands-on activities designed to develop cultural and aesthetic awareness.
 (CIP 5001015126)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

- [DANC 2303 Dance Appreciation](#)

Course Description

DANC 2303 Dance Appreciation (3-3-0)

Prerequisites: None
 Corequisites: None

This survey of primitive, classical, and contemporary dance stresses its interrelationship with cultural developments and other art forms.
 (CIP 5003015426)

[Close Window](#)

- Select one course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**
 - [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.
 (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- Select one course from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (4 Credit Hours)

- [IMED 1401 Introduction to Multimedia](#)

Course Description

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations.
 (CIP 11.0801)

[Close Window](#)

Physical Education (1 Credit Hour)

- [KINE 1134 Pilates I](#)

Course Description

KINE 1134 Pilates I (1-1-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Pilates Physical Conditioning/Body Work. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.
 (CIP 3601085123)

[Close Window](#)

Additional Requirements (15 Credit Hours)

- [DANC 1146 Beginning Modern Dance](#)

Course Description

DANC 1146 Beginning Modern Dance (1-1-2)

Prerequisites: None
 Corequisites: None

Dynamic exploration of the body in time and space, emphasizing expressive potential. Warm up focuses on developing full articulation of movement through all segments of the body; expansive movement sequences emphasize spatial forms, weight, dynamics, texture and musicality. May be repeated for credit.
 (CIP 5003015226)

Same as KINE 1146

[Close Window](#)

- [DANC 2145 Intermediate Modern Dance](#)

Course Description

DANC 2145 Intermediate Modern Dance (1-1-2)

Prerequisites: DANC 1146, KINE 1146, or Instructor Permission
Corequisites: None

Continuation of Beginning Modern Dance technique. May be repeated for credit.
(CIP 5003015226)

Same as KINE 2145

[Close Window](#)

- [DANC 1201 Choreography \(Dance Composition\)](#)

Course Description

DANC 1201 Choreography (Dance Composition) (2-2-1)

Prerequisites: None
Corequisites: None

Basic principles of choreography, including movement invention and composition. Practical experience in the skill use of space, time and dynamics to craft original dance studies. Focus on solo, duet, and small group forms.
(CIP 5003015226)

Same as KINE 1201

[Close Window](#)

- [DANC 2246 Dance and Movement Improvisation](#)

Course Description

DANC 2246 Dance And Movement Improvisation (2-2-1)

Prerequisites: None
Corequisites: None

Developing improvisational skills in movement through dynamic investigation of movement forms – space, time, weight, and dynamics. Increasing range of personal creativity, awareness, and movement skill. Students gain resources for dance compositions, dance performance, as well as other forms of art and sport. An introductory course for the beginning dancer.
(CIP 5003015226)

Same as KINE 2246

[Close Window](#)

- [DANC 2325 Dancer's Body: Anatomy and Expression](#)

Course Description

DANC 2325 Dancer's Body: Anatomy and Expression (3-3-0)

Prerequisites: None
Corequisites: None

Musculoskeletal variations and neurological processes assessed in regard to movement efficiency, injury prevention, performance and aesthetics.
(CIP 5003015226)

[Close Window](#)

- Select one course from:

- [DANC 1141 Ballet I](#)

Course Description

DANC 1141 Ballet I (1-1-2)

Prerequisites: None
Corequisites: None

Instruction and participation in ballet technique. An introduction to the fundamental principles, techniques and step vocabulary of classical ballet through barre and center floor work. May be repeated for credit.
(CIP 5003015226)

Same as KINE 1141

[Close Window](#)

- [DANC 1142 Ballet II](#)

Course Description

DANC 1142 Ballet II (1-1-2)

Prerequisites: DANC 1141, KINE 1141, or Instructor Permission
Corequisites: None

Continuation of Ballet I. May be repeated for credit.
(CIP 5003015226)

Same as KINE 1142

[Close Window](#)

- Select one course from:

- [DANC 2147 African Dance Forms](#)

Course Description

DANC 2147 African Dance Forms (1-1-2)

Prerequisites: None
Corequisites: None

Fundamental techniques from several regions in cultural context. Emphasis on rhythm and developing articulation through the joints. May be repeated for credit.
(CIP 5003015226)

Same as KINE 2147

[Close Window](#)

- [DANC 1122 Capoeira I](#)

Course Description

DANC 1122 Capoeira I (1-1-2)

Prerequisites: None
Corequisites: None

Fundamental techniques and cultural context of this Brazilian fusion of dance and martial art. May be repeated for credit.
(CIP 5003015226)

Same as KINE 1122

[Close Window](#)

- [DANC 1153 Flamenco I](#)

Course Description

DANC 1153 Flamenco I (1-1-2)

Prerequisites: None
Corequisites: None

Instruction and participation in Flamenco technique. May be repeated for credit.
(CIP 5003015226)

Same as KINE 1153

[Close Window](#)

- [DANC 1128 Social Dance](#)

Course Description

DANC 1128 Social Dance (1-1-2)

Prerequisites: None
Corequisites: None

This course introduces students to the basic steps of a variety of dances for social settings. Historical context and dance as a medium of personal and cultural expression are explored. May be repeated for credit.
(CIP 5003015226)

Same as KINE 1128

[Close Window](#)

- Select one course from:

- [DANC 1305 World Dance I](#)

Course Description

DANC 1305 World Dance (3-3-0)

Prerequisites: None
Corequisites: None

Instruction in dance forms of at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.
(CIP 5003015626)

[Close Window](#)

- [DRAM 1310 Introduction to Theatre – Theatre Appreciation](#)

Course Description

DRAM 1310 Introduction To Theatre – Theatre Appreciation (3-3-0)

Prerequisites: None
Corequisites: None

A survey of the main fields of theatre activity providing a background for the appreciation and enjoyment of live theatre through an understanding of the elements of theatre management, play analysis, acting, directing and technical production and the collaborative nature of live theatre.
(CIP 5005015126)

[Close Window](#)

- [MUSI 1301 Fundamentals of Music](#)

Course Description

MUSI 1301 Fundamentals Of Music (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students learn the basics of music including notation, rhythms, scales, keys, intervals, basic chordal structures and vocabulary.
(CIP 5009045526)

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Digital Gaming, Simulation and Cinematics for Artists

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Digital Gaming, Simulation and Cinematics for Artists

Associate of Applied Science

This program trains entry-level professional designers who can work in the media-film-game industry, the modeling and simulation industry, and/or the educational technology industry. Graduates may also have employment opportunities flowing from the increased demand for 3D Animation, Simulation and Visualization in the Aerospace, Life-Bio-Health Science, Defense, Tourism and IT Security industries.

Because the Gaming and Simulation work environment demands highly advanced skills, it is recommended that students consider this program as an entry point to continued higher education rather than as a terminal degree.

Students should consider transfer plans with universities that offer Bachelors of Applied Science and/or Bachelors of Applied Technology Degrees.

TOTAL CREDIT HOURS REQUIRED: 64

Semester I

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[GAME 1303 Introduction to Game Design and Development](#)

Course Description

GAME 1303 Introduction To Game Design And Development (3-3-1)

Prerequisites: COSC 1301 or Demonstrated Equivalent Competency
Corequisites: None
Fees: Laboratory

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc.
(CIP 100304)

[Close Window](#)

(or [GAME 1306 Concept Design and Evaluation of Electronic Games](#))

Course Description

GAME 1306 Concept Design And Evolution Of Electronic Games (3-3-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to game and simulation development. Includes analysis of existing applications and their play elements. In-depth coverage of the elements of the application and examination of social issues, genres, and trends. Also covers creation of design documents, investigation of why people play games, review of technological and cultural history of electronic games, survey of the major innovators and historical figures of the industry, and examination of the trends and taboos that motivate game design.
(CIP 100304)

[Close Window](#)

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[ARTC 1302 Digital Imaging I](#)

Course Description

ARTC 1302 Digital Imaging I (3-3-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digital imaging with Adobe Photoshop using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, explore color modes for Print, Web, Cinematics or Games. Use Filters with an emphasis on Texturing, Tiling, pixel clean-up, and Matte painting.
(CIP 5004090000)

[Close Window](#)

[ARTS 1316 Drawing I](#)

Course Description

ARTS 1316 Drawing I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces the basic principles and techniques of drawing. Students will explore a variety of media and subjects and expand their perceptual and descriptive possibilities. Drawing will be considered as developmental process as well as an end in itself.
(CIP 5007055226)

[Close Window](#)

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[ARTV 1441 3-D Animation I](#)

Course Description

ARTV 1441 3-D Animation I (4-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3ds Max, 3D Modeling and Animation, Texturing, Lighting and Cameras. Emphasis on Storytelling and Environment Development
(CIP 1003040000)

[Close Window](#)

(or [ARTV 1402 Introduction to Technical Animation and Rendering](#))

Course Description

ARTV 1402 Introduction To Technical Animation And Rendering (4-2-4)

Prerequisites: None
Corequisites: None

Fees: Laboratory

Basic study of technical computer models and animation.
(CIP 1513020000)

[Close Window](#)

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Semester II

[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

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[ARTS 1317 Drawing II](#)

Course Description

ARTS 1317 Drawing II (3-3-3)

Prerequisites: ARTS 1316
Corequisites: None
Fees: Laboratory

This course continues an exploration of the basic principles and techniques of drawing. In addition students will explore a variety of media which includes wet processes and color. Students will focus on expressive and conceptual aspects of drawing including advance composition and the development an individual approach to theme and content.
(CIP 500705226)

[Close Window](#)

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[ARTV 1345 3D Modeling and Rendering I](#)

Course Description

ARTV 1345 3-D Modeling and Rendering I (3-2-3)

Prerequisites: None
Corequisites: None

Techniques of three-dimensional (3-D) modeling utilizing appropriate software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera light sources, texture, and surface mapping. Construct objects in a digital 3-D environment; utilize digital lighting and camera operations; and render 3-D objects.
CIP 10.0304

[Close Window](#)

(or [IMED 1391 Special Topics in Educational Media Technology](#))

Course Description

IMED 1391 Special Topics In Educational Media Technology (3-2-4)

Prerequisites: IMED 1305
Corequisites: None
Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or attitudes

and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
(CIP 1305010000)

[Close Window](#)

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[GAME 1372 Particles and Dynamics](#)

Course Description

GAME 1372 Particles and Dynamics (3-3-2)

Prerequisites: ARTV 1441
Corequisites: None

Special FX and Simulations using 3D Lights and Volumetric Effects, Particles and Deflectors, Space Warps, Dynamics, and Particle Flow to create fog, smoke, snow, rain effects, explosions, Hair and Fur, clothing elements and collision calculations.
CIP 10.0304

[Close Window](#)

[GAME 1304 Level Design](#)

Course Description

GAME 1304 Level Design (3-2-3)

Prerequisites: GAME 1303 or GAME 1306
Corequisites: None
Fees: Laboratory

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.
(CIP 100304)

[Close Window](#)

Semester III

[PSYC 2319 Social Psychology](#)

Course Description

PSYC 2319 Social Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students focus on individual and group behavior within a social environment and examine problems, methods, and major theories which affect an individual within groups.
(CIP 4216015125)

[Close Window](#)

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[ARTV 2345 3-D Modeling and Rendering II](#)

Course Description

ARTV 2345 3-D Modeling And Rendering II (3-3-2)

Prerequisites: ARTV 1441
Corequisites: None
Fees: Laboratory

Advanced 3D modeling utilizing 3ds Max software. Students will create Low and High resolution models as used in the Motion Pictures, Animated features, Games or Simulations industries. Students will work from a 2D image and convert it into a Polygonal 3D model and use mapping coordinates, texture and light Baking for various types of Renders.
(CIP 1003040000)

[Close Window](#)

[GAME 2372 Principles of Character Animation](#)

Course Description

GAME 2372 Principles of Character Animation (3-2-3)

Prerequisites: ARTV 1441
Corequisites: None

This course covers the 12 principles of animation and the illusion of life concepts as defined by the traditional animation industry. Students will use these concepts and apply them in a 3D application context. Study of character motion and footsteps, use of modifiers to create believable walk cycles and animation loops for games.
CIP 10.0304

[Close Window](#)

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

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Elective - choose only **one** course:

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation.
(CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

[ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

[Close Window](#)

[ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

Semester IV

[GAME 2371 Character Rigging](#)

Course Description

GAME 2371 Character Rigging (3-3-2)

Prerequisites: ARTV 2345
Corequisites: None
Fees: Laboratory

Explore Forward and Inverse Kinematics, bones and skeletons for character setup. Use special techniques for skin binding and rigging with Maya and 3ds Max Character Studio/Biped. Students who complete the course will have a 3D model ready for animation.
(CIP 100304)

[Close Window](#)

[ARTV 2351 3D Animation II](#)

Course Description

ARTV 2351 3-D Animation II (3-3-2)

Prerequisites: ARTV 2345
Corequisites: None
Fees: Laboratory

Development of 3D Animation and Modeling skills for lip synchronization, and facial animation. Students will explore facial muscles, facial expressions, and create models setup properly to talk using morphing keys and blend shapes sliders.
(CIP 1003040000)

[Close Window](#)

[GAME 2336 Lighting, Shading, and Texture](#)

Course Description

GAME 2336 Lighting, Shading, And Texture (3-3-1)

Prerequisites: ARTV 2345
Corequisites: None
Fees: Laboratory

Lighting, shading, and texture painting for 3-D models using digital painting techniques. Emphasizes lighting, shading, and texture creation of limited resolution to increase system performance for digital games and simulation training models.
(CIP 100304)

[Close Window](#)

[ARTS 2326 Sculpture I](#)

Course Description

ARTS 2326 Sculpture I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is an art studio course which explores three-dimensional concepts of form in a variety of media.
(CIP 5007095126)

[Close Window](#)

[GAME 2359 Game and Simulation Group Project](#)

Course Description

GAME 2359 Game And Simulation Group Project (3-3-1)

Prerequisites: GAME 2371 or GAME 2342
Corequisites: None
Fees: Laboratory

Creation of a game and/or simalon project utilizing a team approach. Includes animation, titles, visualization of research results, modeling with polygon frames, curves and surfaces, 3-D text and animation with keyframes, paths (objects and curves), morphing, vertex keys, skeletons, and lattices.
(CIP 100304)

[Close Window](#)

Semester V

[ARTV 2335 Portfolio Development for Animation](#)

Course Description

ARTV 2335 Portfolio Development For Animation (3-3-2)

Prerequisites: GAME 2336, GAME 2371, ARTV 2351
Corequisites: None
Fees: Laboratory

Design and execution of a professional portfolio to represent the student's skills in 3-D animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.
(CIP 1003040000)

[Close Window](#)

* General Core Requirements

Program CIP: 10.030400

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | Digital Video

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Digital Video Marketable Skill Award

The Marketable Skills Achievement Award program in Digital Video enables participants to acquire the knowledge and skills needed in the fast growing, digital video production field. This four-course program will take participants from the basics through more advanced techniques and will conclude with a 120-hour practicum. In this practicum, participants will gain real-world experience as they interact with clients to produce videos for Northwest Vista College. In addition, participants will have materials they can use in their portfolios. Portfolios are necessary for those seeking employment in Digital Video.

Emphasis will be on planning, storyboarding, shooting, editing, motion graphics production, location sound, and basic lighting. Cross-platform exporting/importing techniques will also be addressed.

TOTAL CREDIT HOURS REQUIRED: 10

Semester I

[ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

[Close Window](#)

Semester II

[ARTV 2341 Advanced Digital Video](#)

Course Description

ARTV 2341 Advanced Digital Video (3-1-4)

Prerequisites: ARTV 1351
Corequisites: None
Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.
(CIP 10.0304)

[Close Window](#)

Select **one course** from the following:

[ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

[ARTV 1345 3-D Modeling and Rendering I](#)

Course Description

ARTV 1345 3-D Modeling And Rendering I (3-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3D Animation using Maya Software, Cameras, lighting, Rendering, Animation and Modeling. Squash and stretch, Set Driven keys, Graph editor, Hypergraph and Hypershade nodes. Includes Mechanical and Organic Modeling Tutorials.
(CIP 1003040000)

[Close Window](#)

[FLMC 2344 Advanced Film & Broadcast Editing](#)

Course Description

FLMC 2344 Advanced Film & Broadcast Editing (3-1-4)

Prerequisites: ARTV 1351
Corequisites: None
Fees: Laboratory

Exploration of the creative possibilities of non-linear film and video editing. Includes editing esthetics, titles, graphic design, composition, special effects, and editing scenes using a computer.
(CIP 50.0602)

[Close Window](#)

Semester III

[IMED 2166 Practicum \(or Field Experience\) Educational/ Instructional Media Technology/ Technician](#)

Course Description

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician (1-0-10)

Prerequisites: Requires instructor approval
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
(CIP 11.0801)

Instructor Permission Required

[Close Window](#)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**[Programs of Study](#)**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Engineering Associate of Science

The Associate of Science in Engineering will prepare students with the skills and background needed for success in a university engineering program:

- 1.) Students will complete the Northwest Vista College core.
- 2.) Students will apply science, mathematics, computer aided analysis and design, and technical communication to solve, and present solutions to open-ended engineering problems.
- 3.) The flexibility of the program allows students to customize the degree plan to the various engineering fields of specialization.

Degree Requirements (Total Credit Hours 64-66):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

o **OR** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major.

Mathematics (8 Credit Hours)

• [MATH 2413 Calculus I](#)

Course Description

MATH 2413 Calculus I (4-4-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This course introduces the theory and application of limits, continuity, derivatives, L'Hopital's Rule, anti-derivatives, Riemann sums, integrals, and the Fundamental Theorem of Calculus.
(CIP 2701015919)

[Close Window](#)

(Prerequisite [MATH 1314](#))

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

and [MATH 2412](#)

Course Description

MATH 2412 Precalculus (4-4-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent; "B" in MATH 1314 strongly recommended.
Corequisites: None

Fees: Special

This course applies algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Included are conic sections, polar coordinates, and other topics from analytic geometry. (CIP 2701015819)

[Close Window](#)

- [MATH 2414 Calculus II](#)

Course Description

MATH 2414 Calculus II (4-4-0)

Prerequisites: MATH 2413 with grade of "C" or better, or equivalent
 Corequisites: None
 Fees: Special

This course is a study of the techniques of integration. Topics include derivatives of inverse trigonometric functions, indeterminate forms, numerical methods, improper integrals, volume, arc length, and other applications of integration. Also included are parametric equations, derivatives and areas in polar coordinates, and sequences and series. (CIP 2701015919)

[Close Window](#)

Natural Sciences (8 Credit Hours)

- [PHYS 2425 University Physics I](#)

Course Description

PHYS 2425 University Physics I (4-3-3)

Prerequisites: MATH 2413 or equivalent
 Corequisites: None
 Fees: Laboratory

This course is for students who need a calculus-based physics course with laboratory, such as majors or minors in Engineering, Math, or Physical Science. The basic principles and applications of rigid body and fluid mechanics, wave motion, and thermal phenomenon are presented along with problem-solving techniques. Elementary computer applications are also introduced and utilized in the course. (CIP 4008015403)

This course is math intensive (MI).

[Close Window](#)

- [PHYS 2426 University Physics II](#)

Course Description

PHYS 2426 University Physics II (4-3-3)

Prerequisites: MATH 2414 or equivalent, and PHYS 2425
 Corequisites: None
 Fees: Laboratory

This course is meant to follow PHYS 2425 with a presentation of the basic principles and applications of electricity, magnetism, electromagnetic waves, optical phenomena, and selected topics in modern physics. Emphasis is on problem solving and integrating concepts from mechanics and calculus. (CIP 4008015403)

This course is math intensive (MI).

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- Select **one course** from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance

DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

- Select **one course** from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- Select **one course** from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**
 - [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

• **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

• **Social and Behavioral Sciences**

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
ANTH 2302 Introduction To Archeology
ANTH 2346 Introductory Anthropology
ANTH 2351 Cultural Anthropology
COMM 1307 Introduction To Mass Communication
CRJ 1301 Introduction To Criminal Justice
ECON 2301 Macroeconomics
ECON 2302 Microeconomics
GEOG 1301 Elements Of Physical Geography
GEOG 1302 Cultural Geography
GEOG 1303 Geography Of The World
IDST 2370 Individual, Family, and Community
IDST 2371 Society and Social Issues
PSYC 2301 Introduction To Psychology
PSYC 2303 Industrial And Organizational Psychology
PSYC 2306 Human Sexuality
PSYC 2314 Developmental Psychology

PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C++ computer language. Students practice algorithms, data presentation, and program structures.
 (CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#) course)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements

Engineering (8 Credit Hours)

- [ENGR 1201 Introduction to Engineering](#)

Course Description

ENGR 1201 Introduction To Engineering (2-2-0)

Prerequisites: None
 Corequisites: None

This course is an introduction to engineering disciplines and careers. Content includes engineering profession, engineering education process, keys to success in engineering study,

and engineering approach to problem-solving.
(CIP 1401015110)

ENGR 1201 is also open to non-engineering majors.

[Close Window](#)

- Select **two** courses selected from the following:

- [ENGR 1304 Engineering Graphics I](#)

Course Description

ENGR 1304 Engineering Graphics I (3-2-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. This course strongly emphasizes computer aided design.
(CIP 1513015111)

[Close Window](#)

- [ENGR 1307 Plane Surveying](#)

Course Description

ENGR 1307 Plane Surveying (3-2-3)

Prerequisites: MATH 2412
Corequisites: None
Fees: Laboratory

This course covers the use and care of instruments, note keeping, distance measurements, traverse surveying, areas, angles and elevations, legal principles, elementary map making, plane table and transit methods of topographic map production, field problems related to highway surveying, circular and vertical curves, earthwork, volumes and cost estimates, and triangulation and base lines.
(CIP 1511025111)

[Close Window](#)

- [ENGR 2301 Engineering Mechanics I: Statics](#)

Course Description

ENGR 2301 Engineering Mechanics I: Statics (3-3-0)

Prerequisites: MATH 2413
Corequisites: None

This course presents the calculus-based study of composition and resolution of forces, equilibrium of force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Includes engineering applications such as trusses, frames and friction.
(CIP 1411015210)

This course is math intensive (MI).

[Close Window](#)

- [ENGR 2302 Engineering Mechanics II: Dynamics](#)

Course Description

ENGR 2302 Engineering Mechanics II: Dynamics (3-3-0)

Prerequisites: ENGR 2301
Corequisites: None

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Work energy relations, impulse-momentum principles, vector algebra and calculus are used to analyze and solve problems.
(CIP 1411015310)

This course is math intensive (MI).

[Close Window](#)

- [ENGR 2303 Engineering Mechanics: Statics and Dynamics](#)

Course Description

ENGR 2303 Engineering Mechanics: Statics And Dynamics (3-3-0)

Prerequisites: PHYS 2425
Corequisites: None

Combined single semester study of statics and dynamics. Calculus based study of dynamics of rigid bodies, force mass acceleration, work energy, and impulse-momentum computation. (CIP 1411015310)

This course is math intensive (MI).

[Close Window](#)

- [ENGR 2304 Computer Programming with Engineering Applications](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures. (CIP 1102015207)

[Close Window](#)

- [ENGR 2305 Circuits I](#)

Course Description

ENGR 2305 Circuits I (3-3-0)

Prerequisites: MATH 2414
Corequisites: None

This course presents the principles of electrical circuits and systems. DC, transient, and sinusoidal steady-state analysis are included. (CIP 1410015110)

This course is math intensive (MI).

[Close Window](#)

- [ENGR 2332 Mechanics of Materials](#)

Course Description

ENGR 2332 Mechanics Of Materials (3-3-0)

Prerequisites: MATH 2314, and one of the following: ENGR 2302 or ENGR 2303
Corequisites: None

This course covers stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses. (CIP 1411015110)

This course is math intensive (MI).

[Close Window](#)

Natural Sciences or Mathematics Elective (3-4 Credit Hours)

Select **one course** from following:

- [CHEM 1311 General Chemistry Lecture I](#)

Course Description

CHEM 1311 General Chemistry Lecture I (3-3-0)

Prerequisites: Successful completion of MATH 1314 with a grade "C" or higher
Corequisites: None

Prerequisite: successful completion of MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have a good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations

If a laboratory is needed, the student should also take CHEM 1111.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

+ [CHEM 1111 Lab](#)

Course Description

CHEM 1111 General Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM 1311

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311, General Chemistry I. This course provides a quantitative study of the properties of chemical compounds and chemical reactions. The course is directed towards science majors.
(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

• [CHEM 1312 General Chemistry Lecture II](#)

Course Description

CHEM 1312 General Chemistry Lecture II (3-3-0)

Prerequisites: Successful completion of CHEM 1311 or equivalent with a grade of "C" or higher
Corequisites: None

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or higher

This course is a continuation of CHEM 1311 and includes among other topics solution chemistry, an introduction in reaction kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction in organic chemistry

Students needing a laboratory should also enroll in CHEM 1112.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

+ [CHEM 1112 Lab](#)

Course Description

CHEM 1112 General Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1111 with grade of "C" or higher; successful completion of CHEM 1312 with a grade of "C" or higher, or concurrent enrollment in CHEM 1312

Corequisites: None

Fees: Laboratory

This laboratory course involves selected laboratory experiments related to topics studied in CHEM 1312, including principles and practices of synthesis and separation, ionic equilibria, reaction kinetics, acid-base theory, and quantitative analysis.
(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

• [CHEM 2323 Organic Chemistry I](#)

Course Description

CHEM 2323 Organic Chemistry I (3-3-0)

Prerequisites: Successful completion of CHEM 1312 and CHEM 1112 or equivalent with a grade of "C" or higher

Corequisites: None

This course is primarily for students majoring in chemistry, chemical engineering, or other physical or biological sciences or pre-professional studies for medical, dental, pharmacy, or veterinary programs.

This course covers general principles, theories, reactions, and reaction mechanisms of organic chemistry. The nomenclature of hydrocarbons, alkyl halides, and alcohols, and the stereochemistry of organic molecules are covered.

(CIP 4005045203)

Concurrent enrollment in CHEM 2223, Organic Chemistry Laboratory I, is highly recommended. This course is math-intensive (MI).

[Close Window](#)

+ [CHEM 2223 Lab](#)

Course Description

CHEM 2223 Organic Chemistry Laboratory I (2-1-3)

Prerequisites: Successful completion of CHEM 2323 with a grade of "C" or higher, or concurrent enrollment in CHEM 2323

Corequisites: None

Fees: Laboratory

This course is designed as a companion to CHEM 2323. The course provides an introduction to organic laboratory techniques and chemical preparations. Students are instructed in separation and purification, chromatography, organic reactions including dehydration, bromination, substitution and elimination reactions, as well as kinetics and spectroscopy.

(CIP 4005045203)

This course is math-intensive (MI).

[Close Window](#)

• [CHEM 2325 Organic Chemistry II](#)

Course Description

CHEM 2325 Organic Chemistry II (3-3-0)

Prerequisites: Successful completion of CHEM 2323 or equivalent with a grade of "C" or better.

Corequisites: None

This course is a continuation of CHEM 2323. Topics covered include the reactions of aromatic compounds and compounds with various oxygen and nitrogen containing functional groups. An introduction to the chemistry of biomolecules is also included.

(CIP 4005045203)

[Close Window](#)

+ [CHEM 2225 Lab](#)

Course Description

CHEM 2225 Organic Chemistry Laboratory II (2-1-3)

Prerequisites: Successful completion of CHEM 2223 with a grade of "C" or better; successful completion of CHEM 2325 with a grade of "C" or higher, or concurrent enrollment.

Corequisites: None

Fees: Laboratory

This course is a continuation of CHEM 2223. Topics include modern quantitative organic analysis, the use of mass spectrometry and nuclear magnetic resonance, and the interpretation of spectra.

(CIP 4005045203)

[Close Window](#)

• [BIOL 1406 General Biology I](#)

Course Description

BIOL 1406 General Biology I (4-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic

chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL1306, for those degree plans not requiring a lab component.
(CIP 2601015103)

This course includes a lab component.

[Close Window](#)

- [BIOL 1407 General Biology II](#)

Course Description

BIOL 1407 General Biology II (4-3-3)

Prerequisites: BIOL 1406
Corequisites: None
Fees: Laboratory

Continuation of Biology 1406. Emphasis is on structure and function of living organisms and ecology. This course may be taken without the lab, BIOL 1307, for those degree plans not requiring a lab component.
(CIP 2601015103)

This course includes a lab component.

[Close Window](#)

- [BIOL 2401 Human Anatomy and Physiology I](#)

Course Description

BIOL 2401 Human Anatomy And Physiology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement.
(CIP 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

[Close Window](#)

- [MATH 2415 Calculus III](#)

Course Description

MATH 2415 Calculus III (4-4-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

Vectors, vector calculus, and vector-valued functions are introduced. Topics include sequences and series, tangents to curves, velocity vector, curl; partial derivatives, chain rule, gradients, change of order; implicit functions; extrema of functions of several variables; multiple integrals; and path independent line integrals.
(CIP 2701015919)

[Close Window](#)

- [MATH 2320 Differential Equations](#)

Course Description

MATH 2320 Differential Equations (3-3-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

Topics include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace Transform, systems of equations, and numerical methods.
(CIP 2703015119)

[Close Window](#)

- [MATH 2318 Linear Algebra](#)

Course Description

MATH 2318 Linear Algebra (3-3-0)

Prerequisites: MATH 2413 with a grade of "C" or better or equivalent Supplies: Graphing calculator required.
Corequisites: None
Fees: Special

Topics include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases; linear transformations; and eigenvalues and eigenvectors.
(CIP 2701016119)

[Close Window](#)

- [GEOL 1346 Astronomy](#)

Course Description

GEOL 1346 Astronomy (3-3-0)

Prerequisites: None
Corequisites: None

This course is a look at the physical bodies that make up the universe, and the laws that govern them. Topics explored include the history of astronomy, astronomical methods and measurements, the life cycles of stars, the solar system, and extra-solar planets.
(CIP 406015103)

[Close Window](#)

- **Or** other science or mathematics class with prior department approval.

Notes:

Engineering students should first complete the Accuplacer, and then contact Engineering Department if desiring consideration for higher initial placement in mathematics sequence.

All engineering students enroll in MIM (math intensive mathematics) MATH sections, when available.

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

Calculus III strongly recommended for transfer students into the UTSA mechanical or electrical engineering program.

Students cannot take both [ENGR 2301](#) and [ENGR 2303](#) for credit

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) |
Instructional Assistant

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Instructional Assistant Associate of Applied Science

The Instructional Assistant program is designed to prepare new and current school employees to work as instructional assistants in public and private schools. The program provides a solid foundation in pedagogy and general education needed for success as an instructional assistant. Content includes reading strategies, math and science, classroom management, multicultural principles, and other skills necessary to facilitate learning in a classroom setting. Completion of this AAS program will fulfill the current No Child Left Behind Act requirements mandated by federal legislation.

TOTAL CREDIT HOURS REQUIRED: 61

Semester I

[EDTC 1325 Principals and Practices of Multicultural Education](#)

Course Description

EDTC 1325 Principles and Practices of Multicultural Education (3-3-0)

Prerequisites: None
Corequisites: None

This course exams the cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.
(CIP 1302010000)

[Close Window](#)

[EDTC 1307 Teaching Reading in the Elementary School](#)

Course Description

EDTC 1307 Teaching Reading in the Elementary School (3-3-0)

Prerequisites: None
Corequisites: None

This course examines fundamental concepts and principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy-based environments, and a review of varied materials and techniques for teaching reading.
(CIP 1313050000)

[Close Window](#)

[EDTC 1313 Introduction to Educational Software and Technology](#)

Course Description

EDTC 1313 Introduction to Educational Software and Technology (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces use of educational software, instructional applications, and technology in the educational setting. Students learn to evaluate the use of technology for guided practice and self-paced student remediation.
(CIP 1315010000)

[Close Window](#)

[TECA 1354 Child Growth and Development](#)

Course Description

TECA 1354 Child Growth And Development (3-3-0)

Prerequisites: None

Corequisites: None

Study of growth and development during early childhood. The course will examine the physical, psychological, social, language, and cognitive development affecting growth in children. Attention will be given to multicultural perspectives of child development including culturally diverse populations and children with atypical patterns of development.
(CIP 1312025209)

[Close Window](#)

Semester II

[CDEC 1359 Children with Special Needs](#)

Course Description

CDEC 1359 Children with Special Needs (3-3-0)

Prerequisites: None

Corequisites: None

This course provides an overview 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.
(CIP 19070900)

[Close Window](#)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301

Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[CDEC 1313 Curriculum Resources for Early Childhood Programs](#)

Course Description

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

Prerequisites: None

Corequisites: None

This course covers the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.
(CIP 19070900)

[Close Window](#)

[EDTC 1321 Bilingual Education](#)

Course Description

EDTC 1321 Bilingual Education (3-3-0)

Prerequisites: None
Corequisites: None

This course covers the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education.
(CIP 1302010000)

[Close Window](#)

Semester III

[EDTC 1311 Instructional Practices – Effective Learning Environments](#)

Course Description

EDTC 1311 Instructional Practices— Effective Learning Environment (3-3-0)

Prerequisites: None
Corequisites: None

This course covers developmentally appropriate strategies in core curriculum areas and the environment. Topics include methods for supporting the lead classroom teacher in planning and implementing educational goals, teamwork skills, and ways of providing and reporting instructional accommodations or modifications.
(CIP 1315010000)

[Close Window](#)

[SPCH 1318 Interpersonal Communication](#)

Course Description

SPCH 1318 Interpersonal Communication (3-3-0)

Prerequisites: None
Corequisites: None

Students improve their communication skills in one-to-one settings and small groups. Emphasis is on self-improvement, learning effective interpersonal skills, and dealing appropriately with conflict.
(CIP 2310015412)

[Close Window](#)

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[PSYC 2319 Social Psychology](#)

Course Description

PSYC 2319 Social Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students focus on individual and group behavior within a social environment and examine problems, methods, and major theories which affect an individual within groups.
(CIP 4216015125)

[Close Window](#)

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[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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Semester IV

[MATH 1332 Liberal Arts Mathematics](#)

Course Description

MATH 1332 Liberal Arts Mathematics (3-3-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This course is for students who are not majoring in mathematics or science. Included are topics from logic, algebra, trigonometry, and probability and statistics.
(CIP 2701015119)

[Close Window](#)

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[CDEC 2341 The School Age Child](#)

Course Description

CDEC 2341 The School Age Child (3-3-0)

Prerequisites: None
Corequisites: None

This course covers an overview of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques.
(CIP 19070900)

[Close Window](#)

[EDTC 2317 Guiding Student Behavior](#)

Course Description

EDTC 2317 Guiding Student Behavior (3-3-0)

Prerequisites: None
Corequisites: None

This course addresses developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

(CIP 1313050000)

[Close Window](#)

[SPAN 1411 Elementary Spanish I](#)

Course Description

SPAN 1411 Elementary Spanish I (4-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is for students with little or no knowledge of Spanish. Emphasis is on learning the fundamentals of Spanish in order to develop both oral and written receptive and expressive abilities. Language lab is required.
(CIP 1609055113)

[Close Window](#)

Semester V

[HUMA 1301 Introduction to the Humanities I](#)

Course Description

HUMA 1301 Introduction To The Humanities I (3-3-0)

Prerequisites: None
Corequisites: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society.
(CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

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[CDEC 2307 Math and Sciences for Early Childhood](#)

Course Description

CDEC 2307 Math and Sciences for Early Childhood (3-3-0)

Prerequisites: None
Corequisites: None

This course addresses principles, methods, and materials for teaching children math and science concepts through discovery and play.
(CIP 19070900)

[Close Window](#)

[BIOL 1322 Nutrition](#)

Course Description

BIOL 1322 Nutrition (3-3-0)

Prerequisites: None
Corequisites: None

Students study the fundamentals of health and disease during the age continuum from infancy to the aged. Topics will include the relationship of food to health. Carbohydrates, fats, proteins, vitamins, and minerals will be presented to show their impact on the body. Body processes such as digestion, absorption, food habits, and beliefs will also be examined.
(CIP 1905015109)

[Close Window](#)

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[EDTC 1364 Field Experience-Teacher Assistant](#)

Course Description

EDTC 1364 Field Experience—Teacher Assistant (3-1-20)

Prerequisites: None
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
(CIP 1315010000)

[Close Window](#)

* General Core Requirements

Program CIP code: 13.150100

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Instructional Assistant](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Instructional Assistant Certificate Program

The Instructional Assistant program is designed to prepare new and current school employees to work as instructional assistants in public and private schools. The program provides a solid foundation in pedagogy and general education needed for success as an instructional assistant. Content includes reading strategies, math and science, classroom management, multicultural principles, and other skills necessary to facilitate learning in a classroom setting. Completion of this AAS program will fulfill the current No Child Left Behind Act requirements mandated by federal legislation.

TOTAL CREDIT HOURS REQUIRED: 36

Semester I

[EDTC 1325 Principles and Practices of Multicultural Education](#)

Course Description

EDTC 1325 Principles and Practices of Multicultural Education (3-3-0)

Prerequisites: None
Corequisites: None

This course exams the cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.
(CIP 1302010000)

[Close Window](#)

[EDTC 1307 Teaching Reading in the Elementary School](#)

Course Description

EDTC 1307 Teaching Reading in the Elementary School (3-3-0)

Prerequisites: None
Corequisites: None

This course examines fundamental concepts and principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy-based environments, and a review of varied materials and techniques for teaching reading.
(CIP 1313050000)

[Close Window](#)

[EDTC 1313 Introduction to Educational Software and Technology](#)

Course Description

EDTC 1313 Introduction to Educational Software and Technology (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces use of educational software, instructional applications, and technology in the educational setting. Students learn to evaluate the use of technology for guided practice and self-paced student remediation.
(CIP 1315010000)

[Close Window](#)

[TECA 1354 Child Growth and Development](#)

Course Description

TECA 1354 Child Growth And Development (3-3-0)

Prerequisites: None

Corequisites: None

Study of growth and development during early childhood. The course will examine the physical, psychological, social, language, and cognitive development affecting growth in children. Attention will be given to multicultural perspectives of child development including culturally diverse populations and children with atypical patterns of development.
(CIP 1312025209)

[Close Window](#)

Semester II

[CDEC 1359 Children with Special Needs](#)

Course Description

CDEC 1359 Children with Special Needs (3-3-0)

Prerequisites: None

Corequisites: None

This course provides an overview 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.
(CIP 19070900)

[Close Window](#)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301

Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[CDEC 1313 Curriculum Resources for Early Childhood Programs](#)

Course Description

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

Prerequisites: None

Corequisites: None

This course covers the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.
(CIP 19070900)

[Close Window](#)

[EDTC 1321 Bilingual Education](#)

Course Description

EDTC 1321 Bilingual Education (3-3-0)

Prerequisites: None
Corequisites: None

This course covers the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education.
(CIP 1302010000)

[Close Window](#)

Semester III

[EDTC 1311 Instructional Practices - Effective Learning Environments](#)

Course Description

EDTC 1311 Instructional Practices— Effective Learning Environment (3-3-0)

Prerequisites: None
Corequisites: None

This course covers developmentally appropriate strategies in core curriculum areas and the environment. Topics include methods for supporting the lead classroom teacher in planning and implementing educational goals, teamwork skills, and ways of providing and reporting instructional accommodations or modifications.
(CIP 1315010000)

[Close Window](#)

[SPCH 1318 Interpersonal Communication](#)

Course Description

SPCH 1318 Interpersonal Communication (3-3-0)

Prerequisites: None
Corequisites: None

Students improve their communication skills in one-to-one settings and small groups. Emphasis is on self-improvement, learning effective interpersonal skills, and dealing appropriately with conflict.
(CIP 2310015412)

[Close Window](#)

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[PSYC 2319 Social Psychology](#)

Course Description

PSYC 2319 Social Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students focus on individual and group behavior within a social environment and examine problems, methods, and major theories which affect an individual within groups.
(CIP 4216015125)

[Close Window](#)

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[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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* General Core Requirements

Program CIP code: 13.150100

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**International Studies**
Associate of Arts

At no other time in history have nations and peoples of the world come to rely upon one another more than today. Our social, political and economic futures are connected to form an interdependent international web. Northwest Vista College recognizes the challenges of life on a global scale and has designed courses to assist our students and community in expanding their worldview.

Whether your immediate goal is a four-year education, entry into the workplace, or if you simply have an interest in other peoples, places, and languages, Northwest Vista College offers a variety of courses that will prepare you for the future in a growing global context.

Contact [Sandra Uribe](#) at (210) 348-2312 or [Craig Coroneos](#) (210) 348-2413 for further information.

Students have two options:

1) Students that successfully complete three or more courses that have been designated "International" may apply for a special certificate a special Certificate of Recognition from the college.

2) Students may choose an Associate's Degree program in International Studies or International Business.

Degree Requirements (Total Credit Hours 61-63):**Communication (9 Credit Hours)**

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- o **OR** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- Select one course from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics For Business And Economics Majors
MATH 1325 Calculus For Business
MATH 1348 Analytic Geometry
MATH 1442 Elementary Statistics
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2412 Precalculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (7-8 Credit Hours)

- Select two courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
BIOL 1406 General Biology I
BIOL 1407 General Biology II
BIOL 1411 General Botany
BIOL 1413 General Zoology
BIOL 2306 Human Ecology
BIOL 2401 Human Anatomy And Physiology I
BIOL 2402 Human Anatomy And Physiology II
BIOL 2404 Human Anatomy And Physiology
BIOL 2421 Microbiology

CHEM 1305 Introductory Chemistry I
 CHEM 1307 Introductory Chemistry II
 CHEM 1311 General Chemistry Lecture I
 CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

; at least one must have a lab component

Visual/Performing Arts (3 Credit Hours)

- Select one courses from the following:

- [ARTS 1301 Art Appreciation](#)

Course Description

ARTS 1301 Art Appreciation (3-3-0)

Prerequisites: None
 Corequisites: None

Introduces universal visual language, techniques, and a brief overview of art history. Students explore the basics of art through text and image analysis with hands-on activities designed to develop visual, cultural and aesthetic awareness. (CIP 5007035126)

[Close Window](#)

- [DANC 1305 World Dance](#)

Course Description

DANC 1305 World Dance (3-3-0)

Prerequisites: None
 Corequisites: None

Instruction in dance forms of at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources. (CIP 5003015626)

[Close Window](#)

- [MUSI 1306 Music Appreciation](#)

Course Description

MUSI 1306 Music Appreciation (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

An introduction to musical elements, forms, styles, and genres. Music from principal periods in Western Classical music, American Jazz, Popular music and World music will be analyzed and discussed. Students will develop listening skills to increase their understanding and appreciation of music. Creative skills will be utilized and developed through the use of digital media. (CIP 5009025126)

[Close Window](#)

Humanities (17 Credit Hours)

- [HUMA 1302 Introduction to International Studies - Humanities II](#)



Course Description

HUMA 1302 Introduction To International Studies - Humanities II (3-3-0)

Prerequisites: None
Corequisites: None

An interdisciplinary approach to the study of world communities designed to inspire reflection about questions of values in international interactions. Global issues will be viewed from historical, literary, aesthetic, and philosophical perspectives of human experience. (CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

- Language (8 hours, from the same language)
- Select two course from the following:

- [HUMA 2323 World Cultures](#)

Course Description

HUMA 2323 World Cultures (3-3-0)

Prerequisites: None
Corequisites: None

A study of human societies, including their culture, institutions, modes of communication and patterns of intercultural relations. The fields of physical and cultural anthropology, archeology, linguistics, and ethnology will be introduced. (CIP 4502015125)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

(recommended)

- [IDST 2372](#)

Course Description

IDST 2372 World Civilizations I (3-3-0)

Prerequisites: None
Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras. (CIP 5401015325)

Same as HIST 2321. Students may not receive credit for both IDST 2372 and HIST 2321. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interes

[Close Window](#)

/ [HIST 2321 World Civilizations I](#)

Course Description

HIST 2321 World Civilizations I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore the cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and Islam in the Middle East and Africa through the 15th century with attention to the emergence of major world religions. Within a general framework of religious, political, social and economic history, the course emphasizes the literature, philosophy, art and music of each of these civilizations. (CIP 5401015325)

Credit cannot be earned for both HIST 2321 and IDST 2372.

[Close Window](#)

- [IDST 2373](#)

Course Description

IDST 2373 World Civilizations II (3-3-0)

Prerequisites: None
Corequisites: None

This course is a study of the contact of civilizations and cultural change since the fifteenth century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.
(CIP 5401015325)

Same as HIST 2322. Students may not receive credit for both IDST 2373 and HIST 2322. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interes

[Close Window](#)

/ [HIST 2322 World Civilizations II](#)

Course Description

HIST 2322 World Civilizations II (3-3-0)

Prerequisites: None
Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.
(CIP 5401015325)

Credit cannot be earned for both HIST 2322 and IDST 2373.

[Close Window](#)

- [HIST 2323 Eastern Civilizations](#)

Course Description

HIST 2323 Eastern Civilizations (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to East Asian history and culture from its beginnings until modernity. Focusing on China and Japan, this examines the period from the earliest settlements through their modern transformation.
(CIP 5401015325)

[Close Window](#)

- [PHIL 1304 Major World Religions](#)

Course Description

PHIL 1304 Major World Religions (3-3-0)

Prerequisites: None
Corequisites: None

This course is an introduction to the idea of religion and an examination of many of the world's major religions including African, Native American, Greek, Egyptian, Hindu, Buddhist, Taoist, Confucian, Shinto, Judaic, Christian, and Islamic traditions. For each tradition, founders, sacred writings, teachings, ethics, practices, and rituals are considered.
(CIP 3801015112)

[Close Window](#)

- [ARTS 1303 Art History Survey I](#)

Course Description

ARTS 1303 Art History Survey I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. Prehistoric art, ancient civilizations, and the Middle-Ages through the early renaissance are examined. Art works are considered in their historical context with emphasis on social and cultural values.
(CIP 5007035226)

[Close Window](#)

- [ARTS 1304 Art History Survey II](#)

Course Description

ARTS 1304 Art History Survey II (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. The Renaissance, Baroque, and Modern Periods to the present are examined. Art works are considered in their historical context with emphasis on social and cultural values. (CIP 5007035226)

[Close Window](#)

- [ENGL 2332 World Literature From Antiquity Through Renaissance](#)

Course Description

ENGL 2332 World Literature From Antiquity Through Renaissance (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

This course is a study of representative masterpieces representing a variety of cultures from the ancient world through the Renaissance. Readings emphasize major genres of world literature. A research paper or term project is required. (CIP 1601045213)

[Close Window](#)

- [ENGL 2333 Modern World Literature](#)

Course Description

ENGL 2333 Modern World Literature (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

This course exposes students to the literature of the world from the Neoclassical to the present. Readings emphasize major genres of world literature. A research paper or term project is required. (CIP 1601045213)

[Close Window](#)

Social and Behavioral Sciences (18 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

Select two courses from the following:

- [SOCI 1301 Introduction to Sociology](#)

Course Description

SOCI 1301 Introduction To Sociology (3-3-0)

Prerequisites: None
Corequisites: None

In this course, students examine social structures that shape and define human society. Students will study such topics as culture, stratification, gender, race and ethnicity, media, deviance, environment, and social change. An emphasis is placed on students gaining a global perspective and developing an appreciation for cross-cultural

differences.
(CIP 4511015125)

[Close Window](#)

- [SOCI 1306 Contemporary Social Problems](#)

Course Description

SOCI 1306 Contemporary Social Problems (3-3-0)

Prerequisites: None
Corequisites: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems. (CIP 4511015225)

[Close Window](#)

- [ECON 2301 Macroeconomics](#)

Course Description

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement. (CIP 4506015125)

[Close Window](#)

- [ECON 2302 Microeconomics](#)

Course Description

ECON 2302 Microeconomics (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the economic organization of society with emphasis on how markets, prices, profits, and losses guide and direct economic activity. Throughout the course, economic analysis is applied to a wide range of contemporary problems and issues. (CIP 4506015125)

[Close Window](#)

- [ANTH 2351 Cultural Anthropology](#)

Course Description

ANTH 2351 Cultural Anthropology (3-3-0)

Prerequisites: None
Corequisites: None

Students learn basic anthropological concepts and examine variations in culture, society, social structure, and ideology. Special emphasis is given to cross-cultural comparison and communication and the processes governing culture continuity and change. Basic social institutions are examined from a global perspective to illuminate the underlying unity of diverse cultural expressions. (CIP 4502015325)

[Close Window](#)

- [GEOG 1303 Geography of the World](#)

Course Description

GEOG 1303 Geography Of The World (3-3-0)

Prerequisites: None
Corequisites: None

This course provides a comparative study of the development of major cultural regions of the world. Emphasis is on the influence of geography on human development.
(CIP 4507015325)

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Computer solutions to basic engineering problems are presented in C++ computer language. Students practice algorithms, data presentation, and program structures.
(CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#) course)

Physical Education (1-2 Credit Hours)

- Select one course from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

Whenever possible, select from the list of [internationalized courses](#) offered each semester.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | [Internet Commerce](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Internet Commerce Marketable Skill Award

The Internet Commerce Marketable Skills Achievement Award program enables participants to acquire the sought after knowledge and skills needed to be successful in the world of web development. During this four-course program, participants will get hands-on experience with the industry's latest tools used in the creation of basic web designs to dynamic web applications, as well as exposure to marketing concepts related to the field of internet commerce.

TOTAL CREDIT HOURS REQUIRED: 10

Semester I

[IMED 1316 Web Page Design I](#)

Course Description

IMED 1316 Web Page Design I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site.
(CIP 11.0801)

[Close Window](#)

Semester II

[IMED 2309 Internet Commerce](#)

Course Description

IMED 2309 Internet Commerce (3-2-2)

Prerequisites: IMED 1316
Corequisites: None
Fees: Laboratory

This course is an overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content.
(CIP 5202080000)

[Close Window](#)

[MRKG 1311 Principles of Marketing](#)

Course Description

MRKG 1311 Principles Of Marketing (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to basic marketing functions; identification and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Learning Outcome: The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet

customer demands.
(CIP 5214010000)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

[Close Window](#)

Semester III

[IMED 2166 Practicum \(or Field Experience\) Educational/ Instructional Media Technology/ Technician](#)

Course Description

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician (1-0-10)

Prerequisites: Requires instructor approval
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
(CIP 11.0801)

Instructor Permission Required

[Close Window](#)

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Marketable Skills Awards](#) | [Linux and UNIX Systems Administration](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Linux and UNIX Systems Administration Marketable Skill Award

Students will learn to setup, configure, maintain, and manage Linux and UNIX-based networks. Upon completion of study, students will learn how to operate from the command-line environment on a Linux or UNIX platform and manage and administer networks utilizing Linux networked operating system.

Students will learn to configure the Apache Web Server, share files utilizing NFS, setup and support Windows clients with SAMBA, and provide DNS and DHCP services with Linux. Students will also learn to create IPTABLES to provide firewall services on the Linux server/workstation level.

TOTAL CREDIT HOURS: 9

Semester I

[ITCC 1302 CCNA1: Networking Basics V3.0](#)

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
(CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

[ITSC 1307 UNIX Operating System I](#)

Course Description

ITSC 1307 UNIX Operating System I (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.
(CIP 1101010000)

[Close Window](#)

Semester II

[ITSY 2300 Operating System Security \(Linux\)](#)

Course Description

ITSY 2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None

Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design.
(CIP 1110030000)

[Close Window](#)

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Multimedia Specialist](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Multimedia Specialist Certificate Program

The Multimedia Specialist program prepares students to work as Multimedia Authors, Web Page Designers, Audiovisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. The program provides students with hands-on exposure to all the technological tools that are used in the business and education worlds. The program's learning environment is intended for open-ended projects and collaborative work.

TOTAL CREDIT HOURS REQUIRED: 35

Semester I

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[ARTS 1311 Design I](#)

Course Description

ARTS 1311 Design I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques. (CIP 5004015326)

[Close Window](#)

[IMED 1401 Introduction to Multimedia](#)

Course Description

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations. (CIP 11.0801)

[Close Window](#)

[MRKG 1311 Principles of Marketing](#)

Course Description

MRKG 1311 Principles Of Marketing (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to basic marketing functions; identification and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Learning Outcome: The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet customer demands.
(CIP 5214010000)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

[Close Window](#)

Semester II

[ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

[Close Window](#)

[ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

[IMED 1316 Web Page Design I](#)

Course Description

IMED 1316 Web Page Design I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site.
(CIP 11.0801)

[Close Window](#)

[IMED 1305 Multimedia Courseware Development I](#)

Course Description

IMED 1305 Multimedia Courseware Development I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software.
(CIP 13.0501)

[Close Window](#)

Semester III

[IMED 2313 Project Analysis and Design](#)

Course Description

IMED 2313 Project Analysis And Design (3-2-2)

Prerequisites: IMED 1305
Corequisites: None
Fees: Laboratory

Application of the planning and production processes for multimedia or web projects. Emphasis on copyright and other legal issues, content design and production management.
(CIP 11.0801)

[Close Window](#)

[IMED 2166 Practicum \(or Field Experience\) Educational/ Instructional Media Technology/ Technician](#)

Course Description

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician (1-0-10)

Prerequisites: Requires instructor approval
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
(CIP 11.0801)

Instructor Permission Required

[Close Window](#)

Select **two courses** from the following:

[IMED 2305 Multimedia Courseware Development II](#)

Course Description

IMED 2305 Multimedia Courseware Development II (3-1-4)

Prerequisites: IMED 1305
Corequisites: None
Fees: Laboratory

In-depth coverage of programming/scripting using an authoring system with emphasis on advanced development of courseware products.
(CIP 13.0501)

[Close Window](#)

[ARTV 2341 Advanced Digital Video](#)

Course Description

ARTV 2341 Advanced Digital Video (3-1-4)

Prerequisites: ARTV 1351
Corequisites: None
Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.
(CIP 10.0304)

[Close Window](#)

[ARTV 1345 3-D Modeling and Rendering](#)

Course Description

ARTV 1345 3-D Modeling And Rendering I (3-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3D Animation using Maya Software, Cameras, lighting, Rendering, Animation and Modeling. Squash and stretch, Set Driven keys, Graph editor, Hypergraph and Hypershade nodes. Includes Mechanical and Organic Modeling Tutorials.
(CIP 1003040000)

[Close Window](#)

[FLMC 2344 Advanced Film & Broadcast Editing](#)

Course Description

FLMC 2344 Advanced Film & Broadcast Editing (3-1-4)

Prerequisites: ARTV 1351
Corequisites: None
Fees: Laboratory

Exploration of the creative possibilities of non-linear film and video editing. Includes editing esthetics, titles, graphic design, composition, special effects, and editing scenes using a computer.
(CIP 50.0602)

[Close Window](#)

[ARTS 2311 Design III](#)

Course Description

ARTS 2311 Design III (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression and color theory. Students study both subtractive color (RGB) using computers and additive color (RYB) using acrylic paint. Students will learn to express themselves with the gained knowledge of the way color works.
(CIP 5004015326)

[Close Window](#)

[ARTS 2312 Design IV](#)

Course Description

ARTS 2312 Design IV (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Elements and principles of art using two- and three-dimensional concepts.
(CIP 5004015326)

[Close Window](#)

* General Core Requirements

Program CIP code: 11.080100

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Multimedia Specialist

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Multimedia Specialist Associate of Applied Science

The Multimedia Specialist program prepares students to work as Multimedia Authors, Web Page Designers, Audiovisual Specialists and Learning Center Technology Coordinators for schools, businesses and other institutions. The program provides students with hands-on exposure to the technological tools that are used in the business and education worlds. The program's learning environment is intended for open-ended projects and collaborative work.

TOTAL CREDIT HOURS REQUIRED: 62

Semester I

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[ARTS 1311 Design I](#)

Course Description

ARTS 1311 Design I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques.
(CIP 5004015326)

[Close Window](#)

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[IMED 1401 Introduction to Multimedia](#)

Course Description

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations.
(CIP 11.0801)

[Close Window](#)[COMM 1307 Introduction to Mass Communication](#)**Course Description****COMM 1307 Introduction To Mass Communication (3-3-0)**

Prerequisites: None
 Corequisites: None

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.
 (CIP 901025106)

[Close Window](#)

Humanities Elective * (select one course from [Humanities core listing](#))

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

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Semester II[IMED 1316 Web Page Design I](#)**Course Description****IMED 1316 Web Page Design I (3-1-4)**

Prerequisites: IMED 1401 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site.
 (CIP 11.0801)

[Close Window](#)[IMED 1305 Multimedia Courseware Development I](#)

Course Description

IMED 1305 Multimedia Courseware Development I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software.
 (CIP 13.0501)

[Close Window](#)

[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
 Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
 (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
 Corequisites: None
 Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
 (CIP 2701015419)

[Close Window](#)

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Social and Behavioral Science Elective * (select one course from [Social and Behavioral Science core listing](#))

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRJU 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

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Semester III

[ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

[Close Window](#)

[ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

[SPCH 1311 Introduction to Speech Communication](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

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[MRKG 1311 Principles of Marketing](#)

Course Description

MRKG 1311 Principles Of Marketing (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to basic marketing functions: identification and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Learning Outcome: The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet customer demands.
(CIP 5214010000)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university

you plan to attend to confirm the transfer status of this course.

[Close Window](#)

Literature Elective * (select one course from [Literature core listing](#))

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

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Semester IV

[IMED 2313 Project Analysis and Design](#)

Course Description

IMED 2313 Project Analysis And Design (3-2-2)

Prerequisites: IMED 1305
 Corequisites: None
 Fees: Laboratory

Application of the planning and production processes for multimedia or web projects. Emphasis on copyright and other legal issues, content design and production management.
 (CIP 11.0801)

[Close Window](#)

Elective (select one 3-hour course from the following subjects: [ARTS](#), [MUSI](#) or [COMM](#))

Select **three courses** from the following:

[IMED 2305 Multimedia Courseware Development II](#)

Course Description

IMED 2305 Multimedia Courseware Development II (3-1-4)

Prerequisites: IMED 1305
 Corequisites: None
 Fees: Laboratory

In-depth coverage of programming/scripting using an authoring system with emphasis on advanced development of courseware products.
 (CIP 13.0501)

[Close Window](#)

[ARTV 2341 Advanced Digital Video](#)

Course Description

ARTV 2341 Advanced Digital Video (3-1-4)

Prerequisites: ARTV 1351
 Corequisites: None
 Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.
 (CIP 10.0304)

[Close Window](#)

[ARTV 1345 3-D Modeling and Rendering](#)

Course Description

ARTV 1345 3-D Modeling And Rendering I (3-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3D Animation using Maya Software, Cameras, lighting, Rendering, Animation and Modeling, Squash and stretch, Set Driven keys, Graph editor, Hypergraph and Hypershade nodes. Includes Mechanical and Organic Modeling Tutorials.
(CIP 1003040000)

[Close Window](#)

[ARTS 2311 Design III](#)

Course Description

ARTS 2311 Design III (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression and color theory. Students study both subtractive color (RGB) using computers and additive color (RYB) using acrylic paint. Students will learn to express themselves with the gained knowledge of the way color works.
(CIP 5004015326)

[Close Window](#)

[ARTS 2312 Design IV](#)

Course Description

ARTS 2312 Design IV (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Elements and principles of art using two- and three-dimensional concepts.
(CIP 5004015326)

[Close Window](#)

Semester V

[IMED 2166 Practicum](#)

Course Description

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician (1-0-10)

Prerequisites: Requires instructor approval
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
(CIP 11.0801)

Instructor Permission Required

[Close Window](#)

(or Field Experience) Educational/ Instructional Media Technology/Technician

* General Core Requirements

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Music Technology

Associate of Arts

This program is designed to prepare vocal or instrumental students with additional skills in computer music and recording technology. Training is provided in current music software and digital sound. Students will acquire the skills necessary to use sequencers, sampling devices and other digital media as a composition, production, arranging and recording tool. Students will also learn to compose and arrange music for corporate video, television, and film.

Degree Requirements (Total Credit Hours 66-67):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **or** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- Select **one course** from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1324 Mathematics For Business And Economics Majors
- MATH 1325 Calculus For Business
- MATH 1348 Analytic Geometry
- MATH 1442 Elementary Statistics
- MATH 2318 Linear Algebra
- MATH 2320 Differential Equations
- MATH 2412 Precalculus
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6 Credit Hours)

- Select **two courses** from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I
- CHEM 1312 General Chemistry Lecture II
- CHEM 2323 Organic Chemistry I
- CHEM 2325 Organic Chemistry II
- GEOG 1301 Elements Of Physical Geography
- GEOG 1345 Oceanography
- GEOG 1346 Astronomy
- GEOG 1403 Physical Geology
- GEOG 1404 Historical Geology
- GEOG 1405 Environmental Geology
- PHYS 1301 General Physics I
- PHYS 1302 General Physics II
- PHYS 1305 Introductory Physics I
- PHYS 1307 Introductory Physics II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- [MUSI 1306 Music Appreciation](#)

Course Description

MUSI 1306 Music Appreciation (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

An introduction to musical elements, forms, styles, and genres. Music from principal periods in Western Classical music, American Jazz, Popular music and World music will be analyzed and discussed. Students will develop listening skills to increase their understanding and appreciation of music. Creative skills will be utilized and developed through the use of digital media.
 (CIP 5009025126)

[Close Window](#)

- Select **one course** from [Humanities core listing](#)

Humanities

ARTS 1303 Art History Survey I
 ARTS 1304 Art History Survey II
 ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 FREN 2312 Intermediate French II
 HIST 2301 Texas History
 HIST 2311 Western Civilization I
 HIST 2312 Western Civilization II
 HIST 2321 World Civilizations I
 HIST 2322 World Civilizations II
 HIST 2323 Eastern Civilizations
 HIST 2380 Mexican American History
 HIST 2381 African American History
 HUMA 1301 Introduction To The Humanities I
 HUMA 1302 Introduction To International Studies - Humanities II
 HUMA 1315 Introduction To The Arts
 HUMA 2319 American Minorities
 HUMA 2323 World Cultures
 IDST 2372 World Civilizations I
 IDST 2373 World Civilizations II
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature
 LATI 1311 Elementary Latin I
 LATI 1312 Elementary Latin II
 LATI 2311 Intermediate Latin I
 LATI 2312 Intermediate Latin II
 MUSI 1310 American Music
 PHIL 1301 Introduction To Philosophy
 PHIL 1304 Major World Religions
 PHIL 2303 Logic
 PHIL 2306 Ethics
 PHIL 2307 Introduction To Social And Political Philosophy
 SPAN 2312 Intermediate Spanish II
 SPAN 2323 Latin American Literature And Culture

[Close Window](#)

- [ENGL 2341 Forms of Literature](#)

Course Description

ENGL 2341 Forms Of Literature (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

Students focus on one or more literary genres including, but not limited to, poetry, fiction, drama, and film. A research paper or term project is required.
 (CIP 1601045113)

[Close Window](#)

(preferred) or select one course from [Literature core listing](#)

Literature

ENGL 2322 British Literature Through The 18Th Century
 ENGL 2323 British Literature In The 19Th And 20Th Centuries
 ENGL 2327 Early American Literature Through The Romantic Period
 ENGL 2328 American Literature: Realism Through Post-Modernism
 ENGL 2332 World Literature From Antiquity Through Renaissance
 ENGL 2333 Modern World Literature
 ENGL 2341 Forms Of Literature
 ENGL 2370 Studies In Literature
 ENGL 2373 Multi-Cultural American Literature
 IDST 2374 World Literature From Antiquity Through Renaissance
 IDST 2375 Modern World Literature

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If

only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements

- **Social and Behavioral Sciences**

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRIJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics
 GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.
 (CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#)course)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (20 Credit Hours)

- [MUSI 1211 Music Theory I](#)

Course Description

MUSI 1211 Music Theory I (2-2-1)

Prerequisites: MUSI 1301
Corequisites: MUSI 1212
Fees: Laboratory

Analysis and writing of tonal melody and diatonic harmony up to and including chords.
(CIP 5009045126)

[Close Window](#)

- [MUSI 1212 Music Theory II](#)

Course Description

MUSI 1212 Music Theory II (2-2-1)

Prerequisites: MUSI 1211
Corequisites: MUSI 1217
Fees: Laboratory

Analysis and writing of small compositional forms.
(CIP 5009045126)

[Close Window](#)

- [MUSI 1216 Ear Training I](#)

Course Description

MUSI 1216 Ear Training I (2-2-1)

Prerequisites: MUSI 1301 or Equivalent
Corequisites: MUSI 1216
Fees: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

[Close Window](#)

- [MUSI 1217 Ear Training II](#)

Course Description

MUSI 1217 Ear Training II (2-2-1)

Prerequisites: MUSI 1216
Corequisites: MUSI 1212
Fees: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

[Close Window](#)

- [MUSI 1390 Electronic Music I](#)

Course Description

MUSI 1390 Electronic Music I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides an overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs.
(CIP 5009045826)

[Close Window](#)

- [MUSI 1391 Electronic Music II](#)

Course Description

MUSI 1391 Electronic Music II (3-3-0)

Prerequisites: MUSI 1390
Corequisites: None
Fees: Laboratory

Continuation of MUSI 1390. More advanced uses of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition, and performance of music.
(CIP 5009045826)

[Close Window](#)

- [ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

- MUAP 11XX Applied Music (*three semesters on same instrument or voice*)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) |
Nanotechnology

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Nanotechnology

Associate of Applied Science

The Nanotechnology Associate of Applied Science will prepare students for careers in emerging nanotechnology industries as entry-level nanotechnicians in research and development corporations, nanofabrication, nanobiology/agriculture, nanomedicine, nanoelectronics, and nanomaterials.

The program will give graduates the knowledge, skills and abilities to operate a variety of nanofabrication equipment, understand scientific principles and the behavior of matter at the atomic level in chemical, biological and molecular systems, and "wet" and "dry" nanotechnology applications.

TOTAL CREDIT HOURS REQUIRED: 71

Semester I

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation. (CIP 2701015419)

[Close Window](#)

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[CHEM 1311 General Chemistry Lecture I](#)

Course Description

CHEM 1311 General Chemistry Lecture I (3-3-0)

Prerequisites: Successful completion of MATH 1314 with a grade "C" or higher
Corequisites: None

Prerequisite: successful completion of MATH 1314 or higher
This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to

modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have an good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations

If a laboratory is needed, the student should also take CHEM 1111.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

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[CHEM 1111 General Chemistry Laboratory I](#)

Course Description

CHEM 1111 General Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM 1311

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311, General Chemistry I. This course provides a quantitative study of the properties of chemical compounds and chemical reactions. The course is directed towards science majors.
(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

[NANO 1301 Introduction to Nanotechnology](#)

Course Description

NANO 1301 Introduction To Nanotechnology (3-3-0)

Prerequisites: None

Corequisites: None

Definition, history, scope, impacts, and challenges within the rapidly emerging and revolutionary field of nanotechnology. Explores nanotechnology's unique applications, production processes, workplace environment, and occupational outlook.
(CIP 150304)

[Close Window](#)

[PHYS 1301 General Physics I](#)

Course Description

PHYS 1301 General Physics I (3-3-0)

Prerequisites: MATH 1314

Corequisites: None

Students study motion, forces, conservation of energy, momentum, fluids, wave motion and heat. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1101, is recommended but not required to be taken concurrently.
(CIP 4008015303)

This course is math intensive (MI).

[Close Window](#)

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[PHYS 1101 General Physics Lab I](#)

Course Description

PHYS 1101 General Physics Lab I (1-0-3)

Prerequisites: MATH 1314

Corequisites: PHYS 1301

Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS 1301. The topics covered are motion, forces, conservation of energy, momentum, fluids, wave motion and heat. This course is algebra based. (CIP 4008015303)

This course is math intensive (MI).

[Close Window](#)

Semester II

[BIOL 1406 General Biology I](#)

Course Description

BIOL 1406 General Biology I (4-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL1306, for those degree plans not requiring a lab component. (CIP 2601015103)

This course includes a lab component.

[Close Window](#)

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[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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[NANO 1303 Nanotechnology Safety](#)

Course Description

NANO 1303 Nanotechnology Safety (3-3-0)

Prerequisites: NANO 1301
Corequisites: None

Safe handling of nanomaterials. Focuses on safety, regulations, and proper materials handling. (CIP 150304)

[Close Window](#)

[CHEM 1312 General Chemistry Lecture II](#)

Course Description

CHEM 1312 General Chemistry Lecture II (3-3-0)

Prerequisites: Successful completion of CHEM 1311 or equivalent with a grade of "C" or higher
Corequisites: None

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or higher

This course is a continuation of CHEM 1311 and includes among other topics solution chemistry, an introduction in reaction kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction in organic chemistry

Students needing a laboratory should also enroll in CHEM 1112.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

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[CHEM 1112 General Chemistry Laboratory II](#)

Course Description

CHEM 1112 General Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1111 with grade of "C" or higher; successful completion of CHEM 1312 with a grade of "C" or higher, or concurrent enrollment in CHEM 1312
Corequisites: None

Fees: Laboratory

This laboratory course involves selected laboratory experiments related to topics studied in CHEM 1312, including principles and practices of synthesis and separation, ionic equilibria, reaction kinetics, acid-base theory, and quantitative analysis.

(CIP 4005015203)

This course is math-intensive (MI).

[Close Window](#)

[PHYS 1302 General Physics II](#)

Course Description

PHYS 1302 General Physics II (3-3-0)

Prerequisites: PHYS 1301

Corequisites: None

Students investigate the basic principles of electricity, magnetism, light, optics and atomic and nuclear physics. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1102, is recommended, but not required to be taken concurrently.

(CIP 4008015303)

This course is math intensive (MI).

[Close Window](#)

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[PHYS 1102 General Physics Lab II](#)

Course Description

PHYS 1102 General Physics Lab II (1-0-3)

Prerequisites: PHYS 1301/1101 and MATH 1314

Corequisites: PHYS 1302

Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS1302. The topics covered will be electricity, magnetism, light, optics and atomic and nuclear physics. This course is algebra based.

(CIP 4008015303)

This course is math intensive (MI).

[Close Window](#)

Semester III

[COISC 1301 Introduction to Computer & Information Systems](#)

Course Description

COISC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None

Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

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[BIOL 2421 Microbiology](#)

Course Description

BIOL 2421 Microbiology (4-3-4)

Prerequisites: BIOL 1406 or CHEM 1107/1307 or CHEM 1111/1311 with a grade of "C" or better
 Corequisites: None
 Fees: Laboratory

The morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms are studied. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques.
 (CIP 2605035103)

[Close Window](#)

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[NANO 2325 Nanotechnology Materials](#)

Course Description

NANO 2325 Nanotechnology Materials (3-2-2)

Prerequisites: NANO 1303
 Corequisites: None
 Fees: Laboratory

Examination of basic nanomaterials, nanostructures, and processes used in nanotechnology including nanotubes, nanorods, colloids, dots, clusters, wires, platelets, shells, and films.
 (CIP 150304)

[Close Window](#)

[SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
 Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
 (CIP 2310015112)

[Close Window](#)

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[PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
 Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.
(CIP 4201015125)

[Close Window](#)

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Semester IV

[PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available
(CIP 3801015312)

[Close Window](#)

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[NANO 2426 Nanotechniques and Instrumentation](#)

Course Description

NANO 2426 Nanotechniques And Instrumentation (4-3-3)

Prerequisites: NANO 2325
Corequisites: None
Fees: Laboratory

Application of nanotechniques and instrumentation to both process nanomaterials and to build and characterize nanodevices. Includes a team project to design, build, and/or characterize a nanodevice. Emphasizes repair of selected equipment used in nanotechnology.
(CIP 150304)

[Close Window](#)

[QCTC 1341 Statistical Process Control](#)

Course Description

QCTC 1341 Statistical Process Control (3-3-0)

Prerequisites: None
Corequisites: None

Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data are applied to statistical control. Application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming are stressed.
(CIP 1507020000)

[Close Window](#)

[BITC 2441 Molecular Biology Techniques](#)

Course Description

BITC 2441 Molecular Biology Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
Corequisites: None

Fees: Laboratory

This course is an introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids.
(CIP 4101010000)

[Close Window](#)

Semester V

[NANO 2486 Internship – Nanotechnology](#)

Course Description

NANO 2486 Internship - Nanotechnology (4-0-20)

Prerequisites: NANO 2250
Corequisites: None
Fees: Laboratory

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(CIP 150304)

[Close Window](#)

[NANO 2250 Nanotechnology Seminar](#)

Course Description

NANO 2250 Nanotechnology Seminar (2-2-0)

Prerequisites: NANO 2486
Corequisites: None

Addresses, events, skills, knowledge and/or behaviors related to the practice environment. Includes application of didactic coursework to the technician's lab and integration into the workplace through the internship program.
(CIP 150304)

[Close Window](#)

* General Core Requirements

Program CIP code: 15.030400

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | [Network Security, Wireless, and Cisco PIX Firewall Technician](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Network Security, Wireless, and Cisco PIX Firewall Technician Marketable Skill Award

This Marketable Skills Achievement Award will teach students to design and implement security solutions and wireless networks that will reduce the risk of revenue loss and vulnerability. The courses will combine hands-on experience, and instructor-led learning for students.

There will be particular emphasis on security policy design and management, firewall and secure router design, installation and maintenance. Successful completion of the course will also prepare students for the COMPTIA Security + examination. Students will earn a Marketable Skills Achievement Award from Northwest Vista College upon completion of study.

TOTAL CREDIT HOURS REQUIRED: 10

Semester I

[ITNW 1351 Fundamentals of Wireless LANS](#)

Course Description

ITNW 1351 Fundamentals Of Wireless LANS (3-2-3)

Prerequisites: ITCC 1306
Corequisites: None
Fees: Laboratory

This introductory course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered.
(CIP 1109010000)

[Close Window](#)

[ITSY 2300 Operating Systems Security \(Linux\)](#)

Course Description

ITSY 2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design.
(CIP 1110030000)

[Close Window](#)

(Prerequisite [ITCC 1302](#))

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking

Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
(CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

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[ITNW 1449 Cisco Fundamentals of Network Security](#)

Course Description

ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 1346
Corequisites: None
Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.
(CIP 110901)

[Close Window](#)

(Prerequisite [ITCC 1346](#))

Course Description

ITCC 1346 CCNA 4: WAN Technologies (3-2-3)

Prerequisites: ITCC 1342
Corequisites: None
Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
(CIP 111002)

[Close Window](#)

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[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**New Media Arts
Associate of Arts**

The Associate of Arts in New Media Arts is designed for students pursuing a fine art degree that focuses on the rapidly growing field of new and convergent media.

Degree Requirements (Total Credit Hours 65-68)**Communication (9 Credit Hours)**

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description**SPCH 1311 Introduction To Speech Communications (3-3-0)**

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **OR** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

Select **one course** from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1324 Mathematics For Business And Economics Majors
- MATH 1325 Calculus For Business
- MATH 1348 Analytic Geometry
- MATH 1442 Elementary Statistics
- MATH 2318 Linear Algebra
- MATH 2320 Differential Equations
- MATH 2412 Precalculus
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6-8 Credit Hours)

Select **two courses** from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I
- CHEM 1312 General Chemistry Lecture II
- CHEM 2323 Organic Chemistry I
- CHEM 2325 Organic Chemistry II
- GEOG 1301 Elements Of Physical Geography
- GEOL 1345 Oceanography
- GEOL 1346 Astronomy
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology
- GEOL 1405 Environmental Geology
- PHYS 1301 General Physics I
- PHYS 1302 General Physics II
- PHYS 1305 Introductory Physics I
- PHYS 1307 Introductory Physics II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

[Close Window](#)

Courses with labs (4-hour courses) are encouraged

Humanities and Visual/Performing Arts (9 Credit Hours)

- Visual/Performing Arts requirement is included in **Additional Requirements** below
- [HUMA 1301 Introduction to Humanities I](#)

Course Description

HUMA 1301 Introduction To The Humanities I (3-3-0)

Prerequisites: None
Corequisites: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society.
(CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

OR [HUMA 1315 Introduction to the Arts](#)

Course Description

HUMA 1315 Introduction To The Arts (3-3-0)

Prerequisites: None
Corequisites: None

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. Students explore the basics of art through text, audio, and image analysis with hands-on activities designed to develop cultural and aesthetic awareness.
(CIP 5001015126)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

- [ENGL 2341 Forms of Literature](#)

Course Description

ENGL 2341 Forms Of Literature (3-3-0)

Prerequisites: ENGL 1302
Corequisites: None

Students focus on one or more literary genres including, but not limited to, poetry, fiction, drama, and film. A research paper or term project is required.
(CIP 1601045113)

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**
 - [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.
(CIP 5401025125)

Close Window

- [HIST 1302 History of the United States II](#)

Course Description**HIST 1302 History Of The United States II (3-3-0)**

Prerequisites: None
 Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

Close Window

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description**GOVT 2305 Federal Government (3-3-0)**

Prerequisites: None
 Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

Close Window

- [GOVT 2306 Texas Government](#)

Course Description**GOVT 2306 Texas Government (3-3-0)**

Prerequisites: None
 Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

Close Window

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
 ANTH 2302 Introduction To Archeology
 ANTH 2346 Introductory Anthropology
 ANTH 2351 Cultural Anthropology
 COMM 1307 Introduction To Mass Communication
 CRJ 1301 Introduction To Criminal Justice
 ECON 2301 Macroeconomics
 ECON 2302 Microeconomics

GEOG 1301 Elements Of Physical Geography
 GEOG 1302 Cultural Geography
 GEOG 1303 Geography Of The World
 IDST 2370 Individual, Family, and Community
 IDST 2371 Society and Social Issues
 PSYC 2301 Introduction To Psychology
 PSYC 2303 Industrial And Organizational Psychology
 PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (4 Credit Hours)

- [IMED 1401 Introduction to Multimedia](#)

Course Description

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations.
 (CIP 11.0801)

[Close Window](#)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (21 Credit Hours)

- [IMED 1305 Multimedia Courseware I](#)

Course Description

IMED 1305 Multimedia Courseware Development I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software.
 (CIP 13.0501)

[Close Window](#)

- [ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
 (CIP 10.0304)

[Close Window](#)

- [ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation. (CIP 10.0304)

[Close Window](#)

- Select **four courses** from the following:

- [ARTS 1303 Art History Survey I](#)

Course Description

ARTS 1303 Art History Survey I (3-3-0)

Prerequisites: None
Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. Prehistoric art, ancient civilizations, and the Middle-Ages through the early renaissance are examined. Art works are considered in their historical context with emphasis on social and cultural values. (CIP 5007035226)

[Close Window](#)

- [ARTS 1304 Art History Survey II](#)

Course Description

ARTS 1304 Art History Survey II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. The Renaissance, Baroque, and Modern Periods to the present are examined. Art works are considered in their historical context with emphasis on social and cultural values. (CIP 5007035226)

[Close Window](#)

- [ARTS 1311 Design I](#)

Course Description

ARTS 1311 Design I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques. (CIP 5004015326)

[Close Window](#)

- [ARTS 1312 Design II](#)

Course Description

ARTS 1312 Design II (3-3-3)

Prerequisites: ARTS 1311

Corequisites: None
Fees: Laboratory

This course further introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on three dimensional media. Design methods can include computers and traditional techniques.
(CIP 5004015326)

[Close Window](#)

- [ARTS 1316 Drawing I](#)

Course Description

ARTS 1316 Drawing I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces the basic principles and techniques of drawing. Students will explore a variety of media and subjects and expand their perceptual and descriptive possibilities. Drawing will be considered as developmental process as well as an end in itself.
(CIP 500705226)

[Close Window](#)

- [ARTS 2316 Painting I](#)

Course Description

ARTS 2316 Painting I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This studio course stresses fundamental concepts of painting with acrylics. Emphasis is on painting from still life, models, and the imagination.
(CIP 5007085226)

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

New Media Communications

Associate of Arts

The Associate of Arts in New Media Communications is designed for students pursuing careers in broadcasting, public relations, web publishing and the rapidly changing field of new media. Students gain both an understanding of the function and importance of mass media in the business world and American society. The program provides students with hands-on exposure to all the technological tools that are used in the business and education worlds.

Degree Requirements (Total Credit Hours 61-62):

Communication (9 Credit Hours)

- [ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

- **or** [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

- o **OR** [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Note: Check with transfer institution for requirement for specific major

Mathematics (3 Credit Hours)

- Select **one course** from [Mathematics core listing](#)

Mathematics

AA Students may select MATH 1332 Liberal Arts Mathematics

- MATH 1314 College Algebra
- MATH 1316 Plane Trigonometry
- MATH 1324 Mathematics For Business And Economics Majors
- MATH 1325 Calculus For Business
- MATH 1348 Analytic Geometry
- MATH 1442 Elementary Statistics
- MATH 2318 Linear Algebra
- MATH 2320 Differential Equations
- MATH 2412 Precalculus
- MATH 2413 Calculus I
- MATH 2414 Calculus II
- MATH 2415 Calculus III

[Close Window](#)

Natural Sciences (6-8 Credit Hours)

- Select **two courses** from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I
- CHEM 1312 General Chemistry Lecture II
- CHEM 2323 Organic Chemistry I
- CHEM 2325 Organic Chemistry II
- GEOG 1301 Elements Of Physical Geography
- GEOG 1345 Oceanography
- GEOG 1346 Astronomy
- GEOG 1403 Physical Geology
- GEOG 1404 Historical Geology
- GEOG 1405 Environmental Geology
- PHYS 1301 General Physics I
- PHYS 1302 General Physics II
- PHYS 1305 Introductory Physics I
- PHYS 1307 Introductory Physics II
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

[Close Window](#)

Courses with labs (4-hour courses) are encouraged.

Humanities and Visual/Performing Arts (9 Credit Hours)

- [ARTS 1311 Design I](#)

Course Description

ARTS 1311 Design I (3-3-3)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques.
 (CIP 5004015326)

[Close Window](#)

- [HUMA 1301 Introduction to Humanities I](#)

Course Description

HUMA 1301 Introduction To The Humanities I (3-3-0)

Prerequisites: None
 Corequisites: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society.
 (CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Close Window](#)

- [ENGL 2341 Forms of Literature](#)

Course Description

ENGL 2341 Forms Of Literature (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

Students focus on one or more literary genres including, but not limited to, poetry, fiction, drama, and film. A research paper or term project is required.
 (CIP 1601045113)

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.
 (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

• **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments. (CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

• **Social and Behavioral Sciences**

- Select **one course** from [Social and Behavioral Sciences core listing](#)

Social and Behavioral Science

ANTH 2301 Physical Anthropology
ANTH 2302 Introduction To Archeology
ANTH 2346 Introductory Anthropology
ANTH 2351 Cultural Anthropology
COMM 1307 Introduction To Mass Communication
CRIJ 1301 Introduction To Criminal Justice
ECON 2301 Macroeconomics
ECON 2302 Microeconomics
GEOG 1301 Elements Of Physical Geography
GEOG 1302 Cultural Geography
GEOG 1303 Geography Of The World
IDST 2370 Individual, Family, and Community
IDST 2371 Society and Social Issues
PSYC 2301 Introduction To Psychology
PSYC 2303 Industrial And Organizational Psychology

PSYC 2306 Human Sexuality
 PSYC 2314 Developmental Psychology
 PSYC 2316 Psychology Of Personality
 PSYC 2317 Statistics For Behavioral Sciences
 PSYC 2319 Social Psychology
 PSYC 2340 Current Issues In Psychology
 PSYC 2370 Selected Topics In Psychology
 PSYC 2371 Abnormal Psychology
 SOCI 1301 Introduction To Sociology
 SOCI 1306 Contemporary Social Problems
 SOCI 2370 Death And Dying
 SOCI 2301 Marriage And Family
 SOCI 2319 Minority Studies I

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C++ computer language. Students practice algorithms, data presentation, and program structures.
 (CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#) course)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements (16 Credit Hours)

- [IMED 1401 Introduction to Multimedia](#)

Course Description

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page

development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations.
(CIP 11.0801)

[Close Window](#)

- [ARTV 1343 Digital Sound](#)

Course Description

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

[Close Window](#)

- [ARTV 1351 Digital Video](#)

Course Description

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

[Close Window](#)

- [COMM 1307 Introduction to Mass Communication](#)

Course Description

COMM 1307 Introduction To Mass Communication (3-3-0)

Prerequisites: None
Corequisites: None

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.
(CIP 901025106)

[Close Window](#)

- Select **one** from the following:

- [COMM 2311 Newsgathering & Writing I](#)

Course Description

COMM 2311 News Gathering & Writing I (3-3-0)

Prerequisites: COMM 1307
Corequisites: None

This course introduces the fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner. The class meets for part of the semester at a local public broadcasting radio or TV station. Student material will be produced for broadcast. Transportation is required.
(CIP 904015706)

[Close Window](#)

- [COMM 2327 Introduction to Advertising](#)

Course Description

COMM 2327 Introduction to Advertising (3-3-0)

Prerequisites: COMM 1307
Corequisites: None

This course explores the fundamentals of advertising including its development, marketing theory and strategy, copy writing, design and analysis. Other topics include ethics in advertising and media literacy.
(CIP 909035106)

[Close Window](#)

- [COMM 2339 Writing for Radio, Television, and Film](#)

Course Description

COMM 2339 Writing For Radio, Television & Film (3-3-0)

Prerequisites: COMM 1307
Corequisites: None

This course introduces basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.
(CIP 904025106)

[Close Window](#)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS | Certificate Programs](#) | [Pharmacy Technology](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Pharmacy Technology Certificate Program

The Pharmacy Technology program prepares students to serve as pharmacy technicians in both the community and hospital settings. Students receive academic and medical training and learn how to support pharmacists during patient consultations, counter dispensing operations, and prescription preparation. A certificate option is currently available, and an AAS degree is under development.

An interview with Pharmacy Technology Advisory Committee members must be successfully completed prior to full acceptance into the Pharmacy Technician program. Prior to acceptance into the program, PHRA 1301, PHRA 1209 and HITT 1305 may be taken. All other courses require previous approval and/or acceptance into the program. Northwest Vista College is accredited for pharmacy technician training by the American Society of Health-Systems Pharmacists (ASHP).

TOTAL CREDIT HOURS REQUIRED: 38

Semester I

[PHRA 1301 Introduction to Pharmacy](#)

Course Description

PHRA 1301 Introduction To Pharmacy (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Examination of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.
(CIP 5108050000)

[Close Window](#)

[PHRA 1209 Pharmaceutical Mathematics I](#)

Course Description

PHRA 1209 Pharmaceutical Mathematics I (2-1-2)

Prerequisites: Eligibility to take MATH 0303
Corequisites: None
Fees: Laboratory

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill-equivalent, units, intravenous flow rates, and solving dosage problems.
(CIP 5108050000)

[Close Window](#)

[HITT 1305 Medical Terminology](#)

Course Description

HITT 1305 Medical Terminology (3-3-0)

Prerequisites: None

Corequisites: None

Study of the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.
(CIP 5107070000)

[Close Window](#)

[PHRA 1205 Drug Classification](#)

Course Description

PHRA 1205 Drug Classification (2-2-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Study of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures.
(CIP 5108050000)

[Close Window](#)

[PHRA 1441 Pharmacy Drug Therapy and Treatment](#)

Course Description

PHRA 1441 Pharmacy Drug Therapy And Treatment (4-3-2)

Prerequisites: None
Corequisites: None

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.
(CIP 5108050000)

[Close Window](#)

Semester II

[PHRA 1313 Community Pharmacy Practice](#)

Course Description

PHRA 1313 Community Pharmacy Practice (3-2-2)

Prerequisites: PHRA 1301
Corequisites: None
Fees: Laboratory

Mastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters.
(CIP 5108050000)

[Close Window](#)

[PHRA 1345 Intravenous Admixture and Sterile Compounding](#)

Course Description

PHRA 1345 Intravenous Admixture And Sterile Compounding (3-2-2)

Prerequisites: PHRA 1301
Corequisites: None
Fees: Laboratory

Mastery of skills in compounding sterile products. Introduction to sterile products,

hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (auto injectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Students will be offered at option at the beginning of the course to opt for an Aseptic Techniques Certificate. Students may choose to or not receive this certification.
(CIP 5108050000)

[Close Window](#)

[PHRA 1349 Institutional Pharmacy Practice](#)

Course Description

PHRA 1349 Institutional Pharmacy Practice (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control.
(CIP 5108050000)

[Close Window](#)

[COSC 1301 Introduction to Computer & Information Systems](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
(CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

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[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

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Semester III

[PHRA 1191 Special Topics in Pharmacy](#)

Course Description

PHRA 1191 Special Topics In Pharmacy (1-1-0)

Prerequisites: PHRA 1305
Corequisites: None

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
(CIP 5108050000)

[Close Window](#)

[PHRA 2164 Externship - Retail Pharmacy Technician](#)

Course Description

PHRA 2164 Externship - Retail Pharmacy Technician (1-1-9)

Prerequisites: None
Corequisites: None

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 5108050000)

[Close Window](#)

Semester IV

[PHRA 2165 Externship - Hospital Pharmacy Technician](#)

Course Description

PHRA 2165 Externship - Hospital Pharmacy Technician (1-1-9)

Prerequisites: None
Corequisites: None

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 5108050000)

[Close Window](#)

[PSYC 2301 Introduction to Psychology](#)

Course Description

PSYC 2301 Introduction To Psychology (3-3-0)

Prerequisites: None
Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.
(CIP 4201015125)

[Close Window](#)

[SPCH 1311 Introduction to Speech Communications](#)



Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. (CIP 2310015112)

[Close Window](#)

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* General Core Requirements

Program CIP code: 51.080100

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) |
Programming and Visualization

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Programming and Visualization

Associate of Applied Science

This program trains entry-level professional programmers who can work in the media-film-game industry, the modeling and simulation industry, and/or the educational technology industry. Graduates may also have employment opportunities flowing from the increased demand for 3-D Modeling and Simulation and Visualization in the Aerospace, Life-Bio-Health Science, Defense, Tourism and IT Security industries.

Because the Gaming and Simulation work environment demands highly advanced skills, it is recommended that students consider this program as an entry point to continued higher education rather than as a terminal degree. Students should consider transfer plans with universities that offer Bachelors of Applied Science and/or Bachelors of Applied Technology Degrees.

TOTAL CREDIT HOURS REQUIRED: 62

Choose 1 of the 2 Specialization Tracks Below:

General Core Courses: (18 hours)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
 Corequisites: None
 Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
 (CIP 2701015419)

[Close Window](#)

[PHIL 2303 Logic](#)

Course Description

PHIL 2303 Logic (3-3-0)

Prerequisites: None
 Corequisites: None

This course teaches critical thinking. Mistakes in reasoning, systems of deductive reasoning, scientific reasoning, inductive reasoning, and some probability theory are all possible parts of this course. The techniques taught are a basis of analytical thinking and computer programming. This course may be taught with a special emphasis on: (a) informal logic, critical thinking skills, careful argumentation in writing, and constructively criticizing ideas; or (b) formal symbolic logic and logical skills especially useful for computer programming. Regular sections without specialized emphases are also available.
 (CIP 3801015212)

[Close Window](#)

[ECON 2301 Macroeconomics](#)

Course Description

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None
 Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.
 (CIP 4506015125)

[Close Window](#)

[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
 Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
 (CIP 2310015212)

[Close Window](#)

OR [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
 Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. (CIP 2310015112)

[Close Window](#)

Core Information Technology Courses (27 hours)

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

[ITSE 2317 Java Programming](#)

Course Description

ITSE 2317 Java Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
 Corequisites: None
 Fees: Laboratory

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets. (CIP 1102010000)

Same as COSC 1336

[Close Window](#)

[ITSE 2357 Advanced Object-Oriented Programming](#)

Course Description

ITSE 2357 Advanced Object-Oriented Programming (3-3-1)

Prerequisites: ITSE 2317 or COSC 1336
 Corequisites: None
 Fees: Laboratory

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling. (CIP 1102010000)

Same as COSC 1337. Replaces ITSE 1391, Special Topics in Computer Programming.

[Close Window](#)

[ITSE 2345 Data Structures](#)

Course Description

ITSE 2345 Data Structures (3-3-1)

Prerequisites: ITSE 2357 or COSC 1337
 Corequisites: None
 Fees: Laboratory

This course explores advanced programming techniques including an in-depth look at various data structures and the operations performed on them. Students will develop correct, well-documented programs containing complex data structures; incorporate arrays, records, stacks, queues, lists, and trees; and use searching, sorting, traversal, and recursion techniques.

(CIP 1102010000)

Same as COSC 2336. Replaces ITSE 2321, *Introduction to Object-Oriented Programming*

[Close Window](#)

[ITSE 1307 Introduction to C++ Programming](#)

Course Description

ITSE 1307 Introduction To C++ Programming (3-3-1)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.
 (CIP 1102010000)

[Close Window](#)

[ITSE 2331 Advanced C++ Programming](#)

Course Description

ITSE 2331 Advanced C++ Programming (3-3-1)

Prerequisites: ITSE 1307
 Corequisites: None
 Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques.
 (CIP 1102010000)

[Close Window](#)

[ITSW 1307 Introduction to Database](#)

Course Description

ITSW 1307 Introduction To Database (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Introduction to database theory and the practical applications of a database. Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.
 (CIP 110802)

[Close Window](#)

[INEW 2340 Object-Oriented Design](#)

Course Description

INEW 2340 Object-Oriented Design (3-3-1)

Prerequisites: ITSE 2317
 Corequisites: None

A study of large system analysis and design concepts from the object-oriented perspective. Includes determining required objects and their interfaces. Also covers relationships between objects. Students will build/use case models, sequence diagrams, class diagrams and state charts. Topics will include determining what objects will be required, what members an object requires, and relationships between objects using UML, Java etc.
 (CIP 1102010000)

Replaces ITSE 1350 System Analysis and Design

[Close Window](#)[ITCC 1302 CCNA 1: Networking Basics V3.0](#)**Course Description****ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
 (CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)**Specialization in Game Development (17 hours)**[GAME 1303 Introduction to Game Design & Development](#)**Course Description****GAME 1303 Introduction To Game Design And Development (3-3-1)**

Prerequisites: COSC 1301 or Demonstrated Equivalent Competency
 Corequisites: None
 Fees: Laboratory

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc.
 (CIP 100304)

[Close Window](#)[GAME 1304 Level Design](#)**Course Description****GAME 1304 Level Design (3-2-3)**

Prerequisites: GAME 1303 or GAME 1306
 Corequisites: None
 Fees: Laboratory

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.
 (CIP 100304)

[Close Window](#)[GAME 2342 Game Development in C++](#)**Course Description****GAME 2342 Game Development In C++ (3-2-3)**

Prerequisites: ITSE 2331
 Corequisites: None
 Fees: Laboratory

Skill development in C++ programming for games and simulations. Examines real-

world C++ development issues.
(CIP 100304)

[Close Window](#)

[GAME 2332 Project Development I](#)

Course Description

GAME 2332 Project Development I (3-3-2)

Prerequisites: GAME 2342
Corequisites: None
Fees: Laboratory

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Applies skills learned in previous classes in a simulated real-world design team experience. (CIP 100304)

[Close Window](#)

[GAME 2359 Game and Simulation Group Project](#)

Course Description

GAME 2359 Game And Simulation Group Project (3-3-1)

Prerequisites: GAME 2371 or GAME 2342
Corequisites: None
Fees: Laboratory

Creation of a game and/or simalon project utilizing a team approach. Includes animation, titles, visualization of research results, modeling with polygon frames, curves and surfaces, 3-D text and animation with keyframes, paths (objects and curves), morphing, vertex keys, skeletons, and lattices. (CIP 100304)

[Close Window](#)

[GAME 2286 Internship – Animation, Interactive Technology, Video Graphics and Special Effects](#)

Course Description

GAME 2286 Internship - Animation, Interactive Technology, Video Graphics And Special Effects (2-0-12)

Prerequisites: Instructor Permission, Requires instructor approval
Corequisites: None
Fees: Laboratory

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (CIP 100304)

[Close Window](#)

Specialization in Software Development (17 hours)

[ITSE 1332 Introduction to VisualBasic.NET Programming](#)

Course Description

ITSE 1332 Introduction To VisualBasic.NET Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
Corequisites: None
Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling. (CIP 1102010000)

Replaces ITSE 1331 Introduction to Visual Basic Programming

[Close Window](#)

[ITSE 1347 Programming With VisualBasic.NET](#)

Course Description

ITSE 1347 Programming With VisualBasic.NET (3-3-1)

Prerequisites: ITSE 1332
Corequisites: None
Fees: Laboratory

Designing and developing enterprise applications using Microsoft Visual Basic.NET in the Microsoft.NET Framework. Includes reference types, class relationships, polymorphism, operators overloading, and creating and handling exceptions. (CIP 1109010000)

Replaces ITSE 2349 Advanced Visual Basic Programming

[Close Window](#)

[ITSE 1311 Beginning Web Programming](#)

Course Description

ITSE 1311 Beginning Web Programming (3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages. (CIP 1108020000)

[Close Window](#)

[ITSE 2302 Intermediate Web Programming](#)

Course Description

ITSE 2302 Intermediate Web Programming (3-3-1)

Prerequisites: ITSE 1302 and ITSE 1311
Corequisites: None
Fees: Laboratory

Techniques for web development. Includes server-side and client-side scripting. (CIP 1108020000)

[Close Window](#)

[ITSC 1307 UNIX Operating System I](#)

Course Description

ITSC 1307 UNIX Operating System I (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (CIP 1101010000)

[Close Window](#)

[ITSE 2286 Internship – Computer Programming/Programmer, General](#)

Course Description

ITSE 2286 Internship - Computer Programming/Programmer, General (2-0-12)

Prerequisites: Permission of Program Coordinator, Requires instructor approval
Corequisites: None

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(CIP 1102010000)

Permission of Program Coordinator

[Close Window](#)

Program CIP: 10.030400

[College Catalog 2007-2008](#) | [Programs of Study](#) | [Associate of Applied Science](#) | Systems Administration

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Systems Administration Associate of Applied Science

The Associate of Applied Science in Systems Administration is structured to prepare graduates for immediate and continuing employment opportunities as an advanced Cisco Networking Technician, Information Security Specialist, or a Windows network administrator. Students will obtain a through knowledge of router/switch configuration, network monitoring and incident response, and end user support and server administration.

This program has 3 tracks of specialization. You can choose to specialize in Information Security and Assurance, Microsoft Systems and User Support, or Advanced Cisco Networking Technologies and PIX Administration.

Each of the tracks requires 18 hours of general core courses, 27 hours of core information technology courses, and 17-21 hours of specialized courses depending on the track you choose.

The required courses and total number of credit hours for each of the 3 tracks is listed below.

General Core Courses (18 hours)

[ENGL 1301 Freshman Composition I](#)

Course Description

ENGL 1301 Freshman Composition I (3-3-0)

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

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[ENGL 1302 Freshman Composition II](#)

Course Description

ENGL 1302 Freshman Composition II (3-3-0)

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required. (CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

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[MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
 Corequisites: None
 Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
 (CIP 2701015419)

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[PHIL 2306 Ethics](#)

Course Description

PHIL 2306 Ethics (3-3-0)

Prerequisites: None
 Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available
 (CIP 3801015312)

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[ECON 2301 Macroeconomics](#)

Course Description

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None
 Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.
 (CIP 4506015125)

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[SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
 Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
 (CIP 2310015212)

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* General Core Requirements

Core Information Technology Courses (27 hours)

[CPMT 1305 IT Essentials I: PC Hardware](#)

Course Description

CPMT 1305 IT Essentials I: PC Hardware (3-2-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

An introduction to information technology and data communication. Includes topics on personal computer hardware and software and basic networking concepts. Build a computer and install a motherboard, floppy and hard drives, CD-ROM, and video cards; install and manage Windows operating systems; add peripherals and multimedia capabilities; demonstrate knowledge of local-area network architecture, networking protocols, the OSI Model, and TCP/IP utilities; connect the computer to a local area network and to the Internet.
 47.0104

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(A+) **or** [ITSC 1325 Personal Computer Hardware](#)

Course Description

ITSC 1325 Personal Computer Hardware (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Students are provided with a basic understanding of microprocessors, data storage devices, memory, and expansion buses. Requires occasional lifting of 10-20 pounds in equipment.
 (CIP 470140000)

[Close Window](#)

[ITCC 1302 CCNA1: Networking Basic V3.0](#)

Course Description

ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
 (CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

[Close Window](#)

[ITCC 1306 CCNA2: Router and Routing Basics V3.0](#)

Course Description

ITCC 1306 CCNA 2: Routers And Routing Basics V3.0 (3-2-3)

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Routers and Routing Basics is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure protocols, and create access lists controlling access to the router.
 (CIP 111002)

[Close Window](#)[ITCC 1342 CCNA3: Switching Basics and Intermediate Routing](#)**Course Description****ITCC 1342 CCNA 3: Switching Basics And Intermediate Routing (3-2-3)**

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (SPT), and VLAN Trunking Protocol (VTP).
 (CIP 111002)

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[ITCC 1346 CCNA 4: WAN Technologies](#)**Course Description****ITCC 1346 CCNA 4: WAN Technologies (3-2-3)**

Prerequisites: ITCC 1342
 Corequisites: None
 Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
 (CIP 111002)

[Close Window](#)

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[ITNW 1351 Fundamentals of Wireless LANs](#)**Course Description****ITNW 1351 Fundamentals Of Wireless LANs (3-2-3)**

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

This introductory course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered.
 (CIP 1109010000)

[Close Window](#)[ITSC 1307 UNIX Operating System I](#)**Course Description****ITSC 1307 UNIX Operating System I (3-2-2)**

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts.
 (CIP 1101010000)

[Close Window](#)

[ITMT 1340 Managing Windows 2003 Server Environment](#)

Course Description

ITMT 1340 Managing and Maintaining a Microsoft Windows Server 2003 Environment (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment. Create and populate organizational units with user and computer accounts; create and manage groups; implement printing; and manage the user and computer environment by using Group Policy. Administer server resources; monitor system performance; manage hard disks; and manage disaster recovery. (CIP 11.0901)

[Close Window](#)

(70-290)

[ITSY 2300 Operating Systems Security \(Linux\)](#)

Course Description

ITSY 2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design. (CIP 1110030000)

[Close Window](#)

* Not required for MS Systems and User Support Specialization. Substitute

[ITSC 2339 Personal Computer Help Desk](#)

Course Description

ITSC 2339 Personal Computer Help Desk (3-2-2)

Prerequisites: ITSC 1325 and ITCC 1302
Corequisites: None
Fees: Laboratory

This course covers diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. Students will establish a rapport with users in problem-solving situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problem solving methodologies. (CIP 1101010000)

[Close Window](#)

(70-271)

** Not required for MS Systems and User Support Specialization. Substitute

[ITSC 2335 Application Problem Solving](#)

Course Description

ITSC 2335 Application Problem Solving (3-2-2)

Prerequisites: Any advanced application software course or equivalent software use
Corequisites: None
Fees: Laboratory

Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a specific curricular area. (CIP 110101)

[Close Window](#)

(70-272)

Specialization in Information Security and Assurance (17 hours)

[ITSY 1300 Fundamentals of Information Security](#)

Course Description

ITSY 1300 Fundamentals Of Information Security (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
(CIP 1110030000)

[Close Window](#)

[ITSY 2341 Security Management Practices](#)

Course Description

ITSY 2341 Security Management Practices (3-3-0)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

[Close Window](#)

[ITSY 2342 Incident Response and Handling](#)

Course Description

ITSY 2342 Incident Response And Handling (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

[Close Window](#)

[ITSY 2343 Computer System Forensics](#)

Course Description

ITSY 2343 Computer System Forensics (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.
(CIP 1110030000)

[Close Window](#)[ITNW 1449 Cisco Fundamentals of Network Security](#)**Course Description****ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)**

Prerequisites: ITCC 1346
 Corequisites: None
 Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.
 (CIP 110901)

[Close Window](#)[ITNW 2164 Practicum \(or Field Experience\) - Business Systems Networking and Telecommunications](#)**Course Description****ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications (1-0-10)**

Prerequisites: None
 Corequisites: None

Students gain practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students will be required attend a resume builder seminar with the College Career and Success Specialist.
 (CIP 1109010000)

Instructor Permission Required

[Close Window](#)**Total Degree Plan Requirements: 62 hours****Specialization in Microsoft Systems and User Support (19 hours)**[ITMT 1300 Implementing and Supporting Windows XP Professional](#)**Course Description****ITMT 1300 Implementing and Supporting Windows XP Professional (3-2-2)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional.
 (CIP 11.0901)

[Close Window](#)**(70-270)**[ITMT 1350 Microsoft Windows Server 2003 Network Infrastructure](#)

Course Description

ITMT 1350 Microsoft Windows Server 2003 Network Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.
(CIP 11.0901)

[Close Window](#)

(70-291)

[ITMT 2300 Planning, Implementing, and Maintaining a MS Windows Server 2003 Active Directory Infrastructure](#)

Course Description

ITMT 2300 Planning, Implementing and Maintaining a MS Windows Server 2003 Active Directory Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies.
(CIP 11.0901)

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(70-294)

[ITMT 2330 Planning and Maintaining a MS Server 2003 Network Infrastructure](#)

Course Description

ITMT 2330 Planning and Maintaining a MS Server 2003 Network Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Designing a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2003 environment. Intended for systems engineers who are responsible for designing directory service and/or network infrastructures
(CIP 11.0901)

[Close Window](#)

(70-293)

[ITNW 2356 Designing a Windows Server 2003 Active and Network Infrastructure](#)

Course Description

ITNW 2356 Designing a Windows Server 2003 Active and Network Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Describe the process for designing a directory services infrastructure and a network infrastructure that supports directory services; design a site infrastructure that meets the needs of an organization; design an administrative structure that meets the needs of an organization; design a Dynamic Host Configuration Protocol (DHCP) structure that supports directory services; and design a name resolution strategy that supports directory services.
11.09.01

[Close Window](#)

(70-297)

[ITMT 2346 Administering Security Windows Server 2003 Network](#)

Course Description

ITMT 2346 Administering Security Windows Server 2003 Network (3-2-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security.
 (CIP 11.0901)

[Close Window](#)

(70-299)

[ITNW 2164 Practicum \(or Field Experience\) - Business Systems Networking and Telecommunications](#)

Course Description

ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications (1-0-10)

Prerequisites: None
 Corequisites: None

Students gain practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students will be required attend a resume builder seminar with the College Career and Success Specialist.
 (CIP 1109010000)

Instructor Permission Required

[Close Window](#)

Total Degree Plan Requirements: 64 hours

Specialization in Advanced Cisco Networking Technologies and PIX Administration (21 hours)

[ITNW 1449 Cisco Fundamentals of Network Security](#)

Course Description

ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 1346
 Corequisites: None
 Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality.
 (CIP 110901)

[Close Window](#)

[ITCC 2432 CCNP1: Advanced Routing V3.0](#)

Course Description

ITCC 2432 CCNP 1: Advanced Routing V3.0 (4-3-3)

Prerequisites: ITCC 1346
 Corequisites: None

Fees: Laboratory

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional certification. CCNP5 teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the important techniques used for route filtering and route redistribution.
(CIP 1109010000)

[Close Window](#)

[ITCC 2436 CCNP2: Remote Access](#)

Course Description

ITCC 2436 CCNP 2: Remote Access (4-3-3)

Prerequisites: ITCC 2432
Corequisites: None
Fees: Laboratory

The course covers designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
(CIP 1110020000)

[Close Window](#)

[ITCC 2440 CCNP3: Multilayer Switching](#)

Course Description

ITCC 2440 CCNP 3: Multilayer Switching (4-3-3)

Prerequisites: ITCC 2436
Corequisites: None
Fees: Laboratory

This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting.
(CIP 1110020000)

[Close Window](#)

[ITCC 2444 CCNP4: Internetwork Troubleshooting](#)

Course Description

ITCC 2444 CCNP 4: Network Troubleshooting (4-3-3)

Prerequisites: ITCC 2440
Corequisites: None
Fees: Laboratory

This course is study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections.
(CIP 1109010000)

[Close Window](#)

[ITNW 2164 Practicum \(or Field Experience\) - Business Systems Networking and Telecommunications](#)

Course Description

ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications (1-0-10)

Prerequisites: None
Corequisites: None

Students gain practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students will be required attend a resume builder seminar with the College Career and Success Specialist.
(CIP 1109010000)

Instructor Permission Required

[Close Window](#)

Total Degree Plan Requirements: 66 hours

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)**Programs of Study**[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**Teaching**
Associate of Arts

The Associate of Arts in Teaching is designed for students pursuing certification in Early Childhood (EC)-4, 4-8, EC-12, 8-12, and Other EC-12. Early Childhood Degree Specialization is not offered. Students in the program will gain an understanding of curriculum & instruction and teaching to special populations. A field experience is also a requirement of this program.

Degree Requirements (Total Credit Hours 64-68):**Communication (9 Credit Hours)**

- [ENGL 1301 Freshman Composition I](#)

Course Description**ENGL 1301 Freshman Composition I (3-3-0)**

Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [ENGL 1302 Freshman Composition II](#)

Course Description**ENGL 1302 Freshman Composition II (3-3-0)**

Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

[Close Window](#)

- [SPCH 2341 Oral Interpretation](#)

Course Description**SPCH 2341 Oral Interpretation (3-3-0)**

Prerequisites: SPCH 1311 or SPCH 1315 preferred
Corequisites: None

Students practice applying the principles and techniques involved in oral presentations and performance. Emphasis is on the explanation of concepts and processes. This course is recommended for elementary education majors and those preparing for work in a learning environment.
(CIP 2310015712)

[Close Window](#)

(*preferred*) **or**select **one**of the following:

- [SPCH 1311 Introduction to Speech Communications](#)

Course Description

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None
Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

[Close Window](#)

o [SPCH 1315 Public Speaking](#)

Course Description

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None
Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

[Close Window](#)

o [SPCH 1321 Business and Professional Speaking](#)

Course Description

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None
Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

[Close Window](#)

Math (3 Credit Hours)

• [MATH 1314 College Algebra](#)

Course Description

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent
Corequisites: None
Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.
(CIP 2701015419)

[Close Window](#)

Natural Sciences (6 Credit Hours)

• Select **two** courses from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

- BIOL 1322 Nutrition
- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2306 Human Ecology
- BIOL 2401 Human Anatomy And Physiology I
- BIOL 2402 Human Anatomy And Physiology II
- BIOL 2404 Human Anatomy And Physiology
- BIOL 2421 Microbiology
- CHEM 1305 Introductory Chemistry I
- CHEM 1307 Introductory Chemistry II
- CHEM 1311 General Chemistry Lecture I

CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

Humanities and Visual/Performing Arts (9 Credit Hours)

- [IDST 2372 World Civilizations I](#)

Course Description

IDST 2372 World Civilizations I (3-3-0)

Prerequisites: None
 Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.
 (CIP 5401015325)

Same as HIST 2321. Students may not receive credit for both IDST 2372 and HIST 2321. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interes

[Close Window](#)

- OR [IDST 2373 World Civilizations II](#)

Course Description

IDST 2373 World Civilizations II (3-3-0)

Prerequisites: None
 Corequisites: None

This course is a study of the contact of civilizations and cultural change since the fifteenth century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.
 (CIP 5401015325)

Same as HIST 2322. Students may not receive credit for both IDST 2373 and HIST 2322. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interes

[Close Window](#)

- [IDST 2374 World Literature From Antiquity Through Renaissance](#)

Course Description

IDST 2374 World Literature From Antiquity Through Renaissance (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

This course is a study of representative masterpieces representing a variety of cultures from the ancient world through the Renaissance. Readings emphasize major genres of world literature. A research paper or term project is required.
 (CIP 2401035112)

Same as ENGL 2332. Students may not receive credit for both IDST 2374 and ENGL 2332. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates intere

[Close Window](#)

- OR [IDST 2375 Modern World Literature](#)

Course Description

IDST 2375 Modern World Literature (3-3-0)

Prerequisites: ENGL 1302
 Corequisites: None

This course exposes students to the literature of the world from the Neoclassical to the present. Readings emphasize major genres of world literature. A research paper or term project is required.

(CIP 2401035112)

Same as ENGL 2333. Students may not receive credit for both IDST 2375 and ENGL 2333. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest

[Close Window](#)

- Select **one course** from [Visual/Performing Arts core listing](#)

Visual/Performance Arts

ARTS 1301 Art Appreciation
 ARTS 1311 Design I
 ARTS 1316 Drawing I
 ARTS 2316 Painting I
 ARTS 2326 Sculpture I
 ARTS 2333 Printmaking I
 ARTS 2346 Ceramics I
 ARTS 2356 Photography I
 DANC 1305 World Dance
 DANC 2303 Dance Appreciation
 DANC 2325 Dancer's Body: Anatomy and Expression
 DRAM 1310 Introduction To Theatre – Theatre Appreciation
 DRAM 2366 Introduction To Film
 MUSI 1301 Fundamentals Of Music
 MUSI 1306 Music Appreciation
 DANC 1345 Introduction to Dance

[Close Window](#)

Social and Behavioral Sciences (15 Credit Hours)

- **US History**

- [HIST 1301 History of the United States I](#)

Course Description

HIST 1301 History Of The United States I (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- [HIST 1302 History of the United States II](#)

Course Description

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None
 Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history. (CIP 5401025125)

[Close Window](#)

- **Political Science**

- [GOVT 2305 Federal Government](#)

Course Description

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None
 Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government.

(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

- [GOVT 2306 Texas Government](#)

Course Description

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None
Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments.
(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Close Window](#)

Note: Students who have completed a [GOVT](#) class should check with Student Success for appropriate course to satisfy requirements.

- **Social and Behavioral Sciences**

- Select **one course** from the following:

- [IDST 2370 Individual, Family, and Community](#)

Course Description

IDST 2370 Individual, Family, and Community (3-3-0)

Prerequisites: None
Corequisites: None

In this course, students examine marriage and family from a sociological and global perspective. Students explore various structural/cultural forces that shape and change marriage and family. Topics include courtship, human sexuality, gender roles, mate selection, parenting, divorce, and family violence.
(CIP 4511015442)

Same as SOCI 2301. Students may not receive credit for both IDST 2370 and SOCI 2301. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

[Close Window](#)

- [IDST 2371 Society and Social Issues](#)

Course Description

IDST 2371 Society and Social Issues (3-3-0)

Prerequisites: None
Corequisites: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems.
(CIP 2401035112)

Same as SOCI 1306. Students may not receive credit for both IDST 2371 and SOCI 1306. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

[Close Window](#)

Computer Literacy (3 Credit Hours)

- [COSC 1301 Introduction to Computer & Information Sciences](#)

Course Description

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

[Close Window](#)

or equivalent level computer course (may include [ENGR 2304](#)

Course Description

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)

Prerequisites: ITSE 1302
 Corequisites: None
 Fees: Laboratory

Computer solutions to basic engineering problems are presented in C ++ computer language. Students practice algorithms, data presentation, and program structures.
 (CIP 1102015207)

[Close Window](#)

, or any [BCIS](#), [IMED](#), [ITNW](#), [ITSE](#), [ITSC](#), [ITCC](#), [ITSY](#) course)

Physical Education (1-2 Credit Hours)

- Select **one course** from [Physical Education core listing](#)

Physical Education

Any KINE or PHED course of 1 or more hours

[Close Window](#)

Additional Requirements

OPTION A for EC-4, 4-8, and EC-12

- [MATH 1350 Fundamentals of Mathematics I For Teachers](#)

Course Description

MATH 1350 Fundamentals Of Mathematics I For Teachers (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better or the equivalent
 Corequisites: None
 Fees: Special

Topics include sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems. The emphasis is conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade 8.
 (CIP 2701015619)

[Close Window](#)

- [MATH 1351 Fundamentals of Mathematics II For Teachers](#)

Course Description

MATH 1351 Fundamentals Of Mathematics II For Teachers (3-3-0)

Prerequisites: MATH 1314 and MATH 1350, with a grade of "C" or better or the equivalent
 Corequisites: None

Fees: Special

Topics include geometry, measurement, algebraic properties, data representation, probability, and statistics. The emphasis is conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade 8.
(CIP 2701016019)

[Close Window](#)

- [EDUC 1301 Intro to the Teaching Profession](#)

Course Description

EDUC 1301 Introduction to the Teaching Profession (3-3-1)

Prerequisites: None
Corequisites: None

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course includes a minimum 16 hours of field experience in a K- 12 classroom.

This course begins with a brief history of American Education, with particular emphasis on its development and the evolution of its current structure as well as its philosophical foundations. Governance, school finance, and the legal and ethical obligations of teachers will also be explored. Student will analyze and discuss school curriculum, instruction, and the use of technology in schools today.

(CIP 1301015109)

Replaces IDST 1301 Schools and Society: An Introduction to Education

[Close Window](#)

*(requires field service)
(formerly IDST 1301 Schools and Society)*

- [EDUC 2301 Special Populations](#)

Course Description

EDUC 2301 Introduction to Special Populations (3-3-1)

Prerequisites: IDST 1301
Corequisites: None

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and pre-requisite for this course is EDUC 1301.

Students will explore the relationship between schools and diversity within contemporary American society. They will examine the various social problems that students face and the need to establish an educational philosophy that can help meet the many challenges these problems cause. Students will demonstrate critical thinking in determining the interconnections of the above issues.

(CIP 1301015109)

[Close Window](#)

(requires field service)

- Natural Sciences Elective – Select two additional courses with labs from [Natural Sciences core listing](#)

Natural Sciences

A minimum of 6 hours is required. Review requirements for specific degrees at the college or university to which you plan to transfer.

BIOL 1322 Nutrition
 BIOL 1406 General Biology I
 BIOL 1407 General Biology II
 BIOL 1411 General Botany
 BIOL 1413 General Zoology
 BIOL 2306 Human Ecology
 BIOL 2401 Human Anatomy And Physiology I
 BIOL 2402 Human Anatomy And Physiology II
 BIOL 2404 Human Anatomy And Physiology II
 BIOL 2421 Microbiology
 CHEM 1305 Introductory Chemistry I
 CHEM 1307 Introductory Chemistry II
 CHEM 1311 General Chemistry Lecture I
 CHEM 1312 General Chemistry Lecture II
 CHEM 2323 Organic Chemistry I
 CHEM 2325 Organic Chemistry II
 GEOG 1301 Elements Of Physical Geography
 GEOL 1345 Oceanography
 GEOL 1346 Astronomy
 GEOL 1403 Physical Geology
 GEOL 1404 Historical Geology
 GEOL 1405 Environmental Geology
 PHYS 1301 General Physics I
 PHYS 1302 General Physics II
 PHYS 1305 Introductory Physics I
 PHYS 1307 Introductory Physics II
 PHYS 2425 University Physics I
 PHYS 2426 University Physics II

[Close Window](#)

OPTION B for 8-12 and Other EC-12

- [EDUC 1301 Introduction to the Teaching Profession](#)

Course Description

EDUC 1301 Introduction to the Teaching Profession (3-3-1)

Prerequisites: None
Corequisites: None

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course includes a minimum 16 hours of field experience in a K- 12 classroom.

This course begins with a brief history of American Education, with particular emphasis on its development and the evolution of its current structure as well as its philosophical foundations. Governance, school finance, and the legal and ethical obligations of teachers will also be explored. Student will analyze and discuss school curriculum, instruction, and the use of technology in schools today.

(CIP 1301015109)

Replaces IDST 1301 Schools and Society: An Introduction to Education

[Close Window](#)

*(requires field service)
(formerly IDST 1301 Schools and Society)*

- [EDUC 2301 Introduction to Special Populations](#)

Course Description

EDUC 2301 Introduction to Special Populations (3-3-1)

Prerequisites: IDST 1301
Corequisites: None

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and pre-requisite for this course is EDUC 1301.

Students will explore the relationship between schools and diversity within contemporary American society. They will examine the various social problems that students face and the need to establish an educational philosophy that can help meet the many challenges these problems cause. Students will demonstrate critical thinking in determining the interconnections of the above issues.

(CIP 1301015109)

[Close Window](#)

(requires field service)

- Elective - Select 12 credit hours in content area teaching fields/academic discipline
(refer to transfer institution to verify elective requirements)

Notes:

A course may be used only once to fulfill degree requirements.

Check with the four-year institution to which you plan to transfer to ensure that courses taken at NVC are the courses that will apply to the appropriate degree.

[College Catalog 2007-2008](#) | [Programs of Study](#) | [AAS](#) | [Marketable Skills Awards](#) | [Web Programming](#)

[Table of Contents](#)

[Introduction](#)

[Academic Calendar 2007-2008](#)

[Enrolling in College](#)

[Paying for Your Education](#)

[Supporting Academic Success](#)

[Workforce and Community Education](#)

[Earning a Degree or Certificate](#)

Programs of Study

[Course Descriptions](#)

[Student Handbook](#)

[Administration, Faculty, and Staff](#)

Web Programming Marketable Skill Award

The Web Programming Marketable Skills Achievement Award is designed to provide an introduction to two of the most needed skill sets on today's market: web and database development. Students will learn to design and develop web applications as the front-end and database systems as the back-end.

TOTAL CREDIT HOURS: 9

Semester I

[ITSE 1302 Computer Programming](#)

Course Description

ITSE 1302 Computer Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation. (CIP 110201)

Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.

[Close Window](#)

[ITSE 1311 Beginning Web Page Programming](#)

Course Description

ITSE 1311 Beginning Web Programming (3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages. (CIP 1108020000)

[Close Window](#)

Semester II

[ITSE 2302 Intermediate Web Programming](#)

Course Description

ITSE 2302 Intermediate Web Programming (3-3-1)

Prerequisites: ITSE 1302 and ITSE 1311
Corequisites: None
Fees: Laboratory

Techniques for web development. Includes server-side and client-side scripting. (CIP 1108020000)

[Close Window](#)

[College Catalog 2007-2008](#) | [Course Descriptions](#)

Table of Contents	ACCOUNTING	(ACCT)
Introduction	ADMINISTRATIVE COMPUTER TECHNOLOGY	(POFI)
Academic Calendar 2007-2008	ADVANCED WATER TREATMENT TECHNOLOGY	(AWTT)
Enrolling in College	ALCOHOL/DRUG ABUSE COUNSELING	(DAAC)
Paying for Your Education	ANTHROPOLOGY	(ANTH)
Supporting Academic Success	APPLIED MUSIC	(MUAP)
Workforce and Community Education	ART - FINE ARTS	(ARTS)
Earning a Degree or Certificate	BIOLOGY	(BIOL)
Programs of Study	BIOTECHNOLOGY	(BITC)
Course Descriptions	BRaille TEXTBOOK TRANSCRIBER	(BRTT)
Student Handbook	BUSINESS ADMINISTRATION	(BUSI)
Administration, Faculty, and Staff	BUSINESS COMPUTER APPLICATIONS	(BCIS)
	BUSINESS MANAGEMENT	(BUSG)
	CHEMISTRY	(CHEM)
	CHILD DEVELOPMENT	(CDEC)
	CHINESE	(CHIN)
	CLINICAL LABORATORY SCIENCE TECHNOLOGY	(CLST)
	COMMERCIAL AND ADVERTISING ART	(ARTC)
	COMMUNICATION SYSTEM INSTALLER & REPAIRER	(CSIR)
	COMMUNICATIONS	(COMM)
	COMMUNITY HEALTH LIAISON	(CHLT)
	COMPUTER & INFORMATION SCIENCES, GENERAL	(CPMT)
	COMPUTER & INFORMATION SCIENCES, GENERAL	(ITSC)
	COMPUTER PROGRAMMING	(ITSE)
	COMPUTER PROGRAMMING/PROGRAMMER, GENERAL	(INEW)
	COMPUTER SCIENCE	(COSC)
	CRIMINAL JUSTICE	(CRIJ)
	DANCE	(DANC)
	DATA PROCESSING TECHNOLOGY	(ITSW)
	DIGITAL GAME AND SIMULATION DEVELOPMENT	(GAME)
	DRAMA	(DRAM)
	ECONOMICS	(ECON)
	EDUCATION	(EDUC)
	ELECTRICAL, ELECTRONIC & COMM ENGINEERING TECHNOLOGY	(EECT)
	ELEMENTARY EDUCATIONAL TRAINING	(EDTC)
	ENGINEERING	(ENGR)
	ENGLISH	(ENGL)
	ENGLISH AS A SECOND LANGUAGE	(ESOL)
	ENGLISH, BUSINESS, AND TECHNICAL WRITING	(ETWR)
	ENVIRONMENTAL ENGINEERING TECHNOLOGY	(EPCT)
	FILM AND CINEMA STUDIES	(FLMC)
	FRENCH	(FREN)
	GEOGRAPHY	(GEOG)
	GEOLOGY	(GEOL)
	GOVERNMENT	(GOVT)
	HEALTH INFORMATION TECHNOLOGY/TECHNICIAN	(HITT)
	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES	(HPRS)
	HISTORY	(HIST)
	HUMAN DEVELOPMENT	(HUMD)
	HUMANITIES	(HUMA)
	IMPLEMENTING AND MANAGING TECHNOLOGY	(ITMT)
	INFORMATION TECHNOLOGY CISCO CERTIFICATION	(ITCC)
	INFORMATION TECHNOLOGY SECURITY	(ITSY)
	INTERDISCIPLINARY STUDIES	(IDST)
	INTERNATIONAL BUSINESS	(IBUS)

KINESIOLOGY (PHYSICAL EDUCATION)	(KINE)
LATIN	(LATI)
MARKETING	(MRKG)
MATHEMATICS	(MATH)
MULTIMEDIA DIGITAL VIDEO (VISUAL & PERFORMING ARTS)	(ARTV)
MULTIMEDIA TECHNOLOGY SPECIALIST	(IMED)
MUSIC	(MUSI)
MUSIC ENSEMBLE	(MUEN)
NANOTECHNOLOGY	(NANO)
NETWORKING	(ITNW)
PHARMACY	(PHRA)
PHILOSOPHY	(PHIL)
PHYSICS	(PHYS)
PSYCHOLOGY	(PSYC)
QUALITY CONTROL TECHNICIAN	(QCTC)
READING	(READ)
RECEPTIONIST	(POFT)
SOCIOLOGY	(SOCI)
SPANISH	(SPAN)
SPEECH	(SPCH)
STUDENT DEVELOPMENT	(SDEV)
TEXAS EARLY CHILDHOOD ARTICULATION	(TECA)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

ACCOUNTING (ACCT)

ACCT 1301 Pharmacology I (3-3-0)

Prerequisites: None

Corequisites: None

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the medical staff in safe administration of medications within a legal/ethical framework. Students will utilize knowledge of pharmacology to demonstrate protocols for safe administration of medications.

51.1601

ACCT 2301 Principles Of Accounting I (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course covers the theory and practice of measuring, recording, reporting and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: Operating cycle, transaction analysis, revenue and expense matching, accruals, deferrals, internal control, cash, merchandising, receivables, inventory, fixed assets, and liabilities.

(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

ACCT 2302 Principles Of Accounting II (3-3-0)

Prerequisites: ACCT 2301

Corequisites: None

Fees: Laboratory

This course is a continuation of ACCT 2301. This course covers the theory and practice and principles of measuring, recording, reporting and interpreting financial data for business units with an emphasis on corporate organization, partnership accounting, manufacturing and managerial applications. Topics include corporate debt and equity financing, cash flow projections and analysis, financial statement analysis, process cost systems, cost behavior, budgeting, standard costs, decentralized/multi-plant operations, differential analysis and capital investments.

(CIP 5203015104)

Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.

[College Catalog 2007-2008](#) | [Course Descriptions](#) | [POFI](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ADMINISTRATIVE COMPUTER TECHNOLOGY (POFI)

POFI 1200 Computer Applications I (2-2-0)

Prerequisites: None

Corequisites: None

This course provides an overview of computer applications including current terminology and technology. Introduction to computer hardware, software application, and procedures.

(CIP 5204070000)

Equivalent to POFT 1027 and POFI 1001

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**ADVANCED WATER TREATMENT TECHNOLOGY (AWTT)****AWTT 1371 Introduction To Water Treatment Systems (3-3-0)**

Prerequisites: None
 Corequisites: AWTT 1372 and AWTT 1374
 Fees: Special

This course is an introduction to the various sources and problems associated with raw water. Topics discussed include pretreatment, purification, distribution and water treatment safety. Students will see actual water plant operations and learn about water purification at a local level.
 (CIP 15050600)

AWTT 1372 Plant Equipment (3-2-2)

Prerequisites: None
 Corequisites: AWTT 1371 and AWTT 1374
 Fees: Special

This course covers basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems. Students will also gain an understanding of piping and instrumentation diagrams. Hands-on experience with pumps, valves, gauges and meters is provided.
 (CIP 15050600)

AWTT 1373 Pretreatment Troubleshooting (3-2-2)

Prerequisites: None
 Corequisites: AWTT 1378 and AWTT 2372
 Fees: Special

Students learn the operation, monitoring, and troubleshooting of membrane pretreatment equipment including multimedia filters and activated carbon beds. Course topics also include prevention of scaling, fouling, and chemical attack problems in membrane units.
 (CIP 15050600)

AWTT 1374 Conventional And Pretreatment Water Technologies (3-2-2)

Prerequisites: COSC 1301
 Corequisites: AWTT 1371 and AWTT 1372
 Fees: Special

This course examines the technologies required to produce safe drinking water and pretreated water for advanced technology and manufacturing. Course content includes media filtration, clarification, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scales inhibitors, sulfite compounds, ultraviolet irradiation and softening.
 (CIP 15050600)

AWTT 1375 Membrane Technologies I (3-2-2)

Prerequisites: AWTT 1374
 Corequisites: AWTT 1376 and AWTT 1377
 Fees: Special

This course provides an overview of the theory, processes and equipment used in common membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine system design considerations and membrane integration into water treatment systems.
 (CIP 15050600)

AWTT 1376 Membrane Technologies II (3-2-2)

Prerequisites: None
 Corequisites: AWTT 1375 and AWTT 1377
 Fees: Special

This course covers in-depth processes and equipment used in membrane water treatment systems. Content includes micro-filtration, ultra-filtration, electro-dialysis, electrode-ionization, nano-filtration and reverse osmosis membrane technologies. Students will also examine more advanced system design considerations and membrane integration into water treatment systems.
 (CIP 15050600)

AWTT 1377 Membrane Unit Monitoring And Troubleshooting (3-2-2)

Prerequisites: None
Corequisites: AWTT 1375 and AWTT 1376
Fees: Special

This course introduces initial monitoring and troubleshooting skills required to effectively operate and maintain membrane-water treatment systems. Students will learn to identify when scaling, fouling, chemical attack or other problems occur. Monitoring and troubleshooting of micro-filtration, ultra-filtration, nano-filtration, reverse osmosis, and electrode-ionization units will be covered.
(CIP 15050600)

AWTT 1378 Water Analysis And Monitoring (3-2-2)

Prerequisites: AWTT 1377
Corequisites: AWTT 1373 and AWTT 2372
Fees: Special

This course covers standard laboratory procedures according to local, state and federal guidelines. Students will learn to perform on-stream analysis for the measurement of silica, organic compounds, ions, particles and microorganisms.
(CIP 15050600)

AWTT 2371 Water Treatment Controllers (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Special

This self-paced CD-ROM course provides an overview of programmable logic controllers used to control water treatment systems. Topics include basic electronics, electronic circuits, ladder logic and troubleshooting electronic circuits.
(CIP 15050600)

AWTT 2372 Advanced Membrane Monitoring (3-3-0)

Prerequisites: None
Corequisites: AWTT 1378 and AWTT 1373
Fees: Special

This course addresses advanced troubleshooting procedures and techniques required for identifying and correcting common membrane unit problems, including probing, profiling, element replacements, element autopsies and chemical cleaning. Students will also use mathematical calculations and computer software to conduct trend analysis.
(CIP 15050600)

AWTT 2373 Ion Exchange Technologies (3-2-2)

Prerequisites: AWTT 2372
Corequisites: AWTT 2375 and AWTT 2374
Fees: Special

This course examines the characteristics of feed water contaminants and the fundamental principles of ion exchange water purification using ion exchange technology.
(CIP 15050600)

AWTT 2374 Certification Review (Capstone) (3-3-0)

Prerequisites: None
Corequisites: AWTT 2373 and AWTT 2375
Fees: Special

This project-based course reviews water plant operations and safe drinking water laws in preparation for state certification exams. Student will use case studies, process flows, practice exams and problem solving workshops to synthesize previous coursework and prepare for work in municipal and industrial sectors.
(CIP 15050600)

AWTT 2375 High Purity Technologies (3-2-2)

Prerequisites: None
Corequisites: AWTT 2373 and AWTT 2374
Fees: Special

Course topics include principles and operation of post-ion exchange equipment such as ultraviolet irradiation units and final filters. as well as minimization of dead legs and disinfection of high purity water piping.
(CIP 15050600)

AWTT 2474 Certification Review (0-0-0)

Prerequisites: None
Corequisites: None
no description

AWTT 2571 Ion Exch & High Purity Technology (0-0-0)

Prerequisites: None

Corequisites: None

no description

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ALCOHOL/DRUG ABUSE COUNSELING (DAAC)

DAAC 1307 Addicted Family Intervention (3-3-0)

Prerequisites: None

Corequisites: None

This course is an introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Includes discussion of the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and trans-generational perspective. Students will learn to discuss and explain the family as a dynamic system; explain the effects of addiction on the dynamics of a family system; describe and differentiate between various family treatment processes and their applicability to traditional and nontraditional family systems; and discuss the role of the family in the addictive and recovery process.
(CIP 5115010000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

ANTHROPOLOGY (ANTH)

ANTH 2301 Physical Anthropology (3-3-0)

Prerequisites: None

Corequisites: None

Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures.

(CIP 4503015125)

ANTH 2302 Introduction To Archeology (3-3-0)

Prerequisites: None

Corequisites: None

This course examines the basic concepts, techniques and terminology of both classic and contemporary archeology and the relationship to anthropology.

(CIP 4503015125)

ANTH 2346 Introductory Anthropology (3-3-0)

Prerequisites: None

Corequisites: None

This survey course explores the fundamentals of both cultural and physical anthropology. The principle goals of cultural anthropology are to explore and explain human diversity: just what is the range of differences among human societies, and how do we account for the differences that exist between tribal peoples and Western society? The principle goals of physical anthropology are to study human evolution both from a structural and behavioral perspective.

(CIP 4503015125)

ANTH 2351 Cultural Anthropology (3-3-0)

Prerequisites: None

Corequisites: None

Students learn basic anthropological concepts and examine variations in culture, society, social structure, and ideology. Special emphasis is given to cross-cultural comparison and communication and the processes governing culture continuity and change. Basic social institutions are examined from a global perspective to illuminate the underlying unity of diverse cultural expressions.

(CIP 4502015325)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

APPLIED MUSIC (MUAP)**MUAP 1115 Private Electric Bass (1-1-0)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

In addition to repertoire, students are expected to perform: basic scales, arpeggios, left and right hand coordination exercises and walking bass lines over assigned chord progressions. Emphasis is also placed on performance. (CIP 5009035426)

Requires instructor approval

MUAP 1117 Private Flute (1-1-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Individual instruction in flute performance. Learning objectives are geared to developing the musicianship and technical skills of the individual student, with material to include repertoire, theory/musicianship, embouchure development, and technical studies, e.g., scales and etudes in major and minor keys. The beginning student will gain rudimentary skills; the continuing student will progress to more advanced exercises and repertoire. (CIP 5009035426)

Requires instructor approval

MUAP 1129 Private Clarinet (1-1-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Study of tone production, musical phrasing, interpretation and technical ability for clarinet. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit. (CIP 5009035426)

Requires instructor approval

MUAP 1133 Private Saxophone (1-1-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Study of tone production, musical phrasing, interpretation and technical ability for saxophone. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit. (CIP 5009035426)

Requires instructor approval

MUAP 1137 Private Trumpet (1-1-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

A course in tone production, musical phrasing, interpretation and technical ability for trumpet. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit. 5009035426

Requires instructor approval

MUAP 1141 Private French Horn (1-1-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

A course in tone production, musical phrasing, interpretation and technical ability for french horn. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit. (CIP 5009035426)

Requires instructor approval

MUAP 1145 Private Trombone (1-1-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Study of tone production, musical phrasing, interpretation and technical ability for trombone. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1149 Private Euphonium (1-1-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Study of tone production, musical phrasing, interpretation and technical ability for euphonium. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1153 Private Tuba (1-1-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Study of tone production, musical phrasing, interpretation and technical ability for tuba. Emphasis is also placed on performance and building repertoire. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1157 Private Percussion (1-1-0)

Prerequisites: MUSI 1188
Corequisites: None
Fees: Laboratory

The topic of the course may include: snare drum, study of rudiments and shorter rudimentary solos. Other topics will include drum set and pit drumming. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1158 Private Percussion (Afro-Latin) (1-1-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Materials and practices for Afro-Latin percussion.
(CIP 5009035426)

MUAP 1161 Private Guitar (1-1-0)

Prerequisites: MUSI 1192
Corequisites: None
Fees: Laboratory

This is a freshman level course covering two and three-octave scales (major and minor), Arpeggios and technical exercises. Repertoire includes works by Giuliani, Carcassi and Sor. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1169 Private Piano (1-1-0)

Prerequisites: MUSI 1181
Corequisites: None
Fees: Laboratory

Private lessons are designed to build technical proficiency, repertoire, and awareness of pianistic problems. Additionally, the lessons help students become more aware of relationships between the assigned piano repertoire, music history, and music theory.
(CIP 5009035426)

Requires instructor approval

MUAP 1171 Private Piano Accordion (1-1-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Requires instructor approval. Topics may include: basic technique, scales, repertoire, and accompaniment patterns. Basic accordion construction will also be covered. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

MUAP 1181 Private Voice (1-1-0)

Prerequisites: MUSI 1183

Corequisites: None

Fees: Laboratory

The student will establish or improve vocal technique including the areas of breath support, posture, tone, resonance and placement. The student will develop a concept of quality vocal production and will develop an understanding of the elements required to produce a pleasing vocal tone suitable for solo performance. He/she will develop confidence and enjoyment of singing. He/she will prepare one song for public performance. Course may be repeated for credit.
(CIP 5009035426)

Requires instructor approval

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

ART - FINE ARTS (ARTS)

ARTS 1301 Art Appreciation (3-3-0)

Prerequisites: None

Corequisites: None

Introduces universal visual language, techniques, and a brief overview of art history. Students explore the basics of art through text and image analysis with hands-on activities designed to develop visual, cultural and aesthetic awareness.

(CIP 5007035126)

ARTS 1303 Art History Survey I (3-3-0)

Prerequisites: None

Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. Prehistoric art, ancient civilizations, and the Middle-Ages through the early renaissance are examined. Art works are considered in their historical context with emphasis on social and cultural values.

(CIP 5007035226)

ARTS 1304 Art History Survey II (3-3-0)

Prerequisites: None

Corequisites: None

Students explore world art through text, digital imaging, and hands-on activities. The Renaissance, Baroque, and Modern Periods to the present are examined. Art works are considered in their historical context with emphasis on social and cultural values.

(CIP 5007035226)

ARTS 1311 Design I (3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on two dimensional media. Design methods will include computers and traditional techniques.

(CIP 5004015326)

ARTS 1312 Design II (3-3-3)

Prerequisites: ARTS 1311

Corequisites: None

Fees: Laboratory

This course further introduces the basic visual language of art. Students will explore the fundamentals of design with emphasis on three dimensional media. Design methods can include computers and traditional techniques.

(CIP 5004015326)

ARTS 1316 Drawing I (3-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course introduces the basic principles and techniques of drawing. Students will explore a variety of media and subjects and expand their perceptual and descriptive possibilities. Drawing will be considered as developmental process as well as an end in itself.

(CIP 5007055226)

ARTS 1317 Drawing II (3-3-3)

Prerequisites: ARTS 1316

Corequisites: None

Fees: Laboratory

This course continues an exploration of the basic principles and techniques of drawing. In addition students will explore a variety of media which includes wet processes and color. Students will focus on expressive and conceptual aspects of drawing including advance composition and the development an individual approach to theme and content.

(CIP 5007055226)

ARTS 2311 Design III (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression and color theory. Students study both subtractive color (RGB) using computers and additive color (RYB) using acrylic paint. Students will learn to express themselves with the gained knowledge of the way color works.
(CIP 5004015326)

ARTS 2312 Design IV (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Elements and principles of art using two- and three-dimensional concepts.
(CIP 5004015326)

ARTS 2316 Painting I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This studio course stresses fundamental concepts of painting with acrylics. Emphasis is on painting from still life, models, and the imagination.
(CIP 5007085226)

ARTS 2317 Painting II (3-3-3)

Prerequisites: ARTS 2316
Corequisites: None
Fees: Laboratory

Continuation of the concepts and techniques and uses of various painting media.
(CIP 5007085226)

ARTS 2323 Drawing III (3-3-3)

Prerequisites: ARTS 1311 and ARTS 1317
Corequisites: None
Fees: Laboratory

This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed.
(CIP 5007055326)

ARTS 2324 Drawing IV (3-3-3)

Prerequisites: ARTS 2323
Corequisites: None
Fees: Laboratory

This course continues ARTS 2323. Emphasis is on individual expression.
(CIP 5007055326)

ARTS 2326 Sculpture I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is an art studio course which explores three-dimensional concepts of form in a variety of media.
(CIP 5007095126)

ARTS 2327 Sculpture II (3-3-3)

Prerequisites: ARTS 2326
Corequisites: None
Fees: Laboratory

This course is an art studio course which continues ARTS 2326 with emphasis on individual expression. With the instructor's approval, this course may be repeated once for an additional 3 hours credit as a study in advanced problems and techniques.
(CIP 5007095126)

ARTS 2333 Printmaking I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is an art studio course which explores various non-toxic printmaking techniques.
(CIP 5007105126)

ARTS 2334 Printmaking II (3-3-3)

Prerequisites: ARTS 2333
Corequisites: None
Fees: Laboratory

This course is an art studio course offering a continuation of ARTS 2333 including the opportunity to specialize printmaking skills with an emphasis on personal expression. With the instructor's approval, this course may be repeated once for an additional 3 hours credit as a study in advanced problems and techniques.
(CIP 5007105126)

ARTS 2346 Ceramics I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Instruction in the basics of ceramics concepts and techniques.
(CIP 5007115126)

ARTS 2347 Ceramics II (3-3-3)

Prerequisites: ARTS 2346
Corequisites: None
Fees: Laboratory

Continuing instruction in ceramics concepts and techniques.
(CIP 5007115126)

ARTS 2348 Digital Art (3-3-3)

Prerequisites: ARTS 1311 or ARTS 2356
Corequisites: None
Fees: Laboratory

This is a studio art course that explores the potential of the computer hardware and software medium for its visual, conceptual, and practical uses in the visual arts.
(CIP 5004025126)

ARTS 2356 Photography I (3-3-3)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is an introduction to the basics of photography including camera operation, techniques, and presentation skills; it has a fine arts emphasis. Emphasis is on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Digital camera techniques and computer darkroom technology will be covered.
(CIP 5006055126)

ARTS 2357 Photography II (3-3-3)

Prerequisites: ARTS 2356
Corequisites: None
Fees: Laboratory

This course extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process; it has a fine arts emphasis. Continuing exploration of digital camera techniques and computer darkroom technology using traditional approaches.
(CIP 5006055226)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

BIOLOGY (BIOL)**BIOL 1306 General Biology I (3-3-0)**Prerequisites: None
Corequisites: None

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, and a brief evolution of the concepts of evolution, and classification of organisms.

(CIP 26.0101.51 03)

BIOL 1322 Nutrition (3-3-0)Prerequisites: None
Corequisites: None

Students study the fundamentals of health and disease during the age continuum from infancy to the aged. Topics will include the relationship of food to health. Carbohydrates, fats, proteins, vitamins, and minerals will be presented to show their impact on the body. Body processes such as digestion, absorption, food habits, and beliefs will also be examined.

(CIP 1905015109)

BIOL 1406 General Biology I (4-3-3)Prerequisites: None
Corequisites: None
Fees: Laboratory

This introductory course includes the history and philosophy of the science of biology, basic chemistry, energetics, physical phenomena, genetics, evolution, taxonomy and a survey of the five kingdoms of living things. This course may be taken without the lab, BIOL1306, for those degree plans not requiring a lab component.

(CIP 2601015103)

*This course includes a lab component.***BIOL 1407 General Biology II (4-3-3)**Prerequisites: BIOL 1406
Corequisites: None
Fees: Laboratory

Continuation of Biology 1406. Emphasis is on structure and function of living organisms and ecology. This course may be taken without the lab, BIOL 1307, for those degree plans not requiring a lab component.

(CIP 2601015103)

*This course includes a lab component.***BIOL 1411 General Botany (4-3-3)**Prerequisites: BIOL 1406
Corequisites: None
Fees: Laboratory

Students explore plant science including structure, reproduction, physiology, and classification of plants. The laboratory exercises will enhance the content.

(CIP 2603015103)

BIOL 1413 General Zoology (4-3-3)Prerequisites: BIOL 1406
Corequisites: None
Fees: Laboratory

This survey course of the animal kingdom emphasizes taxonomy, morphology, physiology and ecology. Laboratory exercises will complement the lecture topics.

(CIP 2607015103)

BIOL 2289 Academic Cooperative (2-2-0)Prerequisites: None
Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

(CIP 2601015203)

BIOL 2306 Human Ecology (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course explores the interrelationships and interdependence between humans and their environment. The nature of humans, their technology, environmental perception, pollution, water supply, urbanization, wildlife, soils, mineral resources and other natural phenomena are studied. Group social, political and economic implications for humans and their environment are discussed.

(CIP 301035101)

BIOL 2389 Academic Cooperative (3-3-0)

Prerequisites: None
 Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/ life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems.

(CIP 2601015203)

BIOL 2401 Human Anatomy And Physiology I (4-3-3)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students study the structure and function of cells and body systems with emphasis on the integumentary, skeletal, muscular, and nervous systems. Laboratory exercises are also included and serve to enhance the content. This course must be followed by BIOL 2402 to complete a science requirement.

(CIP 2607075103)

Recommendation: Students with little or no Biology background should take BIOL 1406 prior to enrollment in this class.

BIOL 2402 Human Anatomy And Physiology II (4-3-3)

Prerequisites: BIOL 2401 with a grade of "C" or better
 Corequisites: None
 Fees: Laboratory

Students study the structure and function of the endocrine, digestive, respiratory, cardiovascular, lymphatic, genitourinary, and reproductive systems. Human growth, development and genetics are also included. The laboratory exercises will enhance the content. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula.

(CIP 2607075103)

BIOL 2404 Human Anatomy And Physiology (4-3-4)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students explore the fundamental principles of body systems and their functions, including basic disease and general diagnostic and therapeutic processes, system-specific terminology, and general pharmacology-related topics. Satisfies the requirements of human anatomy and physiology for some paramedical and allied health curricula.

(CIP 2607075103)

BIOL 2416 Genetics (4-3-3)

Prerequisites: Biol 1406 with at least a C
 Corequisites: None

This course will present the principles governing transmission of hereditary factors in plants and animals with emphasis on molecular, biochemical and population genetics

26.0804.51 03

BIOL 2421 Microbiology (4-3-4)

Prerequisites: BIOL 1406 or CHEM 1107/1307 or CHEM 1111/1311 with a grade of "C" or better
 Corequisites: None
 Fees: Laboratory

The morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms are studied. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques.

(CIP 2605035103)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

BIOTECHNOLOGY (BITC)

BITC 1311 Introduction To Biotechnology (3-2-3)

Prerequisites: MATH 1314
 Corequisites: None
 Fees: Laboratory

This course is an introduction to biotechnology including career possibilities, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices.
 (CIP 4101010000)

BITC 1402 Biotechnology Laboratory Methods & Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
 Corequisites: None
 Fees: Laboratory

This course is a study of laboratory operations, management, equipment, instrumentation, quality control techniques, and laboratory safety practices and procedures. Using pH meters, mixing buffers, performing measurements, standardizing and preparing solutions, and performing separatory techniques will be covered.
 (CIP 4101010000)

BITC 2411 Biotechnology Laboratory Instrumentation (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
 Corequisites: None
 Fees: Laboratory

This course covers the theory, applications, and operation of various analytical instruments, with lecture and laboratory experiences and emphasis centered on quantitative and qualitative analyses using centrifugation, electrophoresis, spectrophotometry, and chromatography.
 (CIP 4101010000)

BITC 2431 Cell Culture Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
 Corequisites: None
 Fees: Laboratory

This course is a study of cell culture techniques. Laboratory emphasis is on the principles and practices of initiation, cultivation, maintenance, and preservation of cell lines and their applications.
 (CIP 4101010000)

BITC 2441 Molecular Biology Techniques (4-3-4)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
 Corequisites: None
 Fees: Laboratory

This course is an introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids.
 (CIP 4101010000)

BITC 2486 Internship-Biological Technology/Technician I (4-1-20)

Prerequisites: Approval of Program Coordinator or completion of BITC 1311 with a grade of C or better.
 Corequisites: None
 Fees: Laboratory

This course includes an experience external to the college for a student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
 (CIP 4101010000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

BRaille TEXTBOOK TRANSCRIBER (BRTT)**BRTT 1271 Introduction To Other Codes (2-0-3)**

Prerequisites: BRTT 1471, BRTT 1472, BRTT 2476
 Corequisites: None
 Fees: Laboratory

An overview of specialized codes such as Nemeth, Music, Computer, and Chemistry is presented. Lessons will introduce the unique aspects and practical applications of these codes and explain how the student can continue learning these specialized codes.
 CIP 130501000)

BRTT 1471 Reading And Writing Braille I (4-3-2)

Prerequisites: COSC 1301
 Corequisites: None
 Fees: Laboratory

This course is an introduction to the rules for using contracted and uncontracted braille in the preparation of brailled documents. The main focus of the course is the completion of Lessons 1-11 of the Instruction Manual for Braille Transcribing. Additionally, students will gain experience with reading hard copy and simulated braille, writing braille using direct 6-key computer entry.
 (CIP 130501000)

BRTT 1472 Reading And Writing Braille II (4-3-2)

Prerequisites: BRTT 1471
 Corequisites: None
 Fees: Laboratory

The focus of this course is the completion of Lessons 12-20 of the Instruction Manual for Braille Transcribing with a concentration on further development of necessary skills required in transcribing books from print to braille.
 (CIP 130501000)

BRTT 2174 Practicum - Braille Textbook Transcriber (1-0-10)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students will be expected to discuss their goals as a Braille transcriber with the instructor and use this practicum to work toward those goals. Students will gain practical experience in conducting braille transcribing as their own business and have an opportunity to work on a Capstone Project to be discussed with and monitored by their instructor.
 (CIP 130501000)

Approval of Program Coordinator

BRTT 2378 Tactile Graphics (3-3-0)

Prerequisites: BRTT 1471
 Corequisites: None
 Fees: Laboratory

This course introduces a variety of methods for creating tactile graphics. Content includes an overview of production equipment, tools, and supplies used for tactile graphics. Working with several media, students will create simple to complex raised line drawings including single and multiple line representations, charts, graphs, and maps. Lessons in writing picture descriptions, cartoon descriptions and basic transcribers notes will also be included.
 (CIP 130501000)

BRTT 2474 Textbook Braille Formatting I (4-4-0)

Prerequisites: BRTT 1472
 Corequisites: None
 Fees: Laboratory

This course focuses on the special braille formatting rules and techniques in the BANA Braille Formats: Principles of Print to Braille Transcription to be applied when transcribing print textbooks. The NBA Braille Formats Course (a study guide based on Braille Formats) is the foundation for the course.
 (CIP 130501000)

BRTT 2476 Technology For Braille Transcription I (4-2-3)

Prerequisites: BRTT 1472
Corequisites: None
Fees: Laboratory

This course begins integrating braille formatting principles and rules with the technology of braille transcription. The concepts and principles of translation into contracted Braille from electronic publisher's files will be introduced and demonstrated using the standard Braille translation software programs. Scanning and OCR, as it pertains to Braille, will provide students with another basic tool in creating electronic files for braille translation in the absence of publisher's files. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in BRTT 2476 and will further develop proofreading skills when using translation software, and embossing files.
(CIP 130501000)

BRTT 2477 Textbook Braille Formatting II (4-4-0)

Prerequisites: BRTT 2474
Corequisites: None
Fees: Laboratory

Students will continue refining their skills in textbook formatting. The course continues with the study of the BANA Braille Formats: Principles of Print to Braille Transcription and Techniques and other BANA Braille codes specific to science, mathematics, foreign language, computer science, chemistry, and music. Students will have the opportunity to work on a sample textbook. A guided hands-on formatting of a sample textbook aids the student in learning the complexities of successfully formatting a textbook.
(CIP 130501000)

BRTT 2478 Technology For Braille Transcription II (4-2-3)

Prerequisites: BRTT 1472, 2476
Corequisites: None
Fees: Laboratory

This course continues the study of the application of current braille translation software for transcribing textbooks. The concepts and principles of translation into contracted Braille from electronic publisher's files is continued. Students will use Microsoft Word to prepare files for the braille translation process. This course will incorporate the same principles learned in BRTT 2477 and will further develop proofreading skills when using translation software, and embossing files.
(CIP 130501000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**BUSINESS ADMINISTRATION (BUSI)****BUSI 1301 Introduction To Business (3-3-0)**

Prerequisites: None

Corequisites: None

This course provides an introduction to business operations in a global context. Students examine U.S. and international business systems and the global and legal contexts of business. Students acquire and enhance skills needed for employability and success in today's workplace.
(CIP 5201015104)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

BUSI 1307 Personal Finance (3-3-0)

Prerequisites: None

Corequisites: None

Students explore personal financial issues including personal financial standing, credit use, home ownership, savings, taxes, major acquisitions, insurance, financial planning, investments, and estate planning. Students examine various personal financial planning problems of individuals and families.
(CIP 1904015109)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

BUSI 2301 Business Law (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the origin and development of law, principle of torts, criminal law, and government regulations as applied to U.S. and global business operations. Studies include legal analysis and the application of law to contracts, agencies, sales, negotiable instruments, secured transactions, personal property, and bailments.
(CIP 2201015124)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

BUSINESS COMPUTER APPLICATIONS (BCIS)

BCIS 1305 Business Computer Applications (3-3-0)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
(CIP 1102025404)

*BCIS 1305 satisfies the Computer Literacy Requirement at NVC for all degree and certificate programs.
Field of Study Curriculum for Business - For Business Majors: This course is fully transferable to any public 4-year university in the state of Texas.*

COSC 1301 also satisfies the Computer Literacy Requirement at NVC but it is not in the Field of Study Curriculum for Business. Students interested in networking systems, binary and hexadecimal conversion to decimal numbers and related applications should consider taking COSC 1301 instead of BCIS 1305.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

BUSINESS MANAGEMENT (BUSG)

BUSG 1191 Special Topics In Business, General (1-1-0)

Prerequisites: None

Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on small business management knowledge, skills, behaviors and attitudes. (CIP 5201010000)

BUSG 2309 Small Business Management (3-3-0)

Prerequisites: None

Corequisites: None

This course examines the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (CIP 5207030000)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

CHEMISTRY (CHEM)**CHEM 1105 Introductory Chemistry Laboratory I (1-0-3)**

Prerequisites: Successful completion of CHEM 1305 with a grade of "C" or higher, or concurrent enrollment in CHEM 1305

Corequisites: None

Fees: Laboratory

This laboratory course, designed to accompany CHEM 1305, provides an introduction to methods and techniques of chemical experimentation, and emphasizes the study of the principles of inorganic chemistry. (CIP 4005015103)

CHEM 1107 Introductory Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1105 with a grade of "C" or better; successful completion of CHEM 1307 with a grade of "C" or higher, or concurrent enrollment in CHEM-1307

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1307 with an emphasis on the qualitative analytical techniques in organic chemistry and biochemistry, as related to the topics discussed in CHEM 1307. (CIP 4005015103)

CHEM 1111 General Chemistry Laboratory I (1-0-3)

Prerequisites: Successful completion of CHEM 1311 with a grade "C" or higher or concurrent enrollment in CHEM 1311

Corequisites: None

Fees: Laboratory

This laboratory course is designed to accompany CHEM 1311, General Chemistry I. This course provides a quantitative study of the properties of chemical compounds and chemical reactions. The course is directed towards science majors. (CIP 4005015203)

This course is math-intensive (MI).

CHEM 1112 General Chemistry Laboratory II (1-0-3)

Prerequisites: Successful completion of CHEM 1111 with grade of "C" or higher; successful completion of CHEM 1312 with a grade of "C" or higher, or concurrent enrollment in CHEM 1312

Corequisites: None

Fees: Laboratory

This laboratory course involves selected laboratory experiments related to topics studied in CHEM 1312, including principles and practices of synthesis and separation, ionic equilibria, reaction kinetics, acid-base theory, and quantitative analysis. (CIP 4005015203)

This course is math-intensive (MI).

CHEM 1305 Introductory Chemistry I (3-3-0)

Prerequisites: Successful completion of MATH 0303

Corequisites: None

This course provides an introduction to elementary inorganic chemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing. .

If the student's degree plan requires a laboratory course, the student should also take CHEM 1105.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303)

CHEM 1307 Introductory Chemistry II (3-3-0)

Prerequisites: Successful completion CHEM 1305 or equivalent, with a grade of "C" or higher

Corequisites: None

This course is a continuation of CHEM 1305. The course provides an introduction to

elementary organic chemistry and biochemistry and is suitable for non-science majors and students pursuing degrees in allied health and nursing.

If the student's degree plan requires a laboratory course, the student should take CHEM 1107.

(CIP 4005015103)

This course requires a good working knowledge of elementary and intermediate algebra (MATH 0303)

CHEM 1311 General Chemistry Lecture I (3-3-0)

Prerequisites: Successful completion of MATH 1314 with a grade "C" or higher
Corequisites: None

Prerequisite: successful completion of MATH 1314 or higher

This course covers the fundamental principles of inorganic chemistry: general chemical principles, fundamental laws and theories, including but not limited to modern atomic theory, chemical bonding, states of matter, solutions, stoichiometry, thermochemistry and gas laws. The course content provides a foundation for work in advanced chemistry and related sciences, and as such is aimed at science majors. This course is math-intensive (MI). The prospective student needs to have a good working knowledge of the use of scientific notation, including use of calculator, exponential and logarithmic functions, significant figures, dimensional analysis, and solving simple linear equations

If a laboratory is needed, the student should also take CHEM 1111.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM 1312 General Chemistry Lecture II (3-3-0)

Prerequisites: Successful completion of CHEM 1311 or equivalent with a grade of "C" or higher
Corequisites: None

Prerequisite: CHEM 1311 or its equivalent with the grade of "C" or higher

This course is a continuation of CHEM 1311 and includes among other topics solution chemistry, an introduction in reaction kinetics, molecular and ionic equilibria, elementary thermodynamics, electrochemistry, nuclear chemistry, and an introduction in organic chemistry

Students needing a laboratory should also enroll in CHEM 1112.

(CIP 4005015203)

This course is math-intensive (MI).

CHEM 2223 Organic Chemistry Laboratory I (2-1-3)

Prerequisites: Successful completion of CHEM 2323 with a grade of "C" or higher, or concurrent enrollment in CHEM 2323

Corequisites: None

Fees: Laboratory

This course is designed as a companion to CHEM 2323. The course provides an introduction to organic laboratory techniques and chemical preparations. Students are instructed in separation and purification, chromatography, organic reactions including dehydration, bromination, substitution and elimination reactions, as well as kinetics and spectroscopy.

(CIP 4005045203)

This course is math-intensive (MI).

CHEM 2225 Organic Chemistry Laboratory II (2-1-3)

Prerequisites: Successful completion of CHEM 2223 with a grade of "C" or better; successful completion of CHEM 2325 with a grade of "C" or higher, or concurrent enrollment.

Corequisites: None

Fees: Laboratory

This course is a continuation of CHEM 2223. Topics include modern quantitative organic analysis, the use of mass spectrometry and nuclear magnetic resonance, and the interpretation of spectra.

(CIP 4005045203)

CHEM 2323 Organic Chemistry I (3-3-0)

Prerequisites: Successful completion of CHEM 1312 and CHEM 1112 or equivalent with a grade of "C" or higher

Corequisites: None

This course is primarily for students majoring in chemistry, chemical engineering, or other

physical or biological sciences or pre-professional studies for medical, dental, pharmacy, or veterinary programs.

This course covers general principles, theories, reactions, and reaction mechanisms of organic chemistry. The nomenclature of hydrocarbons, alkyl halides, and alcohols, and the stereochemistry of organic molecules are covered.

(CIP 4005045203)

Concurrent enrollment in CHEM 2223, Organic Chemistry Laboratory I, is highly recommended. This course is math-intensive (MI).

CHEM 2325 Organic Chemistry II (3-3-0)

Prerequisites: Successful completion of CHEM 2323 or equivalent with a grade of "C" or better.

Corequisites: None

This course is a continuation of CHEM 2323. Topics covered include the reactions of aromatic compounds and compounds with various oxygen and nitrogen containing functional groups. An introduction to the chemistry of biomolecules is also included.

(CIP 4005045203)

CHEM 2401 Quantitative Analysis (4-3-3)

Prerequisites: CHEM 1312 or equivalent with a grade of "C" or better.

Corequisites: None

This course includes the theory and practice of some general methods of quantitative chemical analysis, including gravimetric, volumetric, potentiometric, spectroscopic, and chromatographic techniques; designed for students planning a career in Chemistry, chemical technology and related fields.

(CIP 4005025103)

Currently, this course is not offered.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

CHILD DEVELOPMENT (CDEC)

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

Prerequisites: None

Corequisites: None

This course covers the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. (CIP 19070900)

CDEC 1359 Children with Special Needs (3-3-0)

Prerequisites: None

Corequisites: None

This course provides an overview 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. (CIP 19070900)

CDEC 2307 Math and Sciences for Early Childhood (3-3-0)

Prerequisites: None

Corequisites: None

This course addresses principles, methods, and materials for teaching children math and science concepts through discovery and play. (CIP 19070900)

CDEC 2341 The School Age Child (3-3-0)

Prerequisites: None

Corequisites: None

This course covers an overview of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques. (CIP 19070900)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

CHINESE (CHIN)

CHIN 1411 Elementary Chinese I (4-3-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students will learn the fundamentals of Chinese through the development of the four basic skills: listening, speaking, reading and writing. The sound system (Pin Yin), and the basic strokes of Chinese writing will be introduced. Chinese culture will be highlighted throughout. Language lab is required.
 (CIP 1603015113)

CHIN 1412 Elementary Chinese II (4-3-2)

Prerequisites: CHIN 1411 or departmental approval
 Corequisites: None
 Fees: Laboratory

This course is a continuation of CHIN 1411. Students are introduced to more advanced language structures. Language lab is required.
 (CIP 1603015113)

CHIN 2311 Intermediate Chinese I (3-3-0)

Prerequisites: CHIN 1412 or equivalent
 Corequisites: None

Students review Chinese grammar. Emphasis is on the expansion of basic language skills as well as knowledge of Chinese culture through guided speaking, reading, and writing exercises designed to improve mastery of the language.
 (CIP 1603015213)

CHIN 2312 Intermediate Chinese II (3-3-0)

Prerequisites: CHIN 2311 or departmental approval
 Corequisites: None

This course emphasizes the development of proficiency and self-confidence through increased practice of the four skills (listening, speaking, reading and writing), as well as a broader understanding of the Chinese culture through use of authentic materials.
 (CIP 1603015213)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

CLINICAL LABORATORY SCIENCE TECHNOLOGY (CLST)

CLST 1371 Introduction to Clinical Research I (3-3-0)

Prerequisites: COSC 1301 Introduction to Computers or Equivalent Course/
Demonstrated Skill
Corequisites: None

This introductory course provides students with an overview of the clinical research industry and how clinical trials are coordinated. Topics include the nature of the work in private and educational clinical research settings, medical records management, working with human subjects, working with clinical investigators, and the legal and regulatory environment.

51.1005

CLST 1372 Introduction to Clinical Research II (3-3-0)

Prerequisites: CLST 1371
Corequisites: None

This course concentrates legal and regulatory issues and management practices in clinical research settings, including aspects of confidentiality laws, institutional review boards, compliance with FDA requirements and the rules of other regulatory bodies, human resource issues, and best practices in clinical research management.

51.1005

CLST 2471 Clinical Research Internship (4-0-20)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course includes an experience external to the college for a student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college that directly relate to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

51.1005

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

COMMERCIAL AND ADVERTISING ART (ARTC)

ARTC 1302 Digital Imaging I (3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Digital imaging with Adobe Photoshop using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, explore color modes for Print, Web, Cinematics or Games. Use Filters with an emphasis on Texturing, Tiling, pixel clean-up, and Matte painting. (CIP 5004090000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)**[Course Descriptions](#)**[Student Handbook](#)[Administration, Faculty, and Staff](#)

COMMUNICATION SYSTEM INSTALLER & REPAIRER (CSIR)

CSIR 1303 Telecommunications Systems Installer (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

This course reviews fundamentals of telecommunications media, including terminology, rules and regulations, safety procedures, industry standards and protocols, installation, connectorization, maintenance, and troubleshooting. General principles of customer service within a technical environment are also studied. Students will acquire skills to read and interpret blueprints to determine wiring requirements; identify telecommunications system components; install, maintain, and troubleshoot telecommunications media; discuss internal/external customer relationships; communicate technical information in a clear, precise, and logical manner; and update customers on work progress to maintain customer satisfaction and public relations.
(CIP 4701030000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

COMMUNICATIONS (COMM)

COMM 1307 Introduction To Mass Communication (3-3-0)

Prerequisites: None

Corequisites: None

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

(CIP 901025106)

COMM 2311 News Gathering & Writing I (3-3-0)

Prerequisites: COMM 1307

Corequisites: None

This course introduces the fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing and delivering news in a professional manner. The class meets for part of the semester at a local public broadcasting radio or TV station. Student material will be produced for broadcast. Transportation is required. (CIP 904015706)

COMM 2327 Introduction to Advertising (3-3-0)

Prerequisites: COMM 1307

Corequisites: None

This course explores the fundamentals of advertising including its development, marketing theory and strategy, copy writing, design and analysis. Other topics include ethics in advertising and media literacy. (CIP 909035106)

COMM 2339 Writing For Radio, Television & Film (3-3-0)

Prerequisites: COMM 1307

Corequisites: None

This course introduces basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials. (CIP 904025106)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

COMMUNITY HEALTH LIAISON (CHLT)**CHLT 1280 Cooperative Education Community Health Services/
Liaison/Counseling (2-1-10)**

Prerequisites: None

Corequisites: None

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. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

(CIP 511504000)

*(Replaces HITT 1460/2460) Requires Approval of Instructor***CHLT 1301 Introduction To Community Health (3-2-2)**

Prerequisites: None

Corequisites: None

Designed to provide a basic understanding of variables that affect health sectors in the community. List the determinants of health at the individual and community level; implement community assessment techniques to include demographics, mapping, and analysis of governmental agency services; describe tracking techniques of clients and services; specify the dynamics in relationship building among groups, organizations, and individuals in a community; and identify initiatives that will impact the health status of a poor under-served community.

(CIP 511504000)

CHLT 1302 Wellness And Health Promotion (3-3-0)

Prerequisites: None

Corequisites: None

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication methods. Includes health behavior theories and approaches to behavior modification. Define wellness and health promotion; explain personal, social, cultural, nutritional, and environmental components of wellness; and correlate concepts of wellness and healthy lifestyle. Develop specific health promotion strategies for various populations, including primary, secondary, and tertiary prevention strategies; recognize and appropriately respond to beliefs, values, culture, and languages of the population served; and evaluate the success of existing and newly developed health promotion strategies.

(CIP 511504000)

*(Replaces HPRS 1372)***CHLT 1305 Community Nutrition (3-2-2)**

Prerequisites: None

Corequisites: None

Study of the cultural aspects and public policy of food and nutrition and the socioeconomic and psychological aspects of nutrition throughout the life cycle. Develop culturally appropriate community-level interventions to improve nutrition for vulnerable populations; explain the basic nutrition principles from prenatal care to care for the aging; increase knowledge of cultural influences on diet and food preference; assess clients' diets utilizing interview techniques; calculate BME and caloric intake for normal and abnormal physiological conditions; and locate appropriate community resources and public-sector programs.

(CIP 511504000)

*(Replaces FDNS 1309)***CHLT 1340 Community Health Advocacy (3-2-2)**

Prerequisites: None

Corequisites: None

Study of local, regional, and national health care and social service resources. Identification of organizations, support groups, and health care

delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/ participation in related activities. Identify various public and private programs and their eligibility requirements; develop/define methods used for client eligibility and referral; identify the levels and settings of health care and roles of various health occupations within the community; and assist clients in meeting eligibility requirements and accessing needed services and benefits.
(CIP 511504000)

(Replaces HITT 1345)

CHLT 1342 Community Health Field Methods (3-2-2)

Prerequisites: None

Corequisites: None

Preparation for field work with individuals, families, and groups emphasizing teaching and capacity-building skills. Topics include outreach methods, area canvassing, home visiting, group work, community events, and community organizing. Implement neighborhood/rural outreach campaigns; conduct informal counseling and educational sessions with individuals, families, and community groups; organize community events for purposes of developing community capacity for change.
(CIP 511504000)

CHLT 1391 Special Topics (3-3-0)

Prerequisites: None

Corequisites: None

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.
(CIP 511504000)

CHLT 2280 Cooperative Education Community Health Services/ Liaison/Counseling (2-1-10)

Prerequisites: None

Corequisites: None

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. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.
(CIP 511504000)

(Replaces HITT 1460/2460) Requires Approval of Instructor

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

COMPUTER & INFORMATION SCIENCES, GENERAL (CPMT)

CPMT 1305 IT Essentials I: PC Hardware (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

An introduction to information technology and data communication. Includes topics on personal computer hardware and software and basic networking concepts. Build a computer and install a motherboard, floppy and hard drives, CD-ROM, and video cards; install and manage Windows operating systems; add peripherals and multimedia capabilities; demonstrate knowledge of local-area network architecture, networking protocols, the OSI Model, and TCP/IP utilities; connect the computer to a local area network and to the Internet.
47.0104

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

COMPUTER & INFORMATION SCIENCES, GENERAL (ITSC)**ITSC 1301 Introduction To Computers (3-2-2)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course provides an overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments of society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Additional topics covered relate to security issues, to include computer viruses and vulnerabilities. (CIP 1101010000)

ITSC 1305 Introduction To PC Operating Systems (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This provides a study of personal computer operating systems, with emphasis on Windows 98 and Windows 2000. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Fundamental operating system concepts common to all operating systems, including Macintosh and Unix, will be covered. (CIP 1101010000)

ITSC 1307 UNIX Operating System I (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is a study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (CIP 1101010000)

ITSC 1325 Personal Computer Hardware (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course is a study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Students are provided with a basic understanding of microprocessors, data storage devices, memory, and expansion buses. Requires occasional lifting of 10-20 pounds in equipment. (CIP 470140000)

ITSC 2286 Internship - Computer And Information Sciences, General (1-0-10)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course provides an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (CIP 1101010000)

Instructor Permission Required

ITSC 2335 Application Problem Solving (3-2-2)

Prerequisites: Any advanced application software course or equivalent software use
 Corequisites: None
 Fees: Laboratory

Utilization of current application software to solve advanced problems and generate customized solutions, involving project and software specific to a

specific curricular area.
(CIP 110101)

ITSC 2337 Unix Operating System II (3-2-2)

Prerequisites: ITSC 1307
Corequisites: None
Fees: Laboratory

This course provides an advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. Utilizing the Solaris Intel-Version Operating System, students will learn how to install, configure and set up a Solaris (UNIX) Server in a client/server network model. Students will configure basic Domain Name Service and Dynamic Host Configuration Protocol Servers. In addition, students will create and manage user accounts on the Solaris server. Topics such as maintenance of software, Solaris network security, and data integrity issues will be covered as well.
(CIP 110101)

ITSC 2339 Personal Computer Help Desk (3-2-2)

Prerequisites: ITSC 1325 and ITCC 1302
Corequisites: None
Fees: Laboratory

This course covers diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. Students will establish a rapport with users in problem-solving situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problem solving methodologies.
(CIP 1101010000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

COMPUTER PROGRAMMING (ITSE)**ITSE 1302 Computer Programming (3-3-1)**

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques, develop correct executable programs, and create appropriate documentation.

(CIP 110201)

*Same as COSC 1315. Replaces ITSE 1329 Programming Logic and Design.***ITSE 1307 Introduction To C++ Programming (3-3-1)**

Prerequisites: ITSE 1302

Corequisites: None

Fees: Laboratory

Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

(CIP 1102010000)

ITSE 1311 Beginning Web Programming (3-3-1)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Skill development in web page programming including mark-up and scripting languages.

(CIP 1108020000)

ITSE 1331 Introduction To Visual Basic.Net Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None

Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

(CIP 1102010000)

*Replaces ITSE 1331 Introduction to Visual Basic Programming***ITSE 1332 Introduction To VisualBasic.NET Programming (3-3-1)**

Prerequisites: ITSE 1302 or COSC 1315

Corequisites: None

Fees: Laboratory

Data types, control structures, functions, syntax and semantics of the language, classes, class relationships, and exception handling.

(CIP 1102010000)

*Replaces ITSE 1331 Introduction to Visual Basic Programming***ITSE 1347 Programming With VisualBasic.NET (3-3-1)**

Prerequisites: ITSE 1332

Corequisites: None

Fees: Laboratory

Designing and developing enterprise applications using Microsoft Visual Basic.NET in the Microsoft.NET Framework. Includes reference types, class relationships, polymorphism, operators overloading, and creating and handling exceptions.

(CIP 1109010000)

*Replaces ITSE 2349 Advanced Visual Basic Programming***ITSE 1356 Extensible Markup Language (Xml) (3-3-1)**

Prerequisites: (ITSE 2302 or ITSE 2317 or ITSE 1307) AND ITSW 1307

Corequisites: None

Fees: Laboratory

Introduction of skills and practices related to Extensible Markup Language

(XML). Includes Document Type Definition (DTD), well-formed and valid XML documents, XML schemas, and Extensible Style Language (XSL).
(CIP 1102010000)

ITSE 1392 Special Topics In Computer Programming (Advanced) (3-3-1)

Prerequisites: ITSE 2302 and ITSE 1307
Corequisites: None
Fees: Laboratory

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will concentrate on PHP, which is a server-side HTML embedded scripting language that provides web developers with a full suite of tools for building dynamic websites.
(CIP 1102010000)

ITSE 2286 Internship - Computer Programming/Programmer, General (2-0-12)

Prerequisites: Permission of Program Coordinator
Corequisites: None

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(CIP 1102010000)

Permission of Program Coordinator

ITSE 2302 Intermediate Web Programming (3-3-1)

Prerequisites: ITSE 1302 and ITSE 1311
Corequisites: None
Fees: Laboratory

Techniques for web development. Includes server-side and client-side scripting.
(CIP 1108020000)

ITSE 2309 Database Programming (3-3-1)

Prerequisites: ITSW 1307 and one of the following: ITSE 2317 or ITSE 1307 or ITSE 1331 or ITSE 2302 or INEW 1340

Corequisites: None
Fees: Laboratory

This course introduces application development using database programming techniques and emphasizes database structures, modeling, and database access. Students will develop database applications using structured query language, create queries and reports from database tables, and create appropriate documentation. Students will learn to design and implement database systems using programming or scripting languages.
(CIP 1108020000)

ITSE 2317 Java Programming (3-3-1)

Prerequisites: ITSE 1302 or COSC 1315
Corequisites: None
Fees: Laboratory

Introduction to object-oriented Java programming. Emphasizes the fundamental syntax and semantics of Java for applications and web applets.
(CIP 1102010000)

Same as COSC 1336

ITSE 2331 Advanced C++ Programming (3-3-1)

Prerequisites: ITSE 1307
Corequisites: None
Fees: Laboratory

This course provides further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. Students will develop correct, well-documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques.
(CIP 1102010000)

ITSE 2333 Implementing A Database On Ms Sqlserver (3-3-1)

Prerequisites: ITSE 2309 and ITSC 1307
Corequisites: None
Fees: Laboratory

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Describe the elements of Microsoft SQL Server and its operational environments;

describe the elements of the Transact-SQL language; demonstrate and configure the data storage architecture of SQL server. Create and manage files, file groups, databases, tables, and transaction logs; enforce data integrity using constraints, defaults and rules; and create and maintain indexes. Write queries to retrieve and modify data using joins and sub-queries; write queries that summarize data; manage locking options and transactions to ensure data concurrency and recoverability; and create views of data. Design and create stored procedures; design and create triggers; and use distributed data.
(CIP 110802)

ITSE 2345 Data Structures (3-3-1)

Prerequisites: ITSE 2357 or COSC 1337
Corequisites: None
Fees: Laboratory

This course explores advanced programming techniques including an in-depth look at various data structures and the operations performed on them. Students will develop correct, well-documented programs containing complex data structures; incorporate arrays, records, stacks, queues, lists, and trees; and use searching, sorting, traversal, and recursion techniques.
(CIP 1102010000)

Same as COSC 2336. Replaces ITSE 2321, Introduction to Object-Oriented Programming

ITSE 2347 Advanced Database Programming (3-3-1)

Prerequisites: ITSE 2302 and ITSE 2317
Corequisites: None
Fees: Laboratory

Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. The student will develop complex database applications using a structured query language; incorporate security and error trapping; and develop menu-driven database systems using various programming languages such as JDBC.
(CIP 110802)

ITSE 2349 Advanced Visual Basic Programming (3-3-1)

Prerequisites: ITSE 1331
Corequisites: None
Fees: Laboratory

Advanced applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. Students will learn to develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; develop graphical user interfaces to other software applications; and integrate external programs and libraries with Visual Basic applications.
CIP 11.0201

ITSE 2356 Oracle Database Administration (3-3-1)

Prerequisites: ITSE 2309 and ITSC 1307
Corequisites: None
Fees: Laboratory

Fundamentals of the tasks and functions required of a database administrator using Oracle. Create an operational database using Oracle; will demonstrate the ability to create, delete, and modify associated files; will create, delete, and modify table spaces, segments, extents, and blocks; start up and shut down an Oracle instance and database; add, delete, and modify users, privileges, and resources; and demonstrate use of National Language and Support (NLS) features.
(CIP 110802)

ITSE 2357 Advanced Object-Oriented Programming (3-3-1)

Prerequisites: ITSE 2317 or COSC 1336
Corequisites: None
Fees: Laboratory

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling.
(CIP 1102010000)

Same as COSC 1337. Replaces ITSE 1391, Special Topics in Computer Programming.

ITSE 2371 Web Development Tools (3-3-1)

Prerequisites: ITSW 1307 and ITSE 2317
Corequisites: None
Fees: Laboratory

This course will introduce students to the different web development tools such as Dreamweaver, Cold fusion, Flash, FrontPage, etc.. Students will

learn to use these tools and the database knowledge and skills acquired in previous courses to develop both the front end web pages and the back end database systems that manipulate the data.
(CIP 1108020000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**COMPUTER PROGRAMMING/PROGRAMMER, GENERAL (INEW)****INEW 1340 Asp.Net Programming (3-3-1)**

Prerequisites: ITSW 1307 and one of the following: ITSE 2317 or ITSE 1307 or ITSE 1331 or ITSE 2302

Corequisites: None

Fees: Laboratory

Theory of server side web programming concepts to implement solutions for common web programming tasks. It includes basic ASP.Net web controls, user management and authentication, state management, and development of database-driven web applications.
(CIP 1102010000)

INEW 2334 Advanced Web Page Programming (3-3-1)

Prerequisites: ITSW and one of the following: ITSE 2302 or INEW 1340

Corequisites: None

Fees: Laboratory

Advanced applications for Web authoring. This course will concentrate on using language(s) or other interactive elements to design, code, and implement a dynamic website and demonstrating connectivity between data store (database) and website.
(CIP 1108010000)

INEW 2340 Object-Oriented Design (3-3-1)

Prerequisites: ITSE 2317

Corequisites: None

A study of large system analysis and design concepts from the object-oriented perspective. Includes determining required objects and their interfaces. Also covers relationships between objects. Students will build/use case models, sequence diagrams, class diagrams and state charts. Topics will include determining what objects will be required, what members an object requires, and relationships between objects using UML, Java etc.
(CIP 1102010000)

Replaces ITSE 1350 System Analysis and Design

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

COMPUTER SCIENCE (COSC)

COSC 1301 Introduction To Computer & Information Systems (3-3-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the field of computers and information systems through a survey of the major current topics in the field, including hardware components, software applications and design, data representation and storage, and the integration of elements in working systems. Exact topics vary as technologies evolve. This course includes a basic introduction to networking; understanding binary and hexadecimal conversion to decimal numbers, function and role of the operating system, basic home user-level security, and web page design through HTML or other software application. This course will cover the Microsoft Office suite and may include optional areas relating to the instructor's background and expertise.
 (CIP 1101015207)

COSC 1301, or an approved equivalent, is required for all degree and certificate programs.

COSC 1315 Fundamentals Of Programming (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.
 (CIP 1102015207)

Same as ITSE 1302

COSC 1336 Programming Fundamentals I (3-3-1)

Prerequisites: COSC 1315 or ITSE 1302
 Corequisites: None
 Fees: Laboratory

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (This course is included in the Field of Study Curriculum for Computer Science.)
 (CIP 1102015507)

Same as ITSE 2317

COSC 1337 Programming Fundamentals II (3-3-1)

Prerequisites: COSC 1336 or ITSE 2317
 Corequisites: None
 Fees: Laboratory

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (This course is included in the Field of Study Curriculum for Computer Science.)
 (CIP 1102015607)

Same as ITSE 2357

COSC 2336 Programming Fundamentals III (3-3-1)

Prerequisites: COSC 1337 or ITSE 2357
 Corequisites: None
 Fees: Laboratory

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (This course is included in the Field of Study Curriculum for Computer Science.)
 (CIP 1102015707)

Same as ITSE 2345

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

CRIMINAL JUSTICE (CRIJ)

CRIJ 1301 Introduction To Criminal Justice (3-3-0)

Prerequisites: None

Corequisites: None

This course is a general overview of the history and philosophy of criminal justice and ethical considerations in the criminal justice system. Studies include crime definitions by nature and impact, and an overview of the criminal justice system components: law enforcement, court systems, prosecution and defense, the trial process, and corrections.
(CIP 4301045124)

CRIJ 1306 Court Systems & Practices (3-3-0)

Prerequisites: None

Corequisites: None

This course is designed to familiarize the student with the U.S. Court System, and the adjudication processes and procedures in the criminal justice systems.
(CIP 2201015424)

CRIJ 1310 Fundamentals Of Criminal Law (3-3-0)

Prerequisites: None

Corequisites: None

This course is designed to familiarize the student with substantive criminal law. Emphasis is directed toward the philosophical and historical development of criminal law, major definitions and concepts, classifications, the elements of a crime, and penalties for criminal acts using Texas statutes as illustrations, and criminal responsibility.
(CIP 2201015324)

CRIJ 2313 Correctional Systems & Practices (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of corrections in the criminal justice system; organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, and treatment and rehabilitation. Current and future issues will be examined.
(CIP 43.0104.5424)

CRIJ 2314 Criminal Investigation (3-3-0)

Prerequisites: None

Corequisites: None

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
(CIP 43.0104.55 24)

CRIJ 2328 Police Systems & Practices (3-3-0)

Prerequisites: None

Corequisites: None

This course explores the police as a profession. It is comprised of subjects dealing with the organization of law enforcement systems, the role of police, police discretion, ethics, police community interaction, and current and future issues.
(CIP 43.0104.57 24)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

DANCE (DANC)**DANC 1112 Dance Practicum (1-1-2)**

Prerequisites: None

Corequisites: None

A practicum in dance as a performing art.
5003015326*Repeatable for credit.***DANC 1122 Capoeira I (1-1-2)**

Prerequisites: None

Corequisites: None

Fundamental techniques and cultural context of this Brazilian fusion of dance and martial art. May be repeated for credit.
(CIP 5003015226)*Same as KINE 1122***DANC 1123 Capoeira II (1-1-2)**

Prerequisites: DANC 1122 or KINE 1122 or instructor

Corequisites: None

Continuation of Caoieira I. May be repeated for credit.
(CIP 5003015226)*Same as KINE 1123***DANC 1128 Social Dance (1-1-2)**

Prerequisites: None

Corequisites: None

This course introduces students to the basic steps of a variety of dances for social settings. Historical context and dance as a medium of personal and cultural expression are explored. May be repeated for credit.

(CIP 5003015226)

*Same as KINE 1128***DANC 1129 Swing Dance (1-1-2)**

Prerequisites: None

Corequisites: None

Students are introduced to the basic steps and technique of swing dancing. A variety of patterns and styles are covered with an emphasis on developing lead/follow and styling. May be repeated for credit.

(CIP 5003015226)

*Same as KINE 1129***DANC 1141 Ballet I (1-1-2)**

Prerequisites: None

Corequisites: None

Instruction and participation in ballet technique. An introduction to the fundamental principles, techniques and step vocabulary of classical ballet through barre and center floor work. May be repeated for credit.

(CIP 5003015226)

*Same as KINE 1141***DANC 1142 Ballet II (1-1-2)**

Prerequisites: DANC 1141, KINE 1141, or Instructor Permission

Corequisites: None

Continuation of Ballet I. May be repeated for credit.

(CIP 5003015226)

*Same as KINE 1142***DANC 1145 Introduction To Dance (1-1-2)**

Prerequisites: None

Corequisites: None

Introductory course in the fundamentals of dance technique coordination of body parts, rhythm, musicality and expressive qualities of movement. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1145

DANC 1146 Beginning Modern Dance (1-1-2)

Prerequisites: None

Corequisites: None

Dynamic exploration of the body in time and space, emphasizing expressive potential. Warm up focuses on developing full articulation of movement through all segments of the body; expansive movement sequences emphasize spatial forms, weight, dynamics, texture and musicality. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1146

DANC 1147 Jazz Dance I (1-1-2)

Prerequisites: None

Corequisites: None

Instruction and participation in jazz dance form and technique. Emphasis on articulation of rhythmic patterns through the body. Historical context and place of jazz forms in American culture. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1147

DANC 1148 Jazz Dance II (1-1-2)

Prerequisites: DANC 1147, KINE 1147, or Instructor Permission

Corequisites: None

Continuation of Jazz Dance I. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1148

DANC 1153 Flamenco I (1-1-2)

Prerequisites: None

Corequisites: None

Instruction and participation in Flamenco technique. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1153

DANC 1154 Flamenco II (1-1-2)

Prerequisites: DANC 1153, KINE 1153, or Instructor Permission

Corequisites: None

Continuation of Flamenco I. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1154

DANC 1201 Choreography (Dance Composition) (2-2-1)

Prerequisites: None

Corequisites: None

Basic principles of choreography, including movement invention and composition. Practical experience in the skill use of space, time and dynamics to craft original dance studies. Focus on solo, duet, and small group forms.

(CIP 5003015526)

Same as KINE 1201

DANC 1212 Dance Practicum (2-2-1)

Prerequisites: None

Corequisites: None

A practicum in dance as a performing art.

(CIP 5003015326)

Same as KINE 1212

DANC 1251 Dance Performance Workshop I (2-2-1)

Prerequisites: None

Corequisites: Concurrent enrollment in Modern Dance, Ballet or jazz technique

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers. May be repeated for credit.

(CIP 5003015226)

Same as KINE 1251

DANC 1252 Dance Performance Workshop II (2-2-1)

Prerequisites: One semester of dance technique or instructor approval

Corequisites: Concurrent enrollment in dance technique

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers. May be repeated for credit. (CIP 5003015226)

(CIP 5003015226)

Same as KINE 1252

DANC 1305 World Dance (3-3-0)

Prerequisites: None

Corequisites: None

Instruction in dance forms of at least three major cultures from three continents, with an emphasis on rhythmic awareness and movement development. The cultural origins, significance, and motivation, as well as the use of costumes and music will be explored in lecture and research. Instruction will include experiential and written assignments, live performances, guest artists, and multimedia resources.
(CIP 5003015626)

DANC 1345 Introduction to Dance (3-3-0)

Prerequisites: None

Corequisites: None

Introductory course in the fundamentals of dance technique, coordination of body parts, rhythm, musicality, and expressive qualities of movement.
(CIP 5003015226)

DANC 2145 Intermediate Modern Dance (1-1-2)

Prerequisites: DANC 1146, KINE 1146, or Instructor Permission

Corequisites: None

Continuation of Beginning Modern Dance technique. May be repeated for credit.

(CIP 5003015226)

Same as KINE 2145

DANC 2147 African Dance Forms (1-1-2)

Prerequisites: None

Corequisites: None

Fundamental techniques from several regions in cultural context. Emphasis on rhythm and developing articulation through the joints. May be repeated for credit.

(CIP 5003015226)

Same as KINE 2147

DANC 2246 Dance And Movement Improvisation (2-2-1)

Prerequisites: None

Corequisites: None

Developing improvisational skills in movement through dynamic investigation of movement forms – space, time, weight, and dynamics. Increasing range of personal creativity, awareness, and movement skill. Students gain resources for dance compositions, dance performance, as well as other forms of art and sport. An introductory course for the beginning dancer.

(CIP 5003015226)

Same as KINE 2246

DANC 2301 Problems In Dance (3-3-0)

Prerequisites: None

Corequisites: None

Topics vary. May be repeated for credit.

(CIP 5003015226)

DANC 2303 Dance Appreciation (3-3-0)

Prerequisites: None

Corequisites: None

This survey of primitive, classical, and contemporary dance stresses its interrelationship with cultural developments and other art forms.

(CIP 5003015426)

DANC 2325 Dancer's Body: Anatomy and Expression (3-3-0)

Prerequisites: None

Corequisites: None

Musculoskeletal variations and neurological processes assessed in regard to movement efficiency, injury prevention, performance and aesthetics.

(CIP 5003015226)

DANC 2389 Academic Cooperative (3-3-4)

Prerequisites: None

Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of dance.

(CIP 2401035212)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

DATA PROCESSING TECHNOLOGY (ITSW)

ITSW 1307 Introduction To Database (3-3-1)

Prerequisites: MATH 0303 and COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Introduction to database theory and the practical applications of a database. Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.
(CIP 110802)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**DIGITAL GAME AND SIMULATION DEVELOPMENT (GAME)****GAME 1303 Introduction To Game Design And Development (3-3-1)**

Prerequisites: COSC 1301 or Demonstrated Equivalent Competency

Corequisites: None

Fees: Laboratory

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc.
(CIP 100304)

GAME 1304 Level Design (3-2-3)

Prerequisites: GAME 1303 or GAME 1306

Corequisites: None

Fees: Laboratory

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles.
(CIP 100304)

GAME 1314 Character Sculpting (3-3-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Creation of original characters from the drawing stage to sculpting clay status. Explores a variety of poses using clay and aluminum armatures.
(CIP 100304)

GAME 1372 Particles and Dynamics (3-3-2)

Prerequisites: ARTV 1441

Corequisites: None

Special FX and Simulations using 3D Lights and Volumetric Effects, Particles and Deflectors, Space Warps, Dynamics, and Particle Flow to create fog, smoke, snow, rain effects, explosions, Hair and Fur, clothing elements and collision calculations.
CIP 10.0304

GAME 2286 Internship - Animation, Interactive Technology, Video Graphics And Special Effects (2-0-12)

Prerequisites: Instructor Permission

Corequisites: None

Fees: Laboratory

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(CIP 100304)

GAME 2332 Project Development I (3-3-2)

Prerequisites: GAME 2342

Corequisites: None

Fees: Laboratory

Skill development in an original modification based on a current game engine. Includes management of version control; development of project timeliness; integration of sound, models, and animation; production of demos; and creation of original levels, characters, and content for a real-time multiplayer game. Applies skills learned in previous classes in a simulated real-world design team experience.
(CIP 100304)

GAME 2336 Lighting, Shading, And Texture (3-3-1)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Lighting, shading, and texture painting for 3-D models using digital painting techniques. Emphasizes lighting, shading, and texture creation of limited resolution to increase system performance for digital games and simulation training models.

(CIP 100304)

GAME 2342 Game Development In C++ (3-2-3)

Prerequisites: ITSE 2331

Corequisites: None

Fees: Laboratory

Skill development in C++ programming for games and simulations. Examines real-world C++ development issues.

(CIP 100304)

GAME 2359 Game And Simulation Group Project (3-3-1)

Prerequisites: GAME 2371 or GAME 2342

Corequisites: None

Fees: Laboratory

Creation of a game and/or simulation project utilizing a team approach. Includes animation, titles, visualization of research results, modeling with polygon frames, curves and surfaces, 3-D text and animation with keyframes, paths (objects and curves), morphing, vertex keys, skeletons, and lattices.

(CIP 100304)

GAME 2371 Character Rigging (3-3-2)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Explore Forward and Inverse Kinematics, bones and skeletons for character setup. Use special techniques for skin binding and rigging with Maya and 3ds Max Character Studio/Biped. Students who complete the course will have a 3D model ready for animation.

(CIP 100304)

GAME 2372 Principles of Character Animation (3-2-3)

Prerequisites: ARTV 1441

Corequisites: None

This course covers the 12 principles of animation and the illusion of life concepts as defined by the traditional animation industry. Students will use these concepts and apply them in a 3D application context. Study of character motion and footsteps, use of modifiers to create believable walk cycles and animation loops for games.

CIP 10.0304

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**DRAMA (DRAM)****DRAM 1220 Rehearsal And Performance/Technical Production (2-2-0)**

Prerequisites: None

Corequisites: None

A practicum in scenery construction, lighting, sound, costuming, properties, publicity, acting, and general theatre practice. This course may be repeated for a maximum of four hours credit.

(CIP 5005065326)

DRAM 1310 Introduction To Theatre – Theatre Appreciation (3-3-0)

Prerequisites: None

Corequisites: None

A survey of the main fields of theatre activity providing a background for the appreciation and enjoyment of live theatre through an understanding of the elements of theatre management, play analysis, acting, directing and technical production and the collaborative nature of live theatre.

(CIP 5005015126)

DRAM 1322 Stage Movement (3-3-0)

Prerequisites: None

Corequisites: None

Principles, practices, and exercises in body techniques and stage movement; emphasis on physical awareness, personal expression, and body control.

(CIP 5005065426)

DRAM 1330 Stagecraft I (3-3-0)

Prerequisites: None

Corequisites: None

Introduction to the major areas of design and technology. A hands-on approach to stagecraft with a focus on the elements of design. Basic design projects are completed. Internship with a local community/professional theatre is required.

(CIP 5005025126)

DRAM 1341 Make-Up For The Stage (3-3-0)

Prerequisites: None

Corequisites: None

The design and execution of make-up for the purpose of developing believable characters. Focus is on basic make-up principles and experience with make-up application.

(CIP 5005025226)

DRAM 1342 Introduction To Costume (3-3-0)

Prerequisites: None

Corequisites: None

A study of the principles and techniques of costume design and construction for the stage. This course emphasizes the skills, duties, and responsibilities of the costume designer, and includes a brief overview of costume history.

(CIP 5005025326)

DRAM 1351 Acting I (3-3-0)

Prerequisites: None

Corequisites: None

This course focuses on development of the basic skills and techniques of acting including increased self-awareness, improvement of stage presence, stage movement, characterization, and improvisation.

(CIP 5005065126)

DRAM 1352 Acting II (3-3-0)

Prerequisites: DRAM 1351

Corequisites: None

This course is a continuation of DRAM 1351 with special emphasis on the exploration and development of techniques for the creation of a character through the preparation and presentation of scenes and monologues.

(CIP 5005065126)

DRAM 2336 Voice And Articulation (3-3-0)

Prerequisites: None

Corequisites: None

A practical course designed to develop an understanding of the use and function of the voice as a creative instrument for communication, and to provide individual instruction in pronunciation and articulation to facilitate oral communication.

(CIP 5005065226)

Same as SPCH 1342

DRAM 2361 Theatre History I (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the development of Western theatre from ancient times through the nineteenth century, including the reading of representative plays.

(CIP 5005055126)

DRAM 2366 Introduction To Film (3-3-0)

Prerequisites: None

Corequisites: None

This course examines motion pictures as a collaborative art form, surveying multiple styles, genres, and techniques. Special attention is paid to the historical development and sociological effects of film as an art.

(CIP 5006025126)

DRAM 2389 Academic Cooperation In Fine Arts: Theatre (3-3-0)

Prerequisites: None

Corequisites: None

An instructional program designed to integrate on-campus study with practical hands-on experience in theatre. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of theatre.

(CIP 2401035212)

Instructor Permission Required

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

ECONOMICS (ECON)

ECON 2301 Macroeconomics (3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to theory and measurement of changes in the levels of prices, employment, national income, and other aggregates. Topics addressed include money and the banking system, international economics, unemployment and inflation, and government stabilization policy. Selected sections may include a Junior Achievement service learning requirement.
(CIP 4506015125)

ECON 2302 Microeconomics (3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to the economic organization of society with emphasis on how markets, prices, profits, and losses guide and direct economic activity. Throughout the course, economic analysis is applied to a wide range of contemporary problems and issues.
(CIP 4506015125)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

EDUCATION (EDUC)

EDUC 1301 Introduction to the Teaching Profession (3-3-1)

Prerequisites: None
Corequisites: None

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course includes a minimum 16 hours of field experience in a K- 12 classroom.

This course begins with a brief history of American Education, with particular emphasis on its development and the evolution of its current structure as well as its philosophical foundations. Governance, school finance, and the legal and ethical obligations of teachers will also be explored. Student will analyze and discuss school curriculum, instruction, and the use of technology in schools today.

(CIP 1301015109)

Replaces IDST 1301 Schools and Society: An Introduction to Education

EDUC 2301 Introduction to Special Populations (3-3-1)

Prerequisites: IDST 1301
Corequisites: None

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; course must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and pre-requisite for this course is EDUC 1301.

Students will explore the relationship between schools and diversity within contemporary American society. They will examine the various social problems that students face and the need to establish an educational philosophy that can help meet the many challenges these problems cause. Students will demonstrate critical thinking in determining the interconnections of the above issues.

(CIP 1301015109)

[College Catalog 2007-2008](#) | [Course Descriptions](#) | EECT[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)**Course Descriptions**[Student Handbook](#)[Administration, Faculty, and Staff](#)

ELECTRICAL, ELECTRONIC & COMM ENGINEERING TECHNOLOGY (EECT)

EECT 1307 Convergent Technologies (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

This course is a study of telecommunications convergent technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol. After completing this course, the student will be able to describe different technologies used in the telecommunications industry; identify various architectures used in the telecommunications industry; name the protocols in the telecommunications industry, explain the application of technologies, architectures, and protocols used in the telecommunications industry.
(CIP 1503050000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ELEMENTARY EDUCATIONAL TRAINING (EDTC)**EDTC 1305 Reading Problems (3-3-0)**Prerequisites: None
Corequisites: None

This course provides an introduction to effective methods of identifying and correcting various reading difficulties. Emphasis on the effect of reading difficulties on reading ability and the various techniques recommended for correcting each difficulty and the use of strategic approaches to the teaching of reading. Topics include the importance of direct instruction and motivational learning activities with abundant practice in the act of reading. (CIP 1313050000)

EDTC 1307 Teaching Reading in the Elementary School (3-3-0)Prerequisites: None
Corequisites: None

This course examines fundamental concepts and principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy-based environments, and a review of varied materials and techniques for teaching reading. (CIP 1313050000)

EDTC 1311 Instructional Practices— Effective Learning Environment (3-3-0)Prerequisites: None
Corequisites: None

This course covers developmentally appropriate strategies in core curriculum areas and the environment. Topics include methods for supporting the lead classroom teacher in planning and implementing educational goals, teamwork skills, and ways of providing and reporting instructional accommodations or modifications. (CIP 1315010000)

EDTC 1313 Introduction to Educational Software and Technology (3-3-0)Prerequisites: None
Corequisites: None

This course introduces use of educational software, instructional applications, and technology in the educational setting. Students learn to evaluate the use of technology for guided practice and self-paced student remediation. (CIP 1315010000)

EDTC 1321 Bilingual Education (3-3-0)Prerequisites: None
Corequisites: None

This course covers the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (CIP 1302010000)

EDTC 1325 Principles and Practices of Multicultural Education (3-3-0)Prerequisites: None
Corequisites: None

This course exams the cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. (CIP 1302010000)

EDTC 1364 Field Experience—Teacher Assistant (3-1-20)Prerequisites: None
Corequisites: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (CIP 1315010000)

EDTC 2317 Guiding Student Behavior (3-3-0)

Prerequisites: None
Corequisites: None

This course addresses developmentally appropriate direct and indirect guidance techniques for use in various school environments. Topics include identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasis in implementation of a behavior management plan.

(CIP 1313050000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ENGINEERING (ENGR)**ENGR 1201 Introduction To Engineering (2-2-0)**Prerequisites: None
Corequisites: None

This course is an introduction to engineering disciplines and careers. Content includes engineering profession, engineering education process, keys to success in engineering study, and engineering approach to problem-solving.
(CIP 1401015110)

ENGR 1201 is also open to non-engineering majors.

ENGR 1304 Engineering Graphics I (3-2-3)Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides an introduction to spatial relationships, multiview projection and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. This course strongly emphasizes computer aided design.
(CIP 1513015111)

ENGR 1307 Plane Surveying (3-2-3)Prerequisites: MATH 2412
Corequisites: None
Fees: Laboratory

This course covers the use and care of instruments, note keeping, distance measurements, traverse surveying, areas, angles and elevations, legal principles, elementary map making, plane table and transit methods of topographic map production, field problems related to highway surveying, circular and vertical curves, earthwork, volumes and cost estimates, and triangulation and base lines.
(CIP 1511025111)

ENGR 2301 Engineering Mechanics I: Statics (3-3-0)Prerequisites: MATH 2413
Corequisites: None

This course presents the calculus-based study of composition and resolution of forces, equilibrium of force systems, free body diagrams, concentrated and distributed loads, centroids, and moments of inertia. Includes engineering applications such as trusses, frames and friction.
(CIP 1411015210)

This course is math intensive (MI).

ENGR 2302 Engineering Mechanics II: Dynamics (3-3-0)Prerequisites: ENGR 2301
Corequisites: None

This course presents the basic theory and applications of engineering mechanics, with an emphasis on the relative motions of particles and rigid bodies. Work energy relations, impulse-momentum principles, vector algebra and calculus are used to analyze and solve problems.
(CIP 1411015310)

This course is math intensive (MI).

ENGR 2303 Engineering Mechanics: Statics And Dynamics (3-3-0)Prerequisites: PHYS 2425
Corequisites: None

Combined single semester study of statics and dynamics. Calculus based study of dynamics of rigid bodies, force mass acceleration, work energy, and impulse-momentum computation.
(CIP 1411015310)

This course is math intensive (MI).

ENGR 2304 Computer Programming With Engineering Applications (3-2-3)Prerequisites: ITSE 1302
Corequisites: None
Fees: Laboratory

Computer solutions to basic engineering problems are presented in C++ computer language. Students practice algorithms, data presentation, and program structures.
(CIP 1102015207)

ENGR 2305 Circuits I (3-3-0)

Prerequisites: MATH 2414

Corequisites: None

This course presents the principles of electrical circuits and systems. DC, transient, and sinusoidal steady-state analysis are included.
(CIP 1410015110)

This course is math intensive (MI).

ENGR 2332 Mechanics Of Materials (3-3-0)

Prerequisites: MATH 2314, and one of the following: ENGR 2302 or ENGR 2303

Corequisites: None

This course covers stresses, deformations, stress-strain relationships, torsions, beams, shafts, columns, elastic deflections in beams, combined loading, and combined stresses.
(CIP 1411015110)

This course is math intensive (MI).

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ENGLISH (ENGL)**ENGL 0100 Special Topics (0-1-0)**Prerequisites: None
Corequisites: None

May serve as a refresher or as a supplemental course to developmental English courses. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.
(CIP 3201085312)

Courses which begin with a zero, such as 0100, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college-level English curriculum.

ENGL 0300 Basic English I (3-3-1)Prerequisites: None
Corequisites: None
Fees: Laboratory

This course is for students who need to improve their basic skills in grammar, spelling, reading, and writing with emphasis on individual sentences and short paragraphs and essays. In order to pass this course, students must pass the required lab. A student who is required by the college to take this course must pass it with a "C" or better before being allowed to take a higher-level course in the English sequence. Requires weekly attendance in the Cooperative Learning Lab for English.
(CIP 3201085312)

Courses which begin with a zero, such as 0300, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college-level English curriculum.

ENGL 0301 Basic English II (3-3-1)Prerequisites: Appropriate placement score or "C" or better in ENGL 0300
Corequisites: None
Fees: Laboratory

Students review and improve their basic skills in standard English with emphasis on fundamental grammatical principles, sentence structure, and punctuation. Writing effective paragraphs and short essays is stressed. In order to pass this course, students must pass the required lab and must pass a departmental exit essay. A student who is required by the college to take this course must pass it with a "C" or better before being allowed to take a higher-level course in the English sequence. Requires weekly attendance in the Cooperative Learning Lab for English.
(CIP 3201085312)

Courses which begin with a zero, such as 0301, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college-level English curriculum.

ENGL 1301 Freshman Composition I (3-3-0)Prerequisites: Appropriate placement score or credit in ENGL 0301
Corequisites: None

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse readings. Successful completion of a research paper is required to pass this course.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

ENGL 1302 Freshman Composition II (3-3-0)Prerequisites: ENGL 1301 with a "C" or better
Corequisites: None

This is the second course in the freshman composition sequence. Emphasis in essay composition is on critical thinking, to include logic, argumentation/persuasion, research, and critical analysis of the subject matter, form, and style of multidisciplinary and multicultural works. Students will write at least one argument based essay in which they effectively use the first person and another argument based essay in which they effectively use the

third person. A research paper to include qualitative and quantitative methods is required.
(CIP 2304015112)

ENGL 1301 and ENGL 1302 cannot be taken concurrently

ENGL 2307 Creative Writing (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

Creative writing offers students the opportunity for intensive practice and development of techniques in a workshop setting. Included are fiction, poetry, and short drama.
(CIP 2305015112)

ENGL 2311 Technical Writing (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

Students develop their oral and written skills in their major fields of study by analyzing and creating technical papers, scientific reports, and business correspondence. Documents are created on the computer.
(CIP 2311015112)

ENGL 2322 British Literature Through The 18Th Century (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course includes significant works of British writers from the Old English Period through the 18th century. Readings emphasize the major genres and cultural perspectives in British literature. A research paper or term project is required.
(CIP 2308015112)

ENGL 2323 British Literature In The 19Th And 20Th Centuries (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This survey of British literature includes works from the Romantic Period to the present. Readings emphasize the major genres and cultural perspectives in British literature. A research paper or term project is required.
(CIP 2308015112)

ENGL 2327 Early American Literature Through The Romantic Period (3-3-0)

Prerequisites: None

Corequisites: None

Included in this course are works from the Colonial Period to the beginning of Realism. Readings emphasize the major genres and cultural perspectives in American literature. A research paper or term project is required.
(CIP 2307015112)

ENGL 2328 American Literature: Realism Through Post-Modernism (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

Students are exposed to major works of American literature from the beginning of Realism to the present. Readings emphasize the major genres and cultural perspectives in American literature. A research paper or term project is required.
(CIP 2307015112)

ENGL 2332 World Literature From Antiquity Through Renaissance (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course is a study of representative masterpieces representing a variety of cultures from the ancient world through the Renaissance. Readings emphasize major genres of world literature. A research paper or term project is required.
(CIP 1601045213)

ENGL 2333 Modern World Literature (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course exposes students to the literature of the world from the Neoclassical to the present. Readings emphasize major genres of world literature. A research paper or term project is required.
(CIP 1601045213)

ENGL 2341 Forms Of Literature (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

Students focus on one or more literary genres including, but not limited to, poetry, fiction, drama, and film. A research paper or term project is required.

(CIP 1601045113)

ENGL 2370 Studies In Literature (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course includes selections in literature organized by genre, period, or geographical region. A research paper or term project is required. Course descriptions are available for each semester prior to registration. This course may be repeated for credit when topics vary.

(CIP 2303015312)

ENGL 2373 Multi-Cultural American Literature (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course comprises a survey of the literature of various groups, such as African-American, Asian-American, Hispanic, Native American, and others. A research paper or term project is required.

(CIP 2303015312)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ENGLISH AS A SECOND LANGUAGE (ESOL)**ESOL 0340 Speaking/Listening 4 (3-3-1)**

Prerequisites: Placement testing or approval by instructor
 Corequisites: None
 Fees: Laboratory

This is an intermediate college-level course to develop the student's ability to listen and communicate in a range of social and academic situations using correct grammar structures for simple narrations, descriptions, as well as increasing vocabulary. Class activities include giving short presentations and leading group discussions. The pronunciation, stress, and intonation of spoken American English are practiced. The lab will give additional practice in oral production and increase oral comprehension of spoken American English.
 (CIP 3201085512)

ESOL 0341 Reading 4 (3-3-1)

Prerequisites: Placement testing or approval by instructor
 Corequisites: None
 Fees: Laboratory

This intermediate college-level course is designed to develop academic reading skills by applying context clues, word order, pronoun reference, special signal words, by developing paraphrasing, summarizing, outlining, making inferences, and analyzing selected passages, and by distinguishing fact and opinion.
 (CIP 3201085612)

Completion of ESOL 0341 with a "C" or better is equivalent to READ 0301

ESOL 0342 Grammar 4 (3-3-0)

Prerequisites: Placement testing or approval by instructor
 Corequisites: None

This is an intermediate college-level course designed to develop the student's ability to understand and produce compound and complex sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: compound sentences; complex sentences with time clauses; noun phrases; adjective clauses; adverbial phrases; reflexive and impersonal pronouns; the present perfect tense; and simple modal auxiliaries.
 (CIP 3201085712)

ESOL 0343 Writing 4 (3-3-0)

Prerequisites: Placement testing or approval by instructor
 Corequisites: None

This is an intermediate college-level course designed to develop the student's ability to construct paragraphs with topic sentences, body (major and secondary supports), and a conclusion. Emphasis is on planning and writing expository paragraphs using illustrations and examples, definitions, comparison/contrast, and classification.
 (CIP 3201085412)

ESOL 0350 Speaking/Listening 5 (3-3-1)

Prerequisites: Placement testing or approval by instructor
 Corequisites: None
 Fees: Laboratory

This advanced college-level course develops the student's ability to discuss logically concrete topics related to particular interests and special fields using appropriate grammar structures. The students learn to state and support one's opinions, explain in detail and restate others' opinions. Class activities include group discussions and giving formal presentations. The pronunciation, stress, and intonation of spoken American English are practiced. The lab will give additional practice in oral production and increase aural comprehension of spoken American English.
 (CIP 3201085512)

ESOL 0351 Reading 5 (3-3-1)

Prerequisites: Successful completion of READING 4, placement testing, or approval by instructor.
 Corequisites: None
 Fees: Laboratory

This course focuses on the development of higher level reading skills by analyzing and synthesizing, summarizing and outlining, and using analytical thinking skills to recognize the authors' purpose and point of view.
(CIP 3201085612)

Completion of ESOL 0351 with a "C" or better is equivalent to READ 0302

ESOL 0352 Grammar 5 (3-3-0)

Prerequisites: Successful completion of GRAMMAR 4, placement testing, or approval by instructor.

Corequisites: None

This is an advanced course designed to develop the student's ability to understand and produce more complicated sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: complex sentences with time and cause-effect clauses, restrictive and non-restrictive adjective clauses, collective and abstract nouns, past and future perfect verb tense, gerunds, infinitives, and causatives.

(CIP 3201085712)

Completion of ESOL 0352 and ESOL 0353 with a "C" or better is equivalent to ENGL 0300

ESOL 0353 Writing 5 (3-3-0)

Prerequisites: Successful completion of WRITING 4, placement testing, or approval by instructor.

Corequisites: None

This is an advanced college-level course to develop paragraph construction skills and begin to learn the essay format. Emphasis is on planning and generating expository paragraphs using cause and effect, persuasion, and definition.

(CIP 3201085712)

Completion of ESOL 0352 and ESOL 0353 with a "C" or better is equivalent to ENGL 0300

ESOL 0360 Speaking/Listening 6 (3-3-1)

Prerequisites: Successful completion of SPEAKING/LISTENING 5, placement testing, or approval by instructor

Corequisites: None

Fees: Laboratory

This is an advanced course designed to expand communication skills at various levels of discourse in an academic setting. Emphasis is on listening to lectures, taking notes, making presentations, and participating in discussions of an academic nature. The pronunciation, stress and intonation of spoken English are practiced. The lab will give additional practice in oral production and increase aural comprehension of spoken American English.

(CIP 3201085512)

ESOL 0361 Reading 6 (3-3-1)

Prerequisites: Successful completion of READING 5, placement testing, or approval by instructor

Corequisites: None

Fees: Laboratory

This is an advanced course where students begin reading college-level materials and using critical thinking skills by discussion and analysis of materials as well as advanced reading skills to comprehend figurative language, to recognize stated and implied main ideas, to evaluate the validity of the author's conclusion and the credibility of selected passages.

(CIP 3201085612)

Completion of ESOL 0361 with a "C" or better is equivalent to READ 0303

ESOL 0362 Grammar 6 (3-3-0)

Prerequisites: Successful completion of GRAMMAR 5, placement testing, or approval by instructor

Corequisites: None

This is an advanced, college-level course designed to develop the student's ability to understand and produce more complicated sentence patterns of American English. Previously studied grammatical structures will be reviewed and practiced. Structures covered in this course will include: complex sentences (including noun clauses and conditionals) reduction of adjective clauses, the passive voice, and compound modal auxiliaries.

(CIP 3201085712)

Completion of ESOL 0362 and ESOL 0363 with a "C" or better is equivalent to ENGL 0301

ESOL 0363 Writing 6 (3-3-1)

Prerequisites: Successful completion of WRITING 5, placement testing, or approval by instructor

Corequisites: None

This advanced course is designed to perfect written communication in an academic setting. Emphasis is on writing multi-paragraph essays as well as

recognizing and producing the type of paragraph or composition that each writing task requires, using language appropriate to audience and purpose. (CIP 3201085712)

Completion of ESOL 0362 and ESOL 0363 with a "C" or better is equivalent to ENGL 0301

ESOL 0365 Accent Improvement (3-3-0)

Prerequisites: None

Corequisites: None

This course is designed to help students improve their pronunciation and intonation of American English. The phonetic structure of the consonant sounds as well as the vowel sounds, the rules, and the patterns of stress and rhythm are systematically analyzed, and students are given practice in correctly pronouncing each of these sounds and patterns. This course may be repeated.

(CIP 3201085512)

May be taken with SPEAKING/LISTENING 5 or SPEAKING/ LISTENING 6

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ENGLISH, BUSINESS, AND TECHNICAL WRITING (ETWR)

ETWR 1191 Special Topics In English Technical And Business Writing (1-1-0)

Prerequisites: None

Corequisites: None

Topics addressed: recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. For the Braille Textbook Transcriber Program, this course will concentrate on business and technical writing skills necessary for success as an independent braille transcriber.
(CIP 2311010000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

ENVIRONMENTAL ENGINEERING TECHNOLOGY (EPCT)

EPCT 2315 Water Chemistry (3-3-0)

Prerequisites: None

Corequisites: None

Course content addresses basic techniques for sampling and chemical and microbiological analysis of water. Students will design and execute appropriate sampling procedures for water analysis, understand theory and technical data related to quality control, and perform and interpret basic chemical and microbiological tests on water.
(CIP 15050600)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

FILM AND CINEMA STUDIES (FLMC)

FLMC 2344 Advanced Film & Broadcast Editing (3-1-4)

Prerequisites: ARTV 1351

Corequisites: None

Fees: Laboratory

Exploration of the creative possibilities of non-linear film and video editing. Includes editing esthetics, titles, graphic design, composition, special effects, and editing scenes using a computer.
(CIP 50.0602)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

FRENCH (FREN)

FREN 1411 Elementary French I (4-3-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the four basic skills: listening comprehension, oral expression, reading, and writing. Pronunciation, grammar, and practical vocabulary are included. Language laboratory is required. (CIP 1609015113)

FREN 1412 Elementary French II (4-3-2)

Prerequisites: FREN 1411 or departmental approval
 Corequisites: None
 Fees: Laboratory

Students continue developing the skills introduced in FREN 1411. Language laboratory is required. (CIP 1609015113)

FREN 2311 Intermediate French I (3-3-0)

Prerequisites: FREN 1412 or equivalent
 Corequisites: None

This course focuses on reading, composition, and intense oral practice. A review of grammar is included. (CIP 1609015213)

FREN 2312 Intermediate French II (3-3-0)

Prerequisites: FREN 2311 or equivalent
 Corequisites: None

This course is a continuation of FREN 2311. Included are composition and contemporary literature. Grammar is reviewed and expanded. (CIP 1609015213)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

GEOGRAPHY (GEOG)

GEOG 1301 Elements Of Physical Geography (3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to the elements of physical geography with an emphasis on the lithosphere (earth's crust), the atmosphere (air), the hydrosphere (water) and the biosphere (living organisms).
(CIP 4507015125)

GEOG 1302 Cultural Geography (3-3-0)

Prerequisites: None

Corequisites: None

This introduction to the study of the interrelationship of humans and earth's physical environment focuses on describing and analyzing the ways language, religion, economy, government, and other cultural phenomena vary or remain constant from one place to another and on explaining how humans function spatially. The differences among people and human diversity are explored.
(CIP 4507015125)

GEOG 1303 Geography Of The World (3-3-0)

Prerequisites: None

Corequisites: None

This course provides a comparative study of the development of major cultural regions of the world. Emphasis is on the influence of geography on human development.
(CIP 4507015325)

GEOG 1305 Geography Of North America (3-3-0)

Prerequisites: None

Corequisites: None

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.
(CIP 4507015325)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

GEOLGY (GEOL)

GEOL 1345 Oceanography (3-3-0)

Prerequisites: None

Corequisites: None

This course is an interdisciplinary study of the world's oceans. Topics explored include earth history and plate tectonics, the ocean floor, the water molecule and ocean chemistry, the atmosphere, ocean waves and currents, and elementary marine biology.
(CIP 4006015103)

GEOL 1346 Astronomy (3-3-0)

Prerequisites: None

Corequisites: None

This course is a look at the physical bodies that make up the universe, and the laws that govern them. Topics explored include the history of astronomy, astronomical methods and measurements, the life cycles of stars, the solar system, and extra-solar planets.
(CIP 406015103)

GEOL 1347 Introduction to Meteorology (3-3-0)

Prerequisites: None

Corequisites: None

This course is an introduction to the nature of the Earth's atmosphere, weather, and climate. Topics include atmospheric composition, structure and circulation, air temperature, heat transfer, humidity, cloud formation, weather fronts, tornadoes, and hurricanes.
(CIP 4006015103)

GEOL 1403 Physical Geology (4-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is an introduction to the nature and properties of minerals and rocks, and the processes by which they are formed, altered and transported. Important topics include the rock cycle, volcanoes, earthquakes, plate tectonics, the interior of the Earth, and the development of the landscape. Laboratory work includes the study of minerals, rocks, aerial photographs, and maps.
(CIP 4006015103)

GEOL 1404 Historical Geology (4-3-3)

Prerequisites: GEOL 1403

Corequisites: None

Fees: Laboratory

This course explores the history of the Earth and the development of life over geologic time. The course begins with an augmented review of geological principles, and continues with the narrative of Earth history that has been derived through the use of those principles. Laboratory work includes the study of rocks, fossils, and maps.
(CIP 4006015103)

GEOL 1405 Environmental Geology (4-3-3)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course covers human interaction with geologic systems, and the risks and effects of natural geologic hazards such as volcanic eruptions, earthquakes, and floods. Focus is upon the interaction between natural systems and human activity. Topics explored include natural disasters, pollution, groundwater recharge, river systems, and coasts. Laboratory work includes the study of earth materials, maps, natural disasters, and pollution.
(CIP 301035301)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

GOVERNMENT (GOVT)

GOVT 2304 Introduction To Political Science (3-3-0)

Prerequisites: None

Corequisites: None

This course is an introductory survey of the discipline of political science focusing on the history, scope, and methods of the field and the substantive topics in the discipline. This class will not substitute for required courses

GOVT 2305 and GOVT 2306.

(CIP 4510015225)

GOVT 2305 Federal Government (3-3-0)

Prerequisites: None

Corequisites: None

Government 2305 is a general survey course in American national government with emphasis on the U.S. Constitution and covering such topics as federal-state and interstate relations, rights and obligations of citizens, democracy, the legislative process, human rights, political parties, interest groups, the role of media in American politics, the executive, judicial, and administrative functions in federal government.

(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

GOVT 2306 Texas Government (3-3-0)

Prerequisites: None

Corequisites: None

Government 2306 is a general survey of the United States and Texas Constitutions, federalism, political parties, interest groups, bureaucracy, budgetary process, legislature, governor, court system, county and municipal organizations, and current problems facing local governments.

(CIP 4510025125)

Credit in both GOVT 2305 and 2306 is necessary to satisfy the legislative requirements for graduation. If only three hours of government are needed to meet the requirements of a technical curriculum or to satisfy the state requirements for teacher certification, that should be GOVT 2301, which includes a study of both state and national constitutions. Note: Students who have already taken GOVT 2301 must take GOVT 2305 in order to satisfy the legislative requirements. Students who have already taken GOVT 2302 must take GOVT 2301 as soon as possible to meet the legislative requirement

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**HEALTH INFORMATION TECHNOLOGY/TECHNICIAN (HITT)****HITT 1305 Medical Terminology (3-3-0)**

Prerequisites: None

Corequisites: None

Study of the word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

(CIP 5107070000)

HITT 1460 Clinical Experience (4-1-12)

Prerequisites: Approval of Community Health Program Coordinator Required for completion of the Certificate

Corequisites: None

This course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The student is expected to develop familiarity with client contact and field research requirements of employment in community health.

(CIP 5107070000)

*(replaces CHLT 1380)***HITT 2460 Clinical Experience (4-1-12)**

Prerequisites: HITT 1460 and Approval of Community Health Program Coordinator Required for completion of the AAS Degree

Corequisites: None

This advanced course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The student is expected to demonstrate mastery of client contact and field research requirements of employment in community health.

(CIP 5107070000)

HITT 2560 Clinical Experience (5-1-15)

Prerequisites: Approval of Community Health Program Coordinator required

Corequisites: None

This course provides concentrated field experience for synthesis and application of learning from prior coursework. Practical experience is simultaneously related to theory. Close supervision is provided by a clinical preceptor, with regular mentoring sessions with a faculty advisor. The student is expected to develop familiarity with client contact and field research requirements of employment in community health.

(CIP 5107070000)

(Replaces HITT 2589. Open only to students completing earlier degree plans requiring HITT 2589.)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES
(HPRS)****HPRS 1342 Project Scope and Risk Management (3-3-0)**

Prerequisites: HPRS 2230

Corequisites: None

Identification, analysis, and mitigation of threats to project management elements and the process of deciding what project to do, defining the plan for the desired outcomes, and developing a process for controlling changes to the project. Students will identify risk elements and plan response with contingencies; define the objectives, boundaries, constraints, work structure, and communication process; show and explain how the laws of probability are used to forecast the number and size of possible future losses; create a scope statement; utilize project selection tools and techniques.

52.0201

HPRS 2230 Research Methods (3-3-0)

Prerequisites: CLST 1372

Corequisites: None

Analysis of current research methods and determination of validity, relevance, and applicability to the field. Students will examine types of research: differentiate between scientific and nonscientific research; analyze research studies for validity, relevance, and applicability to the field.

51.0000

HPRS 2301 Pathophysiology (3-3-0)

Prerequisites: None

Corequisites: None

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Students will distinguish environmental factors, physical, psychosocial, and cognitive characteristics of various diseases and conditions; and identify implications of therapeutic interventions for common diseases and conditions.

51.0000

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

HISTORY (HIST)**HIST 1301 History Of The United States I (3-3-0)**

Prerequisites: None

Corequisites: None

Students explore U.S. history from the discovery of America through the Civil War era, with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half the legislative requirement of six semester hours in American history.
(CIP 5401025125)

HIST 1302 History Of The United States II (3-3-0)

Prerequisites: None

Corequisites: None

Students explore U.S. history from Reconstruction to the present with emphasis on social, political, economic, and cultural history. Students address those historical events and trends that seem most important for understanding the evolution of American history. This course satisfies one-half of the legislative requirements for six semester hours in American history.
(CIP 5401025125)

HIST 2301 Texas History (3-3-0)

Prerequisites: None

Corequisites: None

In this course, students investigate the development of Texas beginning from its Native American roots, through Spanish and Mexican influence, the Republic of Texas, statehood, Civil War to the present. There is also an inquiry into the history of 19th century European immigration as well as an exploration of San Antonio history. The emphasis is on the major historical, social, cultural, political and economic movements contributing to the Texas experience.
(CIP 5401025225)

HIST 2311 Western Civilization I (3-3-0)

Prerequisites: None

Corequisites: None

Students learn of the civilization in the west from ancient times through the Enlightenment. Topics include the Mediterranean world, including Greece and Rome, the Middle-Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, and the rise of the national state, the development of parliamentary government, and the influences of European colonization.
(CIP 5401015425)

HIST 2312 Western Civilization II (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history.
(CIP 5401015425)

HIST 2321 World Civilizations I (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the cultural histories of particular civilizations important for understanding the modern world: classical Greco-Roman civilization, China of the Han and Tang dynasties, Latin America, medieval Europe, and Islam in the Middle East and Africa through the 15th century with attention to the emergence of major world religions. Within a general framework of religious, political, social and economic history, the course emphasizes the literature, philosophy, art and music of each of these civilizations.
(CIP 5401015325)

Credit cannot be earned for both HIST 2321 and IDST 2372.

HIST 2322 World Civilizations II (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.
(CIP 5401015325)

Credit cannot be earned for both HIST 2322 and IDST 2373.

HIST 2323 Eastern Civilizations (3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to East Asian history and culture from its beginnings until modernity. Focusing on China and Japan, this examines the period from the earliest settlements through their modern transformation.
(CIP 5401015325)

HIST 2372 Advanced Historical Analysis (3-3-0)

Prerequisites: None

Corequisites: None

Topics provide in-depth study of selected minority, local, regional, national, or international topics. This course may be repeated when topics vary.
(CIP 4508015642)

HIST 2380 Mexican American History (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the historical, political, economic, social and cultural development of Mexican Americans throughout the United States. Students will study the major events that address this group's role in and contribution to American history.
(CIP 4511015325)

May be substituted for HUMA 2319. Credit cannot be earned for both HIST 2380 and HUMA 2319.

HIST 2381 African American History (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the historical, political, economic, social and cultural development of African Americans throughout the United States. Students will study the major events that address this group's role in and contribution to American history.
(CIP 4511015325)

May be substituted for HUMA 2319. Credit cannot be earned for both HIST 2381 and HUMA 2319.

HIST 2389 Academic Cooperative In History (3-3-4)

Prerequisites: HIST 1301 and HIST 1302

Corequisites: None

This instructional program is designed to integrate on-campus study with practical hands-on experience in history. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(CIP 4501015125)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

HUMAN DEVELOPMENT (HUMD)

HUMD 0160 College Vocabulary (1-1-2)

Prerequisites: None

Corequisites: None

This is a self-paced course designed for all students who would like to review their vocabulary skills as an enhancement tool for all college courses. The skills/areas covered include dictionary usage, prefixes-roots-suffixes, contextual analysis, look-alike words, sound-alike words, commonly misunderstood words, sophisticated words, and vocabulary from content-areas.
(CIP 3201015212)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

HUMANITIES (HUMA)**HUMA 1301 Introduction To The Humanities I (3-3-0)**Prerequisites: None
Corequisites: None

This course is a survey of the Humanities in which students engage in an interdisciplinary, multi-perspective and global assessment of cultural, philosophical, political, and aesthetic factors that shape the individual and the society.
(CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

HUMA 1302 Introduction To International Studies - Humanities II (3-3-0)Prerequisites: None
Corequisites: None

An interdisciplinary approach to the study of world communities designed to inspire reflection about questions of values in international interactions. Global issues will be viewed from historical, literary, aesthetic, and philosophical perspectives of human experience.
(CIP 2401035112)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

HUMA 1305 Introduction to Mexican-American Studies (3-3-0)Prerequisites: None
Corequisites: None

Introduction to the field of Mexican-American/Chicano Studies from its inception to the present. Interdisciplinary survey designed to students to the salient cultural, economic, educational, historical, political and social aspects of the Mexican-American/Chicano experience.
(CIP 0502035125)

HUMA 1315 Introduction To The Arts (3-3-0)Prerequisites: None
Corequisites: None

Understanding purposes and processes in the visual and musical arts including evaluation of selected works. Students explore the basics of art through text, audio, and image analysis with hands-on activities designed to develop cultural and aesthetic awareness.
(CIP 5001015126)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

HUMA 2319 American Minorities (3-3-0)Prerequisites: None
Corequisites: None

An introduction to historical, economic, social, and cultural development of minority groups. The course may include Women, African-American, Mexican-American, Asian-American and Native American issues.
(CIP 4511015325)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

HUMA 2323 World Cultures (3-3-0)Prerequisites: None
Corequisites: None

A study of human societies, including their culture, institutions, modes of communication and patterns of intercultural relations. The fields of physical and cultural anthropology, archeology, linguistics, and ethnology will be introduced.
(CIP 4502015125)

There are no prerequisites for any of the Humanities course offerings. Each course stands alone and each course equally fulfills the Humanities requirement. Students are encouraged to select the course that best suits their interests or best fits their particular needs.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

IMPLEMENTING AND MANAGING TECHNOLOGY (ITMT)

ITMT 1300 Implementing and Supporting Windows XP Professional (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Addresses the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. In-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows XP Professional.
(CIP 11.0901)

ITMT 1340 Managing and Maintaining a Microsoft Windows Server 2003 Environment (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Managing accounts and resources, maintaining server resources, monitoring server performance, and safeguarding data in a Microsoft Windows Server 2003 environment. Create and populate organizational units with user and computer accounts; create and manage groups; implement printing; and manage the user and computer environment by using Group Policy. Administer server resources; monitor system performance; manage hard disks; and manage disaster recovery.
(CIP 11.0901)

ITMT 1350 Microsoft Windows Server 2003 Network Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.
(CIP 11.0901)

ITMT 2300 Planning, Implementing and Maintaining a MS Windows Server 2003 Active Directory Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Windows Server 2003 directory service environment. Includes forest and domain structure; Domain Name System (DNS); site topology and replication; organizational unit structure and delegation of administration; Group Policy; and user, group, and computer account strategies.
(CIP 11.0901)

ITMT 2330 Planning and Maintaining a MS Server 2003 Network Infrastructure (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Designing a Microsoft Active Directory service and network infrastructure for a Microsoft Windows Server 2003 environment. Intended for systems engineers who are responsible for designing directory service and/or network infrastructures
(CIP 11.0901)

ITMT 2346 Administering Security Windows Server 2003 Network (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Addresses the Microsoft Certified Systems Administrator (MCSA) and Microsoft Certified Systems Engineer (MCSE) skills path for information technology security practitioners. Focuses on Microsoft Windows Server 2003 infrastructure solutions. Includes client-focused content where appropriate. Provides functional skills in planning and implementing infrastructure security.
(CIP 11.0901)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

INFORMATION TECHNOLOGY CISCO CERTIFICATION (ITCC)**ITCC 1302 CCNA 1: Networking Basics V3.0 (3-2-3)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards.
 (CIP 111002)

While no previous knowledge of Cisco is required, students should have a basic knowledge of computer hardware or an A+ certification, Windows 2000, and the Internet.

ITCC 1306 CCNA 2: Routers And Routing Basics V3.0 (3-2-3)

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Routers and Routing Basics is the second of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS Software, configure protocols, and create access lists controlling access to the router.
 (CIP 111002)

ITCC 1342 CCNA 3: Switching Basics And Intermediate Routing (3-2-3)

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP version 2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (SPT), and VLAN Trunking Protocol (VTP).
 (CIP 111002)

ITCC 1346 CCNA 4: WAN Technologies (3-2-3)

Prerequisites: ITCC 1342
 Corequisites: None
 Fees: Laboratory

WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) certification. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for taking the CCNA Exam.
 (CIP 111002)

ITCC 2432 CCNP 1: Advanced Routing V3.0 (4-3-3)

Prerequisites: ITCC 1346
 Corequisites: None
 Fees: Laboratory

Advanced Routing is the first of four courses leading to the Cisco Certified Network Professional certification. CCNP5 teaches students how to design, configure, maintain, and scale routed networks. Students learn to use VLSMs, private addressing, and NAT to enable more efficient use of IP addresses. This course teaches students how to implement routing protocols such as RIP v2, EIGRP, OSPF, IS-IS, and BGP. In addition, the course details the important techniques used for route filtering and route redistribution.
 (CIP 1109010000)

ITCC 2436 CCNP 2: Remote Access (4-3-3)

Prerequisites: ITCC 2432

Corequisites: None

Fees: Laboratory

The course covers designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols.
(CIP 1110020000)

ITCC 2440 CCNP 3: Multilayer Switching (4-3-3)

Prerequisites: ITCC 2436

Corequisites: None

Fees: Laboratory

This course is an introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting.
(CIP 1110020000)

ITCC 2444 CCNP 4: Network Troubleshooting (4-3-3)

Prerequisites: ITCC 2440

Corequisites: None

Fees: Laboratory

This course is study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems within TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections.
(CIP 1109010000)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

INFORMATION TECHNOLOGY SECURITY (ITSY)**ITSY 1300 Fundamentals Of Information Security (3-2-2)**

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
 (CIP 1110030000)

ITSY 1342 Information Technology Security (3-2-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
 (CIP 111003)

ITSY 1391 Special Topics: Computer Forensics II (3-2-2)

Prerequisites: ITSY 2343
 Corequisites: None
 Fees: Laboratory

This course builds upon knowledge and skills gained in ITSY 2343, with continued In-depth study of system forensics including methodologies used for analysis of computer security breaches. Students will use more advanced computer forensics tools to gather and evaluate evidence of security breach breaches.
 (CIP 111003)

ITSY 2300 Operating System Security (Linux) (3-2-2)

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network and security implementations. Use best practices to configure operating systems to industry security standards. This course places a strong emphasis on the Linux operating system platform to include the Red Hat and Mandrake systems, along with Linux theory and design.
 (CIP 1110030000)

ITSY 2301 Firewalls And Network Security (3-2-2)

Prerequisites: ITNW 1325
 Corequisites: None
 Fees: Laboratory

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.
 (CIP 1110030000)

ITSY 2330 Intrusion Detection (3-2-2)

Prerequisites: ITSY 2300 and ITSY 2301
 Corequisites: None
 Fees: Laboratory

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.
 (CIP 111003)

ITSY 2341 Security Management Practices (3-3-0)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

ITSY 2342 Incident Response And Handling (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

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.
(CIP 1110030000)

ITSY 2343 Computer System Forensics (3-2-2)

Prerequisites: ITCC 1302
Corequisites: None
Fees: Laboratory

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.
(CIP 1110030000)

ITSY 2359 Security Assessment And Auditing (3-2-2)

Prerequisites: ITSY 2300 and ITSY 2301
Corequisites: None
Fees: Laboratory

Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.
(CIP 111003)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

INTERDISCIPLINARY STUDIES (IDST)**IDST 2370 Individual, Family, and Community (3-3-0)**

Prerequisites: None

Corequisites: None

In this course, students examine marriage and family from a sociological and global perspective. Students explore various structural/cultural forces that shape and change marriage and family. Topics include courtship, human sexuality, gender roles, mate selection, parenting, divorce, and family violence.

(CIP 4511015442)

Same as SOCI 2301. Students may not receive credit for both IDST 2370 and SOCI 2301. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST 2371 Society and Social Issues (3-3-0)

Prerequisites: None

Corequisites: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems.

(CIP 2401035112)

Same as SOCI 1306. Students may not receive credit for both IDST 2371 and SOCI 1306. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST 2372 World Civilizations I (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the contact of civilizations and cultural change since the 15th century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.

(CIP 5401015325)

Same as HIST 2321. Students may not receive credit for both IDST 2372 and HIST 2321. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST 2373 World Civilizations II (3-3-0)

Prerequisites: None

Corequisites: None

This course is a study of the contact of civilizations and cultural change since the fifteenth century. It emphasizes cultural, social, political and economic history of the following periods and movements: the Renaissance, the Scientific Revolution and Enlightenment, the Age of Revolution and Romanticism, Victorian Culture and Imperialism, the culture of the 20th century, and Women's issues in each of these historical eras.

(CIP 5401015325)

Same as HIST 2322. Students may not receive credit for both IDST 2373 and HIST 2322. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates interest.

IDST 2374 World Literature From Antiquity Through Renaissance (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course is a study of representative masterpieces representing a variety of cultures from the ancient world through the Renaissance. Readings emphasize major genres of world literature. A research paper or term project is required.

(CIP 2401035112)

Same as ENGL 2332. Students may not receive credit for both IDST 2374 and ENGL 2332. IDST courses have been developed and designed primarily for prospective

elementary school teachers and Education Majors but are appropriate for all undergraduates intere

IDST 2375 Modern World Literature (3-3-0)

Prerequisites: ENGL 1302

Corequisites: None

This course exposes students to the literature of the world from the Neoclassical to the present. Readings emphasize major genres of world literature. A research paper or term project is required.

(CIP 2401035112)

Same as ENGL 2333. Students may not receive credit for both IDST 2375 and ENGL 2333. IDST courses have been developed and designed primarily for prospective elementary school teachers and Education Majors but are appropriate for all undergraduates intere

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

INTERNATIONAL BUSINESS (IBUS)

IBUS 1301 Principles Of Exports (3-3-0)

Prerequisites: None

Corequisites: None

Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures.
52.1101

Course will not be offered until Fall 2008. List in the 2008-2009 catalog. Students seeking a bachelor's degree should check with the 4-year university that you plan to attend to confirm the transfer status of this course.

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**KINESIOLOGY (PHYSICAL EDUCATION) (KINE)****KINE 1103 Yoga I (1-1-2)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students will learn to redesign the body to improve flexibility, body alignment, posture, and breathing. This method will strengthen and stretch the muscles simultaneously.
 (CIP 3601085123)

KINE 1104 Physical Conditioning (1-1-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to physical conditioning as they engage in a variety of physical activities that are oriented towards strengthening the cardiopulmonary and skeletal system of the body. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized as they relate to designing and implementing a physical-conditioning program for physical health and longevity.
 (CIP 3601085123)

KINE 1105 Golf I (1-1-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students are introduced to the basic fundamentals of golf.
 (CIP 3601085123)

KINE 1106 Weight Training I (1-1-2)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students learn resistance training as they develop an individual exercise program that will focus on improving health and wellness. A variety of physical activities are designed to strengthen the cardiopulmonary and skeletal system of the body. The components of muscular strength, muscular endurance, flexibility and cardiovascular fitness will be emphasized throughout the course of the semester.
 (CIP 3601085123)

KINE 1107 Weight Training II (1-1-2)

Prerequisites: KINE 1106, or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Students continue the resistance training they began in KINE 1106.
 (CIP 3601085123)

KINE 1108 Physical Conditioning II (1-1-2)

Prerequisites: KINE 1104 (Physical Conditioning I) or equivalent
 Corequisites: None
 Fees: Laboratory

Continuation of KINE 1104. Students will continue to learn about physical conditioning as they engage in a variety of physical activities that are oriented towards strengthening the cardiopulmonary and skeletal system of the body. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized as they relate to designing and implementing a physical-conditioning program for physical health and longevity.
 (CIP 3601085123)

KINE 1109 Golf II (1-1-2)

Prerequisites: KINE 1105 (Golf I) or equivalent
 Corequisites: None
 Fees: Laboratory

Students will expand on the foundations developed in KINE 1105. Emphasis will be placed on technical skill acquisition as it relates to self improvement

in recreational golf.
(CIP 3601085123)

KINE 1110 Aerobics I (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the foundation of aerobics as it relates to exercise and cardiovascular fitness training. Fundamentals of personal safety, health related fitness, and exercise adherence is emphasized through out the course of the semester.
(CIP 3601085123)

KINE 1111 Aerobics II (1-1-2)

Prerequisites: KINE 1110 (Aerobics I) or equivalent
Corequisites: None
Fees: Laboratory

Students continue acquiring knowledge and skill in rhythmic aerobics.
(CIP 3601085123)

KINE 1112 Beginning Basketball (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides for further development of basketball skills including: dribbling, shooting, passing, and rebounding. Basic offensive and defensive strategies as well as the rules of the game will be included.
(CIP 3601085123)

KINE 1113 Intermediate Basketball (1-1-2)

Prerequisites: KINE 1112 (Beginning Basketball) or equivalent
Corequisites: None
Fees: Laboratory

This course is a continuation of KINE 1112 and will focus on the development of increased individual skills as well as introducing team strategies and techniques.
(CIP 3601085123)

KINE 1114 Walking For Fitness (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the foundation of walking as it relates to aerobic exercise and cardiovascular fitness training.
(CIP 3601085123)

KINE 1115 Intermediate Walking For Fitness (1-1-2)

Prerequisites: KINE 1114 (Walking for Fitness) or equivalent
Corequisites: None
Fees: Laboratory

Continuation from KINE 1114 walking for fitness level one, emphasis is on intermediate walking techniques for improvements in cardiovascular fitness. Warm-up, cool down and flexibility are integrated into each walking routine.
(CIP 3601085123)

KINE 1116 Jogging I (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the foundation of jogging as it relates to aerobic exercise and cardiovascular fitness training.
(CIP 3601085123)

KINE 1117 Jogging II (1-1-2)

Prerequisites: KINE 1116 (Jogging I) or equivalent
Corequisites: None
Fees: Laboratory

Students will expand on the mechanics and training principles acquired in Jogging I. Emphasis is placed on improving cardio-respiratory fitness.
(CIP 3601085123)

KINE 1118 Yoga II (1-1-2)

Prerequisites: KINE 1103 (Yoga I) or equivalent
Corequisites: None
Fees: Laboratory

This course is a continuation of KINE 1103 and includes the philosophy and practice of various types of yoga, including Hatha Yoga, power yoga, yoga for fitness, and yoga for conditioning as a way to enhance physical, mental and spiritual well-being. Additional concepts and techniques will build on those learned in KINE 1103.
(CIP 3601085123)

KINE 1119 Tai Chi I (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

The student will be introduced to the original Chen style Tai Chi Chuan. The history, philosophy, and theory of movement as it relates to performing various routines within the Chen style will be systematically learned by the student. Self defense applications of each movement will be approached and learned from a practical application.
(CIP 3601085123)

KINE 1120 Tai Chi II (1-1-2)

Prerequisites: KINE 1119 (Tai Chi I) or equivalent
Corequisites: None
Fees: Laboratory

Continuation of KINE 1119. A reaffirmation of the principles and the introduction to the secondary parts of the form will move the students toward the intermediate level
(CIP 3601085123)

KINE 1122 Capoeira I (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Fundamental techniques and cultural context of this Brazilian fusion of dance and martial art. May be repeated for credit.
(CIP 3601145123)

Same as DANC 1122

KINE 1123 Capoeira II (1-1-2)

Prerequisites: KINE 1122 (Capoeira I) or equivalent
Corequisites: None
Fees: Laboratory

Continuation of Caoieira I. May be repeated for credit.
(CIP 5003015226)

Same as DANC 1123

KINE 1125 Camping, Hiking and Outdoor Activities (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Hiking, orienteering, packing, camping, leadership skills, trip planning, safety, and outdoor etiquette will be discussed and practiced. Field trips will be available.
(CIP 3601085123)

KINE 1128 Social Dance (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces students to the basic steps of a variety of dances for social settings. Historical context and dance as a medium of personal and cultural expression are explored. May be repeated for credit.
(CIP 3601145123)

Same as DANC 1128

KINE 1129 Swing Dance (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to the basic steps and technique of swing dancing. A variety of patterns and styles are covered with emphasis on developing lead/follow and styling May be repeated for credit
(CIP 3601145123)

Same as DANC 1129

KINE 1130 Chi Gung I (1-1-2)

Prerequisites: None
Corequisites: None

Fees: Laboratory

The student will be introduced and taught basic abdominal breathing and relaxation performed during static movement. Various controlled movement will be taught in order to develop inner body awareness and physical strength and flexibility. The focus of the class is to introduce students to controlled slow static movement for development for of health and wellness.

(CIP 3601145123)

KINE 1131 Chi Gung II (1-1-2)

Prerequisites: KINE 1130 (Chi Gung I) or equivalent

Corequisites: None

Fees: Laboratory

The student will continue to expand on the fundamentals of KINE 1130 and will gain an advanced perspective on progressive relation, breathing and flexibility techniques as they relate to increased muscular strength and endurance.

(CIP 3601145123)

KINE 1132 Fencing I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students will learn basic foil techniques and footwork. History, rules, scoring systems and terminology will be learned.

3601085123

KINE 1133 Fencing II (1-1-2)

Prerequisites: Fencing I or equivalent

Corequisites: None

Fees: Laboratory

Provides advanced levels of fencing techniques and introduces basic fundamentals of directing and judging fencing.

36010185123

KINE 1134 Pilates I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Pilates Physical Conditioning/Body Work. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

(CIP 3601085123)

KINE 1135 Pilates II (1-1-2)

Prerequisites: KINE 1134 (Pilates I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1134. Physical conditioning based on the theories of Joseph Pilates to increase strength, flexibility, range of motion and coordination.

(CIP 3601085123)

KINE 1138 Horseback Riding I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the basic fundamentals of equestrian riding. Emphasis is placed on basic riding skills, general equine knowledge, and safety.

(CIP 3601085123)

KINE 1139 Horseback Riding II (1-1-2)

Prerequisites: KINE 1138 (Horseback Riding I) or equivalent

Corequisites: None

Fees: Laboratory

Students will expand on the skills and knowledge acquired in Horseback Riding I. Emphasis will be placed on technical progression of riding skills, equine knowledge, and safety.

(CIP 3601085123)

KINE 1141 Ballet I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

An introduction to the fundamental principles, techniques and step

vocabulary of classical ballet through barre and center floor work. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1141

KINE 1142 Ballet II (1-1-2)

Prerequisites: KINE 1141 (Ballet I) or equivalent

Corequisites: None

Fees: Laboratory

Continued instruction in ballet technique. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1142

KINE 1143 Beginning Volleyball (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play.

(CIP 3601085123)

KINE 1144 Intermediate Volleyball (1-1-2)

Prerequisites: KINE 1143 (Beginning Volleyball) or equivalent

Corequisites: None

Fees: Laboratory

The course provides intermediate-level volleyball skills with an emphasis on offensive and defensive systems of play. The emphasis will be placed on team play and applying the rules of the game.

(CIP 3601085123)

KINE 1145 Introduction To Dance (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Fundamentals of dance Introductory course in the technique coordination of body parts, rhythm, musicality and expressive qualities of movement.

(CIP 3601085123)

Same as DANC 1145

KINE 1146 Beginning Modern Dance (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Dynamic exploration of the body in time and space, emphasizing expressive potential. Warm up focuses on developing full articulation of movement through all segments of the body; expansive movement sequences emphasize spatial forms, weight, dynamics, texture and musicality. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1146

KINE 1147 Jazz Dance I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in jazz dance form and technique. Emphasis on articulation of rhythmic patterns through the body. Historical context and place of jazz forms in American culture. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1147

KINE 1148 Jazz Dance II (1-1-2)

Prerequisites: KINE 1147, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

This course continues the study of jazz dancing with greater emphasis on the development of technique and performance.

(CIP 3601145123)

Same as DANC 1148

KINE 1153 Flamenco I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Instruction and participation in Flamenco technique. May be repeated for credit.

(CIP 3601145123)

Same as DANC 1153

KINE 1154 Flamenco II (1-1-2)

Prerequisites: KINE 1153, DANC 1153, or equivalent demonstrated competency

Corequisites: None

Fees: Laboratory

Continued instruction and participation in Flamenco technique.

(CIP 3601145123)

Same as DANC 1154

KINE 1157 Step Aerobics I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Students are introduced to the technique of step aerobics for improvements in cardiovascular fitness. Warm-up, cool down and safety are integrated into each step aerobic routine. Students will gain a thorough understanding on the benefits of aerobic exercise and the use of the three-tier step.

(CIP 3601085123)

KINE 1158 Step Aerobics II (1-1-2)

Prerequisites: KINE 1158 (Step Aerobics I) or equivalent

Corequisites: None

Fees: Laboratory

Continuation of KINE 1157. Emphasis is on intermediate to advanced step techniques for improvements in cardiovascular fitness.

(CIP 3601085123)

KINE 1173 Swimming I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This class is for true beginners and others with no previous instruction in swimming. Students will learn basic swimming skills.

3601085123

KINE 1174 Swimming II (1-1-2)

Prerequisites: KINE 1173 (Swimming I) or equivalent

Corequisites: None

Students will learn intermediate swimming and water safety skills.

3601085123

KINE 1183 Tennis I (1-1-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This class is for true beginners and others with no previous instruction in tennis. Court movements, grips, forehand and backhand ground strokes, volleys and serves will be covered.

3601085123

KINE 1184 Tennis II (1-1-2)

Prerequisites: KINE 1183 or equivalent

Corequisites: None

Fees: Laboratory

This class is designed for students with credit for Tennis I or who have competitive experience. Stroke refinement, game strategies, and advanced drills will be included.

3601085123

KINE 1201 Choreography (Dance Composition) (2-2-1)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Basic principles of choreography, including movement invention and composition. Practical experience in the skilled use of space, time and dynamics to craft original dance studies. Focus on solo, duet and small group forms.

(CIP 3601085123)

Same as DANC 1201

KINE 1212 Dance Practicum (2-2-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

A practicum in dance as a performing art. Repeatable for credit.
(CIP 3601145123)

Same as DANC 1212

KINE 1238 Health And Fitness (2-2-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will gain a comprehensive understanding of the concept of fitness and health as it relates to decreasing the frequency and distribution of disease and illness in society. The student will be exposed to the physiological aspects of physical activity as it relates to the concept of health and well being.
(CIP 3105015223)

KINE 1251 Dance Performance Workshop I (2-2-1)

Prerequisites: None
Corequisites: Concurrent enrollment in Modern Dance, Ballet or jazz technique
Fees: Laboratory

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers. May be repeated for credit.
5003015226

Same as DANC 1251

KINE 1252 Dance Performance Workshop II (2-2-1)

Prerequisites: One semester of dance technique or instructor approval
Corequisites: Concurrent enrollment in dance technique
Fees: Laboratory

Instruction and participation in dance performance. Rehearsals and performances of dance works under the direction of faculty or guest choreographers. Concurrent enrollment in dance technique (modern, jazz, ballet). May be repeated for credit.
(CIP 3601145123)

Same as DANC 1252

KINE 1301 Fundamentals Of Fitness And Sports (3-3-0)

Prerequisites: None
Corequisites: None

The course is designed to introduce the students to the discipline of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology and history of kinesiology will be explored.
(CIP 3105015223)

KINE 1304 Personal And Community Health (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will examine various health issues in today's society and gain a better understanding of specific epidemics that pose major health concerns for the community.
(CIP 5115045116)

KINE 1306 First Aid and CPR (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will gain a basic understanding on how to manage various emergencies and provide a basic standard of care. The latest guidelines for cardiopulmonary resuscitation and emergency cardiac care will be presented in a basic comprehensive format. The student will have the option upon successful competency demonstration to acquire CPR certification for adult, child, and infant. A standard first aid certification will be offered in conjunction with CPR.
(CIP 5115045316)

KINE 1321 Coaching and Sport I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

The study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.
(CIP 3105055123)

KINE 1322 Coaching/Sports/Athletics (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will be introduced to many topics of fundamental to the effectiveness of any coach. These include Sport Psychology and Pedagogy including teaching specific sports skills, physiology, nutrition, and management topics.
(CIP 3105015223)

KINE 1331 Movement Performance; Instructional Strategies (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students are introduced to motor learning and movement/sport psychology research concerning the learning and performance of motor skills.
(CIP 3105015223)

KINE 1333 Creative Movement For The Classroom Teacher (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Theoretical and practical experience in structuring creative movement and body awareness experiences for children. Emphasizing spontaneity, expression and forming. Examination of the effect of creative movement on aesthetic/artistic, cognitive and psychomotor development. Examines the curriculum for dance and physical activity established the National Standards for Education for elementary grades.
(CIP 3101015123)

KINE 1336 Management And Organization In Kinesiology And Sports (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to concepts and skills that will prepare the student to become an effective leader of physical fitness, sport and health, and physical education programs.
(CIP 3101015123)

KINE 1337 Advanced Management And Organization In Kinesiology And Sports (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Fundamental theory and concepts of recreational activities with emphasis on programs, planning and leadership.
(CIP 3101015123)

KINE 1338 Concepts of Physical Fitness (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course introduces physical fitness concepts and the use of selected physiological variables of fitness. Suitable fitness programs will be explored.
3105015123

KINE 1346 Drugs And Human Health (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will examine the physiological effects of various drugs and their impact on modern society. Students will examine the social, psychological, and biochemical ramifications of drug abuse as it relates to a growing and complex society.
(CIP 5115045216)

KINE 1370 Personal Training Concepts For The Fitness Professional (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

The course is designed to introduce the students to the discipline and profession of personal training. An introduction to the role that the personal trainer serves among the fitness industry will be explored. Basic principals

of anatomy, physiology, therapeutic exercise, business, and program development will be discussed. The course may be used for cognitive development in preparation for individuals seeking certification within the personal training industry. The course does not include certification. (CIP 3105015223)

KINE 2145 Intermediate Modern Dance (1-1-2)

Prerequisites: KINE 1146, DANC 1146, or equivalent demonstrated competency
Corequisites: None
Fees: Laboratory

Continuation of beginning modern dance technique.
(CIP 5003015226)

Same as DANC 2145

KINE 2147 African Dance Forms (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Fundamental techniques from several regions in cultural context. Emphasis on rhythm and developing articulation through the joints. May be repeated for credit.

(CIP 5003015226)

Same as DANC 2147

KINE 2156 Taping And Bandaging (1-1-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.
(CIP 3105035123)

KINE 2246 Dance and Movement Improvisation (2-2-1)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Developing improvisational skills in movement through dynamic investigation of movement forms-space, time, weight, dynamics. Increasing range of personal creativity, awareness and movement skill. Students gain resources for dance composition, dance performance, as well as other forms of art and sport. Introductory course for the beginning dancer.

(CIP 3601145123)

Same as DANC 2246

KINE 2356 Care And Prevention Of Athletic Injuries (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.
(CIP 3101015123)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

LATIN (LATI)

LATI 1311 Elementary Latin I (3-3-0)

Prerequisites: None

Corequisites: None

Emphasized are skills in reading comprehension, translation, critical analysis of literature, and cultural investigation. The study of Latin grammar and syntax is a component of the course with attention to complex forms and structures such as the subjunctive mood and conditional clauses. Roman prose and poetry will be read in both adapted and original texts.

(CIP 1612035113)

LATI 1312 Elementary Latin II (3-3-0)

Prerequisites: LATI 1311, or equivalent

Corequisites: None

Skills begun in LATI 1311 are continued with stronger emphasis on original rather than adapted texts. Latin grammar includes the passive periphrastic and indirect statement.

(CIP 1612035113)

LATI 2311 Intermediate Latin I (3-3-0)

Prerequisites: LATI 1312, or equivalent

Corequisites: None

Students should have a strong grasp of Latin grammar and syntax. The skills taught in first year Latin are developed further. The focus of the course is upon critical reading of selections from Vergil's Aeneid.

(CIP 1612035213)

LATI 2312 Intermediate Latin II (3-3-0)

Prerequisites: LATI 2311, or equivalent

Corequisites: None

The skills taught through LATI 2311 are furthered and enhanced. The critical reading of selections from Vergil's Aeneid is continued.

(CIP 1612035213)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)**Course Descriptions**[Student Handbook](#)[Administration, Faculty, and Staff](#)

MARKETING (MRKG)

MRKG 1311 Principles Of Marketing (3-3-0)

Prerequisites: None

Corequisites: None

Students are introduced to basic marketing functions; identification and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Learning Outcome: The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors which influence consumer and organizational decision-making processes; and interpret market research data to forecast industry trends and meet customer demands.

(CIP 5214010000)

Note to Business Administration Majors working toward a BBA: Check with the 4-year university you plan to attend to confirm the transfer status of this course.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

MATHEMATICS (MATH)**MATH 0100 Special Topics in Developmental Mathematics (0-1-0)**Prerequisites: None
Corequisites: None

May serve as a refresher or as a supplemental course to developmental math courses. Course descriptions are available for each semester prior to registration. This course may be repeated when topics vary.
(CIP 3201045119)

Courses which begin with a zero, such as 0100, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college level mathematics curriculum.

MATH 0300 Basic Mathematics (3-3-1)Prerequisites: None
Corequisites: None
Fees: Laboratory

This course focuses on basic mathematical operations (addition, subtraction, multiplication, division, square root) with signed numbers (including integers, decimals, and fractions); ratios and proportions; interpreting charts and graphs; informal geometry; and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. This course requires weekly attendance in the Cooperative Learning Lab for Math.
(CIP 3201045119)

Courses which begin with a zero, such as 0300, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college level mathematics curriculum.

MATH 0301 Introduction To Algebra And Geometry (3-3-1)Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0300, or equivalent
Corequisites: None
Fees: Laboratory

This course focuses on solution methods for linear equations and inequalities, graphs of linear functions, linear models, and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. This course requires weekly attendance in the Cooperative Learning Lab for Math.
(CIP 3201045119)

Courses which begin with a zero, such as 0301, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college level mathematics curriculum.

MATH 0302 Elementary Algebra (3-3-1)Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0301, or equivalent
Corequisites: None
Fees: Laboratory

This course focuses on factoring, arithmetic operations on polynomials and rational expressions, and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. This course requires weekly attendance in the Cooperative Learning Lab for Math.
(CIP 3201045119)

Courses which begin with a zero, such as 0302, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college level mathematics curriculum.

MATH 0303 Intermediate Algebra (3-3-1)Prerequisites: Appropriate placement score or "C" (75%) or better in MATH 0302, or equivalent
Corequisites: None
Fees: Laboratory

This course focuses on solution methods for quadratic equations and inequalities, graphs of quadratic functions, quadratic models, and the use of these concepts in problem solving. A student who is required by the college to take this course must pass it with C (75%) or better before being allowed to take a higher-level course in the mathematics sequence. This course requires weekly attendance in the Cooperative Learning Lab for Math.

(CIP 3201045219)

Courses which begin with a zero, such as 0303, are developmental in nature. While they are especially helpful in preparing students for college-level work-and fulfill TSI requirements-they cannot be substituted for any part of the required college level mathematics curriculum.

MATH 1314 College Algebra (3-3-0)

Prerequisites: Appropriate placement score or "C" (75%) or better in MATH0303, or equivalent

Corequisites: None

Fees: Special

Topics may include functions, including the algebra of functions, composites, inverses, graphs, and logarithmic and exponential functions; systems of equations using Cramer's Rule; matrices and determinants; the Binomial Theorem; and arithmetic and geometric sequences and series with Sigma notation.

(CIP 2701015419)

MATH 1316 Plane Trigonometry (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Topics include circular and trigonometric functions, inverse circular functions, identities, conditional equations, graphs, solution of triangles, polar coordinates, complex numbers, and vectors.

(CIP 2701015319)

MATH 1324 Mathematics For Business And Economics Majors (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Students delve into topics from finite mathematics, including combinatorial analysis, probability, matrix algebra, linear inequalities, Baye's Theorem, probability, and linear programming.

(CIP 2703015219)

MATH 1325 Calculus For Business (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Topics include limits, continuity, and derivatives of algebraic functions, extrema, logarithmic and exponential functions, and integrals. Emphasis is on applications to business.

(CIP 2703015319)

MATH 1332 Liberal Arts Mathematics (3-3-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

This course is for students who are not majoring in mathematics or science. Included are topics from logic, algebra, trigonometry, and probability and statistics.

(CIP 2701015119)

MATH 1348 Analytic Geometry (3-3-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Topics include rectangular and polar coordinate systems; conic sections; vectors, transformations and curve sketching; lines and planes in E3, and matrices and linear systems.

(CIP 2701015519)

MATH 1350 Fundamentals Of Mathematics I For Teachers (3-3-0)

Prerequisites: MATH 1314 with a grade of "C" or better or the equivalent

Corequisites: None

Fees: Special

Topics include sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems. The emphasis is conceptual understanding, problem solving, and

critical thinking. This course is designed specifically for students seeking teacher certification through grade 8.
(CIP 2701015619)

MATH 1351 Fundamentals Of Mathematics II For Teachers (3-3-0)

Prerequisites: MATH 1314 and MATH 1350, with a grade of "C" or better or the equivalent
Corequisites: None
Fees: Special

Topics include geometry, measurement, algebraic properties, data representation, probability, and statistics. The emphasis is conceptual understanding, problem solving, and critical thinking. This course is designed specifically for students seeking teacher certification through grade 8.
(CIP 2701016019)

MATH 1442 Elementary Statistics (4-4-0)

Prerequisites: MATH 0303 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This non-calculus introduction to statistics includes distributions, measures of central tendency and dispersion, probability distribution functions, confidence intervals, hypothesis testing, linear regression, and correlation.
(CIP 2705015119)

MATH 2318 Linear Algebra (3-3-0)

Prerequisites: MATH 2413 with a grade of "C" or better or equivalent
Supplies: Graphing calculator required.
Corequisites: None
Fees: Special

Topics include systems of linear equations, matrices and matrix operations, determinants, vectors and vector spaces, inner products, change of bases; linear transformations; and eigenvalues and eigenvectors.
(CIP 2701016119)

MATH 2320 Differential Equations (3-3-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

Topics include differential equations of first order, linear equations of higher order, applications, introduction to power series methods, elements of the Laplace Transform, systems of equations, and numerical methods.
(CIP 2703015119)

MATH 2412 Precalculus (4-4-0)

Prerequisites: MATH 1314 with a grade of "C" or better, or equivalent; "B" in MATH 1314 strongly recommended.
Corequisites: None
Fees: Special

This course applies algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Included are conic sections, polar coordinates, and other topics from analytic geometry.
(CIP 2701015819)

MATH 2413 Calculus I (4-4-0)

Prerequisites: MATH 2412 with a grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This course introduces the theory and application of limits, continuity, derivatives, L'Hopital's Rule, anti-derivatives, Riemann sums, integrals, and the Fundamental Theorem of Calculus.
(CIP 2701015919)

MATH 2414 Calculus II (4-4-0)

Prerequisites: MATH 2413 with grade of "C" or better, or equivalent
Corequisites: None
Fees: Special

This course is a study of the techniques of integration. Topics include derivatives of inverse trigonometric functions, indeterminate forms, numerical methods, improper integrals, volume, arc length, and other applications of integration. Also included are parametric equations, derivatives and areas in polar coordinates, and sequences and series.
(CIP 2701015919)

MATH 2415 Calculus III (4-4-0)

Prerequisites: MATH 2414 with a grade of "C" or better, or equivalent

Corequisites: None

Fees: Special

Vectors, vector calculus, and vector-valued functions are introduced. Topics include sequences and series, tangents to curves, velocity vector, curl; partial derivatives, chain rule, gradients, change of order; implicit functions; extrema of functions of several variables; multiple integrals; and path independent line integrals.
(CIP 2701015919)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

MULTIMEDIA DIGITAL VIDEO (VISUAL & PERFORMING ARTS) (ARTV)

ARTV 1343 Digital Sound (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Digitizing sound and incorporating it into multimedia or web titles for various delivery systems. Emphasizes compression issues, sampling, synchronizing, and resource management.
(CIP 10.0304)

ARTV 1345 3-D Modeling And Rendering I (3-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3D Animation using Maya Software, Cameras, lighting, Rendering, Animation and Modeling. Squash and stretch, Set Driven keys, Graph editor, Hypergraph and Hypershade nodes. Includes Mechanical and Organic Modeling Tutorials.
(CIP 1003040000)

ARTV 1345 3-D Modeling and Rendering I (3-2-3)

Prerequisites: None
Corequisites: None

Techniques of three-dimensional (3-D) modeling utilizing appropriate software. Includes the creation and modification of 3-D geometric shapes, use of a variety of rendering techniques, camera light sources, texture, and surface mapping. Construct objects in a digital 3-D environment; utilize digital lighting and camera operations; and render 3-D objects.
CIP 10.0304

ARTV 1351 Digital Video (3-1-4)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.
(CIP 10.0304)

ARTV 1441 3-D Animation I (4-3-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Introduction to 3ds Max, 3D Modeling and Animation, Texturing, Lighting and Cameras. Emphasis on Storytelling and Environment Development
(CIP 1003040000)

ARTV 2335 Portfolio Development For Animation (3-3-2)

Prerequisites: GAME 2336, GAME 2371, ARTV 2351
Corequisites: None
Fees: Laboratory

Design and execution of a professional portfolio to represent the student's skills in 3-D animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.
(CIP 1003040000)

ARTV 2341 Advanced Digital Video (3-1-4)

Prerequisites: ARTV 1351
Corequisites: None
Fees: Laboratory

Advanced digital video techniques for post-production. Emphasizes integration of special effects, 2-D animation and 3-D animation for film, video, CD-ROM, and the Internet. Exploration of new and emerging compression and video streaming technologies.
(CIP 10.0304)

ARTV 2345 3-D Modeling And Rendering II (3-3-2)

Prerequisites: ARTV 1441

Corequisites: None

Fees: Laboratory

Advanced 3D modeling utilizing 3ds Max software. Students will create Low and High resolution models as used in the Motion Pictures, Animated features, Games or Simulations industries. Students will work from a 2D image and convert it into a Polygonal 3D model and use mapping coordinates, texture and light Baking for various types of Renders. (CIP 1003040000)

ARTV 2351 3-D Animation II (3-3-2)

Prerequisites: ARTV 2345

Corequisites: None

Fees: Laboratory

Development of 3D Animation and Modeling skills for lip synchronization, and facial animation. Students will explore facial muscles, facial expressions, and create models setup properly to talk using morphing keys and blend shapes sliders. (CIP 1003040000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**MULTIMEDIA TECHNOLOGY SPECIALIST (IMED)****IMED 1305 Multimedia Courseware Development I (3-1-4)**

Prerequisites: IMED 1401 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software.
 (CIP 13.0501)

IMED 1316 Web Page Design I (3-1-4)

Prerequisites: IMED 1401 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test, and debug a web site.
 (CIP 11.0801)

IMED 1401 Introduction To Multimedia (4-2-4)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

Students survey the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis is on conceptualizing and producing effective multimedia presentations.
 (CIP 11.0801)

IMED 2166 Practicum (Or Field Experience) Educational/ Instructional Media Technology/Technician (1-0-10)

Prerequisites: None
 Corequisites: None
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
 (CIP 11.0801)

Instructor Permission Required

IMED 2305 Multimedia Courseware Development II (3-1-4)

Prerequisites: IMED 1305
 Corequisites: None
 Fees: Laboratory

In-depth coverage of programming/scripting using an authoring system with emphasis on advanced development of courseware products.
 (CIP 13.0501)

IMED 2309 Internet Commerce (3-2-2)

Prerequisites: IMED 1316
 Corequisites: None
 Fees: Laboratory

This course is an overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content.
 (CIP 5202080000)

IMED 2313 Project Analysis And Design (3-2-2)

Prerequisites: IMED 1305
 Corequisites: None
 Fees: Laboratory

Application of the planning and production processes for multimedia or web projects. Emphasis on copyright and other legal issues, content design and production management.

(CIP 11.0801)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

MUSIC (MUSI)**MUSI 1181 Piano Class I (1-2-0)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Piano Class I is designed as an introduction to playing the piano. Skills will include note reading in bass and treble clefs, rhythm reading, and other basic music skills, technical exercises designed to aid you in playing the piano, and piano pieces appropriate for beginning players. Group classes also include ensemble pieces. The purpose of all the activities is increasing your knowledge, skill and pleasure.
 (CIP 5009075126)

MUSI 1182 Piano Class II (1-2-0)

Prerequisites: MUSI 1181
 Corequisites: None
 Fees: Laboratory

Piano Class II is designed to continue your study of Piano Class I. Skills will include note reading in bass and treble clefs, rhythm reading, and other basic music skills, technical exercises designed to aid you in playing the piano, and piano pieces appropriate for beginning players. Group classes also include ensemble pieces. The purpose of all the activities is increasing your knowledge, skill and pleasure.
 (CIP 5009075126)

MUSI 1183 Voice Class I (1-2-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Study of breath support, posture, tone resonance and placement, and vocal styles as presented in the Vaccai lessons and Basics of Singing. Develop solo performance skills, confidence and enjoyment of singing.
 (CIP 50.0908.51 26)

MUSI 1188 Percussion Class I (1-2-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Class instruction in the fundamental techniques of playing and teaching percussion instruments. Ensemble music is studied and performed.
 (CIP 5009035126)

MUSI 1192 Guitar Class I (1-2-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Group instruction in guitar that emphasizes basic technique and music reading skills. The class is open to any student enrolled in the college, no previous study required.
 (CIP 5009115126)

MUSI 1193 Guitar Class II (1-2-0)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Group instruction in guitar that emphasizes basic technique and music reading skills. This is an Intermediate course that covers ensemble and solo playing.
 (CIP 5009115126)

MUSI 1211 Music Theory I (2-2-1)

Prerequisites: MUSI 1301
 Corequisites: MUSI 1212
 Fees: Laboratory

Analysis and writing of tonal melody and diatonic harmony up to and including chords.
 (CIP 5009045126)

MUSI 1212 Music Theory II (2-2-1)

Prerequisites: MUSI 1211
Corequisites: MUSI 1217
Fees: Laboratory

Analysis and writing of small compositional forms.
(CIP 5009045126)

MUSI 1216 Ear Training I (2-2-1)

Prerequisites: MUSI 1301 or Equivalent
Corequisites: MUSI 1216
Fees: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

MUSI 1217 Ear Training II (2-2-1)

Prerequisites: MUSI 1216
Corequisites: MUSI 1212
Fees: Laboratory

Aural study, including dictation of rhythm, melody, and diatonic harmony.
(CIP 5009045626)

MUSI 1263 Improvisation (2-2-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will learn the basic musical elements necessary to improvise on their given instrument. Improvisational skills will be developed by rehearsing weekly in a diverse music ensemble. A working knowledge of scales, chord progressions and rhythms will be applied.
(CIP 5009036526)

MUSI 1301 Fundamentals Of Music (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students learn the basics of music including notation, rhythms, scales, keys, intervals, basic chordal structures and vocabulary.
(CIP 5009045526)

MUSI 1306 Music Appreciation (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

An introduction to musical elements, forms, styles, and genres. Music from principal periods in Western Classical music, American Jazz, Popular music and World music will be analyzed and discussed. Students will develop listening skills to increase their understanding and appreciation of music. Creative skills will be utilized and developed through the use of digital media.
(CIP 5009025126)

MUSI 1308 Music Literature I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
(CIP 5009025226)

MUSI 1309 Music Literature II (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
(CIP 5009025226)

MUSI 1310 American Music (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Students will survey various styles of music in the United States. Topics may include jazz, ragtime, folk, rock, gospel etc.
(CIP 5009025326)

MUSI 1390 Electronic Music I (3-3-0)

Prerequisites: None
Corequisites: None
Fees: Laboratory

This course provides an overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs.
(CIP 5009045826)

MUSI 1391 Electronic Music II (3-3-0)

Prerequisites: MUSI 1390
Corequisites: None
Fees: Laboratory

Continuation of MUSI 1390. More advanced uses of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition, and performance of music.
(CIP 5009045826)

MUSI 2211 Music Theory III (2-2-1)

Prerequisites: MUSI 1212
Corequisites: MUSI 2216
Fees: Laboratory

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.
(CIP 5009045226)

MUSI 2212 Music Theory IV (2-2-1)

Prerequisites: MUSI 2211
Corequisites: MUSI 2217
Fees: Laboratory

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.
(CIP 5009045226)

MUSI 2216 Advanced Sight Singing & Ear Training I (2-2-1)

Prerequisites: MUSI 1217
Corequisites: MUSI 2211
Fees: Laboratory

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
(CIP 5009045726)

MUSI 2217 Advanced Sight Singing & Ear Training II (2-2-1)

Prerequisites: MUSI 2216
Corequisites: MUSI 2212
Fees: Laboratory

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
(CIP 5009045726)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

MUSIC ENSEMBLE (MUEN)**MUEN 1121 Wind Ensemble (1-2-1)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

A practical introduction to a variety of African-American, Afro-Latin, and related musical idioms, including selected jazz, Afro-Cuban, Brazilian, African, and African diaspora genres. The course focus encompasses "Latin jazz" (*son-montuno*, *charanga*, *bolero*, *danzón*, *songo*), Brazilian forms (*samba*, *bossa*, *choro*), and various African jazz and syncretic "world music" genres. The group encourages participation by experienced instrumentalists and proficient music readers, but can also provide learning opportunities for percussionists and singers with little or no formal training. Ensemble members sing in various languages, including Spanish, English, Portuguese, and English. Music majors and non-majors alike are welcomed. The course may be repeated for credit.
 (CIP 50.0903.55 26)

MUEN 1131 Brass Ensemble (1-2-1)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students will perform basic brass literature and arrangements in a small chamber ensemble.
 (CIP 5009035626)

MUEN 1132 Jazz Ensemble (1-2-1)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

A practical introduction to a variety of African-American, Afro-Latin, and related musical idioms, including selected jazz, Afro-Cuban, Brazilian, African, and African diaspora genres. The course focus encompasses "Latin jazz" (*son-montuno*, *charanga*, *bolero*, *danzón*, *songo*), Brazilian forms (*samba*, *bossa*, *choro*), and various African jazz and syncretic "world music" genres. The group encourages participation by experienced instrumentalists and proficient music readers, but can also provide learning opportunities for percussionists and singers with little or no formal training. Ensemble members sing in various languages, including Spanish, English, Portuguese, and English. Music majors and non-majors alike are welcomed. The course may be repeated for credit.
 (CIP 50.0903.56 26)

MUEN 1141 Choir (1-2-1)

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

Students study vocal performance in a large choral ensemble.
 (CIP 5009035726)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

NANOTECHNOLOGY (NANO)

NANO 1301 Introduction To Nanotechnology (3-3-0)

Prerequisites: None

Corequisites: None

Definition, history, scope, impacts, and challenges within the rapidly emerging and revolutionary field of nanotechnology. Explores nanotechnology's unique applications, production processes, workplace environment, and occupational outlook.
(CIP 150304)

NANO 1303 Nanotechnology Safety (3-3-0)

Prerequisites: NANO 1301

Corequisites: None

Safe handling of nanomaterials. Focuses on safety, regulations, and proper materials handling.
(CIP 150304)

NANO 2250 Nanotechnology Seminar (2-2-0)

Prerequisites: NANO 2486

Corequisites: None

Addresses, events, skills, knowledge and/or behaviors related to the practice environment. Includes application of didactic coursework to the technician's lab and integration into the workplace through the internship program.
(CIP 150304)

NANO 2325 Nanotechnology Materials (3-2-2)

Prerequisites: NANO 1303

Corequisites: None

Fees: Laboratory

Examination of basic nanomaterials, nanostructures, and processes used in nanotechnology including nanotubes, nanorods, colloids, dots, clusters, wires, platelets, shells, and films.
(CIP 150304)

NANO 2426 Nanotechniques And Instrumentation (4-3-3)

Prerequisites: NANO 2325

Corequisites: None

Fees: Laboratory

Application of nanotechniques and instrumentation to both process nanomaterials and to build and characterize nanodevices. Includes a team project to design, build, and/or characterize a nanodevice. Emphasizes repair of selected equipment used in nanotechnology.
(CIP 150304)

NANO 2486 Internship - Nanotechnology (4-0-20)

Prerequisites: NANO 2250

Corequisites: None

Fees: Laboratory

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
(CIP 150304)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

NETWORKING (ITNW)**ITNW 1312 Fundamentals Of Information Security (3-3-0)**

Prerequisites: None
 Corequisites: None
 Fees: Laboratory

This course covers basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities to InfoSec, and corresponding counter measures are addressed. The importance of appropriate InfoSec planning and administrative controls is discussed in conjunction with coverage of the elements of information security risk management and the identification of appropriate defenses. Defense topics include: firewalls, encryption, physical security, intrusion detection, and biometrics.
 (CIP 1104010000)

ITNW 1325 Fundamentals Of Networking Technologies (3-2-2)

Prerequisites: COSC 1301 or equivalent demonstrated competency
 Corequisites: None
 Fees: Laboratory

This course provides instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Students will utilize various Network Operating Systems to connect computers to communicate and will learn how to implement security procedures.
 (CIP 1109010000)

ITNW 1340 I-Net+ (3-2-2)

Prerequisites: ITCC 1302
 Corequisites: None
 Fees: Laboratory

Various responsibilities and tasks required for an Internet Developer. Prepares individuals to pass the Computing Technology Industry Association (CompTIA) Net+ certification exam. Identify performance objectives; utilize information technology security configurations; demonstrate configuration of browsers and clients; configure protocols; update client software; and use Internet specific languages.
 (CIP 1109010000)

No longer offering the course.

ITNW 1345 Implementing Network Directory Services (3-2-2)

Prerequisites: ITCC 1302 or Concurrent Enrollment
 Corequisites: None
 Fees: Laboratory

Provides students with the knowledge and skills necessary to install, configure, and administer Network Directory service. Describe the logical and physical structure of directory services; configure the Domain Name System (DNS) server service to support directory services; create and administer user accounts and group resources; delegate and administer control of directory objects; and maintain and restore the directory database.
 (CIP 1109010000)

ITNW 1351 Fundamentals Of Wireless LANs (3-2-3)

Prerequisites: ITCC 1306
 Corequisites: None
 Fees: Laboratory

This introductory course focuses on the design, installation, configuration, operation, and troubleshooting of 802.11a, 802.11b, and 802.11g Wireless LANs. A comprehensive overview of wireless technologies, devices, security, design, and best practices with a particular emphasis on real world applications and skills is covered.
 (CIP 1109010000)

ITNW 1353 Supporting A Network (Windows 2003) Server Infrastructure (3-2-2)

Prerequisites: ITCC 1302 or Concurrent Enrollment
 Corequisites: None

Fees: Laboratory

Skills development in installing, configuring, managing, and supporting a network infrastructure. Automate Internet Protocol (IP) assignment using DHCP; configure and support remote access to a network; configure network security using public key infrastructure; integrate network services; and deploy operating systems using remote installation services. (CIP 1109010000)

ITNW 1354 Implementing And Supporting Servers (3-2-2)

Prerequisites: ITCC 1302 or Concurrent Enrollment

Corequisites: None

Fees: Laboratory

This intermediate course addresses the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Students will configure peripherals and devices; set up servers for various client computers; configure directory replication; manage licensing, user groups accounts, user profiles, system policies, and profiles. Students will also learn to administer remote servers and disk resources; create and share resources; implement permissions and security; implement fault-tolerance data storage measures and configure servers for interoperability with various network operating systems servers. Other course topics include installation and configuration of Remote Access Service (RAS), and Identification and monitoring of performance bottlenecks and resolve configuration problems. (CIP 1109010000)

ITNW 1449 Cisco Fundamentals Of Network Security (4-3-3)

Prerequisites: ITCC 1346

Corequisites: None

Fees: Laboratory

Prepares Cisco-qualified students to take two Cisco certification exams: Managing Cisco Network Security and Cisco Secure PIX Firewall. Includes configuring secure Cisco routers and PIX firewalls. Focuses on overall network security processes. Select appropriate security hardware, software, policies, and configurations based on an organization's assessment of its security vulnerabilities; perform advanced installation, configuration, monitoring, troubleshooting, maintenance, and recovery on Cisco IOS and PIX firewalls; configure intrusion detection feature on the Cisco IOS router and PIX firewalls; install and configure CSACS for AAA service on Cisco IOS and PIX firewalls; configure site-to-site VPNs between Cisco devices; and configure remote access VPNs between Cisco device and client's device to assure privacy and confidentiality. (CIP 110901)

ITNW 2164 Practicum (Or Field Experience) - Business Systems Networking And Telecommunications (1-0-10)

Prerequisites: None

Corequisites: None

Students gain practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students will be required attend a resume builder seminar with the College Career and Success Specialist. (CIP 1109010000)

Instructor Permission Required

ITNW 2301 Administering Servers (3-2-2)

Prerequisites: ITCC 1302

Corequisites: None

Fees: Laboratory

This course covers post-installation and day-to-day administration tasks of various network operating system servers. Course content helps students develop the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows 2000 based network. The student will create and manage user accounts and groups; set up and administer permission for files and folders; set up, administer and troubleshoot network printing; monitor and manage network resources and security; and back up and restore files and folders, and utilizing the Active Directory concept. (CIP 1109010000)

Replaces IMTC 1319

ITNW 2304 Managing, Maintaining Microsoft Windows 2003 Environment (3-2-2)

Prerequisites: ITCC 1302

Corequisites: None

Fees: Laboratory

Preparation for Exam 70-291. Includes configuring a Windows-based computer to operate in a Microsoft Windows Server 2003 networking infrastructure. Describe the Transmission Control Protocol/Internet Protocol (TCP/IP) architecture; isolate common connectivity issues; configure routing by using the Routing and Remote Access service; describe, calculate, connect, create, allocate, and configure IP addresses; describe and configure DNS; resolve network basic input/output system (NetBIOS) names by using WINS; secure network traffic by using IPsec and certificates; and describe, configure, manage, and monitor network access. (CIP 1109010000)

ITNW 2321 Networking With Tcp/Ip (3-2-2)

Prerequisites: ITCC 1302

Corequisites: None

Fees: Laboratory

This course covers important aspects of TCP/IP networks. Students will set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (CIP 1104010000)

ITNW 2335 Network Troubleshooting And Support (3-2-2)

Prerequisites: TICC 1302

Corequisites: None

Fees: Laboratory

Students in this course will troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. Students will describe troubleshooting procedures, identify research tools to assist in network support, state criticality of documentation of network physical layouts, software installations, licensing, and network operation logs. Students will also demonstrate the capability to identify and resolve network problems and describe and use network management software. (CIP 1109010000)

ITNW 2356 Designing a Windows Server 2003 Active and Network Infrastructure (3-2-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

Describe the process for designing a directory services infrastructure and a network infrastructure that supports directory services; design a site infrastructure that meets the needs of an organization; design an administrative structure that meets the needs of an organization; design a Dynamic Host Configuration Protocol (DHCP) structure that supports directory services; and design a name resolution strategy that supports directory services.
11.09.01

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

PHARMACY (PHRA)**PHRA 1191 Special Topics In Pharmacy (1-1-0)**Prerequisites: PHRA 1305
Corequisites: NoneTopics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.
(CIP 5108050000)**PHRA 1205 Drug Classification (2-2-1)**Prerequisites: None
Corequisites: None
Fees: LaboratoryStudy of pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration. Emphasis on the location of drugs within a pharmacy, inventory control, safety, and quality assurance procedures.
(CIP 5108050000)**PHRA 1209 Pharmaceutical Mathematics I (2-1-2)**Prerequisites: Eligibility to take MATH 0303
Corequisites: None
Fees: LaboratoryPharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill-equivalent, units, intravenous flow rates, and solving dosage problems.
(CIP 5108050000)**PHRA 1301 Introduction To Pharmacy (3-3-0)**Prerequisites: None
Corequisites: None
Fees: LaboratoryExamination of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.
(CIP 5108050000)**PHRA 1313 Community Pharmacy Practice (3-2-2)**Prerequisites: PHRA 1301
Corequisites: None
Fees: LaboratoryMastery of skills necessary to interpret, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in the administration of supply, inventory, and data entry. Topics include customer service and advisement, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input and editing, and legal parameters.
(CIP 5108050000)**PHRA 1345 Intravenous Admixture And Sterile Compounding (3-2-2)**Prerequisites: PHRA 1301
Corequisites: None
Fees: Laboratory

Mastery of skills in compounding sterile products. Introduction to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment (auto injectors, pumps), preparation of sterile products (intravenous, irrigation, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Students will be offered at option at the beginning of

the course to opt for an Aseptic Techniques Certificate. Students may choose to or not receive this certification.
(CIP 5108050000)

PHRA 1349 Institutional Pharmacy Practice (3-2-2)

Prerequisites: None
Corequisites: None
Fees: Laboratory

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control.
(CIP 5108050000)

PHRA 1441 Pharmacy Drug Therapy And Treatment (4-3-2)

Prerequisites: None
Corequisites: None

Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.
(CIP 5108050000)

PHRA 2164 Externship - Retail Pharmacy Technician (1-1-9)

Prerequisites: None
Corequisites: None

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 5108050000)

PHRA 2165 Externship - Hospital Pharmacy Technician (1-1-9)

Prerequisites: None
Corequisites: None

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. This course may be repeated if topics and learning outcomes vary.
(CIP 5108050000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

PHILOSOPHY (PHIL)

PHIL 1301 Introduction To Philosophy (3-3-0)

Prerequisites: None

Corequisites: None

The aim of this course is to teach the skill of ordered and careful thinking. Some of the great philosophers are examined as examples. Mind-stretching ideas from each of the major areas of philosophy are presented, and the concepts are applied to everyday life.
(CIP 3801015112)

PHIL 1304 Major World Religions (3-3-0)

Prerequisites: None

Corequisites: None

This course is an introduction to the idea of religion and an examination of many of the world's major religions including African, Native American, Greek, Egyptian, Hindu, Buddhist, Taoist, Confucian, Shinto, Judaic, Christian, and Islamic traditions. For each tradition, founders, sacred writings, teachings, ethics, practices, and rituals are considered.
(CIP 3801015112)

PHIL 2303 Logic (3-3-0)

Prerequisites: None

Corequisites: None

This course teaches critical thinking. Mistakes in reasoning, systems of deductive reasoning, scientific reasoning, inductive reasoning, and some probability theory are all possible parts of this course. The techniques taught are a basis of analytical thinking and computer programming. This course may be taught with a special emphasis on: (a) informal logic, critical thinking skills, careful argumentation in writing, and constructively criticizing ideas; or (b) formal symbolic logic and logical skills especially useful for computer programming. Regular sections without specialized emphases are also available.
(CIP 3801015212)

PHIL 2306 Ethics (3-3-0)

Prerequisites: None

Corequisites: None

Half of this course looks at the history of ethical reasoning. It considers classical and contemporary theories of determining right from wrong and good from bad. The other half of the course applies these theories to contemporary problems, possibly including abortion, euthanasia, sexual mores, war, and other topics. This course may be taught with a special emphasis on: (a) issues related to scientific and health careers, including medical practices, medical research, and biological laboratory work; or (b) issues related specifically to professions in the business world. Regular sections without specialized emphases are also available
(CIP 3801015312)

PHIL 2307 Introduction To Social And Political Philosophy (3-3-0)

Prerequisites: None

Corequisites: None

This course critically examines and evaluates the basic assumptions, beliefs, and operations of major theories of social and political organization. Both classical and contemporary philosophies are examined.
(CIP 3801015412)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

PHYSICS (PHYS)

PHYS 1101 General Physics Lab I (1-0-3)

Prerequisites: MATH 1314
 Corequisites: PHYS 1301
 Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS 1301. The topics covered are motion, forces, conservation of energy, momentum, fluids, wave motion and heat. This course is algebra based.

(CIP 4008015303)

This course is math intensive (MI).

PHYS 1102 General Physics Lab II (1-0-3)

Prerequisites: PHYS 1301/1101 and MATH 1314
 Corequisites: PHYS 1302
 Fees: Laboratory

This course is offered to provide a laboratory experience for students enrolled in PHYS1302. The topics covered will be electricity, magnetism, light, optics and atomic and nuclear physics. This course is algebra based.

(CIP 4008015303)

This course is math intensive (MI).

PHYS 1105 Introductory Physics I Lab (1-0-3)

Prerequisites: None
 Corequisites: PHYS 1305
 Fees: Laboratory

This course fulfills general degree requirements for Primary or Secondary Education, Architecture, Occupational Therapy, and related Health Sciences, and allows for the completion of the requirement for 7 credit hours in science. Topics include laboratory investigations of mechanics, sound, heat, wave motion. May be taken concurrently with Physics 1305 or 1307.

(CIP 4008015103)

PHYS 1107 Introductory Physics II Lab (1-0-3)

Prerequisites: MATH 0303
 Corequisites: PHYS 1307
 Fees: Laboratory

This lab is meant to reinforce the physical principles presented in PHYS 1307. Topics covered will include electricity and magnetism, light and the electromagnetic spectrum, atomic physics and relativity. This course is designed for non-science majors, education majors and occupational therapy students. (CIP 4008015103)

(CIP 4008015103)

PHYS 1301 General Physics I (3-3-0)

Prerequisites: MATH 1314
 Corequisites: None

Students study motion, forces, conservation of energy, momentum, fluids, wave motion and heat. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1101, is recommended but not required to be taken concurrently.

(CIP 4008015303)

This course is math intensive (MI).

PHYS 1302 General Physics II (3-3-0)

Prerequisites: PHYS 1301
 Corequisites: None

Students investigate the basic principles of electricity, magnetism, light, optics and atomic and nuclear physics. This course meets the requirements for biology, pre-medical, pre-dental, pre-pharmacy, pre-architecture and other majors. The lab, PHYS 1102, is recommended, but not required to be taken concurrently.

(CIP 4008015303)

This course is math intensive (MI).

PHYS 1305 Introductory Physics I (3-3-0)

Prerequisites: MATH 0301 or equivalent

Corequisites: None

This is a non-technical course for students who plan no further work in science, engineering, mathematics, or medicine. The fundamentals of mechanics, heat and sound are presented in a conceptual context. Only one of the following is generally accepted for physics credit: PHYS 1305, 1301, or 1570.

(CIP 4008015103)

PHYS 1307 Introductory Physics II (3-3-0)

Prerequisites: PHYS 1305 or equivalent

Corequisites: None

This course is designed to follow 1305 with an exploration of the basic principles of electricity and magnetism, light and optics, and atomic and nuclear physics. Only one of the following is generally accepted for physics credit: PHYS 1307, 1302, or 2570.

(CIP 4008015103)

PHYS 1311 Introductory Astronomy I (3-3-0)

Prerequisites: None

Corequisites: None

This course is a descriptive survey of astronomy. Topics include the history of astronomy, observing techniques, the solar system, stars and galaxies, and an introduction to cosmological theories.

(CIP 4002015103)

PHYS 2425 University Physics I (4-3-3)

Prerequisites: MATH 2413 or equivalent

Corequisites: None

Fees: Laboratory

This course is for students who need a calculus-based physics course with laboratory, such as majors or minors in Engineering, Math, or Physical Science. The basic principles and applications of rigid body and fluid mechanics, wave motion, and thermal phenomenon are presented along with problem-solving techniques. Elementary computer applications are also introduced and utilized in the course.

(CIP 4008015403)

This course is math intensive (MI).

PHYS 2426 University Physics II (4-3-3)

Prerequisites: MATH 2414 or equivalent, and PHYS 2425

Corequisites: None

Fees: Laboratory

This course is meant to follow PHYS 2425 with a presentation of the basic principles and applications of electricity, magnetism, electromagnetic waves, optical phenomena, and selected topics in modern physics. Emphasis is on problem solving and integrating concepts from mechanics and calculus.

(CIP 4008015403)

This course is math intensive (MI).

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**PSYCHOLOGY (PSYC)****PSYC 2301 Introduction To Psychology (3-3-0)**

Prerequisites: None

Corequisites: None

Students are introduced to the principles of behavior and mental processes and development, including study of the brain, learning theories, personality theories, motivation, and emotion.

(CIP 4201015125)

PSYC 2303 Industrial And Organizational Psychology (3-3-0)

Prerequisites: None

Corequisites: None

Students explore the role of psychology in business and industry with applications to industrial problems such as personnel selection, testing, employee motivation and satisfaction, employer-employee relationships, influence of organizations on behavior, personality improvement, and factors affecting general morale.

(CIP 4201015225)

PSYC 2306 Human Sexuality (3-3-0)

Prerequisites: None

Corequisites: None

Students focus on the anatomy, physiology and psychology of human sexuality and reproduction. Topics include the patterns and control of fertility, reproductive diseases, psychosexual development, dynamics of sexual difference and complementarily, sexual orientation, family life, divorce, and deviation.

(CIP 4201015325)

PSYC 2308 Child Psychology (3-3-0)

Prerequisites: None

Corequisites: None

Students study the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during childhood.

(CIP 4207015125)

PSYC 2310 Early Childhood Development (3-3-0)

Prerequisites: None

Corequisites: None

Students study the relationship of the physical, emotional, behavioral, cognitive, perceptual, and social factors of growth and development during early childhood.

(CIP 4207015125)

PSYC 2314 Developmental Psychology (3-3-0)

Prerequisites: None

Corequisites: None

Students focus upon the cognitive, psychological, and physical aspects of development from conception through adulthood with an emphasis on current research methods and results.

(CIP 4207015125)

PSYC 2316 Psychology Of Personality (3-3-0)

Prerequisites: None

Corequisites: None

This course is a review of the major theories related to the development, assessment, and research of human personality.

(CIP 4201015725)

PSYC 2317 Statistics For Behavioral Sciences (3-3-0)

Prerequisites: MATH 1314 or equivalent

Corequisites: None

Students examine basic descriptive and inferential statistics to include hypothesis testing for both correlational and experimental techniques applicable to the behavioral, social, and medical sciences. Topics such as probability distributions, frequency distributions, measures of central tendency and variability, hypothesis testing, and parametric and

nonparametric tests of significance are explored. Recommended for behavioral science and allied health majors—this course will not fulfill mathematics requirements.
(CIP 4201015225)

PSYC 2319 Social Psychology (3-3-0)

Prerequisites: None
Corequisites: None
Students focus on individual and group behavior within a social environment and examine problems, methods, and major theories which affect an individual within groups.
(CIP 4216015125)

PSYC 2340 Current Issues In Psychology (3-3-0)

Prerequisites: None
Corequisites: None
Course offerings explore in-depth specific contemporary issues in psychology. Specific topics may vary each semester.
(CIP 4201015540)

PSYC 2370 Selected Topics In Psychology (3-3-0)

Prerequisites: None
Corequisites: None
This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary.
(CIP 4201015540)

PSYC 2371 Abnormal Psychology (3-3-0)

Prerequisites: None
Corequisites: None
This course examines the symptoms, etiology, and treatment procedures of common functional and organic mental disorders and the psychological processes involved.
(CIP 4201017225)

PSYC 2389 Academic Cooperative In Psychology (3-3-4)

Prerequisites: PSYC 2301
Corequisites: None
This instructional program is designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(CIP 4501015125)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

QUALITY CONTROL TECHNICIAN (QCTC)

QCTC 1301 Total Quality Management (3-3-0)

Prerequisites: None

Corequisites: None

The study of integrating work process using team participation through employee empowerment and teamwork emphasizes the philosophy of customer service and satisfaction.

(CIP 1507020000)

Equivalent to QCTC 1001

QCTC 1341 Statistical Process Control (3-3-0)

Prerequisites: None

Corequisites: None

Components of statistics including techniques of collection, presentation, analysis, and interpretation of numerical data are applied to statistical control. Application of correlation methods, analysis of variance, dispersion, sampling quality control, reliability, mathematical models, and programming are stressed.

(CIP 1507020000)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)**READING (READ)****READ 0301 Reading I (3-3-1)**

Prerequisites: Appropriate placement score
 Corequisites: None
 Fees: Laboratory

This course is designed for the student reading between the 6th and 8th grade level and needing additional review, refinement and reinforcement of basic reading skills. Word recognition, vocabulary development, comprehension, fluency, and study skills will be stressed. Three lecture hours per week plus one laboratory hour are required. Requires weekly attendance in the Cooperative Learning Lab for Reading. (CIP 3201085212)

READ 0302 Reading II (3-3-1)

Prerequisites: Appropriate placement score or READ 0301 with a grade of "C" or better
 Corequisites: None
 Fees: Laboratory

This course is designed for the student reading between the 8th and 10th grade level. Pertinent vocabulary, specific textbook comprehension, necessary study skills in context, and flexibility of reading rates are emphasized. Efficient reading techniques appropriate for academic demands are developed. Three lecture hours per week plus one laboratory hour are required. Requires weekly attendance in the Cooperative Learning Lab for Reading. (CIP 3201085212)

READ 0303 Intermediate Reading (3-3-0)

Prerequisites: Appropriate placement score or READ 0302 with a grade of "C" or better
 Corequisites: None

This course is designed for the student reading between the 10th and 12th grade level. Pertinent vocabulary, specific textbook comprehension, main idea, writer's intent, organization of ideas, and critical reasoning skills are emphasized. There is a strong emphasis on study skills. This course is students concurrently enrolled in college-level courses as well as for students who are working toward becoming college-ready in reading. Three lecture hours per week are required. In addition, based on individual student needs, additional laboratory experiences may be required. (CIP 3201085212)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

RECEPTIONIST (POFT)

POFT 1309 Office Administration (3-3-0)

Prerequisites: None

Corequisites: None

Study of current office procedures, duties, and responsibilities applicable to an office environment. Students will develop time management techniques; demonstrate appropriate communication skills; and identify the basic skills and best practices for an office professional.
52.0401

POFT 1313 Professional Development For Office Personnel (3-3-0)

Prerequisites: None

Corequisites: None

This course provides preparation for the workforce including business ethics, team work, professional attire, and promotability.
(CIP 5204010000)

Equivalent to RDCS 1003 and POFT 1013

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

SOCIOLOGY (SOCI)**SOCI 1301 Introduction To Sociology (3-3-0)**Prerequisites: None
Corequisites: None

In this course, students examine social structures that shape and define human society. Students will study such topics as culture, stratification, gender, race and ethnicity, media, deviance, environment, and social change. An emphasis is placed on students gaining a global perspective and developing an appreciation for cross-cultural differences.
(CIP 4511015125)

SOCI 1306 Contemporary Social Problems (3-3-0)Prerequisites: None
Corequisites: None

Students examine some of the major social problems of contemporary U.S. society and larger global social problems. Topics include poverty, crime, violence, discrimination, gender, environmental abuse, and racial and economic inequality. A strong emphasis is placed on students understanding the interconnectedness between local and global social problems.
(CIP 4511015225)

SOCI 2301 Marriage And Family (3-3-0)Prerequisites: None
Corequisites: None

In this course, students examine marriage and family from a sociological and global perspective. Students explore various structural/cultural forces that shape and change marriage and family. Topics include courtship, human sexuality, gender roles, mate selection, parenting, divorce, and family violence.
(CIP 4511015425)

SOCI 2319 Minority Studies I (3-3-0)Prerequisites: None
Corequisites: None

An introductory level course studying the experiences of minority groups in the United States. Historical, economical, social, and cultural development of minority groups will be examined. Groups studied will include White Ethnics, African-Americans, Mexican-Americans, Native Americans, and Asian Americans.
(CIP 4511015325)

SOCI 2370 Death And Dying (3-3-0)Prerequisites: None
Corequisites: None

This course examines the social and psychological expressions and dimensions of death and dying with emphases on cultural variations in dealing with death, current issues related to death and dying in the United States, and the nature and impact of loss.
(CIP 4201015525)

SOCI 2370 Death and Dying (0-0-0)Prerequisites: None
Corequisites: None

This course examines social and psychological dimensions of death and dying with emphasis on cultural variations in dealing with death, current issues related to death and dying in the United States, and the nature and impact of loss.
(CIP 4201015525)

SOCI 2389 Academic Cooperative In Sociology (3-3-4)Prerequisites: None
Corequisites: None

This instructional program is designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.
(CIP 4501015125)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

SPANISH (SPAN)

SPAN 1300 Conversational Spanish I (3-3-0)

Prerequisites: None

Corequisites: None

Beginning Spanish speakers develop their basic conversational skills. Focus is on the acquisition of speaking and listening comprehension skills, vocabulary, basic grammatical structures, pronunciation, and an introduction to Spanish and Spanish-American culture.
(CIP 1609055413)

SPAN 1310 Conversational Spanish II (3-3-0)

Prerequisites: None

Corequisites: None

This is a continuation of SPAN 1300. Emphasis is on improving conversational ability by practicing previously acquired speaking and listening comprehension skills, vocabulary expansion, and further study of grammatical structures in addition to increasing awareness of Spanish-American culture.
(CIP 1609055413)

SPAN 1411 Elementary Spanish I (4-3-2)

Prerequisites: None

Corequisites: None

Fees: Laboratory

This course is for students with little or no knowledge of Spanish. Emphasis is on learning the fundamentals of Spanish in order to develop both oral and written receptive and expressive abilities. Language lab is required.
(CIP 1609055113)

SPAN 1412 Elementary Spanish II (4-3-2)

Prerequisites: SPAN 1411

Corequisites: None

Fees: Laboratory

This course is a continuation of SPAN 1411. Students are introduced to more advanced language structures. Language lab is required.
(CIP 1609055113)

SPAN 2311 Intermediate Spanish I (3-3-0)

Prerequisites: SPAN 1412 or three years of high school Spanish

Corequisites: None

Students review Spanish grammar. Emphasis is on the expansion of basic language skills as well as knowledge of Spanish and Spanish-American culture through guided speaking, reading, and writing exercises designed to improve mastery of the language.
(CIP 1609055213)

SPAN 2312 Intermediate Spanish II (3-3-0)

Prerequisites: SPAN 2311, or Departmental Approval

Corequisites: None

This course is a continuation of SPAN 2311. Emphasis is on reading and writing and additional practice to increase proficiency and self-confidence as well as to broaden understanding of Spanish and Spanish American culture.
(CIP 1609055213)

SPAN 2313 Elementary Spanish I (For Spanish Speakers) (3-3-0)

Prerequisites: None

Corequisites: None

Spanish speakers develop their language proficiency through practice in speaking, reading, and writing Spanish. The course includes fundamentals of grammar, writing, geography, history, and culture of Spain and Spanish-America to include Mexican-Americans. The course is taught exclusively in Spanish.
(CIP 1609055213)

SPAN 2316 Career Spanish (3-3-0)

Prerequisites: None

Corequisites: None

This course provides intensive practice in basic spoken Spanish for students

and persons interested in a particular field. Useful terminology and vocabulary are stressed. Career fields vary from semester to semester.
(CIP 1609055413)

SPAN 2317 Advanced Career Spanish (3-3-0)

Prerequisites: SPAN 2311, or equivalent

Corequisites: None

This course enhances and further develops previously acquired speaking, listening, reading, and writing skills within the context of a particular field. Useful terminology and vocabulary are stressed. Career fields vary from semester to semester.

(CIP 1609055413)

SPAN 2323 Latin American Literature And Culture (3-3-0)

Prerequisites: SPAN 2312, or equivalent

Corequisites: None

Selected readings from the literature are used to provide a historical and cultural perspective on Latin America.

(CIP 1609055313)

SPAN 2324 Spanish Culture (3-3-0)

Prerequisites: SPAN 1412

Corequisites: None

Through films and other media sources, this course will examine the historical, social, and ideological aspects of the culture of the Hispanic World. Student will study images and topics that have had an impact in the creation of modern nations in Latin-American and Spain. This course focuses on issues such as the importance of the wars and revolutions, gender identity, and class, cultural and power relationships, etc. This course is taught in Spanish*. Films will be supported with readings, presentations, and discussions. Movies will be in original version and play in class with a laptop from for some of the DVD system's compatibility.

(CIP 1609055313)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)**Course Descriptions**[Student Handbook](#)[Administration, Faculty, and Staff](#)

SPEECH (SPCH)

SPCH 1311 Introduction To Speech Communications (3-3-0)

Prerequisites: None

Corequisites: None

This course introduces speech communication in one-to-one, small group, and public communication situations. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations.
(CIP 2310015112)

SPCH 1315 Public Speaking (3-3-0)

Prerequisites: None

Corequisites: None

This course is designed for students who want to improve skills in public speaking. Emphasis is on critical thinking and refining techniques of speaking. Possible areas for practice include persuasion techniques and theories, longer informative presentations, and specialty speeches. This course is appropriate for students entering the fields of speech, communications, or public relations.
(CIP 2310015312)

SPCH 1318 Interpersonal Communication (3-3-0)

Prerequisites: None

Corequisites: None

Students improve their communication skills in one-to-one settings and small groups. Emphasis is on self-improvement, learning effective interpersonal skills, and dealing appropriately with conflict.
(CIP 2310015412)

SPCH 1321 Business And Professional Speaking (3-3-0)

Prerequisites: None

Corequisites: None

Students learn the fundamental techniques of business and professional presentations, including organizational and other types of communication used in business settings. Emphasis is on critical thinking, nonverbal communication, listening skills, interviewing, group processes, and formal presentations.
(CIP 2310015212)

SPCH 2341 Oral Interpretation (3-3-0)

Prerequisites: SPCH 1311 or SPCH 1315 preferred

Corequisites: None

Students practice applying the principles and techniques involved in oral presentations and performance. Emphasis is on the explanation of concepts and processes. This course is recommended for elementary education majors and those preparing for work in a learning environment.
(CIP 2310015712)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)**Course Descriptions**[Student Handbook](#)[Administration, Faculty, and Staff](#)

STUDENT DEVELOPMENT (SDEV)

SDEV 0073 Academic Probation Seminar (0-0-0)

Prerequisites: None

Corequisites: None

This seminar provides an overview of academic probation and dismissal policies and procedures. The seminar examines techniques to assist students in the successful completion of their coursework and identifies the necessary steps to move beyond academic probation status.
(CIP 3201015212)

SDEV 0170 Student Development Course (1-1-0)

Prerequisites: None

Corequisites: None

This course employs techniques to assist students in gaining the most from their college education. It focuses on both life skills and study skills and includes such topics as familiarization with College regulations, communication and study skills, goal setting, priority management, reading for comprehension, note-taking, test-taking, creativity, establishing relationships, and the power of a positive attitude. This course will provide the student with skills necessary to assume responsibility for individual learning.
(CIP 3201015212)

SDEV 0173 Master Student Course (1-1-0)

Prerequisites: None

Corequisites: None

This course is designed to examine techniques to assist students in improving their academic standing at the college. The course focuses on both life skills and study skills needed to be a successful college student. Content includes personal learning style, academic issues that create difficulty, life management, campus resources, critical thinking skills, time management, and career planning.
(CIP 3201015212)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

TEXAS EARLY CHILDHOOD ARTICULATION (TECA)

TECA 1354 Child Growth And Development (3-3-0)

Prerequisites: None

Corequisites: None

Study of growth and development during early childhood. The course will examine the physical, psychological, social, language, and cognitive development affecting growth in children. Attention will be given to multicultural perspectives of child development including culturally diverse populations and children with atypical patterns of development. (CIP 1312025209)

[College Catalog 2007-2008](#) | [Student Handbook](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Student Success

Important Information

Drug-Free Schools and Communities Act Amendments of 1989

Family Education Rights and Privacy Act

Student Code of Conduct

Administration, Faculty, and Staff

Student Handbook

Student Success

Assumptions and Beliefs

Right to Know

Non-Discrimination

Sexual Harassment

Important Information

Children on Campus

Contacting NVC Students in an Emergency

Electronic Devices

Freedom of Speech and Assembly

Identification Cards

Inclement Weather

Medical/Accident Insurance

Parking

Safety and Security on Campus

Smoking

Drug-Free Schools and Communities Act Amendments of 1989

Legal Sanctions

Disciplinary Sanctions

Health Risks

Family Education Rights and Privacy Act

Confidentiality of Records

Student Records

Student Code of Conduct

General Procedures

Student Conduct

Authorized Disciplinary Penalties

Employee Initiation of Disciplinary Action for Violation of Student Code of Conduct

Grievance Procedure

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook**Student Success**

Important Information

Drug-Free Schools and Communities
Act Amendments of 1989Family Education Rights and Privacy
Act

Student Code of Conduct

Administration, Faculty, and Staff

Student Success

Topics on this page:

Assumptions and Beliefs

Right to Know

Non-Discrimination

Sexual Harassment

Assumptions and Beliefs

The Student Success Staff at Northwest Vista College joins other Student Affairs professionals across the country in promoting assumptions and beliefs which guide responses to new issues, changing times, circumstances and recurring events. The following list is not exhaustive, nor will all Student Affairs professionals agree that each assumption or belief guides their work to the same degree; the higher education community is too diverse for that to be the case. Yet, these ideas have remained remarkably unchanged over time and have successfully been applied to different collegiate settings. It is the combination of these assumptions and beliefs that is distinctive. Together, they define the special contributions made by Student Affairs professionals and the staff of Student Success at Northwest Vista College.

No one of these assumptions and beliefs is unique to Student Affairs or to Student Success. Indeed, they are held by many others in higher education. It is the combination of these assumptions and beliefs that is distinctive. Together, they define the special contributions made by Student Affairs professionals and the staff of Student Success at Northwest Vista College.

The Academic Mission of the Institution is Preeminent

Colleges and universities organize their primary activities around the academic experience; the curriculum, the library, the classroom and the laboratory. The work of Student Affairs should not compete with, and cannot substitute for, that academic experience. As a partner in the educational enterprise, Student Affairs enhances and supports the academic mission.

Each Student is Unique

Students are individuals. No two come to college with the same expectations, abilities, life experiences or motives. Therefore, students will not approach college with equal skill and sophistication, nor will they make equally good choices about the opportunities encountered there.

Each Person Has Worth and Dignity

It is imperative that students learn to recognize, understand and celebrate human differences. Colleges can, and indeed must, help their students become open to the differences that surround them: race, religion, age, gender, culture, physical ability, language, nationality, sexual preference and life style. These matters are learned best in collegiate settings that are rich with diversity and they must be learned if the ideals of human worth and dignity are to be advanced.

Bigotry Cannot Be Tolerated

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry in any form exists in the larger society it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

Feelings Affect Thinking and Learning

Although students are in college to acquire knowledge through the use of their intellect, they feel as well as they think. Students are whole persons. How they feel affects how they think. While students are maturing intellectually, they are also developing physically, psychologically, socially, aesthetically, ethically, sexually, and spiritually. This is true regardless of age. Helping students understand and attend to these aspects of their lives can enhance their academic experiences.

Student Involvement Enhances Learning

Learning is not a passive process. Students learn most effectively when they are actively engaged with their work in the classroom and in student life.

Personal Circumstances Affect Learning

Physical disability, financial hardship, family circumstances, medical and psychological problems and inadequate academic skills are examples of situations which often affect learning. Whenever possible, colleges and universities should assist students when such circumstances interfere with learning.

Out-of-Class Environments Affect Learning

Out-of-class social and physical environments are rarely neutral; they help or detract from students' social and intellectual development. Interactions between students and their environments shape attitudes, readiness to learn and the quality of the college experience.

A Supportive and Friendly Community Life Helps Students Learn

A campus is usually a collection of small communities such as schools, departments, residences, teams, clubs and service, religious, social and peer groups. Healthy communities are settings where students learn to work together, make and keep friends, care about the welfare of others, balance freedom and responsibility and appreciate human differences. Communities are of high quality when they encourage friendships, intimacy, intelligent risk taking and when they allow values to be freely shared and examined.

The Freedom to Doubt and Question Must be Guaranteed

Students need to be encouraged and free to explore ideas, test values and assumptions in experience, face dilemmas of doubt and perplexity, question their society, criticize and be criticized. Hence, the doctrines of academic freedom and free speech are central to the classroom and must extend to other areas of campus life. Colleges and universities must protect and encourage ideological exploration and avoid policies or practices that bind the inquiring minds and spirits of students, faculty and staff.

Effective Citizenship Should be Taught

A democracy requires the informed involvement of citizens. Citizenship is complex; thus, students benefit from a practical as well as an academic understanding of civic responsibilities. Active participation in institutional governance, community service and collective management of their own affairs contributes significantly to students' understanding and appreciation of civic responsibilities.

Students are Responsible for Their Own Lives

Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

*Adapted from "Points of View: A Perspective on Student Affairs" (1987)
Published by the National Association of Student Personnel Administrators, Inc.*

Right to Know

Students have a right to know graduation rates, job placement statistics, crime statistics, as well as general information about the college. This information is available online at <http://www.accd.edu/nvc/students/schedule>.

Non-Discrimination

NVC does not discriminate in admission, campus activities, education, employment, public accommodation, or public service on the basis of age, color, disability, handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran's status, or weight. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

Sexual Harassment

The policies and procedures on the sexual harassment of students and employees at any of the Alamo Community Colleges are specified in ACCD Board policies [DHA Legal](#) and [DHA Local](#) (<http://www.tasb.org/policy/pol/private/015501/pol.cfm?toc=A>).

The specific procedures for reporting sexual harassment are outlined in [DHA Local](#), [http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA\(LOCAL\).pdfwww.ethicspoint.com](http://www.tasb.org/policy/pol/private/015501/pol.cfm?DisplayPage=DHA(LOCAL).pdfwww.ethicspoint.com), enter in "ACCD" in the "Organization Name" field, and click "Submit".

Sexual harassment shall be defined to include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, or any conduct or other offensive unequal treatment of an individual that would not occur but for the sex of the individual, when:

1. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's educational status or employment; or
2. Submission to or rejection of such advances, requests, or conduct is used as a basis for decisions affecting an individual's employment or educational achievement; or
3. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance, limiting an individual's ability to participate in or benefit
4. from an educational program or activity, or creating an intimidating, hostile, or offensive work or educational environment.

Any person may report an alleged violation of this policy whether or not the person is affected by the conduct or action. Because the law makes the College District responsible to investigate and if necessary take corrective action as soon as management and supervisors become aware of an allegation of sexual harassment, any administrator who becomes aware that a student or employee is being sexually harassed by a College District employee or student shall report the alleged violation as required in the PROCEDURE section below, and any supervisor who becomes aware that one of the supervisor's employees is being sexually harassed by a College District employee or student shall report the alleged violation as required in the PROCEDURE section below. Any employee who becomes aware that a student is being sexually harassed by a College District employee or student shall report the alleged violation as required in the PROCEDURE section below.

Procedure: The procedure for filing complaints of sexual harassment is as follows:

Students and employees wishing to complain of sexual harassment, and employees, agents, students, or trustees of the College District informed of an alleged sexual harassment incident, may report the incident to any of the following:

- the District Director of Human Resources or designee;
- the employee's supervisor or a College District administrator;
- a college official;
- the District Ethics and Compliance Officer;
- the College District Ethics Hotline through the toll-free telephone number (866-294-3696) or the internet reporting site

As with all sexual harassment complaints and reports, the complainant or reporter is encouraged to provide contact information to enable the College District to proceed with an investigation of the charges.

Any individual receiving a complaint or report of alleged sexual harassment shall immediately notify the District Director of Human Resources or designee for investigation of the charges.

For purposes of this policy, college counselors:

1. who are told, within the scope of their employment as counselors, by a student that the student is the object of, or has observed the sexual harassment of another student, and
2. who are bound by licensure, statutory requirements, or the code of conduct of a professional counseling organization with which they are affiliated, to maintain the confidentiality of student communications are not considered "supervisors" or others subject to the requirement of this policy to report the alleged harassment.

In the alternative, the counselors should encourage the student who has confided in them to make such a complaint through the channels prescribed in this policy. The Human Resources department shall assist the complainant in preparing a formal written complaint which shall include the date, time, place, and a specific description of the harassment complaint. Within three College District business days from the date the complaint is filed, the District Director of Human Resources or designee shall appoint a member of Human Resources to be the chair of the investigative team and inform the appropriate College President/designee or Chancellor/designee of the complaint.

[College Catalog 2007-2008](#) | [Student Handbook](#) | Important Information

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Student Success

Important Information

Drug-Free Schools and Communities
Act Amendments of 1989

Family Education Rights and Privacy
Act

Student Code of Conduct

Administration, Faculty, and Staff

Important Information

Topics on this page:

Children on Campus
Contacting NVC Students in an Emergency
Electronic Devices
Freedom of Speech and Assembly
Identification Cards
Inclement Weather
Medical/Accident Insurance
Parking
Safety and Security on Campus
Smoking

Children on Campus

In order to protect children from potential safety risks and to ensure maximum learning opportunities for all students, the following practice is currently in effect:

Students are urged not to bring children to classes, labs, or other facilities such as the library. Minors under the age of 12 must not be left unattended on campus at any time.

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

Contacting NVC Students in an Emergency

In cases of emergency please contact the NVC Department of Public Safety for assistance in reaching a student who is on campus. DPS can be reached by visiting the Texas Persimmon Physical Plant (TEPR) located on the NVC campus, or by calling the ACCD dispatch at **(210) 208-8099**.

Electronic Devices

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

Freedom of Speech and Assembly

Northwest Vista College is a free speech campus. The college recognizes that inquiry and discussion are essential to intellectual development and embraces the right of individuals to express their views in a manner that conforms to federal, state and local laws. However, these rights must be exercised in a manner and at a location that does not intrude upon or interfere with the academic programs and administrative processes of the college. To reserve an area of campus for such purposes, please contact the Wildcat Activities Center located in Huisache Hall, HH 113, or call (210) 348-2052. No equipment or materials will be provided by the college. Any charges incurred due to the use of campus police will be forwarded to the reserving party.

Identification Cards

Students are required to present a Student Identification Card with a current validation for access to services such as library usage, physical education facilities, special events, etc. ID cards may be obtained in the Wildcat Activities Center located in Huisache Hall, HH

113 once tuition and fees for the semester are paid. Students must provide a valid photo ID to receive a Northwest Vista College student ID. A \$5 fee may be required for replacement ID cards.

Incliment Weather

Classes at Northwest Vista College may be cancelled due to inclement weather. Notification is made through local radio and TV stations. If classes are cancelled due to inclement weather or other emergencies, attempts will be made to assure that classroom hours are rescheduled. The Alamo Community Colleges inclement weather hotline is (210) 208-8189.

Medical/Accident Insurance

Students purchase 24-hour accident coverage insurance at the time of enrollment. This is a condition of enrollment. Students are covered during the length of the term they are enrolled whether on or off campus. Continuing education students have coverage during class time only. An optional medical plan for student illness insurance as well as dependent accident and illness coverage is available. Application forms for the optional insurance, informational brochures and claim forms are available from the Business Office in Manzanillo Hall, MZH 105, (210) 348-2028.

Parking

If a student plans to park a vehicle on the campus, they must register the vehicle and display a current permit tag. When applying for a tag, provide the following information: Social Security number and the license plate number, year, make and model of the car. Purchasing a Vehicle Registration does not guarantee a parking space but does authorize parking in designated parking areas under control of ACCD. Car registration occurs during the registration process or students may purchase a permit anytime at the Bursar's Office during regular office hours. Only registered students are allowed to pick up paid parking permits.

Contact: Business Office, Manzanillo Hall, MZH 105, (210) 348-2028

Safety and Security on Campus

The safety of students, faculty, staff and visitors is of vital concern to Northwest Vista College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security, (210) 348-2531. Emergency outdoor phones are identified by a blue light; all incidents will be documented and investigated. NVC has a staff of campus security personnel who work closely with the San Antonio Police Department. On a regular basis, information and presentations are made available to students and employees on issues of importance to campus safety. The campus safety report is published with the class schedule each fall semester and is in compliance with the Student Right-to-Know and Campus Security Act.

NVC strives to assure safety and security on the campus. The ACCD Department of Public Safety (DPS) personnel are on campus at all times using bike, foot and motor patrols. The following services are available:

- Assistance to open cars and assist in boosting cars 8 a.m. - 10 p.m. weekdays
- Escort service on campus when requested
- 24-hour dispatch emergency telephone from campus and from pay phones

Contact: Department of Public Safety, Texas Persimmon Physical Plant (TPER), (210) 348-2531

Emergency: (210) 222-0911

Smoking

In an effort to maintain a safe, clean and beautiful environment, and in accordance with ACCD policy, Northwest Vista College became a tobacco-free campus on August 1, 2006.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Student Success

Important Information

Drug-Free Schools and Communities Act Amendments of 1989

Family Education Rights and Privacy Act

Student Code of Conduct

Administration, Faculty, and Staff

Drug-Free Schools and Communities Act Amendments of 1989

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

Topics on this page:

Legal Sanctions

Disciplinary Sanctions

Health Risks

Legal Sanctions

Students or employees found violating any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate ACCD disciplinary action. Information about the district disciplinary process is available in the ACCD Administrative Policy Manual. The most common legal violations and their consequences are as follows:

Alcohol	Penalty	Fine
Minor in Possession (Sec. 106.05)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to 6 months in jail
Contributing to the Delinquency of a Minor (Sec. 106.06)	Class C Misdemeanor	Up to \$200 fine Class B Misdemeanor Up to \$1,000 fine and up to 6 months in jail
Public Intoxication (Sec. 42.08)	Class C Misdemeanor	Up to \$200 fine
Other Drugs Drug Possession	Varies according to placement of drug on schedules and amount in possession	Up to \$50,000 fine and 5-99 years in jail

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

Disciplinary Sanctions

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

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

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

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

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

Health Risks

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

Negative consequences may be exhibited through physical dependence and/or psychological dependence.

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

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

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

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

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

Drug and alcohol abuse counseling and referral are available to employees, students and their families. A biennial review of this program will be conducted by ACCD and Student/Employee Assistance Program (SEAP) committee members to determine its effectiveness, to implement changes to the program if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

[College Catalog 2007-2008](#) | [Student Handbook](#) | Family Education Rights and Privacy Act

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Student Success

Important Information

Drug-Free Schools and Communities Act Amendments of 1989

Family Education Rights and Privacy Act

Student Code of Conduct

Administration, Faculty, and Staff

Family Education Rights and Privacy Act

Topics on this page:

Confidentiality of Records

Student Records

Confidentiality of Records

Privacy of Student Records

Northwest Vista College annually informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974. The college practices full compliance with this act which protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the amendments of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office through the U.S. Department of Education concerning alleged failure by the institution to comply with the act.

Public Notice Designating Directory Information

FERPA and the Texas Open Records law do not protect all areas of a student's education record. Information that is not protected is identified as "Directory Information."

Northwest Vista College designates the following two categories of student information as "Directory Information":

- Name;
- Major;
- Enrollment status;
- Dates of enrollment;
- Awards received;
- Degrees received.

According to FERPA and the Texas Open Records Law, "Directory Information" may be released to the general public without the student's prior consent.

Currently enrolled students may withhold disclosure of "Directory Information" under FERPA. Students are required to notify Student Success in writing or complete the "Request to Prevent Disclosure of Directory Information" form in Student Success. This request may be submitted at any time throughout the year but is valid only for the remainder of the current academic year. The form will immediately affect prospective disclosures. It is the responsibility of the student to renew the request, if desired, for any subsequent school year (September 1 - August 31).

Students electing to prevent disclosure must conduct all college business in person with either a student ID or driver's license with photo image. Unofficial copies of students' records will be released to the following college personnel upon their request: Administrators, Student Success Administrators, and Instructors of courses in which students are currently enrolled.

Former students may not place a new request for non-disclosure of directory information on their education records; however, they may request its removal in writing to Student Success.

Release of information other than that listed in this section as "Directory Information" will require written permission from the student.

The Notification of Rights under the Family Educational Rights and Privacy Act details students' rights and procedures implemented by the college to comply with FERPA. The Notification of Rights is available online at the college catalog website, and under the [Confidentiality of Student Records](#) portion of the [Academic Schedule](#). A complete copy of the Family Educational Rights and Privacy Act is available in Student Success.

Questions concerning the Family Educational Rights and Privacy Act may be directed to Student Success Director of Enrollment Services or Vice President of Student Success.

Student Records

The college makes every effort to ensure confidentiality of student records and compliance with the Family Education Rights and Privacy Act of 1974. Student records are maintained in several areas of the college and may be reviewed upon request.

Students have the right to request in writing that their records be withheld from statistical analysis. Students will not be denied the benefits of public education and training if they exercise the right to withhold information from statistical analysis. See Student Success for details.

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Student Success

Important Information

Drug-Free Schools and Communities
Act Amendments of 1989Family Education Rights and Privacy
Act**Student Code of Conduct**

Administration, Faculty, and Staff

Student Code of Conduct

Northwest Vista College respects the dignity and worth of each individual in the campus community and recognizes the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each member of the college community, NVC has established a Student Code of Conduct and a due process system.

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

The college encourages and facilitates an environment where students and student organizations take responsibility for their actions. Through the Student Code of Conduct, Student Success staff educates students about their rights and responsibilities as members of the NVC community. Questions of interpretation regarding the Student Code of Conduct should be referred to the Vice President of Student Success.

Topics on this page:

General Procedures

Student Conduct

Authorized Disciplinary Penalties

Employee Initiation of Disciplinary Action for Violation of Student Code of Conduct

Grievance Procedure

General Procedures**Provisions**

Students of Northwest Vista College are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship. They are expected to obey both the penal and civil statutes of the State of Texas and Federal government, and the policies of the Board of Trustees, College policies and regulations and administrative rules.

This code contains regulations for dealing with alleged student violations of College standards or conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

Application

This Code applies to individual students and states the role of students, faculty and administrative staff members of the College in disciplinary procedures.

The College has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated said Board rule, College policy or regulation or administrative rule on the College campus and/or in attendance at official District functions.

Definitions/Violations

In this Code, unless the context requires a different meaning, the following applies:

- **Administration:** any administrative position, from the level of

Dean through College President.

- **Board:** the Board of Trustees of the Alamo Community College District.
- **Campus:** the campus of the College is deemed as all real property over which the College has possession and control.
- **Class Day:** a day or evening on which classes are scheduled or final examinations are given.
- **Committee:** the Student Disciplinary Hearing committee for Northwest Vista College.
- **District:** the Alamo Community College District.
- **Formal Complaint:** a written summary of the essential facts constituting a violation of Board rules, College policies and regulations or administrative rules.
- **President:** the President of Northwest Vista College, or designated representative.
- **Student:** a person who is currently enrolled or who has been accepted for admission or readmission to the College.

Student Conduct

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

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

Academic Integrity

Academic integrity is essential to learning. Northwest Vista College is committed to creating and fostering an environment that encourages and rewards academic integrity at all levels. To do this, we nurture the fundamental values of academic integrity: honesty, trust, respect, fairness, and responsibility in all our actions, assignments, assessments and communications. (These values were identified by The Center for *Academic Integrity* in their *Fundamental Values Project*.)

To learn more, please visit our [Academic Integrity](http://www.accd.edu/nvc/students/learning/acadinteg/default.htm) Website at the following url <http://www.accd.edu/nvc/students/learning/acadinteg/default.htm>.

Gambling

Gambling, as described by the Texas Penal Code, is forbidden.

Alcohol and Narcotics

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the College. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on campus or off-campus premises at a District-sponsored activity, function or event at all times:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
- Alcohol or any alcoholic beverage.

- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this rule.

Lockers and cars parked on College campus or on premises leased or used for District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain alcohol and/or narcotics.

Disorderly Conduct

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

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

Disruptive Activities and Disruption of Lawful Assembly

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

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

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

Demonstrations

Student demonstrations and similar activities may be prohibited when there is evidence that the activity may reasonably lead College authorities to forecast substantial disruption of, or material interference with, normal College operations or approved College activities. Students who, once informed of the prohibition of a demonstrative activity, continue to participate in such activity, are subject to disciplinary action. All student demonstrations or similar activities shall be pre-cleared through the Vice President of Student Success, and shall adhere to the guidelines for student expression and demonstration available in the Office of the Vice President.

Any person involved in disorderly conduct, disruptive activities, unauthorized demonstration, or suspicious activity must respond to a request by a college official to produce identification.

Falsification of Records of Information

Intentionally falsifying any official College record or giving false information in response to requests by the College or College officials.

Financial Transactions with the College

- (a) Refusing to pay or failure to pay a debt, such as loans, fines, or other charges, owed to the College.
- (b) Giving the College an "insufficient funds" check or draft or stopping payment on a check or draft.
- (c) Failure to pay the College the amount due on a check, draft or money order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order constitutes prima facie evidence that the student intended to defraud the College.
- (d) Acting as representative of the College in an attempt to legally bind the College without authorization.
- (e) Making or attempting to make personal use of College or District property.
- (f) As a student employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same within the subsequent pay period.
- (g) Students who default on student direct loans shall be subject to those additional requirements and may avail themselves of those defenses relevant to Federal and State laws and regulations governing such loans.

Weapons

Entering District premises or any off-campus premises at a District-sponsored activity, function or event, with a prohibited weapon, unless pursuant to written regulations or written authorization of the College.

This prohibition shall not normally apply to instructional supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner. Weapons shall include, but not be limited to, the following:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Chemical-dispensing devices
- Fireworks
- Straight razors
- Clubs and other weapons as more specifically defined in the Penal Code of the State of Texas and the City of San Antonio, Texas.
- Laser pens

Lockers and cars parked on College campus or on premises leased or

used for official District or College functions may be inspected by College personnel if there is reasonable cause to believe they contain weapons.

Hazing

Any kind of hazing is forbidden. "Hazing" is defined as any intentional, knowing, or reckless act, occurring on or off the College campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the College. The term includes, but is not limited to:

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

Assault is defined as:

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

Other Forms of Prohibited Student Conduct

- Intentionally, knowingly or recklessly endangering the health or safety of members of the District community or visitors to the campus.
- Intentionally, knowingly or recklessly damaging, defacing or destroying College property.
- Forging, altering or misusing College documents, records or ID cards.
- Violating College policies or regulations concerning traffic, parking and the use of College facilities.
- Failing to comply with lawful directions of College or District employees acting in performance of their duties.
- Failing to comply with the College attendance policy or classroom academic requirements of the faculty - including non-participation in required classroom activities.
- Failing to comply with the rules and regulations of the Board, College and administration.
- Committing an act which violates State or Federal law while on campus.

Any student violating the Student Code of Conduct listed above shall be subject to discipline, including suspension or expulsion.

Authorized Disciplinary Penalties

Nature of Penalties

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

ADMONITION: a written reprimand from the Vice President - Academic Leader or the Vice President of Student Success to the student on whom it is imposed.

WARNING PROBATION: indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time, up to (1) one calendar year, and the student shall be automatically removed from probation when the imposed period expires.

DISCIPLINARY PROBATION: indicates that further violations may result in suspension. Disciplinary probation may not be imposed for longer than one (1) calendar year.

WITHHOLDING OF TRANSCRIPT OR DEGREE: imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case.

BAR AGAINST READMISSION: imposed on a student who has left the College on academic dismissal for disciplinary reasons.

RESTITUTION: reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

SUSPENSION OF PRIVILEGES: a penalty which may impose limitations or restrictions to fit the particular case.

SUSPENSION OF ELIGIBILITY FOR OFFICIAL CO-CURRICULAR ACTIVITIES: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time, up to (1) one calendar year.

DENIAL OF DEGREE: may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, up to and including permanent denial.

SUSPENSION FROM THE COLLEGE: prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization, from entering the College campus except in response to an official summons and from registering either for credit or for noncredit courses or other scholastic work through the College.

EXPULSION: permanent severance from the College and/or District. Expulsion from the District may be imposed only with the concurrence of the Chancellor of the District.

SUSTAIN THE PENALTY IMPOSED BY A FACULTY MEMBER FOR ACADEMIC DISHONESTY: original penalty imposed by the faculty member may be upheld.

Employee Initiation of Disciplinary Action for Violation of Student Code of Conduct

Initiation of Action

When any member of the faculty is confronted with a student involved in disorderly conduct of a threatening or disruptive nature in or out of the classroom, the faculty member may ask the student to leave. If necessary, the faculty member may request that the Academic Leader and/or Campus Security aid in the removal of the student.

Faculty Disposition

If the Academic Leader is not aware of the student's removal, the faculty member should report the action, in writing, to the Cluster Coordinator as soon as possible. The faculty member and the Academic Leader may attempt to resolve the conflict with the student.

Additionally the faculty member may refer the case to the Vice President of Academic Affairs for additional disciplinary action pursuant to the Student Code of Conduct.

Investigation

In matters pertaining to academic issues, the Vice President of Academic Affairs will be the designated administrator to handle procedures. In other issues, the Vice President of Student Success is the designated administrator.

When the designated administrator receives information that a student has allegedly violated a law, Board policy or College regulation, the administrator or a designated representative shall investigate the alleged violation. After completing the preliminary investigation, the administrator may:

- Dismiss the allegation as unfounded.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the facts of the alleged violation or the administrative decision are not disputed by the student, proceed administratively.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the alleged allegations and/or the administrative decision are disputed by the student, prepare a formal complaint based on the allegation for use in disciplinary hearing, along with a list of witnesses and documentary evidence supporting the allegations.

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

Summoning Student

In connection with an alleged violation, a student may be summoned to appear by certified letter, addressed to the student at his/her address as it appears in the records in Student Success or by other such means as are available and appropriate.

The summons shall direct the student to appear at a specified time and place not less than (5) five class days after the date reflected on the letter. The letter shall also contain a brief description of the alleged violation.

The designated administrator may place on disciplinary probation a student who fails, without good cause, to comply with a certified letter of summons, or the administrator may proceed with discipline actions.

Administrative Disposition of a Violation

When the facts are undisputed by the student, the designated administrator may administratively dispose of the violation if:

- It is in the best interest of the College and the student concerned, and
- The student concerned consents in writing to administrative disposition and signs a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed, and the waiver of the right to appeal.

At a conference with a student in connection with an alleged violation, the administrator shall advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.

In administratively disposing of a violation, the administrator may impose any disciplinary action authorized under this code.

A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process and a hearing outlined below.

The administrator shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student and to the parents or guardian of an un-married student who is under (18) eighteen years of age (with the exception of emancipated minors) and to appropriate administrative personnel.

Disciplinary Hearing Committee

When a student refuses administrative disposition of a violation, he/she is entitled to due process and a hearing before a Disciplinary Hearing Committee. The request to the designated administrator must be made in writing and in the Office of the administrator on or before the (5) fifth day following the administrative disposition.

The Disciplinary Hearing Committee shall be selected by the College President or designee and shall consist of (5) five members, as follows

- Two students designated each August
- A faculty member.
- A staff member.
- An administrative officer.

The College President shall appoint one of the disciplinary Hearing Committee members to chair the Disciplinary Hearing Committee.

The administrator shall represent the College before the Disciplinary Hearing committee and present evidence to support any allegations of violations of Board rules, College regulations, and/or administrative rules. The administrator may be assisted by legal counsel when, in the opinion of the administrator, the best interests of the student or the College would be served by such assistance.

Notice

The designated administrator shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than (10) ten class days after the date of the letter. The ten-day notice requirement may be altered by mutual agreement of the administrator and the student. An opportunity for hearing shall proceed suspension or expulsion of a student unless a student's presence on the campus poses a danger to persons, property or the academic process. If interim suspension is necessary before a hearing can be provided, the President, administrator, or their designee must make a reasonable attempt to meet with the student, discuss the charges and evidence, and allow the student the opportunity to respond so as to have the opportunity to correct any mistakes in the factual record. A hearing before the Disciplinary Hearing Committee, in compliance with the requisites of this Code, shall then be held as soon as practicable thereafter, which in no event shall take place later than (5) five class days after the date of the suspension or expulsion.

This notice shall:

- (a) Be in sufficient detail to apprise the student of what he/she is charged with and the potential punishment for the charge and to enable the student to prepare a defense.
- (b) Direct the student to appear on the date and at the time and place specified.
- (c) Advise the student of his/her rights as outlined below:

- To a private hearing;
- To appear in person and with a representative or legal counsel at the hearing;
- To know the identity of each witness who will testify for the District;
- To call witnesses and ask for copies of evidence in the District's possession in advance of the hearing and to offer evidence and argue in his/her own behalf at the hearing;

- To have the hearing recorded verbatim and have a stenographic digest made of the recording and/or make a transcript of the hearing, at the student's expense;
- To cross-examine each witness who testifies against the student;
- The right to appeal;
- To have his/her parents or legal guardian present at the hearing, if he/she is a minor.

(d) Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.

(e) Contain a copy of the complaint.

(f) Notify the student that the administrator may be represented by counsel and that the administrator or counsel may cross-examine a student witness testifying on the student defendant's behalf, or the student defendant, if the student testifies in own behalf.

Failure to Comply with Notice

The administrator may, on behalf of the District and at his/her discretion, elect to proceed with the hearing in the student's absence.

Procedure

The College may be represented by staff members of the designated administrator office, legal counsel or other persons designated by the administrator. The Chairperson shall provide reasonable opportunities for witnesses to be heard.

The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:

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

Evidence

Legal rules of documentary evidence do not apply to hearings before the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will admit evidence that possesses probative value with respect to the alleged violation. The Disciplinary Hearing Committee shall exclude irrelevant, immaterial and unduly repetitious evidence.

The Disciplinary Hearing Committee shall recognize as privileged communications between a student and a member of the professional counseling staff, where such communications were made in the counsel of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential.

The administration has the burden of proving its case by a preponderance of the evidence. Preponderance of the evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.

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

Hearing Record

The hearing record shall include:

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

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

Petition for Administrative Review

A student is entitled to appeal to the President of the College. The President of the College shall automatically review every expulsion.

In order to reverse the decision of the Disciplinary Hearing Committee, the President must find the following:

- Procedural error;
- Arbitrary or capricious treatment of the student; or
- Substantial evidence supporting reversal.

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

The President may receive written briefs and hear real arguments during the review or request additional evidence. The decision of the President shall be issued within (30) thirty day of the date of appeal, or, in the case of expulsion, (30) thirty days from the date of the Disciplinary Hearing Committee's decision, whichever is later.

Authorized Disciplinary Penalties

The President, Vice President of Student Success, or the Disciplinary Hearing Committee may impose one or more of the penalties listed in the [Authorized Disciplinary Penalties](#) for violation of a law, Board Policy, or College regulation or rule.

Maintaining Campus Order During Declared Periods of Disruption

See "College Safety Manual" located in the President's Office in Manzanillo Hall (MZH 104).

Grievance Procedure

[Grievance Procedure](#) (pdf)

[College Catalog 2007-2008](#) | [Administration, Faculty, and Staff](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Admin, Faculty, and Staff Directory

Topics on this page:

Alamo Community College District * - Board of Trustees **

Northwest Vista College Executive Team and Staff

Academic Leaders and Faculty

Alamo Community College District * - Board of Trustees **

Dr. Bernard Weiner	District 1	2010
Denver McClendon	District 2	2010
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James A. Rindfuss	District 9	2008

* The Alamo Community College District owns and operates Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.

** Date indicates expiration of term.

Northwest Vista College Executive Team and Staff

Jacqueline E. Claunch, Ph.D.	President
Jimmie Bruce, M.A.	Vice President-Academic Affairs
Debi Gaitan, M.A.	Interim Dean of Student Success
Christine Godin, M.A.	Director of Learning Resources
Hope Medina, M.A.	Interim Dean of the Center for Workforce and Community Education
Debra A. Morgan, Ph.D.	Dean and Construction Liaison
Julie Pace, M.S.	Dean of Performance Excellence

[Click here for a complete listing of Northwest Vista College staff](#)

Academic Leaders and Faculty

Stephen Barnes Arts and Humanities
Ph.D., Southern Illinois University at Carbondale

Cindi Bluhm Academic Foundations
M.A., University of Texas at San Antonio

Maria Teresa Landa Communication Arts
M.A., University of Texas at San Antonio

John Grillo Social Science and Information Technology

MS, Webster University

Homer Guevara, Jr **Business and Government**

M.S., St. Mary's University

Brian Stout **Natural and Physical Sciences**

Ph.D., University of Texas Health Science Center

[Click here for a complete listing of faculty](#)

[Table of Contents](#)[Introduction](#)[Academic Calendar 2007-2008](#)[Enrolling in College](#)[Paying for Your Education](#)[Supporting Academic Success](#)[Workforce and Community Education](#)[Earning a Degree or Certificate](#)[Programs of Study](#)[Course Descriptions](#)[Student Handbook](#)[Administration, Faculty, and Staff](#)

Faculty Listing by Discipline

Accounting

John Anderson M.B.A., Syracuse University
 Gilbert Barrera J.D., St. Mary's University
 Susan Cleary M.B.A., Texas A&M University at Corpus Christi
 Michael Goeken M.S., Texas A&M University
 Niels Jensen M.B.A., Webster University of St. Louis
 Susana Lozano M.A., University of Texas at San Antonio
 Robert McWhorter M.B.A., Southwest Texas State University
 Ralph Mendez M.A., University of Texas at San Antonio
 Cathy Menn M.P.A., University of Texas at San Antonio

Advanced Water Treatment

Edward Turner B.A., Brigham Young University

Anthropology

Christopher Cooley M.A., University of Texas at San Antonio
 Doug Ryan M.S., University of Southern Mississippi

Art

Jacquenette Arnette M.A., Victorian College of the Arts at Melbourne
 Harold Drennon M.S., University of Wisconsin
 Melissa Duvall M.A., University of Houston
 Karl Frey M.F.A., School of the Museum of Fine Arts
 John Hernandez M.F.A., University of North Texas
 Timothy Jones M.F.A., Maine College of Art
 William Keith M.F.A., Savannah College of Art and Design
 Richard Martinez M.F.A., Cornell University
 Juan Ramos M.F.A., University of Texas at San Antonio
 Christina Ramsey M.F.A., Ohio State University
 Jack Robbins M.A., University of Texas at San Antonio
 Adrien Ryder M.F.A., University of Texas at San Antonio
 Laura Schultz M.F.A., John F. Kennedy University
 Julie Shipp M.F.A., University of Texas at San Antonio
 Sylvia Svec M.A., University of Oklahoma

Biological Sciences

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 Susan Alcala M.S., University of Texas at San Antonio
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 Roberto Gonzales Ph.D., University of Texas at San Antonio
 Jo Ann Gonzalez M.A., University of Texas at San Antonio
 Corienne Hannapel M.S., University of Texas at San Antonio
 Marianne Hansen M.S., Sul Ross University

Christopher Harrison M.S., University of Texas at El Paso
Pramod Kumar Ph.D., Agra University
Athena Lemus-Wilson Ph.D., University of Arizona
Gladys Malave M.S., University of Puerto Rico
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Caleb Roth M.S., University of Texas at San Antonio
Chung Song Ph.D., Purdue University
Brian Stout Ph.D., University of Texas Health Science Center at San Antonio
William Thomas Ph.D., University of Tennessee

Biotechnology

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Jennifer Sadow Ph.D., University of Texas at Austin

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Melanie Marchand B.A., David Lipscomb

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John Drabier M.A., American Graduate School of International Management
Kathleen Laborde M.B.A., Our Lady of the Lake University

Chemistry

Alwyn Anfone Ph.D., Clemson University
David Casanova M.S., Our Lady of the Lake University
Prakash Nair Ph.D., University of Kentucky
Simon Van Dijk Ph.D., Erasmus University of Rotterdam Netherlands

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Communications

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Victor Landa B.A., University of Texas at San Antonio

Community Health

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Computer Information Systems

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David Roach Ph.D., Austin Presbyterian Technological Seminary
Brian Tran M.S., University of Texas at San Antonio
Bobby Yeater B.S., Sam Houston State University

Computer Programming

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Computer Science

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Paul Woeppel M.A., Webster University

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Tracy Spoor J.D., University of Houston

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Qiaoying Zhou M.S., University of New Mexico

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Zhanbo Yang Ph.D., Auburn University

John Zukowski M.A.T., University of Texas at Dallas

Multimedia Technology

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William Colangelo Ph.D., New York University School of Education
Susan Escobar M.S., Iowa State University
Terry Osborne B.A., University of Texas at El Paso
David Sebald Ph.D., Michigan State University
Robin Smith B.A., Louisiana State University
Thomas Taylor B.A., Texas State University at San Marcus
Ronald Wojnar M.A., University of the Incarnate Word

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Katharine Cartwright Ph.D., City University of New York Graduate School
Hsin-Lan Chien Ph.D., University of Iowa
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Todd Hassell M.M., University of Oklahoma
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Don Patmon Ed.D., Texas A&M Commerce
Karen Schipper M.M., Arizona State University
Daniel Smith M.M., University of Texas at San Antonio

Pharmacy Technology

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Sam Morpew Ph.D., Auburn University
John O'Brien Ph.D., University of Florida
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Carolyn Torrens M.E., Texas A&M University

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James West M.Ed., Our Lady of the Lake University
Mary Woolsey M.S., St. Mary's University

Reading

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Mary Jordan M.A., University of Texas at San Antonio
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Mary Pritchard M.A., Holy Names College of California at Oakland

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Speech

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Cynthia Villafranco M.A., St. Mary's University
John Waldron J.D., St. Mary's University School of Law
Lydia Yznaga M.A., St. Mary's University

Workforce Solutions

Laura Maldonado Certification, Productivity Point

[College Catalog 2007-2008](#) | [Administration, Faculty, and Staff](#)

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff

Faculty Listing by Full-Time/Adjunct

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 Wesley Anderson M.S., University of Texas at San Antonio
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 Eddie Bishop B.S., University of Texas at San Antonio
 Cindi Bluhm M.A., University of Texas at San Antonio
 Cathy Briggs Ed.D., Texas Tech University
 Daniel Bryan M.F.A., University of California Los Angeles
 Amy Burton M.A., Abilene Christian University
 Cluster Byars M.A., University of Texas at San Antonio
 Katharine Cartwright Ph.D., City University of New York Graduate School
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 William Colangelo Ph.D., New York University School of Education
 Jennifer Comedy-Holmes M.A., West Texas A&M University
 Anthony Coppin M.S., North Texas State University
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 Linda Cuellar M.A., St. Mary's University
 Maria Damron Ph.D., Texas Tech University
 Nicholas DeLillo Ph.D., University of Pittsburgh
 Robert DiGiovanni M.S., University of Texas at San Antonio
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 Jayne King M.A., Mills College

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Heidi Lopez M.A., University of Texas at San Antonio
Kara Lopez M.A., Wichita State University
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Jalal Nejad Ph.D., University of North Texas
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 Monica Cruz M.P.A., University of Texas at Austin
 La Unah Cuffy M.S., Chapman University
 Green Davis M.A., Webster University
 Salvador De la Rosa III Certification, San Antonio College
 Trina Diehl M.A., Our Lady of the Lake University
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 Leo Dooley M.B.A., University of Texas at San Antonio
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 Harold Drennon M.S., University of Wisconsin
 Mary Dunlap B.S., University of Missouri
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 Willard Graver Ph.D., University of Chicago
 Scott Guller J.D., Texas Wesleyan University
 Ricardo Guzman M.A., University of Texas at San Antonio
 Thomas Gyori M.A., American University
 Tricia Haddad M.Ed., Texas Christian University
 Isabelle Hall M.A., Brigham Young University
 Sabrina Hammel M.S., Texas State University
 Corienne Hannapel M.S., University of Texas at San Antonio
 Marianne Hansen M.S., Sul Ross University
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 Karen Harrower M.S., Johns Hopkins University
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 Todd Hassell M.M., University of Oklahoma
 Dawn Hedgepeth M.A., Southwest Texas State University
 Rene Hefner M.S., University of Texas at San Antonio
 Barbara Hendricks M.S., University of Texas at San Antonio
 John Hernandez M.F.A., University of North Texas
 Sherri Hernandez M.S., TEXAS A&I
 Jere Hicks B.S., Southwest Texas State University
 David Hobbs M.S., Southern Methodist University
 Mary Jean Hodor M.A., University of Michigan
 Annie Hubbard M.A., Kutztown University
 Bettye Humphri M.A., Midwestern State University
 Johanna Hunt M.A., University of Texas at San Antonio
 Eric Ingamells M.S., University of Texas at San Antonio
 Margaret Irwin J.D., St. Mary's University
 Niels Jensen M.B.A., Webster University of St. Louis
 Zhen Ji Ph.D., Rice University
 Gary Johnson M.S., Massachusetts Institue of Technology
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 Mary Jordan M.A., University of Texas at San Antonio
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 Diego Leskovar M.A., University of St. Thomas
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 Susana Lozano M.A., University of Texas at San Antonio
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 Heather McDermott B.S., University of Texas at San Antonio
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 Rubye Melton B.A., Texas Tech University
 Rosa Menchaca B.A., Trinity University
 Cathy Menn M.P.A., University of Texas at San Antonio
 Edris Montalvo M.S., Texas State University
 Julie Morgan M.A., University of Texas at San Antonio
 Sam Morpew Ph.D., Auburn University
 Linda Munoz M.A., St. Mary's University
 Juan Munoz B.S., Minot State University
 Spenser Murphy M.A., University of Texas at San Antonio
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 William Neal M.A., University of North Texas
 Larry Nesmith B.S., Southwest Texas State University
 John O'Brien Ph.D., University of Florida
 Elsa O'Campo M.A., Our Lady of the Lake University
 Stephen Orr Ph.D., Florida State University
 Terry Osborne B.A., University of Texas at El Paso
 Winston Padgett M.A., California State University
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 Cristina Pandaru M.A., University of Texas at San Antonio
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Qiaoying Zhou M.S., University of New Mexico
John Zukowski M.A.T., University of Texas at Dallas

Table of Contents

Introduction

Academic Calendar 2007-2008

Enrolling in College

Paying for Your Education

Supporting Academic Success

Workforce and Community Education

Earning a Degree or Certificate

Programs of Study

Course Descriptions

Student Handbook

Administration, Faculty, and Staff**Faculty Listing by Name**

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 John Anderson M.B.A., Syracuse University
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 Jacquenette Arnette M.A., Victorian College of the Arts at Melbourne
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 Randolph Baade M.A., University of Northern Colorado
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 David Baird M.A., University of Kansas
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 Gilbert Barrera J.D., St. Mary's University
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 Cynthia Franklin Ph.D., University of Pittsburgh
 Carol Frawley M.Ed., Texas State University
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 Francis Galan Ph.D., Southern Methodist University
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 Michael Goeken M.S., Texas A&M University
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 John Gordon M.A., BALL STATE UNIVERSITY
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 Kelly Graham M.A., University of Texas at San Antonio
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 John Grillo M.A., Webster University
 Javier Guerra M.S., University of Texas at San Antonio
 Homer Guevara, Jr. M.S., St. Mary's University
 Scott Guller J.D., Texas Wesleyan University
 Ricardo Guzman M.A., University of Texas at San Antonio
 Thomas Gyori M.A., American University
 Tricia Haddad M.Ed., Texas Christian University
 Isabelle Hall M.A., Brigham Young University
 Sabrina Hammel M.S., Texas State University
 Corienne Hannapel M.S., University of Texas at San Antonio
 Marianne Hansen M.S., Sul Ross University
 Paul Harper M.M., University of Texas at San Antonio
 Christopher Harrison M.S., University of Texas at El Paso
 Karen Harrower M.S., Johns Hopkins University
 Shay Hartung-Ishii M.F.A., Sam Houston State University
 Elizabeth Harwin M.S., University of Texas at San Antonio
 Todd Hassell M.M., University of Oklahoma
 Dawn Hedgepeth M.A., Southwest Texas State University
 Rene Hefner M.S., University of Texas at San Antonio
 Barbara Hendricks M.S., University of Texas at San Antonio
 John Hernandez M.F.A., University of North Texas
 Sherri Hernandez M.S., TEXAS A&I
 Jere Hicks B.S., Southwest Texas State University
 Charles Hinkley Ph.D., University of Texas Medical Branch
 David Hobbs M.S., Southern Methodist University
 Mary Jean Hodor M.A., University of Michigan
 Annie Hubbard M.A., Kutztown University
 Bettye Humphri M.A., Midwestern State University
 Johanna Hunt M.A., University of Texas at San Antonio
 Eric Ingamells M.S., University of Texas at San Antonio
 Margaret Irwin J.D., St. Mary's University
 Niels Jensen M.B.A., Webster University of St. Louis
 Zhen Ji Ph.D., Rice University
 Gary Johnson M.S., Massachusetts Institue of Technology
 Kathleen Johnson-Hodge M.A., St. Mary's University
 Sharla Jones M.S., Florida International University
 Timothy Jones M.F.A., Maine College of Art
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 Mary Jordan M.A., University of Texas at San Antonio
 Bruce Judisch M.A., Webster University

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 Summer Jurrells M.A., Texas State University
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 Carla Kaylor Ph.D., Texas Tech University
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 Deborah Keller-Rihn M.S., Texas A&M at Kingsville
 Kevin Kelley M.A., University of Texas at Dallas
 Marc Keltner M.S., South Dakota School of Mines
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 Jennifer Kozar-Carew M.A., Abilene Christian University
 Pramod Kumar Ph.D., Agra University
 Caroline Kuyuncuoglu B.A., Bogazici University
 Kathleen Laborde M.B.A., Our Lady of the Lake University
 Lanny Lambert M.P.A., Texas Tech University
 Maria Landa M.A., University of Texas at San Antonio
 Victor Landa B.A., University of Texas at San Antonio
 Brian Lawrence M.A., University of Kentucky at Louisville
 Reba Lawrence M.S., University of North Texas
 Athena Lemus-Wilson Ph.D., University of Arizona
 Diego Leskovar M.A., University of St. Thomas
 Neil Lewis M.A., University of Texas at San Antonio
 Heidi Lopez M.A., University of Texas at San Antonio
 Kara Lopez M.A., Wichita State University
 Christopher Louden M.S., University of Texas at San Antonio
 Susana Lozano M.A., University of Texas at San Antonio
 Veronica Lozano M.A., St. Mary's University
 Don Lucas Ph.D., Northern Illinois University
 Ruth Luna B.A., Trinity University
 Christopher MacDougald M.S., Tarleton State University
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 Lowell Martin B.S., Stephen F. Austin State University
 Robert Martinez M.S., Our Lady of the Lake University
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 Paul Martinez Ph.D., Our Lady of the Lake University
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 Raymond Maxey M.A., Western State College
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 Kristina McKinney M.A., University of Texas at San Antonio
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 Ariel Medina M.A., California State University
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 Rosa Menchaca B.A., Trinity University
 Ralph Mendez M.A., University of Texas at San Antonio
 Cathy Menn M.P.A., University of Texas at San Antonio
 Edris Montalvo M.S., Texas State University
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 Juan Munoz B.S., Minot State University
 Miguel Munoz M.A., St. Mary's University
 Linda Munoz M.A., St. Mary's University
 Mike Munoz Jr. M.A., St. Mary's University
 Spenser Murphy M.A., University of Texas at San Antonio
 Prakash Nair Ph.D., University of Kentucky
 Mini Nair M.S., University of Texas at Austin
 William Neal M.A., University of North Texas
 Jalal Nejad Ph.D., University of North Texas
 Larry Nesmith B.S., Southwest Texas State University
 John O'Brien Ph.D., University of Florida
 Elsa O'Campo M.A., Our Lady of the Lake University
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 Winston Padgett M.A., California State University
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 James Palmieri M.A., St. Mary's University
 Cristina Pandaru M.A., University of Texas at San Antonio
 David Parsons M.A., Southern Illinois University
 Don Patmon Ed.D., Texas A&M Commerce
 Suzan Pearson J.D., University of South Dakota
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 Juan Ramos M.F.A., University of Texas at San Antonio
 Christina Ramsey M.F.A., Ohio State University
 Robert Reinert M.A., Portland State University
 Karen Reyes M.S., Our Lady of the Lake University
 Rodney Reyes M.S., University of Phoenix
 Dinah Richard Ph.D., Louisiana State University
 Ryan Richter M.S., Southwest Texas State University
 Gilbert Rios M.A., University of Texas at San Antonio
 Omar Rivera Ph.D., University of Texas Health Science Center at San Antonio
 Beth Rivera A.S., Angelo State University
 David Roach Ph.D., Austin Presbyterian Technological Seminary
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