

# College Catalog & Student Handbook

2016-2017





Texas State Technical College (TSTC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State Technical College.

The Southern Association of Colleges and Schools Commission on Colleges should be contacted only if there is evidence that appears to support TSTC's significant non-compliance with a requirement or standard related to accreditation. Normal inquiries about TSTC, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to TSTC and not to the Commission's office.

Equal opportunity shall be afforded within TSTC to all employees and applicants for admission or employment regardless of race, color, gender, religion, national

origin, age genetic information, disability or veteran status. TSTC will make reasonable accommodations for persons with disabilities. TSTC's policy is that, in all aspects of its operations, each person with a disability shall be considered for admission or access to or treatment or employment in its programs and activities in accordance with Part 84 of Title 45, the regulation implementing Section 504 of the Rehabilitation Act of 1973.

TSTC reserves the right to limit the enrollment of any program and to make any changes in the provisions of this catalog when such action is deemed to be in the best interest of the student or TSTC. TSTC reserves the right to change any of this catalog's provisions, without notice or obligation, in keeping with the policies of the Board of Regents and in conformance with the laws of the State of Texas. This catalog is not a legal document and does not constitute a contract between TSTC and the user.

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# Mission and Purpose

## Statement of Purpose

The Texas State Technical College mission is defined by the Texas State Legislature and published in Vernon's Texas Education Code Section 135.01:

Texas State Technical College is a co-educational two-year institution of higher education offering courses of study in technical-vocational education for which there is a demand within the State of Texas.

Texas State Technical College shall contribute to the educational and economic development of the State of Texas by offering occupationally oriented programs with supporting academic course work, emphasizing highly specialized advanced and emerging technical and vocational areas for certificates or associate degrees. The Texas State Technical College is authorized to serve the State of Texas through excellence in instruction, public service, faculty and manpower research, and economic development. The College's economic development efforts to improve the competitiveness of Texas Business and industry include exemplary centers of excellence in technical program clusters on the College campuses and support of education research commercialization initiatives. Through close collaboration with business, industry, governmental agencies and communities, including public and private secondary and postsecondary educational institutions, the system shall facilitate and deliver an articulated and responsive technical education system.

In developing and offering highly specialized technical programs with related supportive coursework, primary consideration shall be placed on industrial and technological manpower needs of the state. The emphasis of each Texas State Technical College campus shall be on advanced or emerging programs not commonly offered by public junior colleges. (TEC 135.01)

## Expanded Statement of Purpose

Texas State Technical College (TSTC) is a co-educational two-year, multi-campus institution of higher education providing innovative and responsive programs and courses of study in technical education for which there is demand in the State of Texas, with emphasis on advanced and emerging technologies. TSTC is a leader in building the economic vibrancy of Texas by providing excellence in learning experiences, on location and at a distance, and through diverse technical programs and rigorous curricula offerings. TSTC facilitates the transfer of technical expertise through the placement of former students, who have obtained hands-on learning experience, in jobs with Texas business and industry. TSTC works collaboratively both internally and with other organizations to increase the availability of relevant technical education in Texas and to be accountable to its various constituencies. Integrity in all of its dealings provides the foundation of TSTC's mission.

TSTC awards include Associate of Applied Science degrees, Certificates of Completion, badges (skill-set institutional awards) and workforce certificates. TSTC also provides opportunities for the seamless transfer of credits to other colleges and universities, including awards at its Harlingen campus for Associate of Science degrees and institutional recognitions for completion of the General Education Core curricula.

TSTC makes higher education affordable, readily accessible and personal through multiple instructional delivery systems, counseling and guidance services, student activities and the opportunity to learn in a residential setting at several of its campuses. By offering TSTC programs and services in flexible times and places, TSTC students are able to achieve their educational and career goals at a pace that meets their needs while minimizing the elapsed time needed to reach those goals. To achieve time and place flexibility, TSTC offers traditional higher education credit programs taught on a semester basis, dual credit programs that lead to marketable skills achievement or further education (in partnerships with Independent School District's), competency-based education and training delivery, online instruction, project-based learning activities, continuing education, and specialized training for business and industry. TSTC operates its programs and services in accordance with the public trust for which it is responsible.

Diversity in the student body and in faculty and staff is a value that TSTC strives to achieve. It is TSTC's goal for the ethnicity of these groups to mirror statewide and local demographics. Likewise, serving non-traditional and special population groups has always been a TSTC keynote, with specialized services provided to assist where and when needed.



## Vision and Values

### Vision

Texas State Technical College will be a leader in strengthening the competitiveness of Texas business and industry by building the state's capacity to develop the highest quality workforce.

### Values

<b>Integrity</b>	Dealing honestly and openly with all of our constituencies and with one another
<b>Excellence</b>	Achieving the highest quality in all we do
<b>Leadership</b>	Developing visions and strategies for a desired future, and aligning and energizing people to achieve those visions
<b>Innovation</b>	Creating and implementing new ideas and methods
<b>Collaboration</b>	Working cooperatively with other organizations and within our own system
<b>Responsiveness</b>	Providing appropriate programs and services in a proactive, flexible, and timely manner
<b>Accountability</b>	Measuring our performance and using the results for improvement
<b>Stewardship</b>	Ensuring our programs and services add value to our students and communities throughout the state, and operate in accordance with the public trust for which we are responsible
<b>Diversity</b>	Striving for inclusivity in our faculty, staff and students as reflected in state demographics; treating others fairly and equitably as we would all like to be treated



technical education continued to grow, campuses were established in Abilene (1985), Breckenridge (1989), Brownwood (1991), Marshall (1991), Fort Bend County (2001), Williamson County and North Texas (2013). In 1991, TSTI was renamed Texas State Technical College.

Today, serving as the state's college for workforce and economic development, TSTC offers new, emerging and customized curriculum at eleven campuses in Abilene, Breckenridge, Brownwood, Fort Bend County, Harlingen, Ingleside, Marshall, North Texas, Sweetwater, Waco and Williamson County. In addition, programs and customized training are offered at partnership centers throughout the state.

TSTC's statewide role and mission is to efficiently and effectively help Texas meet the high-tech challenges of today's global economy, in partnership with business and industry, government agencies and other educational institutions. TSTC has high graduation rates, exceptional postgraduate success rates, and an outstanding record in graduating individuals from diverse cultural and socioeconomic backgrounds. Students are served each year through traditional degree programs, short-term continuing education and corporate training programs.

Among TSTC's strengths are its emphasis on hands-on learning and its strong relationships with business and industry, state-of-the-art laboratories, residential campuses and student-centered philosophy:

We believe in people. We believe people desire to be responsible and productive citizens. We believe technology is a force to be explored and channeled by people in a productive and responsible manner for the benefit of all humankind. Therefore, we believe all people should be provided with the educational opportunity to learn the skills necessary to perform meaningful work and, thereby, pursue their goals as responsible citizens contributing to the welfare and success of their families, communities, state, nation and world.

## Texas State Technical College

Texas State Technical College (TSTC) was established in 1965 as the James Connally Technical Institute (JCTI) of Texas A&M University to meet the state's evolving workforce needs. This college was located in Central Texas at the former James Connally Air Force Base in Waco. At the time, Governor John Connally predicted that it would be "the most sophisticated technical-vocational institute in the country."

In 1967, JCTI expanded to include a South Texas campus in Harlingen. In 1969, the colleges separated from Texas A&M University and became an independent state system, with the name Texas State Technical Institute (TSTI) and its own Board of Regents. An additional campus was created in 1970 in the Panhandle of Texas and in Sweetwater in West Texas. As the demand for quality



## Governance and Accreditation

Texas State Technical College is governed by a nine-member Board of Regents and is operated under the leadership of the Chancellor/Chief Executive Officer (CEO), whom the Board appoints. Board members are appointed by the Governor of Texas to six-year staggered terms and are confirmed by the Texas Senate. The Board meets a minimum of four times a year to enact policies and take actions that support the successful operation and management of the College.

The Texas State Technical College Chancellor and CEO is  
**Mike Reeser, MBA**

### The Texas State Technical College Administration

**Dr. Elton E. Stuckly, Jr.**, Executive Vice Chancellor/  
Chief Operations Officer

**Jonathan Hoesktra**, Vice Chancellor/Chief Financial Officer

**Dr. Gary Hendricks, Ed.D.**, Vice Chancellor/  
Chief Business Intelligence Officer

**Jeff Kilgore**, Vice Chancellor/Chief Marketing Officer

**Gail Lawrence**, Senior Vice Chancellor/Chief Culture Officer

**Randy Wooten**, Vice Chancellor/Chief Execution Officer

**Roger Miller**, Senior Vice Chancellor/Chief Government  
Affairs Officer

**Rick Herrera**, Vice Chancellor, Chief Technology Officer

**Michael Bettersworth**, Vice Chancellor/Chief Policy Officer

**Ray Rushing**, Vice Chancellor/Chief General Council

The TSTC Board of Regents include:

**Keith Honey**, Chair of the Board;

**John K. Hatchel**, Vice Chair;

**Joe K. Hearne**, Executive Committee Place 1;

**Ivan Andarza**, Executive Committee Place 2;

**Ellis M. Skinner II**, Member;

**J.V. Martin**, Member;

**Joe M. Gurecky**, Member;

**Linda McKenna**, Member;

**Penny Forrest**, Member.

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Equal opportunity shall be afforded within Texas State Technical College to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age genetic information, disability or veteran status.

TSTC is a member of the American Association of Collegiate Registrars and Admissions Officers and is listed in that association's Report of Credit Given.

The following programs are accredited by the:

American Dental Association (ADA)

- Dental Hygiene

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

- Health Information Technology

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

- Medical Assistant
- Surgical Technology
- Emergency Medical Technology

National Center for Construction Education and Research (NCCER)

- Building Construction Science
- Welding Technology

Texas Department of Aging and Disability Services

- Nurse Assistant

Texas Board of Nursing

- Registered Nursing
- Vocational Nursing

Committee on Accreditation of Educational Programs for the Emergency Medical Services (CoAEMSP)

- Emergency Medical Technology

Department of State Health Services (DSHS)

- Certified Nursing Aids Program

The following programs are certified by the:

National Automotive Technicians Education Foundation (NATEF)

- Auto Collision Technology
- Automotive Technology

Inter-Industry Conference on Auto Collision Repair (I/CAR)

- Auto Collision Technology

Automotive Service Excellence (ASE)

- Auto Collision Technology

Federal Aviation Administration (FAA)

- Aviation Maintenance Technology

American Wind Energy Association (AWEA)

- Wind Energy and Turbine Technology

The following programs are recognized by the:

Texas Skills Standards Board (TSSB)

- Biomedical Equipment Technology
- Digital Media Design Technology
- Precision Manufacturing Technology
- Telecommunications
- Wind Energy & Turbine Technology

# General Information



# Student Recruitment Office

## Campus Tours

Prospective students and their families are strongly encouraged to visit TSTC before registering for classes. During a campus visit, each prospective student is assigned to a Student Recruitment Representative who serves as a personal contact to help in the transition to college and the admissions process. Contact the Recruitment Office to schedule an appointment with a Student Recruitment Representative and a campus tour.

## Admissions Office

## Admission Requirements

### General Admission Requirements

The admission of each student into the college will be in accordance with institutional procedures which includes the completion of the appropriate forms. In order to register into a specific program, a student must satisfy program entry requirements.

"Equal opportunity shall be afforded within Texas State Technical College to all employees and applicants for admission or employment without regard to race, color, religion, gender, national origin, age, genetic information, disability or veteran status."

### Admission Categories

Prospective students may be admitted to any TSTC campus as regular students under the following conditions:

- A. **High School Graduate:** A student is admitted upon proof of graduation from an accredited high school upon submission of an official high school transcript. In this policy, accredited high school means a Texas public high school accredited by the Texas Education Agency, a Texas nonpublic high school accredited by the Texas Private School Accreditation Commission, an out-of-state high school accredited by an equivalent official accrediting body for the state in which the high school is located, or a homeschool directed by a parent as defined in case law by TEA vs Leeper. A student who graduated from a homeschool is admitted once a notarized record of the high school equivalent work completed with a date of successful completion is submitted. This work should be consistent with Texas Education Agency minimums for high school completion.
- B. **College Transfer:** Prior attendance at a regionally accredited college or university. A student is admitted upon receipt of official transcripts from all previously attended institutions of higher education.
- C. **GED:** Successful completion of the General Education Development test (GED) as certified by a state education agency or a state authorized examination that the State recognizes as the equivalent of a higher school diploma. A student is admitted

upon receipt of official GED score report or scores from a state authorized examination the State recognizes as the equivalent of a high school diploma.

- D. **Exceptional Admission:** An individual who does not qualify for admission under one of the previous categories may be eligible for exception admissions. Individuals who are applying for admission based on the completion of an independent study rather than through a public high school, accredited private high school, or home school may be admitted on an individual approval basis provided that they:
  1. Present a notarized record of the high school equivalent work completed with a date of successful completion. This work should be consistent with Texas Education Agency minimums for high school completion;
  2. Complete an Exceptional Admission Form which includes appropriate authorization;
  3. Comply with applicable TSI requirements;
  4. Complete an information session with a designated TSTC College official.

### Individual Approval Categories

- A. **Individual Approval A:**
  1. Students age 16 or 17 or older who are graduates of an unaccredited high school.
  2. Students age 17 or older who are attending a course of instruction to prepare for the high school equivalency examination and who can present sufficient evidence indicating their capability to do college-level work.
  3. Students 18 or older who can present sufficient evidence indicating their capability to do college-level work.

Exceptional Admission Students shall be considered to have "capability to successfully complete college-level work" by one of the following:

1. Passing all sections of the Texas Success Initiative (TSI) Assessment
2. Completing the TSTC developmental sequence of courses to be TSI met
3. Completing six (6) or more college-level course hours (non-developmental) with a grade of "C" or better
- B. **Individual Approval B:** Dual enrollment students in the eleventh or twelfth grade who are currently attending a high school and do not have a diploma or GED;
- C. **Individual Approval C:** Dual enrollment students who have less than a junior year high school standing who demonstrate outstanding academic performance and capability.

## Admission Enrollment Procedures

- A. Submit an admission application form which includes an Oath of Residency and a declaration of intent to enroll as a degree-seeking or non-degree-seeking student. All applicants applying for admissions to the college will be required to complete the information regarding felony charges on the Application for Admissions form. Applicants who answer "Yes" will be required to complete a "Supplemental form" and may be required to submit additional documentation.
- B. Submit all required documents based on admissions category. See admission categories above for more information.

- C. Comply with applicable testing requirements:
  1. Submitting TSI Assessment Test results; or
  2. Submitting documentation of TSI exemption or waiver; or
  3. Taking the TSI Assessment test.
- D. Comply with any immunization related requirements as specified by law.
- E. Students seeking admission to specific programs must also satisfy any established and approved program entry-level standards.  
 Note: TSTC campuses entering into contractual agreements (including State Authorization Reciprocity Agreements) with independent school districts, businesses and/or other entities for the delivery of courses to specific student populations may develop supplemental requirements and documentation to meet the conditions of the agreement. In such cases, the supplemental requirements and documentation will be in addition to the minimum requirements stated in these operating requirements.
- F. Attend a New Student Orientation session. New Student Orientation is required for all new students.

All documents submitted by applicants who do not register for the term indicated on the admission application will be retained for one year in the Office of Admissions. At the end of one year, all records are discarded unless the applicant has notified the Office of Admissions of continued interest in attending TSTC. All documents become the property of TSTC and are not returned to the students.

## International Students

College credit applicants who do not hold United State citizenship or permanent resident status should request a packet for international admissions. These applicants should also consult with the Registrar to identify their student status and to determine the specific documents they may need to provide. The following documentation may be required.

1. Application for admission.
2. College entrance testing, depending on major field of study.
3. Immunization records
4. English translations of all secondary and/or postsecondary transcripts
5. Official TOEFL (Test of English as a Foreign Language) score report showing a minimum score of 15-30 in Reading, 15-30 in Listening, 18-30 in Speaking, and 17-30 in Writing on a internet-based exam (applies to applicants from countries where English is not the primary language)
6. Current affidavit of financial support to indicate ability to pay fees and reside in the United States while attending school
7. Valid visa, passport, and I-20 (applies to applicants already in the United States)

Non-native English speakers are required to be assessed in reading, writing, and math skills. An alternative test such as TOEFL may be used to determine the level of English proficiency. Consult with your international liaison located at the Office of the Registrar.

Due to delays in international communications, international applicants are encouraged to complete all admissions requirements at least 90 days prior to the expected entry date. International students will receive an acceptance letter when all Admission requirements have been met including NSO. The I-20 is issued once all other documents that include TOEFL and financial support documents have been reviewed and accepted. International students must adhere strictly to United States Citizenship and Immigration Services laws. Therefore, they must:

1. Be enrolled as full-time students and maintain satisfactory progress in their coursework;
2. Carry medical and hospitalization insurance;
3. Not obtain federal financial aid (except students holding to I-551 visas) and
4. Comply with all TSTC regulations, laws of the state of Texas, and laws of the United States.

Failure to comply with any of the above regulations may result in termination from TSTC and deportation.

## Dual Enrollment/Concurrent Enrollment

The TSTC Dual Enrollment program provides an opportunity for high school students to earn college and high school credit simultaneously while still in high school. High School Partners must have an official Partnership with TSTC and meet the applicable eligibility requirements to participate in academic or technical courses.

The TSTC Concurrent Enrollment program provides an opportunity for high school students to earn college credit only. Students must meet the applicable eligibility requirements to participate in academic or technical courses.

Enrollment in developmental courses is not permitted for a student enrolled under the Dual Enrollment/Concurrent Enrollment program.

College credits earned through the exceptional admission guidelines will be accepted by most institutions on the same basis as other college credit. There is a possibility, however, that a specific college may add additional requirements for transfer purposes. Participation in these programs may make some students ineligible for University Interscholastic League competition in certain areas, depending on the course taken.

Applicable fees or tuition charges will be assessed to the student, ISD or parent/guardian.

Contact the TSTC Dual Enrollment Office or your high school counselor for more information.

## Former TSTC Students

College credit students who were previously enrolled at TSTC but have not attended TSTC for more than one year must reapply by completing the admission enrollment procedures and providing the appropriate required documents.



## Re-admission of Students

- A. Reapplying for admission after an interruption of enrollment of more than one year prior;
- B. Comply with applicable testing requirements;
- C. Comply with any immunization related requirements as specified by law;
- D. Submissions of official transcripts for any College/University previously attended, GED score report or High School transcript.

## Academic Fresh Start

Texas Senate Bill 1321, entitled "Right to An Academic Fresh Start" allows a person who is a resident of Texas to apply for admission and not have coursework completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission decision. This allows the student to begin a new course of study with a clear academic record.

- A. This is an all or nothing option. Students are not able to pick and choose which courses to ignore and which courses to count. This option clears only the student's academic record. If the student chooses the "Academic Fresh Start" option, the student does not receive any credit for any courses taken 10 or more years prior to the re-enrollment. This means that:
  1. Courses taken previously cannot be used to fulfill new prerequisite requirements
  2. Courses taken previously cannot be counted toward a new degree
  3. Courses taken previously will not be counted in the student's GPA calculation.
- B. The student must still complete the usual admissions process, including providing information on all colleges or universities previously attended and provide official copies of transcripts from all schools attended.
- C. Once the "Right to an Academic Fresh Start" provision has been claimed, and the student has enrolled, the provision cannot be reversed.

## Registration for Classes

After the above requirements are met and the required procedures completed, students may register for credit classes. Consult with your faculty advisor or academic advisor and review the TSTC course schedule for more information on these classes. Registration for workforce training and continuing education programs are different from those described in this section. Contact the Workforce Training Office for more information.

## Change of Personal Information

Students are responsible for maintaining accurate personal information on their educational records to ensure communication with college departments. Official changes to personal information are made at the Office of the Registrar on a Data Change Form although changes of address, email address, and telephone numbers may be made online through WebAdvisor. Some changes require additional documentation as outlined below. All changes are processed immediately upon receipt.

Name changes must be completed in person at the Office of the Registrar. Students must provide legal documentation, such as an original marriage license or certificate, passport, court order, divorce decree, birth certificate or naturalization papers. A driver's license or Social Security card will not be accepted. Name changes for graduation candidates must be completed by the graduation application deadline.

Social Security number changes must also be completed in person at the Office of the Registrar. The student must present an original Social Security card as documentation.

## Tuition and Fees

A college education is one of the most important investments a person can make. TSTC is committed to providing access to everyone who can benefit from such an education.

The cost of attending TSTC varies depending on a variety of factors, such as a student's residency status, whether or not the student lives on campus, the program of study and any other services that the student may need. The Financial Assistance section of this catalog defines the types of financial aid that may be available to help pay these costs. This assistance can help provide the financial support students need for tuition, housing, books and other educational items. It is not intended to completely fund a student's education.

The tuition and fees information in this catalog is subject to change without notice.

### Tuition

A student's tuition is determined by residency status, the number of hours taken, the type of course and/or program, and whether the courses are for college credit or for continuing education or workforce training. Tuition rates are subject to change on a semester-by-semester basis as approved by the Board of Regents.

#### State Tuition Rates Effective Fall 2016

- Resident of Texas Tier 3 tuition: \$93 per semester credit hour
- Resident of Texas Tier 2 tuition: \$115 per semester credit hour
- Resident of Texas Tier 1 Tuition: \$137 per semester credit hour
- Non-resident of Texas: \$290 per semester credit hour

#### Designated Tuition Rate Effective Fall 2016

- \$46 per semester credit hour

As defined by the Texas Higher Education Coordinating Board, a resident of Texas is a citizen, national or permanent resident of the United States or an alien (foreign or international student) who has been permitted by Congress to adopt the United States as his/her domicile while in this country and who has otherwise met the state requirements for establishing residency for tuition purposes. In Texas, students enrolling in an institution of higher education must have resided in Texas for the 12 months immediately preceding the time of enrollment to be classified as a resident for tuition purposes; otherwise, they are classified as non-residents. Certain



non-U.S. citizens who have resided in Texas for at least 36 months and have graduated from a Texas high school may be considered for classification as a resident for tuition purposes. Contact the Office of Admissions for more information regarding the residency of minors, dependents, members of the armed forces or other special circumstances.

Aircraft Pilot Training Technology program and its Helicopter Specialization require additional flight fees. To view the schedule of fees for this program go to [www.tstc.edu/programs/AircraftPilotTraining](http://www.tstc.edu/programs/AircraftPilotTraining).

### **\$1,000 Tuition Rebate for Certain Undergraduates**

The tuition rebate program provides a financial incentive for students to complete a bachelor's degree efficiently, taking as few courses outside their degree plan as possible. The program's goal is minimizing the number of courses students take - saving money for the student, the student's parents and the state of Texas.

Students must meet the following eligibility requirements:

- First college course after high school graduation must be taken in Fall 1997 or later;
- Student must have been a Texas resident at all times while pursuing the degree;
- Student must have been entitled to pay in-state tuition at all times while pursuing the degree; and
- Student must not have graduated yet.

For more information on this rebate program, go to [www.collegeforalltexas.com](http://www.collegeforalltexas.com).

### **Student Payments**

Student charges for Tuition and Fees are due and payable by dates published each semester to ensure that the student's schedule is not affected. All tuition and fees may be paid by cash, check or credit card at the cashier's office or online through the students' TSTC Portal account. Checks are not accepted on-line.

The Installment Payment Plan, Emergency Tuition Loan or Student Financial Aid constitute additional forms of payment; however all payment arrangements must be completed by the published deadlines to avoid de-registration from classes.

To save time, please use WebAdvisor to make payments online.

If you want a Payment plan: For most campuses, see the Cashiers to make your first payment and complete your contract. For those campuses with on-line Payment Plans, please use WebAdvisor to enroll and/or make payments.

### **Past Due Accounts**

A student with a past due unpaid balance is considered delinquent. Delinquent students may not register for subsequent terms, add classes in the current term or receive an official transcript. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for the fees of any collection agency, which may be based on a percentage, with a maximum of 30 percent of the debt, and all costs and expenses, including reasonable attorney fees TSTC incurs in such collection efforts after internal collection efforts have failed to result in the full payment of the student's account. Student accounts may be sent to an outside collection agency and may be reported to one or more credit bureau reporting service(s).



## Fees

Student fees are determined by a variety of factors, as described in the accompanying table. Not all of these fees apply to workforce training and continuing education programs. Contact Student Accounting for more information. Fees in force for Fall 2016 are listed below.

TYPE OF FEE	AMOUNT OF FEE	NOTES
Application Fee	Up to \$100 per application	
Late Registration Fee	\$100	After close of registration
Late Graduation Fee	\$100	After graduation application deadline
Non-Resident E-Learning Fee	\$300 per semester credit hour	For out-of-state residents enrolled in online learning credit courses. Courses are exempt from all other state and designated tuition.
Testing Center Exam Fee	Cost of exam	Applies to tests taken at TSTC Testing Centers and to TSTC Challenge Exams; Includes fee for test administration
Program-specific Fees and Costs	Varies	For some credit programs
Continuing Education/Workforce Training Fees and Costs	Varies	For some courses
Out-of-State Resident and Worker Continuing Education Tuition	At least twice the continuing education tuition rate for the associated course-section	For non-residents who are brought from outside the state by their employers to attend the course
Credit Award Evaluation Fee	\$25 per evaluation	Applies to evaluation of CEUs and/or learning for the purpose of awarding TSTC semester credit
External Certification of Specialty	Cost of exam	
Student Medical Health and/or Accident Insurance	Cost of insurance	Optional, unless required by program
Library Fines	10 cents per book or magazine per day \$1 per video or DVD per day Lost Item – cost of replacement plus a 10% processing fee	
Locker Rental Fee	\$25 per semester	Voluntary fee to reserve a locker for a semester
Required vaccines	Cost of vaccine	Optional by campus
Background security check	Cost of security check	Required for certain programs
Student ID replacement fee	\$10 per card	
Digital Materials Fee	Cost of materials including administrative fee	Varies by course
Installment plan fee	\$25 per semester per installment plan	
Installment plan late fee	\$25 after 7 business days grace period	
Returned check charge	\$50 per check	
Audit Fee	Applicable tuition plus \$25 per semester credit hour	
Dual Enrollment Fee	\$50 per student per academic year	Up to six courses per academic year only
Concurrent Enrollment Fee	Regular tuition/fee charges apply	
Handicap Parking Violation Moving Violation Other Offenses	\$100— Handicap Parking Violation \$40— Moving Violation Other Offenses: \$25 - First offense \$50 - Second offense \$100 - Third offense	Other offenses include, but are not limited to, housing violations, code of conduct violation, smoking in a non-designated area and other parking violations
Allied Health Insurance	Cost of Insurance	Required for certain Allied Health programs. Includes malpractice and/or needlestick insurance.
Dental Hygiene Clinical Fee	\$100 per clinical course	
External Certification of Specialty	Cost of Market Price	

## Waivers and Exemptions

The tables in this section describe tuition waivers and exemptions for college credit courses. Students classified as Texas Residents for purposes of tuition assessment may be eligible to have all or part of their state tuition and/or designated tuition waived if they qualify for one of the waivers or exemptions. Contact the appropriate office for additional information and to determine eligibility.

Effective Fall 2014, a new law has been adopted by State Legislation (SB 1210, passed in 2013). The law requires that students must meet the Financial Aid Standards of Academic Progress for certain waivers and exemptions. These standards are outlined under the TSTC Satisfactory Academic Progress (SAP policy for Financial Aid)

WAIVERS & EXEMPTIONS FOR RESIDENTS	OFFICE
Students who are the highest-ranking graduate of their high school class (valedictorian)	Student Accounting
High school graduates who received TANF benefits while in high school	Student Accounting
Dependents of Texas veterans who were killed in action or died while in service (Hazlewood)	Veteran Center
Children of POWs and MIAs as certified by the U.S. Department of Defense	Veteran Center
Children of disabled Firefighters or Peace Officers as certified by the Texas Higher Education Coordinating Board	Student Accounting
Blind or Deaf Students as certified by the Texas Department of Assistive and Rehabilitative Services – Blind and Deaf-Blind Services, and Deaf and Hard of Hearing Services.	Disability Services/Student Accounting
Students in foster or other residential care as certified by the Texas Department of Protective and Regulatory Services	Student Accounting

Students classified as Residents or Non-residents for purposes of tuition assessment may be eligible to have all or part of their state tuition and/or designated tuition waived if they qualify for one of the waivers or exemptions listed. Contact the appropriate office for additional information and to determine eligibility.

WAIVERS & EXEMPTIONS FOR RESIDENTS OR NON-RESIDENTS	OFFICE
High school students enrolled in class sections for dual high school and college credit may have state and designated tuition waived or reduced	Dual Enrollment, College Readiness
Students enrolled in more than one Texas public institution of higher education at the same time may have a reduction in minimum state tuition charges	Financial Aid
Senior citizens 65 years of age or older may audit courses without payment of state and designated tuition	Student Accounting
TSTC employees, their spouses and/or dependents have a reduction in state tuition and a waiver of designated tuition	Human Resources
Students classified as non-residents of Texas for purposes of tuition assessment may be eligible to pay resident rates if they qualify for one of the waivers or exemptions listed.	Admissions

WAIVERS & EXEMPTIONS FOR NON-RESIDENTS	OFFICE
Military personnel stationed in Texas and their spouses and children	Veteran Center
Individuals employed at least half time as teachers or professors at Texas institutions of higher education and their spouses and children	Student Accounting
Students whose families transferred to Texas as a part of the State's plan for economic development. Employer company must be certified as eligible by the Texas Higher Education Coordinating Board	Student Accounting
Students who receive a competitive scholarship of at least \$1,000	Financial Aid
Students who reside in a county or parish of Arkansas, Louisiana, New Mexico, or Oklahoma, that is adjacent to Texas in the out-of-state county or parish where a current reciprocity agreement is in effect with a college or university.	Admissions
Students from Mexico or Canada enrolled through a Texas Higher Education Coordinating Board approved Exchange Program	Student Accounting
Students from Mexico who demonstrate financial need	Student Accounting
Nonimmigrant aliens residing in Texas in accordance with NATO treaties and their spouses and children	Student Accounting

Documentation should be submitted by the third class day of the semester.

## Installment Payment Plan

College credit students may pay their registration charges (state tuition and designated tuition), campus housing (other than Harlingen family housing) and meal plans on an installment payment plan. In accordance with state law, these students may pay their state and designated tuition in installments for the fall and spring semesters and for summer terms.

In order to validate the payment plan option, the initial payment and the signed Installment Agreement must be completed online through the TSTC Portal (or in person) prior to published deadlines.

The payments are due as follows:

### Fifteen-Week Term:

- 34 percent prior to published deadlines plus the \$25 installment plan fee
- 33 percent prior to the sixth class week
- 33 percent prior to the eleventh-class week

### Twelve-Week Summer Term:

- 34 percent prior to published deadlines plus the \$25 installment plan fee
- 33 percent prior to the fifth class week
- 33 percent prior to the ninth class week

### Less Than Twelve-Week Term:

- 50 percent prior to published deadlines plus the \$25 installment plan fee
- Remainder 50 percent before the class week prior to the halfway point of the term

A student who elects to pay in installments will:

1. pay an \$25 installment plan fee;
2. be responsible for making payments on or before the due dates established at the time of registration;
3. be charged a late fee of \$25 for each payment made more than seven business days after the payment is due;
4. not be able to obtain official copies of his/her student records until the debt is paid in full;
5. be at risk of being dropped or barred from attending classes until the debt is paid or acceptable arrangements are made with Student Accounting; and
6. be responsible for payment of any remaining balance upon withdrawal from the College.

### Emergency Tuition Loan

College credit students who are unable to pay their state and designated tuition at the time of registration because of financial hardship may be eligible for emergency tuition loans. Funds are limited and the student must meet several qualifications. Emergency Tuition Loans are due in full approximately 30 days after first class day. Apply with Financial Aid; contact Student Accounting for more information.

## Housing

Required items include the Housing Application with the appropriate deposit, the Release of Background Information Form and the non-refundable application fee.

Please see the Housing Office for information regarding room and board.

## Refunds

### Refunds for Changes in Enrollment

The following definitions apply when calculating refunds for changes in enrollment. Changes must occur by the published deadlines. Reduction in course load occurs when a student drops a course(s) having more credit hours than he/she adds, resulting in the student being enrolled in fewer credit hours overall. Withdrawal occurs when a student completely ends his/her enrollment at the College for the current term.

Credit courses are courses for which a student is eligible to earn semester credit hours toward an institutional award, certificate or associate degree. Credit courses also include support courses required for the student's enrollment, such as developmental education, etc.

### Refunds for Drops/Reduction in Course Load

Students who drop credit courses and reduce their course loads while remaining enrolled at the College will have their state and designated tuition refunded, based on the official drop date recorded by the Registrar according to the following schedule. Students who concurrently add and drop the same number of credit hours will not be charged or refunded for these simultaneous transactions if they occur by the published deadlines.

Refunds for semester credit courses are calculated using a formula based on the number of weeks scheduled for a term or class. Students who are enrolled in semester credit hour courses who drop a class or withdraw from school prior to the first class day will receive a 100 percent refund.

Students in semester credit hour courses who officially withdraw from school or drop a course after classes begin will have their state and designated tuition and fees refunded according to the following schedule unless the fees are specifically designated as non-refundable. Class days are defined as calendar days during which classes are normally scheduled and not the specific days a particular class meets.



Length of Class Term in Weeks	Last Class Day for 70 Percent Refund	Last Class Day for 25 Percent Refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

A refund of normally non-refundable fees could be approved in cases when the student is not accepted for enrollment by TSTC or when a class is cancelled. TSTC reserves the right to withhold refunds when a student is suspended for disciplinary reasons. No refunds will be processed until time has elapsed for a check to clear the bank. Refunds are given to a student after receipt of the withdrawal notice from the Office of the Registrar. Cash refunds are not permitted. Financial aid balances and other credit balances are disbursed via the TechOne Card on the date announced at registration.

### Refunds for Federal Financial Aid Recipients

Special refund requirements apply to students who receive federal aid that is classified as "Title IV" funds. Title IV funds include awards such as Federal Pell grants, Federal Supplemental Educational Opportunity grants (SEOG), William D. Ford Federal Direct Loans, PLUS loans and other federal awards. Students must attend classes to remain eligible for federal financial aid. Students who are considering withdrawing from all classes before completing 60 percent of the semester should contact the Financial Aid Office to learn how this would affect their financial aid.

If a student reduces a course load or withdraws from TSTC, the College and/or the student may be required to return federal funds awarded to the student. The student may be eligible for a refund of a portion of the state and designated tuition paid to TSTC for that term.

An unofficial withdrawal is when the students stops participating in all the classes during the semester, and all final grades are Fs. Students will be responsible for repaying federal aid based on return of Title IV calculations, based on the last date of participation, unless an instructor certifies and documents that the student was participating in at least one class after the 60 percent point of the

term or until the end of the term. A term may consist of one or more blocks or modules.

If the student received financial assistance, the refund is returned to the grant, scholarship or loan sources from which the assistance was received.

A federal formula dictates the amount of Title IV aid that must be returned to the federal government by the College and the student. This formula applies to a student who is receiving Title IV funds if the student withdraws from the College on or before the 60 percent point in time in the term. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of five consecutive days or more are excluded from this calculation.

If any funds are to be returned after the refund of Title IV aid, they are used to repay TSTC funds, state funds and other private sources. If there is an unpaid balance, then all aid sources are repaid before any funds are returned to the student. Funds released to a student due to a credit balance on the student's account do not relieve the student's obligation to repay Title IV funds when the student withdraws.

### Order of Return of Title IV Funds

A school must return the Title IV funds to the programs for which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

1. William D. Ford Unsubsidized Federal Direct Loan (other than PLUS loans)
2. William D. Ford Subsidized Federal Direct Loan
3. Federal Pell Grants for which a return of funds is required
4. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
5. State, Institutional, Scholarship or other program requiring a refund for enrollment changes

For more detailed information on the entire refund procedures for Financial Aid students or about the calculation of refund amounts, contact the Financial Aid Office.

### Bookstore Refunds

Please visit or contact the bookstore for return and buy back policies.

Continuing Education books must be returned three days from the first day of class. Textbooks returned for a full refund must be in sellable condition and packaging, if applicable, must not be broken.

Tools, supplies and consumables are non-refundable, unless they are defective. If they are defective, the items must be returned within two weeks of purchase and must be accompanied by the sales receipt in order to receive a refund.

## Housing Refunds

Upon completion and authorization of College Housing clearance documents, refunds will be based on the following TSTC approved fee schedule:

- Refundable portion of security deposit or remaining balance after charges
- No refunds of rental fee will be given during the last 10 school days of the semester
- Rent refunds are based on a pro-rated formula

## Refund of Other Fees

No refunds are given for installment plan fees. No refunds are given for health insurance, malpractice insurance, and other miscellaneous student-requested fees after expenses have been incurred by the College.

# Financial Assistance

TSTC's philosophy is to provide financial assistance to students who would otherwise be unable to pursue a postsecondary education. However, the primary responsibility for paying the cost of a college education rests with the student and his/her family. Funds are available through the Financial Aid Office to supplement those resources. TSTC Financial Aid Office staff members are available to assist students with financial aid questions and concerns.

The Financial Aid Office offers a variety of financial assistance programs to help eligible students with the cost of attending TSTC. The funds provided through these programs can be in the form of a grant, payment for part-time employment (Work Study), Direct Loan, scholarship, veteran benefit, or a combination of any of these programs.

A grant is a gift that does not need to be repaid.

The college Work Study Program is part-time employment that allows students to earn money and provides them with the opportunity to gain work experience.

A scholarship is competitive aid, which does not have to be repaid.

A Direct Loan is borrowed money and must be repaid with interest.

See the Financial Aid Office for a complete listing of financial assistance programs.

## Financial Literacy

TSTC, joined by other colleges and universities throughout the country, is concerned about student debt and financial literacy. In an effort to help students and their families, TSTC is providing money management tools right at their fingertips. There are many reports and statistics that indicate having high debt affects a student's enrollment, retention, and graduation. Students are encouraged to use the tools outlined in the USA Funds Life Skills Student Guide.

Students have an opportunity to set up their own personal profile and learn at their own pace, for free. Students can also download a helpful mobile device application called Borrowing for College. The USA Funds Borrowing for College Calculator helps students manage their student loan borrowing responsibly.

You can go online at <http://www.usafunds.org/CollegePlanning/Pages/BorrowingforCollege.aspx> or get your free app today. TG - [www.tgslc.org/students](http://www.tgslc.org/students) - The TG website offers information on how to budget, finance tools (loan calculator, interest calculator, credit card calculator) budgeting, credit cards and repaying loans information.

## Applying for Financial Assistance

### When to Apply

The key to obtaining financial assistance is to apply early. To ensure that an aid package is available and ready, TSTC recommends the completed file be received in the Financial Aid Office according to the following schedule:

### Priority Deadlines

Fall Term - March 15, 2016

Spring Term - October 1, 2016

Summer Term - January 1, 2017

Applications completed by these deadlines are processed for available funds on a first-come first-served basis. Late applications may not have funds available on registration (payment) day, when payment for state and designated tuition is due.

Since financial assistance is not always available by the payment deadline, it is recommended that students make alternative arrangements to pay registration expenses. Contact Student Accounting for information on installment plans; contact Financial Aid Department for information on emergency tuition loans.

To be eligible for assistance, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to complete the correct application for the year that you are applying for.
  - For Fall 2016 through Summer 2017 semesters, complete the 2016-2017 FAFSA
  - For Fall 2017 through Summer 2018 semesters, complete the 2017-2018 FAFSA available starting October 1, 2016.
- Verification documents and other forms may need to be submitted after the office reviews the application.
- Complete the admissions requirements, be accepted for enrollment, and enroll in an eligible program.
- Meet the TSTC financial aid standards of academic progress.
- Be a United States citizen or an eligible non-citizen.
- Other rules for foreign students and non-citizens may apply.
- Be registered with the U.S. Selective Service (if you are a male born after December 31, 1959). All males residing in the United States are required to register for Selective Service immediately



following their 18th birthday. For Selective Service information go to [www.sss.gov](http://www.sss.gov).

- Must have a high school diploma or a GED (effective after July 1, 2012).
- Not be in default on an educational loan or owe a refund on any federal grants.
- Be registered each semester and pay tuition no later than the 11th class day of the 15-week semester, the 9th class day of the 12-week semester, or by the census date for the class/classes registered for. Students registering after the 11th class day of the 15-week semester, the 9th class day of the 12-week semester or after census date may not be eligible for financial aid for that semester. Other rules apply to short summer sessions and online education courses.

Note: Class no-shows affect financial aid eligibility. When the student is reported as not attending class prior to census, the student's award may be affected.

Awards are based on full-time enrollment. Awards will be reduced when students register for less than 12 credit hours.

### Determination of Award

TSTC attempts to meet the educational financial needs of students. Financial need is determined by subtracting the parent(s)' and/or student's expected family contribution (EFC, as determined by the Free Application for Federal Student Aid, known as FAFSA), from the total estimated cost of attendance or COA. Educational Financial Need = COA - EFC. Students are awarded aid based on financial need and the availability of funds. Financial aid programs have limited funds; therefore, the Financial Aid Office may not be able to meet the student's financial aid packaging expectations, but it will try to meet the direct educational needs. Students will need to have a balance of gift aid and self-help assistance. Students are responsible for notifying the office about all resources provided to the student.

### Student Cost of Attendance Budget (include COA budget)

Cost of Attendance (COA) at TSTC is based on the number of credit hours a student is enrolled for as of the census day of each semester. The initial calculation of a student's COA is based on 15 credit hours per semester of the academic year (45 credits for three terms/one year). Once census day passes for a semester, the recalculation of a student's actual credit hours enrolled for will take place.

Transportation cost will be based on the housing code reported on the student's FAFSA.

- Adjustments to the cost of attendance may be considered on a case-by-case basis for child care expenses, excessive transportation costs, purchase of a computer, etc.
- TSTC Employees and their eligible dependents are charged the adjusted tuition rate approved by the TSTC Board of Regents

Due to time constraints, the student may not receive immediate notification of the adjustment; therefore, students should monitor their awards and balances on WebAdvisor.

### How to Apply

These are the first steps in applying for financial assistance.

1. Complete the Free Application for Federal Student Aid (FAFSA), using the appropriate federal base-year tax forms.
2. Complete the FAFSA through the Internet at [www.fafsa.gov](http://www.fafsa.gov). For more information regarding this, contact FAFSA Customer Service at 1-800-433-3243 or TTY: 1-800-730-8913. Beginning with the 2017-2018 academic year, the FAFSA will be available October 1, 2016. The same tax information that is required to complete the 2016-2017 FAFSA will be used to complete the 2017-2018 FAFSA.

or

If you would like the TSTC Financial Aid Office to assist you in submitting your FAFSA electronically, please have the following available:

- (a.) You will need records of income earned in the year prior to when you will start school. You may also need records of your parent's income information if you are a dependent student.
  - (b.) For the 2016-2017 school year, you will need financial information from 2015. You will need to refer to:
    - (i) Your Social Security Number (can be found on Social Security card)
    - (ii) Your driver's license (if any)
    - (iii) Your W-2 Forms and other records of money earned
    - (iv) Your (and your spouse's, if you are married) 2015 Federal Income Tax Return - IRS Form 1040, 1040A, 1040EZ, 1040 Telefile, foreign tax return or tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia
    - (v) Your parent's 2015 Federal Income Tax Return (if you are a dependent student)
    - (vi) Your 2015 untaxed income records - Social Security, Temporary Assistance to Needy Families, welfare or veterans benefits records
    - (vii) Your current bank statements
    - (viii) Your current business and investment mortgage information, business and farm records, stocks, bonds and other investment records
    - (ix) Your alien registration card (if you are not a U.S. citizen)
  - (c.) For the 2017-2018 school year, submit the 2015 income information.
3. Officially declare a major to the TSTC Admissions Office and complete the admissions process. Undeclared majors are not eligible for financial aid.
  4. Pre-register according to College registration dates and guidelines.

If your awards are cleared and you register early, your financial aid will be credited to your student account prior to the start of classes. Additional steps may be required for some types of financial assistance. For example, loans need promissory notes. Certain programs require additional documentation before grant

processing. Contact the Financial Aid Office for more information and assistance.

### Packaging Philosophy

The Federal Pell Grant is awarded based on eligibility and enrollment status. Students enrolled for 12 or more credit hours receive the maximum Pell entitlement, nine (9) to eleven (11) credit hours receive 3/4, and six (6) to eight (8) credit hours receive 1/2 the award. Less than half-time students who qualify receive the Pell amount determined for enrollment between one (1) and five (5) financial aid credit hours. Other grants, loans, and scholarships may be canceled if the student is enrolled for one (1) to five (5) credits.

Additional financial aid is awarded on a first-come, first-served basis or based on program eligibility. Due to limited funds, precedence may be given to full-time students who meet priority deadlines. Students who are enrolled at least half-time may request to be considered for additional assistance. Funds are not guaranteed due to the limited availability.

### Denial of Aid and/or Repayment

Financial assistance may be reduced, denied or canceled, and students may owe repayment if they:

- Purposely give false or misleading information (they may be fined \$20,000, sent to prison, or both);
- Are on academic/financial aid suspension;
- Owe money to TSTC or the Department of Education;
- Fail to report any changes in circumstances that may affect the award such as assistance from Workforce Innovation and Opportunity Act (WIOA), Department of Assistive and Rehabilitative Services (DARS), outside scholarships, day care and other programs;
- Withdraw from TSTC or drop below half-time at any time of the semester, or fail to meet eligibility requirements;
- Fail to begin attendance in one or all classes between the first day and census day;
- Are awarded Federal Pell Grant for more than one school for the same period of time;
- Stop attending classes without officially dropping or withdrawing; or
- Fail to notify TSTC about aid awarded at other institutions;
- Default on a student loan;
- Owe overpayment of grants.

### Change in Circumstances

Financial aid awards are based on information reported on the financial aid application and the student's enrollment status. Any financial situation that has recently changed because of, but not limited to, loss of job or benefits, death or other hardship may qualify a student for an Unusual circumstances evaluation.

The document is available at the Financial Aid Office or can be obtained online.

### Re-applying/Renewal Applications

Financial aid is not automatically renewable. The FAFSA must be submitted each academic year. Applications for the following academic year are available each prior year on October 1. The priority application deadline for the fall semester is March 15. An academic year includes three semesters: fall, spring and summer.

### Verification of Information

All applications and forms must be completed carefully and accurately. The Department of Education or TSTC may select your application for verification. Visit our website to download the necessary documents or request them at the Financial Aid Office. Parent and/or student/spouse's Federal Income Tax Transcripts, W-2's, Social Security, unemployment, child support paid or received, received SNAP or other income benefit documentation will be required. Students are responsible for submitting accurate information in order to prevent a delay in the processing of the application. Failure to complete the verification process will prevent financial aid awarding.

Note: Documents submitted should be official documents from agencies such as IRS, Social Security, Office of Attorney General or other agencies.

### Types of Financial Assistance

A variety of resources are available for financial assistance at TSTC. Some of these are included in the following list. Visit the Financial Aid website for more complete information.

- **Federal Pell Grant:** This federal aid program provides financial assistance for obtaining a postsecondary education. It is intended to be the base of a student's financial aid package. Eligibility is based on the student's FAFSA need analysis results, the cost of attendance and enrollment status. Students are only eligible to receive six academic years (600 percent) of Pell Grant funds which is referred to as Lifetime Eligibility Used.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** This federal aid program helps college students who have exceptional need. The amount of the FSEOG varies according to the availability of other grants, scholarships, loans and student employment. FSEOG funds are limited and are awarded on a first-come first-served basis.
- **Texas Public Education Grant (TPEG):** This state program provides financial assistance in obtaining a postsecondary education. Eligibility is based on a student's financial need.
- **Texas Educational Opportunity Grant (TEOG):** These state awards pay state and designated tuition for students who are Texas residents, show financial need and do not have an Estimated Family Contribution of more than \$4,800. They must be enrolled in a TSTC certificate or degree-seeking program (EA and non-degree seeking students are not eligible). Students must be within the first 30 credit hours for consideration. TEOG funds are limited and are awarded on a first-come first-served basis.

- **Federal and State Work Study Program:** The Federal College Work Study Program is funded under the authority of the Economic Opportunity Act of 1964 and subsequent amendments. This program is jointly funded by the federal government under Title IV. In addition, the Texas College Work Study Program provides eligible, financially-needy students with jobs, which are partly funded by the state of Texas. All students considered for employment under the Work Study Program are ensured equal employment opportunities without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

Federal and Texas Work Study Programs allow students to work part-time to help them pay for educational expenses. The programs encourage community service jobs as well as work related to the student's chosen program of study. At all times, the priority should be given to the student's academics. Therefore, the Work Study Program is not intended to interfere with the student's education. Student work study employees cannot work during scheduled class time.

Students who are interested in applying for the Work Study Program may indicate their interest in work study on the Free Application for Federal Student Aid (FAFSA). Students must be meeting the Financial Aid Standards of Academic Progress. Funds awarded are subject to change due to the enrollment status or failure to meet program requirements. Students must submit a résumé to the Financial Aid Office and be enrolled at least half-time. Students who submit a résumé and are eligible for the Work Study Program will receive a job notification when a position is available. A background check is required for all work study students. Once a student is selected for the Work Study Program, the student will be notified by phone and/or email. A selected student will meet with a Financial Aid Officer to complete employment forms and receive the Work Study Employee Handbook.

- **Department of Assistive and Rehabilitative Services:** The Department of Assistive and Rehabilitative Services (DARS) provides financial assistance to eligible students whose disability may result in substantial vocational limitations. In order to provide training assistance, DARS must determine that such training is necessary for employment and that the individual has a good chance of success in the chosen program. Applicants must submit an application to be interviewed and assessed before eligibility is determined. The amount of DARS assistance is based on individual needs. A DARS counselor is available to assist DARS clients while attending TSTC. Contact your local DARS office for an application and more information.
- **Workforce Innovation and Opportunity Act (WIOA):** The Workforce Development Board in your area may offer payment of tuition and/or other expenses to students who qualify for this program. Interested applicants should contact the nearest Workforce Center or call 1-800-457-5600 or 1-800-457-5633. Applications for the program should be made as far in advance of registering as possible.

- **Federal Loans:** Various types of federal loans are available, including the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Parent Loan. To be certified for a loan, students must first complete the Free Application for Federal Student Aid (FAFSA), as described earlier in the Financial Assistance section. First-time Federal Direct Loan borrowers will need to complete an online entrance counseling, electronically sign a Master Promissory note, and attend a pre-loan information session before completing the loan process.

### Student Loan

If the student is on financial aid suspension, the application will not be approved. The student will need to meet satisfactory academic progress guidelines. First-year, first-time borrowers must wait 30 days before their first disbursement can be released. To be eligible for a loan, students must have a current financial aid application on file, must be enrolled for six credit hours, not be on financial aid suspension or in default, and meet any other current eligibility requirements.

TSTC candidates for graduation who have borrowed a Direct or FFEL loan are required to complete a loan exit counseling session at [www.nslds.ed.gov](http://www.nslds.ed.gov) before graduation. This should be done before graduation in order to avoid graduation holds. 150 percent limit on Direct Subsidized Loan eligibility is not the same as the financial aid standards of satisfactory academic progress maximum time frame of 150 percent for completion of a degree or certificate program. The financial aid standards of satisfactory academic progress maximum time frame is based on 150 percent of the program length as determined by total attempted credits.

NOTE: Other awards may be adjusted accordingly once the Federal Direct Loan has been processed and awarded.

### Maximum eligibility period to receive Direct Subsidized Loans

Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013.

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." You can usually find the published length of any program of study in your school's catalog.

For example, if you are enrolled in a 1-year certificate degree program, the maximum period for which you can receive Direct Subsidized Loans is one year (150 percent of 1 year = 1.5 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to



another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

To complete Stafford Entrance Counseling: All new TSTC student loan borrowers including transfer students borrowing for the first time at TSTC must attend an in person entrance loan session. Log in to [studentloans.gov](http://studentloans.gov) and you will see a message stating that you have already completed Entrance Counseling, however, you must select "continue" in order to proceed to the Entrance Counseling session. As part of your "Entrance Counseling" please review the information about the 150 percent borrowing regulation at Federal Student Aid.

## Maintaining Eligibility for Financial Aid

The following Standards of Academic Progress (SAP) are adopted for the purpose of determining continuing student eligibility that are receiving or applying for financial aid. Academic progress will be reviewed at the end of each term to determine that the student is making satisfactory progress. This review will include all periods of the student's enrollment, even those for which the student did not receive financial aid. Students are expected to be continually aware of their grades.

### Financial Aid Standards of Academic Progress

TSTC evaluates all parts of the Satisfactory Academic Progress standards at the end of each term of enrollment.

Students who receive financial aid must be enrolled in an eligible program and are required to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid, state and institutional aid, and for other financial assistance unless the terms of a particular grant or funding source require additional terms. SAP is calculated at the end of each term. Some aid programs require higher standards, such as higher grade point averages (GPA) or specific enrollment statuses. Students receiving financial aid must have a declared major in a degree or eligible certificate program. Students are expected to be continually aware of their progress toward their completion. A student who fails to meet the standard of progress (SAP) will be notified by email at the email address on the student record; however, failure to receive notification will not change the SAP status.

Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other mitigating circumstances. The appeal should include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. Appeals for mitigating circumstances will be considered during a student's enrollment at TSTC, on a case by case basis. Submitting an appeal does not guarantee approval of the appeal. Appeals will be reviewed by financial aid staff and may be appealed to the Assistant Director of Financial Aid and to the Director of Financial Aid. The decision of the Director of Financial Aid will be final. Appeals for students who have exceeded the maximum time frame are reviewed by the Financial Aid staff. Students are notified of the appeal decision by email. The decision of the Financial Aid staff may be appealed to the Assistant Director of Financial Aid and to the Director of Financial Aid. The decision of the Director of Financial Aid is final and cannot be appealed. Not enrolling for one or more terms does not remove the probation or suspension status.

#### Qualitative Progress Measure:

##### Minimum Cumulative Grade Point Average (GPA)

To continue receiving financial aid, you are expected to successfully complete your classes with passing grades. You must have at least a 2.00 cumulative GPA (based on all terms of enrollment) and at least a 2.00 term GPA during each period of enrollment. All courses that a student has taken, including transfer credits accepted towards their certificate or degree at TSTC, college-level courses and developmental courses will be evaluated.

#### Quantitative Progress Measure #1: The Pace of Progression or Completion Rate each Semester

When you enroll in classes and receive financial aid to pay for those classes, you are expected to successfully complete those classes. Effective July 1, 2011, you must complete at least 67 percent of the credit hours in which you enrolled during each term. You must also achieve a minimum cumulative completion rate of 67 percent of all courses attempted during your enrollment. Only passing grades count as successful completions. Incomplete, in progress, failing grades, and drop/withdrawals are not considered completed



courses, but are considered attempted courses, and will be calculated in the 67 percent completion requirement. All courses, including remedial courses, are included in the calculation.

### Quantitative Progress Measure #2: Maximum Time to Complete a Degree/Program

To ensure that you complete your program in a reasonable amount of time, a limit set by 34 CFR 668.34 has been placed on the number of hours that you can attempt. The limit is 150 percent of the minimum number of hours required to complete your program. For example, if your degree program requires 60 credit hours for completion, you must complete your degree or certificate program within a maximum of 90 attempted credit hours. Once you reach the 150 percent limit or the Financial Aid Office determines that you cannot complete your program within the 150 percent limit, you will no longer be able to receive financial aid. Several variables are considered when calculating the 150 percent limit and the satisfactory progression rules. These variables include, but are not limited to:

- All attempted credit hours are counted even if you were not receiving aid to pay for them. Attempted hours are the hours in which you are enrolled, as of the census date, in every term.
- Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
- If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for two attempts in a college-level course. Separate rules apply for developmental courses.
- If you withdraw from a course(s) after the census date for that course, it is still counted as an attempted course and is included in the SAP calculation.
- All periods of enrollment and attempted credits will be evaluated, as they apply to the current program of study, whether or not financial aid was awarded during prior enrollment periods.

When you receive financial aid to help pay for a program of study, you are expected to complete that program within the specified time frame for that program. You should not enroll in classes that are not required for your chosen program of study. Classes not required for your degree plan are not eligible for financial aid. Additionally, audit courses, continuing education courses, previously passed courses and courses for which you enroll after the census date are also not eligible for financial aid.

### Change of Major and Transfer Credits

Students receiving financial aid must have a declared certificate or degree eligible program. Students should register for courses approved for their designated degree plan/catalog year. Change of Major requests will be considered. Change of Major request forms must be submitted to the Registrar's Office. Registrar's

Office personnel will change the student's major to ensure that the student's new program is tracked for SAP.

Transfer credits that are applicable to the student's degree plan will be counted in both the attempted and completed credits.

### Additional Certificates and Degrees

Additional certificates and degrees will be considered or reviewed on a case by case basis. The student must be meeting SAP requirements. Changing programs will not change a student's current status. The student's timeframe and continued eligibility will be re-evaluated at the time of the review.

### Additional SAP Rules: Remedial or Developmental Coursework

You may be able to take up to 27 hours of remedial or developmental coursework and receive financial aid to pay for those costs. These courses will be included in the qualitative and quantitative measurements for SAP. All courses, including failures, incompletes, in progress, or drop/withdrawal are counted toward the maximum 27 credit hour limit. Once you have attempted 27 credit hours of remedial or developmental classes, you will not be able to receive additional financial aid to pay for those courses. Enrollment in these courses is indicated by testing or as recommended by an advisor.

Financial aid will NOT pay for:

- Courses taken by audit
- Courses taken outside of your degree plan requirements
- Courses attempted more than two times (except remedial/developmental courses)
- Also not covered are credits exceeding the 27 maximum credits for developmental courses
- Courses previously passed unless, the course grade failed the minimum grade requirement for the program of study
- Starting July 1, 2011, only two attempts will be approved, if a course was previously passed. A third attempt will not be paid by financial aid. The student's degree plan must specify the minimum course grade required
- Credit hours earned by placement tests
- Continuing education courses
- Courses for which you register after the official census date of the term
- Timeframe and/or credit hours in excess of the 150 percent maximum program limit
- Courses taken without having a declared eligible program (enrolled as undeclared, undecided, or non-degree seeking)

### Failure to Meet the Financial Aid Standards of Academic Progress Warning

This status is assigned to students, who fail to meet Standards of Academic progress at the end of a semester. Students on 'warning' status may receive financial aid, without completing an appeal.

The first time that a student fails to meet the qualitative (minimum 2.0 semester or cumulative GPA) or quantitative requirements (minimum 67 percent of courses completed for the term or cumulatively), the student will be placed on financial aid warning.

The only exception is for exceeding maximum hours, which results in immediate suspension. Failing to meet any one of the SAP measurements during the warning period will place a student on suspension.

## Suspension

There are several conditions that may place a student on suspension. The student is responsible for paying all expenses during any enrollment period(s) while on suspension. Students can be placed on suspension after a warning or probation status.

- Reaching the maximum time frame for the program of study can also lead a student to suspension.
- A student who fails to meet any of the standards of academic progress measures during a warning period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measures have been met. It may take several terms of enrollment to regain eligibility.
- A student who is on probation and who fails to meet the academic or Success Plan measurements will be placed on suspension.

## Other types of Financial Aid Suspension:

### Maximum Time Frame

- A student who has reached the maximum time frame for their program of study will be placed on maximum time frame, which is a type of financial aid suspension. The maximum time frame is calculated by multiplying the number of hours required for the program by 1.5.
- If the Financial Aid Office mathematically determines that you cannot complete your program within the 150 percent limit, you will immediately be placed on maximum time frame.
- Once the 150 percent limit has been met, you cannot regain satisfactory progress or financial aid eligibility for that program of study.

### Maximum Time Frame Suspension

A student who has reached the maximum time frame for their program of study and has also failed to comply with another SAP requirement, such as having a term or cumulative GPA below 2.0 or a term or cumulative completion rate below 67 percent will be placed on maximum time frame suspension.

## Reinstatement of Financial Aid Eligibility

If you are on financial aid suspension, for reasons other than reaching the maximum timeframe, you may have your aid reinstated in one of the following manners:

1. Continue to attend Texas State Technical College without financial aid until you are able to achieve both:
  - A cumulative GPA of 2.0 or higher along with 2.0 GPA for your last term of enrollment.
  - A 67 percent cumulative completion rate along with a 67 percent completion rate for your last term of enrollment.

Once you have met both of these standards, you will once again be eligible to receive aid as long as you continue to maintain academic progress. It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

2. File an appeal demonstrating mitigating circumstances and be approved.

Note: If you have reached the maximum time frame, you may not regain eligibility to receive additional financial aid unless an appeal is granted.

## Appeal Process

Students who are placed on financial aid suspension, maximum time frame, or maximum time frame suspension may file an appeal based on mitigating circumstances.

Note: Appeals should include supporting documentation.

The student is responsible for any payments and meeting payment deadlines, during the appeal process. The student should not miss payment deadlines, while waiting for a response. Failure to pay for tuition and fees may result in deregistration. The student is responsible for balances due, if the student withdraws before or after an appeal is denied.

Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other mitigating circumstances. The appeal should include supporting documentation regarding your mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. Appeals for mitigating circumstances will be considered during a student's enrollment at TSTC, on a case by case basis. Submitting an appeal does not guarantee approval of the appeal. Appeals will be reviewed by Financial Aid staff and may be appealed to the Assistant Director of Financial Aid or the Director of Financial Aid. The decision made by the Director of Financial Aid is final.

### A suspension appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form
- A written description of the mitigating circumstances
- Documentation to support any claims
- A description of the steps you have taken to remedy the situation (Success Plan)

### A maximum time frame appeal must include the following:

- A completed Maximum Time Frame Extension Appeal Form
- A written description of the mitigating circumstances
- A degree plan showing the number of hours remaining until graduation

### A maximum time frame suspension appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form
- A written description of the mitigating circumstances



- A degree plan showing the number of hours remaining until graduation
- A description of the steps you have taken to remedy the situation (Success Plan)

Once you are notified of not being eligible for financial aid (financial aid suspension), you have (5) working days to submit an appeal or up to the subsequent semester census date, whichever comes first. Note: Education and career planning tools are available for students. The assessment may be required for students requesting reinstatement, appeals, or change of program.

## Appeal Decisions

### Maximum Time Frame Appeal Approved

The student's progress will be reviewed at the end of each term. Failure to meet both GPA and completion rate standards will result in suspension from aid.

### Maximum Suspension Appeal Approved

The student will be placed on an academic plan and their progress will be reviewed at the end of each term. Failure to meet both GPA and completion rate standards will result in suspension from aid.

## Probation

A student will be placed on probation if we determine that he or she should be able to reach both the 2.0 term and cumulative GPA and 67 percent term and cumulative completion rate requirements at the end of the next term of enrollment. If the student fails to meet any of these standards, he or she will be placed on suspension.

## Academic Plan

A student may be placed on an academic plan under which they are able to achieve a 2.0 GPA by the end of their second year of enrollment so that they will be eligible for graduation. While on this status, a student must be making progress according to an academic plan which dictates that a student must achieve a term GPA of 2.0 or higher and a term completion rate of at least 67 percent in order to continue to retain aid eligibility. The first term that a student is under an academic plan will be a probationary term. If the student complies with the terms of the academic plan, he or she will be making academic progress and can continue to receive aid as long as they meet the conditions of the plan. Failure to achieve these conditions will result in suspension.

## Appeal Denied

The student will not be eligible to receive financial aid until he or she meets the Satisfactory Academic Progress (SAP) standards as listed above; both a cumulative 2.0 GPA and a cumulative completion rate of 67 percent. It may take several semesters in order for a student to regain aid eligibility.

## Repayment of Federal Funds: Return of Title IV

If a student receives federal financial aid and stops attending or withdraws from all courses at or before 60 percent of the term is completed, the student will be required to repay all or a portion of the federal aid received, including aid used to pay for college expenses. If the student received a grade of F in all courses for any term, the student will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor certifies and documents that the student was participating in at least one class after the 60 percent point of the term or until the end of the term. A term may consist of one or more blocks or modules.

For information on the return of Title IV funds, go to [www.tstc.edu/financialaid/returnoffunds](http://www.tstc.edu/financialaid/returnoffunds)

## Veteran Center Services

The Veteran Center will serve as a centralized point of contact to assist prospective and current veterans, veteran dependents and active duty military students with navigating college resources to ensure a successful college experience. The Veteran Center staff may serve as advocates for student veterans and act as liaisons between the student and other college offices, community resources and the Veteran Affairs Department.

The following services are provided by the Veteran Center:

- Application support – FAFSA, Admissions, Hazlewood and GI Bill
- TSTC Portal and WebAdvisor training
- College policies and procedures support
- On campus job information and referral
- Veteran benefits information and assistance
- Coordinate referrals for veterans and their dependents
- Educationally related printing and faxing support for veterans and their dependents
- Assistance with scholarship searches and application process
- Support services referral for Counseling and other campus support offices
- Tutoring support and referral
- Computer lab access and support
- Academic advisement support
- College credit evaluation support

## Veterans Benefits

TSTC is approved for training service members, veterans and their eligible dependents under the provisions of various laws commonly called the G.I. Bill. The student is responsible for Tuition and Fees not covered by GI Bill or the Hazlewood Tuition Exemption. A spouse or child of a veteran may receive benefits under certain conditions. The DD form 214 and all official college, university and military transcripts are required. Veterans who are eligible for assistance under any of the Department of Veterans Affairs programs should contact the Veteran Services office.

Veterans interested in using their GI Bill benefits must submit the following documents to the Veteran Center before enrollment

certification can be processed and submitted to the Veterans Affairs Education Department.

- Certificate of Eligibility – Apply for benefits by submitting VA Form 22-1990 at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).
- DD Form 214 (member 4)
- Official Military Transcripts and University/College transcripts (to the Office of Admissions)
- VA Form 22-1905 – required for Veterans using Chapter 31 (Vocational Rehabilitation & Employment Division)
- DD Form 2384 (NOBE) – required for Veterans using Chapter 1606 or REAP
- Transcript Evaluation Form
- VA Form 22-1995 – when changing major field of study or incoming transfer student

Dependents using GI Bill Chapter 35 or Chapter 33 must submit the following documents:

- Certificate of Eligibility - Apply for benefits by submitting VA Form 22-5490 at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).
- DD Form 214 (member 4) – Chapter 33 exempt, if Veteran is on active duty
- Veteran's service-connected compensation claim, decision letter. (Chapter 35)
- University/College transcripts (to the Office of Admissions).
- Transcript Evaluation Form
- VA Form 22-5495 - (Chapter 35) when changing degree plan or incoming transfer student.

Service members, Veterans and dependents are encouraged to review all benefits at [www.gibill.va.gov](http://www.gibill.va.gov) before applying for educational benefits. Texas Veterans and their dependents may be eligible for benefits under the Texas Hazlewood Act. The Texas Hazlewood Act encompasses many different tuition exemptions and/or waivers for eligible Veterans and their dependents. Please visit [www.tvc.texas.gov](http://www.tvc.texas.gov) to view all eligibility requirements. Texas Veterans interested in using the Hazlewood Tuition Exemption must submit the proper application and all supporting documentations to the Veterans Services Office.

### No Show Status

Veterans reported as a No Show will have their enrollment certification interrupted and may lose their seat for one or all their courses. Overpayment due to a No Show Status is the Veteran's responsibility, and money may be owed to TSTC and/or VA Education Department.

### Enrollment Certification

Only classes that earn credit toward the Veteran's signed degree plan will be certified to VA. It is the Veteran's responsibility to meet with their Program Advisor and register for the required classes. You may request a print out of your program evaluation from your Department Advisor, Veteran Center or print the Program Evaluation that is available in the TSTC Portal.

### Course Repeat

Veterans will not be certified for repeat courses that are considered completed. If an unacceptable grade has been assigned for the original course and again for the repeat course, an overpayment will be created for the original unacceptable grade. For example: A student takes a math course two times and receives F and F grades. The first F must be reported to VA, because it is no longer calculated in the student's Cumulative GPA. An overpayment is created for the first F received in the math course.

### Veterans Guide For Success

A step by step guide has been created to assist Veterans, Service Members and their dependents in navigating the Admissions process and obtaining your GI Bill benefits.

- Step 1: Apply for Admission and complete the required admissions process
- Step 2: Apply for GI Bill and/or Texas Hazlewood Tuition Exemption
- Step 3: Submit all required documentation
- Step 4: Apply for Financial Aid (optional)
- Step 5: Register for VA benefits or WAVES

Create an eBenefits PREMIUM account to check your deposits from VA along with the history of your enrollment certification status and months of benefits remaining. You can set up direct deposit or update your address with VA.

### Step-by-Step

Follow the easy step-by-step guide to get started.

#### Step 1:

**Apply for Admissions and complete the required admissions process. Veterans are recommended to check their residency status with the Admissions Office.**

If your HOME OF RECORD is Texas and you have been discharged within 12 months, please submit a copy of your DD214 (member 4) to the Admission Office. Please visit [www.collegforalltexas.com](http://www.collegforalltexas.com) to view other residency waivers available for Veterans and Service Members.

An acceptance letter containing your student ID will be mailed to you.

#### Step 2:

**Apply for your GI Bill and/or Texas Hazelwood Act**

Apply for your GI Bill benefits online using Veterans On-Line Application (VONAPP)

- Form 22-1990 for Veterans using (Chapter 30, 33, 1606, 1607)
- Form 22-1990e for Dependents and Spouses using Post 9/11 GI Bill (Chapter 33) transfer of entitlement
- Form 22-5490 for Dependents and Spouses using Dependents' Education Assistance (Chapter 35)

You will receive a Certificate of Eligibility letter from the Veterans Administration in 4-6 weeks. Please submit a copy of your Certificate of Eligibility to the Veterans Office.

NOTE: If you have previously used your GI Bill benefits at another school then you will have to complete a transfer form. Please visit the Veteran Center for assistance with the forms below. An updated Certificate of Eligibility will be required by the Veteran Center.

- Form 22-1995 for Veterans
- Form 22-5495 for Dependents or Spouses

Veterans using Vocational Rehabilitation & Employment Division (Chapter 31) are required to submit Form 28-1905. You may request that your VocRehab counselor send the form directly to the Veteran Center

### Step 3: Submit all required documentation

Veterans are required to submit the following documentation to the Veteran Center.

- Certificate of Eligibility (COE)
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (Submit to the Admissions & Records Office)
- VA Form 22-1905 - required for Veterans using Chapter 31
- DD Form 2384 (NOBE) - Required for Veterans using Chapter 1606 or REAP
- VA Form 22-1995 - When changing major field of study or incoming transfer students.
- Valid State ID
- Birth Certificate or Passport

Request Official Military Transcripts from the Joint Service Transcript System, or Community College of the Air Force (CCAF)

Dependents using GI Bill Chapter 35 or Chapter 33 transfer of entitlements must submit the following documents:

- Certificate of Eligibility (COE)
- DD Form 214 (member) - Chapter 33 transfer of entitlement is exempt, if Veteran is on Active Duty
- Veteran's service-connected compensation claim, decision letter (Chapter 35)
- University/College transcripts (Submit to the Admissions & Records Office)
- VA Form 22-5495 - (Chapter 35) when changing degree plan or incoming transfer student.

### Step 4: Apply for Financial Aid

Service Members, Veterans and their dependents are encouraged to apply for Financial Aid using the Free Application for Federal Student Aid. To learn more about financial assistance, please visit our Financial Aid Office website.

### Step 5: Register with VA eBenefits

Create an eBenefits PREMIUM account to check your deposits from VA along with the history of your enrollment certification status and months of benefits remaining. You can set up direct deposit or update your address with VA.

#### To Contact Veterans Services in Your Area:

TSTC in Harlingen or Fort Bend County: 956-364-4386

TSTC in Marshall or North Texas: 903-923-3228

TSTC in Waco or Williamson County: 254-867-4817

TSTC in West Texas, Abilene, Brownwood or Breckenridge: 325-738-3347

#### Note:

- Chapter 33 Veterans who are eligible for Hazlewood can use Hazlewood to "stack" on top of their 33 benefits to pay any remainder of tuition and fees ONLY not paid by Chapter 33 benefits.
- All students must apply for Hazlewood each semester they intend to use the tuition exemption.
- You MUST be enrolled in classes in order for the exemption to be posted. Please do NOT submit the application before enrolling.

#### Hazlewood Hours Account

To create an account for your Hazlewood benefits, or to log in to your account to obtain your hours used, go to the College for All Texans website: [www.collegeforalltexans.com](http://www.collegeforalltexans.com).

#### Waivers and Exemptions

TSTC is authorized to grant tuition and fee waivers to qualified resident and non-resident students based on Texas Higher Education Coordinating Board rules. For details, see "Tuition Waivers and Exemptions" in the Tuition and Fees section of this catalog.

\*NOTE: Effective Fall 2014, a new law has been adopted by State Legislation (SB 1210, passed in 2013). The law requires that students must meet the Financial Aid Standards of Academic Progress for certain waivers and exemptions. These standards are outlined under the TSTC Satisfactory Academic Progress (SAP policy for Financial Aid).

# Scholastic Information

## Grading Standards

TSTC measures student achievement of skills, knowledge and competencies through a system of grading standards. Four grades (A, B, C, D) indicate that credit was received and a grade was awarded. One mark (CR) indicates that credit was received but no grade was awarded. One grade (F) and various other marks indicate that no credit was received and no grade was awarded.

The following system of final grades and marks is used by TSTC to report student performance for each course attempted and/or credited toward graduation.

Grade	Interpretation	Grade Pts.
A	Excellent/Superior Performance Level	4
B	Above Required Performance Level	3
C	Minimum Required Performance Level	2
D	Below Required Performance Level	1
F	Failure to Meet Performance Requirements	0
P	Pass/Meets Required Performance Level (For use in a developmental course or a specialized course and may be used, at the discretion of the college, for up to six credit hours in a program)	NC
IP	In Progress (For use when a student has not had sufficient time to complete the course due to extended illness or other circumstances beyond the student's control. A grade of IP will be changed to a grade of F if the student does not complete the course requirements by a date specified by the faculty member or within one year, whichever is less.)	NC
IM	Incomplete-Military Leave (For use by students who are called to active military service near the end of a term. A grade of IM will be changed to a grade of W if the student does not complete the course requirements within two years of the date the IM grade was awarded.)	NC
W	Withdrawal	NC
CR	Credit (represents credit for courses that are accepted toward program completion and graduation as a result of transfer from other institutions or programs, advanced standing evaluation, credit by examination, articulation agreements, or other validations of course-required knowledge and skills)	NC
AUD	Audit of Course	NC
S	Satisfactory (for use in Continuing Education courses and programs)	NC
UN	Unsatisfactory (for use in Continuing Education courses and programs)	NC
X	No Grade Assigned	NC
FA	Failing (prior to September 1988)	0
I	Incomplete (prior to September 1988)	NC

U	Unsatisfactory (prior to September 1988)	0
WF	Withdrew Failing (prior to September 1988)	0
WP	Withdrew Passing (prior to September 1988)	NC

NC: Not Calculated

## Grade Point Averages

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three-hour course and earns an "A" accumulates 12 grade points for that course (3 hours X 4 points for an A = 12 points). A student's grade point average is computed by adding the grade point values for all college-level courses for which grade point values may be computed (A, B, C, D, F, FA, U, WF), and dividing this total by the number of credit hours attempted during the same period. Only hours for which grades are awarded are used in calculating the grade point average (GPA).

## Term Grade Point Average

The Term GPA is computed for all TSTC college-level courses with grades of A, B, C, D and F recorded during a specific term. Developmental education courses are excluded from the Term GPA calculation.

## Cumulative Grade Point Average

The Cumulative GPA is computed for all TSTC college-level courses using all grades and grade points earned since enrolling at TSTC. Developmental education courses are excluded from the Cumulative GPA calculation. The Cumulative GPA is used to qualify students for graduation and for graduation honors.

## Standards of Progress Grade Point Average

A Term and Cumulative Standards of Progress GPA is computed using all TSTC college-level and developmental education courses. The Standards of Progress GPAs are used for determining scholastic standing, term scholastic honors and financial aid eligibility. See "Financial Aid Standards of Academic Progress" in the Financial Aid section for more information.

## Scholastic Standing

TSTC's scholastic standards are based on a philosophy of advancing student progress toward successful course and program completion. The criteria for scholastic standing are designed to monitor student progress so that faculty and staff can intervene and assist students who have difficulty meeting minimum requirements. Scholastic standing is computed at the end of each enrollment period and is based on the Standards of Progress (SOP) Term and Cumulative GPAs.



## Good Standing

A student who maintains minimum 2.00 standards of progress cumulative and term grade point averages will be in good academic standing.

## Scholastic Probation

A student whose standards of progress cumulative and or term grade point average is below 2.00 at the end of an enrollment period is placed on scholastic probation. A student may continue on scholastic probation by achieving a minimum standard of progress term grade point average of 2.00 at the end of the enrollment period. A student is removed from scholastic probation when the standards of progress cumulative and term grade point averages are 2.00 or higher.

Scholastic probation is a serious warning that the quality of the student's work must improve in order for the student to continue enrollment in the college. Students on scholastic probation are required to meet with a counselor or advisor prior to registration and may be required to enroll in special programs or courses in order to improve grade point average. After counseling with an advisor, the student may be permitted to enroll in a new program while on scholastic probation.

## Scholastic Suspension

Scholastic suspension occurs when a student on scholastic probation fails to maintain minimum academic standards. A student on scholastic probation who fails to achieve a standard of progress term grade point average of 2.00 or higher will be suspended for a time period not less than one semester. At the end of the suspension period, the student may be permitted to re-enroll in the college. A suspended student may appeal for a waiver of a suspension to the Vice President for Student Learning or designee. A student who re-enters the college after having been suspended will be placed on scholastic probation status and will be subject to the minimum requirements governing scholastic probation.

## Term Scholastic Honors

Full-time students as of the end of term who earn a standards of progress term grade point average of 3.50-3.99 shall be recognized with the notation of 'Dean's List' on the official transcript.

Full-time students as of the end of term who earn a standards of progress term grade point average of 4.00 shall be recognized with the notation of 'President's List' on the official transcript.

## Graduation Scholastic Honors

Graduation honors will be awarded to students who graduate from a credit program based on the following cumulative grade point averages:

Board of Regents Honors: 4.00

With Honors: 3.50 - 3.99

Graduation honors will be listed on the official transcript.

## Notification of Grades

Students are expected to monitor their academic progress. Student grades are available upon course completion and students can view grades by accessing WebAdvisor. Students should review the grade reports for accuracy. All requests for review or correction must be submitted to the Registrar within 12 months of the close of the semester in which the course was taken.

## Grade Changes

Student grades are among the most important records kept by the college. Policies and procedures ensure the privacy and integrity of student grade records and, at the same time, provide students a process to appeal final course grade decisions. The following policies and procedures must be followed to request a grade change.

- A grade change must be requested within one year of the issuance of a grade.
- A grade may be changed due to an error, a student completing course work previously graded "IP" (In Progress), or a fact-supported finding by appropriate members of the administration or appeal committee operating in accordance with established college procedures.
- A grade cannot be changed to a "W" (Withdrawal) unless doing so is in conjunction with an administrative drop or withdrawal from the College that is approved in accordance with college procedures.
- A change of grade form must be completed, noting the reason for the grade change and signed by the student's instructor, appropriate department designee and the Registrar.
- Upon receipt of the completed and signed grade change form, the Registrar makes the official change to a student's transcript record.
- A copy of the change of grade form is placed in the student's permanent file for audit purposes.

## Transcript of Credit

The transcript of credit is an official statement of the student's complete academic record accumulated at TSTC. Upon a written or Web request to any TSTC campus, the Registrar will release official transcripts to the student or to a third-party that is authorized by the student to receive the transcript. Normally, the minimum time for processing such requests is 24 hours; however, transcripts requested at the end of a term or during holidays may take longer for processing.

Students who request transcripts prior to the end of a term, with current courses and grades to be included in the transcripts, must clearly note the current work as part of the request. Official transcripts may be withheld if any financial obligations to TSTC have not been paid or if official transcripts have not been received from previously attended institutions. Students who have not complied with all exit requirements will not be provided with transcripts.

## Classification

Students are classified as freshmen if they have earned less than 30 hours of college credit. They are classified as sophomores if they have earned 30 to 72 hours of college credit.

## Course Load

Students in good standing may register for course loads equivalent to those specified in their instructional programs.

Students may register for less than normal loads but must register for a minimum of 12 credits to be considered full-time. Students who are making unsatisfactory progress or carrying excessive outside work may be required by department chairs or advisors to register for less than normal loads.

Students may register for up to 18 credits with the approval of the faculty advisor. Enrollment for more than 18 credits requires approval of the appropriate department designee.

## Texas Success Initiative (TSI) Requirements

In the Fall 2013 semester, the Texas Success Initiative (TSI) established new college readiness standards for incoming students who have declared a certificate level II or Associates Degree program (42 hours or more) and are not otherwise exempt from testing. The TSI Assessment is designed to help higher education institutions determine if students are ready for college-level coursework in the general areas of Reading, Writing and Math. If the student does not meet testing requirements, the assessment will also help with student placement in courses that will aid in the preparation of student skills for college-level classes. For the latest exemptions please visit the Testing Center website.

## TSI Advisement

Students who do not meet TSI standards must meet with the identified Success Coaches at each campus. Success Coaches will work with students to establish an individualized Academic Success Plan. The Academic Success Plan is developed for each individual student according to the specific needs of the student and may include enrollment in developmental courses, tutorials, laboratories and/or other non-course based activities to prepare the student for college-level coursework. The Plan will specify the appropriate measure for determining a student's college readiness. Academic Success Plans may include provisions for students to retake an approved TSI Assessment, subject to availability. For a list of identified advisor(s) please visit the Testing Center website.

## TSI Test Standards

The following table provides the minimum passing scores on the TSI Assessment taken August 26, 2013 or after.

Reading: 351

Writing: Essay Score of 5 and Multiple-Choice of 350 or higher; or Essay Score of 4 and Multiple-Choice of 363 or higher

Math: 350

Note: Test scores will change for the Fall of 2017. Confirm required scores at the Testing Center.

## TSI Testing Schedule

The TSI Assessment and Pre-Assessment Activity are administered at the Testing Center. Check with the Testing Center for specific dates and times at each campus. The TSI Assessment and Pre-Assessment Activity are computer-based and can only be offered in a paper format for those with documented disabilities. Students are encouraged to make arrangements at least two weeks prior to test date. Please be advised that late requests will be considered, but cannot be guaranteed.

## Exemptions from TSI Requirements

1. Students who meet the score standards for ACT, SAT, STAAR, TAKS or TAAS tests may be exempt from TSI assessment standards in a specific skill area if the tests have been taken within the approved time frame. Students must provide official scores to the Testing Center prior to enrollment in order to qualify for this exemption. For a list of qualifying scores please contact the Testing Center.
2. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
3. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
4. A student who has previously attended any institution and has been determined to have met readiness standards by



that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d) (1)(B) of title 19 part (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/ interventions for Algebra intensive courses, including MATH 1314/1324/1414 (or their local equivalent).

5. 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.
6. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
7. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
8. A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty four months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

## College-level Courses

TSTC has designated courses to satisfy requirements with TSI standards which can be found on the Testing Center website. Students who transfer from regionally accredited institutions of higher education with grades of C or higher in these courses (or equivalents) are determined to be "college ready." Students must submit official transcripts indicating successful completion of the course(s).

## Advising

Texas State Technical College recognizes advisement as an essential contributor to the educational experience, student learning, and student success. TSTC provides strong institutional support and has developed a comprehensive advisement program to support student success. In support of student success, advisement services are designed to guide students through the various levels of the college experience to enable them to realize their personal, career, and educational goals, as well as prepare them for lifelong learning. Advisement services are available to all degree and nondegree seeking prospective and current students.

In an effort to provide comprehensive advising services all new students (including faculty, staff, and transfer students) will have access to the College Student Inventory (CSI) and will be billed a \$10 assessment fee on their statement during their first semester.

All TSTC students are responsible for:

- seeking advisement;
- understanding assessments and Texas Success Initiative (TSI) requirements for their program of study;
- enrolling in courses in the appropriate sequence to ensure progress and success toward their educational objectives; and
- understanding and adhering to all policies and procedures.

Each TSTC campus provides faculty program advisors and identified staff to assist with TSI advisement. Students should consult WebAdvisor for their primary advisor assignment.

## New Student Advising

All new students are encouraged to contact an Success Coach to begin the advising process prior to or upon completing the admissions requirements.

The Success Coach acts as guide for new students to make sure all admission requirements are met and students are enrolled in their first semester of classes at TSTC.

## New Student Orientation

During the registration process, students will be advised of the campus New Student Orientation schedule. New Student Orientation (NSO) is a great way to begin your TSTC journey off in the right direction! Not only will you learn about important policies and procedures, you will begin the year knowing where to go for assistance when you need it and various ways to be involved on campus. Join us for a session so you can have tools and information you need to be successful at TSTC. [www.tstc.edu/nso/home](http://www.tstc.edu/nso/home).

## Faculty Program Advisor

Program advisement will continue throughout the student's enrollment. All students are assigned a Faculty Program Advisor, based on their major. Students are responsible for scheduling an appointment with a Faculty Program Advisor, prior to registering for the subsequent semester. Faculty Program Advisors will inform students of any restrictions that may prevent them from registering. It is the student's responsibility to clear all restrictions. Faculty Program Advisors can assist with:

- Program admission requirements, if applicable.
- Degree and certificate completion, program changes.
- Licenses or certification for job placement.
- TSI compliance, as needed.
- Program completion time, course transfer, and substitutions.
- Time commitment to lecture and lab.
- Opportunities for career assessment and advisement.
- First Year seminar requirement.
- Maintaining academic and Financial Aid Standards of Progress.
- Departmental participation policy.
- Dropping/adding class(es) or withdrawing from the College.
- Job placement, gainful employment information, and job market expectations.
- Applying for graduation.

Students will meet with the program advisor each semester to make sure that the student is meeting all of the requirements to successfully graduate from the program.

## Testing Center

Testing Center provides the TSI Assessment and departmental tests. Selected TSTC campuses may offer GED testing. For a complete list of assessments and tests please visit the Testing Center Web Page.

## Non-Traditional Services

Non-Traditional occupations for females and males are defined as "a field in which either gender comprises less than 25 percent of the current enrollment." Each TSTC campus provides services to assist qualifying students that are enrolled full-time in a declared non-traditional program of study leading to an Associate Degree or Certificate. For more information on services provided to Non-Traditional students please consult the following individuals:

Harlingen, Fort Bend County  
Anna Cortez  
Gender Equity Advocate  
956-364-4524

Marshall  
Danyelle Jackson  
Enrollment Management Specialist  
903-923-3227

Waco, North Texas Center, Williamson County  
Dr. Frances Worthy  
Director Counseling  
254-867-3650

West Texas  
Amy Freeman  
Director Counseling  
325-236-8292

Services are funded through the Carl D. Perkins Vocational & Applied Technology Act and are contingent upon the availability of funds during the pertinent semester and the adherence to program policies.

## New Student Seminar Course

All current TSTC students and all transfer students with fewer than 24 Semester Credit Hours (SCH) are required to take New Student seminar course. This one-credit-hour, student-success course will present students with the essential knowledge to accomplish their goals at TSTC. New Student seminar course is the most important class a student will take at the college and provides a strong foundation for a student's academic career by focusing on student development, utilizing campus resources, and building lifelong learning skills for academic and workplace success.

Dual enrollment students are exempt from taking New Student seminar course. Students who intend to attend TSTC for one semester only may request a one time exemption from New Student seminar course from the Office of Student Learning.

Transfer students who have successfully completed more than 24 credit hours may be exempted from taking a required New Student seminar course. All students are responsible for providing official transcripts to the Office of Admissions to receive the exemption. Transcripts should be received no later than one week prior to the start of the semester. The student is responsible for updating his/her schedule after providing transcripts that show 24 or more hours of successfully completed credit or after an exemption has been approved.

## Credentials

TSTC offers programs of study leading to Associate of Science degrees, Associate of Applied Science degrees and the Certificate of Completion. All programs are approved by the Texas Higher Education Coordinating Board.

- Associate of Science programs are designed specifically for students planning to pursue a bachelor's degree in the areas of biology, computer science, engineering, mathematics and physics. They include the institution's approved academic core curriculum and form the foundation and prerequisites for a seamless transition into a baccalaureate program at four-year institutions. Graduates of these programs will receive an Associate of Science degree.
- Associate of Applied Science degree programs are designed to train technicians who work with professionals. Because technicians must be able to understand the profession and translate ideas into actual processes, the technical programs combine theory and laboratory classes with laboratory and shop experience. The curricula are usually based on mathematics and sciences. All graduates of associate degree programs must show they are competent in Communication and the use of computers by satisfactorily completing at least one course in which communication and basic computer skills are covered. Graduates of these programs receive Associate of Applied Science degrees.
- Certificate programs are designed to produce the skilled workers needed by modern industry. Skill programs emphasize laboratory and shop experience, rather than theory. All graduates of certificate programs show they are competent in oral communication and the use of computers by satisfactorily completing at least one course in which oral communications and basic computer skills are covered. Graduates of these programs receive Certificates of Completion.

## Institutional Awards

TSTC offers technical training in defined skill sets which can be grouped in various combinations to meet specific job requirements for business or industry. These pathways are designed to allow students and/or incumbent workers to enter, exit and re-enter TSTC training while they continue to work or pursue further training.

Credits earned in these pathways may be applied to a college credit Certificate of Completion and/or Associate of Applied Science degree.

## Degree and Certificate Plans

A degree or certificate plan includes a set of courses that are required to earn a specific degree or certificate. Electives are approved by the student's faculty advisor and indicated in the plan. Course credit may be earned at TSTC, transferred from another college or university or awarded through examination.

Courses may be substituted if they are approved by the department designee. No condition guarantees that a course substitution will be approved. Each request is decided on its own merit.

Credits earned at other colleges and universities must be approved for transfer credit by the chairperson in the student's major field of study. Credit for courses in related areas may also require approval from the chairperson of that program area. Before consideration of transfer credit can begin, the student must be eligible to return to the last institution in which he or she was enrolled, official transcripts from all the institutions the student attended must be in the Office of Admissions, and a grade of C or better must have been earned in the course(s).

A student is certified for graduation only when credit has been earned for all courses in the degree or certificate plan and any appropriate course substitution and/or transfer credit authorizations are on file. Although advisors are available to assist them, students are responsible for keeping track of their progress toward meeting program requirements. Contact the faculty advisor for assistance.

## Change of Major

A student may change majors only between terms or prior to the 11th class day of a 15-week semester, the 5th class day of a 12-week semester or the 4th class day of a 6-week session. Students who wish to change programs should meet with an advisor. Students must meet the entry requirements if specified. Students receiving financial aid should meet with the Financial Aid Office before changing their major.

To change majors, students must follow these procedures.

1. Complete the change of major form, including obtaining all required signatures. Students may be required to meet additional admission criteria for the new major.
2. Return the completed form to the Registrar for processing.

## Additional Degrees and Certificates

Credit hours may be applied toward more than one degree and/or certificate, as long as those hours meet requirements of those credentials.

## Repeat Courses

It is the policy of Texas State Technical College to allow students to repeat a course only when the initial grade earned was below a grade of "A".

When a student repeats a course in which the grade earned was below a "A" the first grade earned will not be calculated into the cumulative grade point average. The last grade issued (regardless of whether higher or lower than the first grade) will be calculated into the cumulative grade point average. See SOS ES 4.15.

# Graduation and Commencement

## Graduation Requirements

Within five years of initial enrollment in credit courses at Texas State Technical College, a student may graduate with a degree or certificate according to the catalog requirements in effect at the time of first enrollment at Texas State Technical College provided the degree, certificate, the program and requisite courses are still being offered.

If a student fails to complete within five years all requirements of the catalog in effect at the time of initial enrollment, the student will be required to graduate under a catalog not older than five years.

Exception to this requirement may be approved in extenuating circumstances by the campus academic officer. To obtain a diploma, a student must apply for graduation and satisfy all financial obligations to the college. Diplomas are issued after final grades have been recorded on the student's permanent record and the student is certified as a graduate.

## Graduation Application

Students must complete the online Graduation Application Form prior to the posted deadline. Failure to apply by the posted deadlines may result in a late graduation application fee. The Office of the Registrar will certify that the student has met graduation criteria and requirements.

Students are notified of their eligibility for graduation when they achieve the following requirements for the applicable degree or certificate.

1. All TSI-related requirements are met if applicable.
2. All required course work is satisfactorily completed.
3. At least 25 percent of the total required credit hours are earned at the college granting the degree or certificate.
4. The student's cumulative grade point average is 2.0 or higher.
5. The student's grades in all major courses are C or better.
6. All transfer credits accepted by TSTC and applied to the degree or certificate are approved by the faculty of the program.
7. The student has no pending disciplinary issues as defined in the college student handbook. Settlement of all financial obligations to TSTC must be made prior to graduation. If any business is pending with TSTC by commencement, TSTC withholds the diploma until clearance approval.

## Commencement Ceremonies

Candidates for graduation are encouraged to participate in commencement ceremonies held at the end of each semester.

Participation is voluntary; however, only those students who participate in the commencement ceremony receive diploma covers, as well as honor cords and medals if eligible. Students not planning to attend the commencement ceremony may pick up their diplomas at the Office of the Registrar upon notice of graduation eligibility. Diplomas not picked up will be mailed to the graduate at the address in the college's administrative database.

Candidates for graduation participating in the commencement ceremony must wear only TSTC designated regalia (cap, gown, tassel) which may be purchased at the TSTC Bookstore.

### Graduation Honors

Students receiving associate degrees or certificates of completion who earn Cumulative GPAs of 4.0 receive TSTC Board of Regents' Honors.

Students receiving associate degrees or certificates of completion who earn Cumulative GPAs of 3.50 to 3.99 receive Honors.

## Graduate Guarantee

If an associate degree or certificate of completion graduate or marketable skills achievement award completer is judged by his/her employer to be lacking in technical job skills identified as exit competencies for the program under which the student graduated or completed, TSTC will provide the graduate with up to 12 tuition-free semester credit hours of additional skill training, in accordance with the following.

1. The graduate must have earned the degree, certificate or award in a technical or occupational program or pathway published in the TSTC catalog.
2. The graduate must have earned at least 75 percent of the total credits of the associate degree or certificate of completion at TSTC, and must have completed the degree or certificate of completion within five years of initial enrollment.
3. The graduate must be employed full-time in an area directly related to the program concentration, as certified by the campus academic officer.
4. The employment must have commenced within 12 months of graduation or completion.
5. The Graduate Guarantee process must be initiated in writing to the TSTC Office of the Chancellor and CEO, by either the graduate or the employer.
6. The employer must certify in writing that the employee is lacking entry-level skills identified by TSTC as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
7. The employer, the graduate, career counselor and appropriate chairperson will develop a written educational plan for retraining.
8. Retraining will be limited to 12 semester credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
9. All retraining must be completed within one calendar year from the time the educational plan is agreed upon.
10. The graduate and/or employer will be responsible for the cost

of books, insurance, uniforms, fees and/or other course-related expenses.

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

A student's sole remedy against TSTC and its employees for skill deficiencies shall be limited to 12 semester credit hours of tuition-free education, as described above.

## Curriculum

### Developmental Education Courses

TSTC provides courses and learning activities for students who need assistance with basic academic skills. Developmental education courses are not counted as credit toward graduation. However, they are used along with the credit courses for determining course load and satisfactory academic progress for financial aid.

### General Education Courses

Under this accreditation, Associate of Applied Science degree programs must contain a basic core of general education courses. This basic core must contain a minimum of 15 semester credit hours and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Specific core course requirements are included within each associate degree plan.

Associate of Science degrees must contain the full Academic Core.

General education courses are an integral part of a student's preparation for work, and along with the technical course requirements, form the basis of a student's program of study at TSTC.

### Purpose

The general education courses are basic to the purpose of TSTC and represent a commitment to offer breadth as well as depth to a student's technical education program of study. TSTC's inventory of general education courses offers a comprehensive general education program because:

1. Employers are interested in hiring technically trained graduates, who with an appropriate grounding in science (natural, behavioral and social), mathematics and technology, can communicate effectively, work well with others, make appropriate decisions, adapt to change, and in many cases, continue their education.
2. The general education courses provide the necessary mathematical, scientific and communication skills required to succeed in major programs of study, in the workplace and in life.
3. General education courses assist in developing the ability to think critically, use logical reasoning in analyzing and solving problems, and appreciate cultural diversity.
4. Many of our students need assistance in becoming prepared for college studies in the technical and the general education components of their studies.
5. The general education courses are required to meet



accreditation standards of regional, state and occupational groups requiring a broad range of knowledge when obtaining a degree or certification, and they fulfill the requirements agreed upon in articulation agreements with other colleges and universities.

However, not all courses are part of the General Education Academic Core and may not satisfy the core requirements for graduation. General Education and Transfer General education is an integral part of the college's programs of instruction. The general education departments strive toward delivering courses that impart common knowledge, intellectual concepts and attitudes every person should have for career and life roles in addition to providing some of the basic competencies needed by technical students. Through establishing a common group of required and elective courses, through cognitive experiences, and through the demonstration of skills, TSTC seeks to provide students in:

- Degree programs with instruction in knowledge and skills designed to impart common knowledge, intellectual concepts and appropriate attitudes for work and life. These courses assist the student's participation in social, technological and cultural environments. These courses contain college-level content in areas of communication, social and behavioral sciences, humanities, business, mathematics and natural science. Their common course numbers are recognized by the Texas Higher Education Coordinating Board in the Lower Division Academic Course Guide Manual and meet all requirements for transfer to other accredited colleges and universities.
- Certificate programs with instruction in knowledge, skills and attitudes appropriate for and that support the technical programs of study. These college-level courses are in the areas of communications, human relations, mathematics, natural science, social and behavioral sciences, business and

humanities. These related studies courses in the certificate programs have numbers from the Workforce Education Course Manual as recognized by the Texas Higher Education Coordinating Board and typically are transferable for courses in occupational programs of study at other colleges or as part of an articulation agreement with another college. Additional courses come from the Lower Division Academic Course Guide Manual and meet all requirements for transfer to other accredited colleges and universities.

- Developmental education with courses that strengthen academic skills, teach positive study habits, develop basic skill competencies necessary for major program success and allow students to explore career options of the college's major programs. These courses seek to make students better prepared to complete their studies in their major programs of study. Finally, these courses support skills that must be acquired for students to successfully meet the requirements of TSTC's Texas Success Initiative.

### Humanities Electives

Credits for Humanities and Fine Arts Electives are based upon the definition of the Shared Vision Task Force of the National Council for Occupational Education and the Community College Humanities Association:

"Humanities in Associate Degree occupational programs are studies which expand the student's awareness of the human condition and appreciation of human needs, values and achievements. The Humanities assist in developing insights, capacities and well-reasoned convictions essential for a fulfilled public and private life, as well as a success in a career. They include studies of literature and all languages, history, philosophy and religion, and the history and appreciation of the fine arts. They do not include the development of basic communication skills in any human language."

Course	Course Title	Prerequisite(s)
Humanities/Fine Arts		
ANTH 2346	General Anthropology	
ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
ARTS 1304	Art History II	
ARTS 1316	Drawing I	
ENGL 1301*	Composition I	
ENGL 1302*	Composition II	ENGL 1301
ENGL 2307	Creative Writing	ENGL 1301
ENGL 2311*	Technical & Business Writing	
ENGL 2314*	Technical & Business Writing I	ENGL 1301
ENGL 2321	British Literature	ENGL 1301
ENGL 2326	American Literature	ENGL 1301
ENGL 2331	World Literature	ENGL 1301
MUSI 1306	Music Appreciation	
PHIL 1304	Introduction to World Religions	
SOCI 2319	Minority Studies I	

\* May not be used to fulfill requirements for Humanities/Fine Arts Elective in AAS degrees.

Course	Course Title	Prerequisite(s)
SPAN 1311*	Beginning Spanish I	
SPAN 1312*	Beginning Spanish II	SPAN 1311
SPCH 1311*	Introduction to Speech Communication	
SPCH 1315*	Public Speaking	
SPCH 1318*	Interpersonal Communication	
SPCH 2321	Business communications	
SPCH 2333*	Discussion & Small Group Communication	

**Math/Natural Sciences:**

BIOL 1306	Biology for Science Majors I	
BIOL 1307	Biology for Science Majors II	
BIOL 1308	Biology for Non-Science Majors I	
BIOL 1309	Biology for Non-Science Majors II	
BIOL 2301	Anatomy & Physiology I	
BIOL 2302	Anatomy & Physiology II	BIOL 2301
BIOL 2421	Microbiology for Science Majors	BIOL 2301
CHEM 1305	Introductory Chemistry I	
CHEM 1311	General Chemistry I	MATH 1314 or required placement scores
CHEM 1312	General Chemistry II	CHEM 1311
CHEM 2323	Organic Chemistry I	CHEM 1312
CHEM 2325	Organic Chemistry II	CHEM 2323
MATH 1314	College Algebra	
MATH 1316	Plane Trigonometry	MATH 1314
MATH 1332	Contemporary Mathematics I	
MATH 1350	Fundamentals of Mathematics I	
MATH 1351	Fundamentals of Mathematics II	MATH 1350
MATH 2305	Discrete Mathematics	MATH 2413
MATH 2312	Precalculus Math	MATH 1314
MATH 2318	Linear Algebra	MATH 1314
MATH 2320	Differential Equations	MATH 2414
MATH 2342	Elementary Statistical Methods	MATH 1314
MATH 2413	Calculus I	MATH 1316 or MATH 2312
MATH 2414	Calculus II	MATH 2413
MATH 2415	Calculus III	MATH 2414
PHYS 1401	College Physics I	MATH 1316
PHYS 1402	College Physics II	PHYS 1401
PHYS 1415	Physical Science I	
PHYS 1417	Physical Science II	
PHYS 2425	University Physics I	MATH 2413
PHYS 2426	University Physics II	PHYS 2425

**Behavioral/Social Sciences:**

ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics

GOVT 2305	Federal Government
GOVT 2306	Texas Government
HIST 1301	United States History I
HIST 1302	United States History II
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth & Development
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems

### More Information

Anyone have questions regarding transfer credit should contact the Office of the Registrar and questions regarding special partnerships should contact the Curriculum Office

Additional courses may be accepted on transfer from other colleges.

Questions on the transferability of outside courses to meet the Humanities/Fine Arts elective, the Natural Sciences/Mathematics or Behavioral/Social Science elective requirements should be addressed to the chairs of the respective academic departments.

### Academic Core Courses

The following is a list General Education courses offered by TSTC General Education Academic Core departments which vary by campus.

TSTC in Harlingen offers the Texas Core Curriculum, a core package of transferable academic courses defined by the Texas Higher Education Coordinating Board that will transfer to any college or university in the state of Texas. More information on course content and lecture and lab hours is included in the Course Descriptions section of this catalog.

Selection of courses within each category must be based upon the student's demonstrated abilities, desired major and intentions for graduation. Not all courses are offered every semester. Additional hours may be taken beyond the minimum shown. The categories and minimum hours for the basic core are as follows:

Course	Title
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#### Communication (6 hours)

ENGL 1301	Composition
ENGL 1302	Composition II

#### Mathematics (3 hours)

MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1332	Contemporary Mathematics

Course	Title
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#### Life and Physical Sciences (6 hours)

BIOL 1306	Biology for Science Majors I (Lecture)
BIOL 1307	Biology for Science Majors II (Lecture)
BIOL 1308	Biology for Non-Science Majors I (Lecture)
BIOL 1309	Biology for Non-Science Majors II (Lecture)
BIOL 2301	Anatomy & Physiology I (Lecture)
BIOL 2302	Anatomy & Physiology II (Lecture)
CHEM 1311	General Chemistry I (Lecture)
CHEM 1312	General Chemistry II (Lecture)
PHYS 1301	College Physics I (Lecture)
PHYS 1302	College Physics II (Lecture)
PHYS 1315	Physical Science I (Lecture)
PHYS 1317	Physical Science II (Lecture)

#### Language, Philosophy & Culture (3 Hours)

ENGL 2321	British Literature
ENGL 2331	World Literature
ENGL 2326	American Literature
PHIL 1304	Introduction to World Religions

#### Creative Arts (3 hours)

ARTS 1301	Art appreciation
MUSI 1306	Music Appreciation

#### American History (6 hours)

HIST 1301	U.S. History I (to 1877)
HIST 1302	U.S. History II (since 1877)

#### Government/Political Science (6 hours)

GOVT 2305	Federal Government
GOVT 2306	Texas Government

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

ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
PSYC 2301	General Psychology
PSYC 2314	Life Span Growth & Development
SOCI 1301	Introductory Sociology

**Component Area Option A (minimum of 3 hours)**

BIOL 1106	Biology for Science Majors I (lab)
BIOL 1107	Biology for Science Majors II (lab)
BIOL 1108	Biology for Non-Science Majors I (lab)
BIOL 1109	Biology for Non-Science Majors II (lab)
BIOL 2101	Anatomy/Physiology I (lab)
BIOL 2102	Anatomy/Physiology II (lab)
CHEM 1111	General Chemistry I (lab)
CHEM 1112	General Chemistry II (lab)
ENGL 2321	British Literature
ENGL 2326	American Literature
ENGL 2331	World Literature
PHYS 1101	College Physics I (lab)
PHYS 1102	College Physics II (lab)
PHYS 1115	Physical Science I (lab)
PHYS 1117	Physical Science II (lab)
PSYC 2314	Life Span Growth & Development
SPAN 1311	Beginning Spanish I
SPAN 1312	Beginning Spanish II

**Component Area Option B (3 hours)**

SPCH 1311	Introduction to Speech Communication
SPCH 1315	Public Speaking
SPCH 1318	Interpersonal Communication
SPCH 1321	Business & Professional Communication

**Other Academic Transfer Courses**

The Texas Higher Education Coordinating Board approves the following courses for academic credit. However, these courses are not part of the General Education Academic Core and will not satisfy the core requirements for graduation. Certain programs require these courses as part of their curricula, and the course may also be taken as an elective beyond requirements of the General Education Academic Core. The Texas Higher Education Coordinating Board does not permit that Cores course be substituted.

Course	Title
ACCT 2301	Principles of Accting I - Financial
ACCT 2302	Principles of Accting II - Managerial (ACCT 2301*)
BCIS 1305	Business Computer Applications
BUSI 1301	Business Principles
BUSI 2301	Business Law
COSC 1301	Microcomputer Applications
ENGL 2314	Technical & Business Writing
ENGL 2307	Creative Writing
ENGR 1201	Introduction to Engineering
ENGR 1204	Engineering Graphics
ENGR 2301	Engineering Mechanics I - Statics
ENGR 2304	Programming for Engineers
ENGR 2305	Circuit Analysis I
ENGR 2105	Circuit Analysis I Lab

ENVR 1401	Environmental Science I
GEOG 1303	World Regional Geography
HIST 2321	World Civilizations
MATH 2305	Discrete Mathematics (MATH 2413*)
TECA 1354	Child Growth and Development

(\*Course Prerequisites)

**Prerequisites and Co-requisites**

Students must complete designated prerequisite courses before registering for certain courses and must take co-requisite courses during the same term. Such requirements are indicated as part of the course descriptions. Students are responsible for taking courses in sequence and at the proper level. Failure to adhere to prerequisite and co-requisite requirements may result in the students being withdrawn from the courses.

**Credit Award for Assessments and Training**

Credit awards for Texas State Technical College (TSTC) courses based on credit by examination or non-traditional training and experiences is available to students who plan to enroll at TSTC and to currently enrolled students. TSTC awards credit for various examinations published by the College Board, including the College Board Advanced Placement Program (AP) and the College Level Examination Program Subject Exams (CLEP-S). TSTC also awards credit for training received while in the United States Armed Services, for credit earned through the International Baccalaureate Diploma Program and, for credit earned in high school dual enrollment courses. Students may also be eligible to receive credit awards for other types of training and experience subject to review and approval by the appropriate college official.

**General Rules and Regulations**

The total number of semester credit hours awarded for Credit Awards may vary depending upon the student's program of study; however, the total credit awarded (including transfer credits) cannot exceed 75 percent of the total credits required for the student's declared program of study. At least 25 percent of the total credits in a TSTC student's certificate or AAS degree plan must be earned through regular SCH instruction at a TSTC college or at another institution of higher education in partnership with TSTC.

To receive Credit Awards, students must be enrolled at TSTC and have completed a minimum of six semester credit hours of non-developmental coursework at TSTC. New students who request and meet the standards for Credit Awards will be granted credit pending completion of six non-developmental semester credit hours at TSTC.

While credit may be awarded by TSTC for external exams and training, this credit may not satisfy requirements for a specific program of study. Students should check with program advisors to determine if accepted Credit Awards will meet program requirements.

A grade of CR (credit) will be assigned for any course in which Credit Awards are received. This grade is not computed in the grade point average, and the credit does not count toward calculation of student load for a term.



The student is responsible for obtaining documentation of external exam scores and/or other training and submitting it to the Registrar's Office at a TSTC College. Scores for the College Examination Program (CLEP) and Advanced Placement (AP) examinations, as well as other Credit Award documentation, should be received prior to enrollment for use in course advisement and placement.

Students must complete the appropriate Credit Award Request form with appropriate documentation to initiate the Credit Award process. Payment of any fees associated with Credit Award program must be received before credit can be posted to the student's transcript.

### CLEP Subject Area Exams

The College Level Examination Program (CLEP) is a series of tests offered by the College Board. The tests cover a variety of subject areas including business, science and mathematics, history and social sciences, foreign languages, and composition and literature. CLEP exams are offered on most college and university campuses.

TSTC awards course credit for the following CLEP Subject Exams providing the minimum score has been obtained on the specific test. TSTC does not award credit for the CLEP General Exams. CLEP Scores are valid for 10 years from the test date. Subjects approved by TSTC may be found on the Admissions website.

### Advanced Placement

Advanced Placement (AP) exams are offered by the College Board to students who complete AP courses while enrolled in high school. The exams cover a variety of subject areas including business, science and mathematics, history and social sciences, foreign languages, and composition and literature. Approved exams may be found on the TSTC Admissions website.

### Credit for Military Training

Students who received training while in the United States Armed Services may receive credit for that training, provided appropriate documentation is provided and the training is equivalent to a course or courses offered by TSTC. Credit awarded for military training is based on the recommendations from the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services and must be approved by the appropriate TSTC department chair for the specific subject area.

The Military Registries provide quality assurance and policy guidance to the U.S. Army, Navy and Marine Corps in support of the Army/ACE Registry Transcript Service (AARTS) and the Sailor/Marine/ACE Registry Transcript (SMART). More than 2,300 colleges and universities recognize these ACE-endorsed transcripts as official documentation of military experiences and accurate records of applicable ACE credit recommendations.

Students who wish to receive credit for military training should obtain a transcript from the Defense Activity for Non-Traditional Education Support (DANTES). This agency maintains the educational records of the service members who have completed DANTES Subject Standardized Tests (DSSTs), CLEP examinations, USAFI (United States Armed forces Institute) and GED tests.

Before July 1, 1974, the results of courses and tests taken under the auspices of USAFI (United States Armed Forces Institute, disestablished 1974) are also available from the DANTES Program:

DANTES Program  
The Chauncey Group International  
P. O. Box 6605  
Princeton, NJ 08541-6605

### International Baccalaureate Diploma Program (IBD)

Students who have received an International Baccalaureate Diploma (IB) may receive TSTC course credit for the following exams with scores of four or higher on either standard level (SL) or higher level (HL) examinations. Students who have taken IB exams but do not have an IB diploma may receive credit for scores of five or higher on higher level (HL) examinations only.



IBD Exam Name	Minimum Score with IB Diploma	Minimum Score without IB Diploma	Credits	TSTC Course(s)
Biology (HL)	4	5	8	BIOL 1406, 1407
Biology (SL)	4	n/a	8	BIOL 1406, 1407
Chemistry (HL)	4	5	8	CHEM 1411, 1412
Chemistry (SL)	4	n/a	8	CHEM 1411, 1412
Economics (HL)	4	5	6	ECON 2301, 2302
Economics (SL)	4	n/a	6	ECON 2301, 2302
English Language A1 (HL)	4	5	6	ENGL 2322, 2323
English Language A1 (SL)	4	n/a	6	ENGL 2322, 2323
Mathematics (HL)	4	n/a	6	MATH 1314, 1316
Math Methods (SL)	4	n/a	3	MATH 1314
Math Studies (SL)	4	n/a	3	MATH 1324 or 1325
Philosophy (HL)	4	5	3	PHIL 1301
Philosophy (SL)	4	n/a	3	PHIL 1301
Physics (HL)	4	5	4	PHYS 1401
Physics (SL)	4	n/a	4	PHYS 1401
Psychology (HL)	4	5	3	PSYC 2301
Psychology (SL)	4	n/a	3	PSYC 2301

### Credit Award for Continuing Education Units and Experiential Learning

Students who have successfully completed continuing education (CEU) courses offered by a TSTC college are eligible to apply for semester credit hour technical course credit. CEU coursework must be demonstrated to be substantially the same as the equivalent semester credit coursework. Students must sign and submit a Continuing Education Hours (CEU) Course Equivalency Evaluation form to the instructional administrator of the appropriate technical program in which the course(s) are managed.

Experiential learning allows students to receive college credit for equivalent educational experiences acquired through earlier schooling situations, work/on-the-job training or life experiences. Upon approval of the appropriate department chair and/or department chair, a student may develop a petition for a course or courses offered by TSTC to gain college-level credit. Petitions are reviewed by the appropriate department chair and/or division director and submitted to the campus academic officer for approval.

Students with applicable skills and knowledge may also receive credit for technical courses in which proficiency is determined by examination. These challenge exams are designed and written by qualified faculty and may be administered in the technical department or testing center.

More specific information on credit award for continuing education units and experiential learning may be obtained from the Workforce Training and Continuing Education Office. Testing center and/or evaluation fees may apply.

### Audited Courses

Students may audit courses with permission from the course instructors. Students auditing courses must adhere to the same class requirements as those students taking the courses for credit. Audited courses are not considered when determining a credit hour load, and a grade of "AUD" is shown on the students' grade reports. Students may take courses for credit after auditing them but may not receive credit by examination or use audited courses as course substitutions in degree or certificate plans. Students who audit courses will be charged state and designated tuition and an audit fee specified in the Tuition and Fees section of this catalog. Contact the Registrar for more information.

### Cooperative Education

Most certificate and degree programs offer students opportunities to participate in cooperative training with industry for at least one semester. Students in cooperative experiences earn up to 12 credit hours working off-campus at jobs related to their fields of study. This phase of training is a cooperative effort between the student, industry and TSTC to provide valuable work experience. Cooperative education is competitive, enabling some qualified students to earn income to help support their education. Students who are interested in participating in cooperative experiences should discuss the opportunities with their department chairpersons.

### Individualized Instruction

Some programs of study offer individualized instruction. In these programs, students may complete course requirements without attending regularly-scheduled lecture or laboratory sessions.

Students enroll in an agreed-upon number of contact hours and are awarded credit when course objectives are met. This allows students to advance through program requirements at a comfortable speed, which may be slower or faster than the more traditional approach. Students should talk with their department chairpersons about the availability of individual instruction in their programs of study.

### Dual enrollment Courses

High school students who have completed their sophomore year may enroll for dual enrollment academic and technical courses at TSTC while still in high school through the exceptional admission program. Students receive either transcripted credit for regular college credit courses or articulated credit that is based upon agreements with school districts. Contact the College Readiness Office for more information.

### Early College High School

Early college high schools (ECHS) are small high schools designed to allow students to earn both a high school diploma and an associate's degree, or up to two years of credit toward a bachelor's degree. Early college high schools may be located on or associated with the TSTC colleges. Students attending ECHS enroll in TSTC courses as part of their high school curriculum. While similar to dual enrollment programs, students in ECHS are subject to additional requirements for admission and participation in classes.

### Day/Evening Weekend Courses

The majority of college credit courses are taught on weekdays during the day, with selected courses offered during the evenings and/or on Saturdays. Workforce training and continuing education courses are scheduled throughout these time periods. Contact the Workforce Training Office for details.

### Online Learning

TSTC offers instruction through a variety of electronic media. Online classes offer students the opportunity to complete college courses using personal computers and Internet connections. Each TSTC program that offers online learning courses has requirements specific to that department.

Online learning courses are not self-paced. However, depending on the nature of the instructional method, students may complete course requirements as their schedules permit. Students enrolled in online learning courses must meet deadlines, take scheduled tests, etc., but typically they do not have to be in classrooms at specific times, except when required by the instructors. Those students who take online learning courses complete assignments and communicate with instructors via the established Learning Management System (LMS). Some online learning courses require proctored testing. Prior to registering in a fully-online course, students must complete the Student Online Learning Orientation (SOLO) course to demonstrate ability to succeed in TSTC's online learning environment. Contact the Office of Online Learning to take the SOLO course.

In most cases, tuition for online learning courses is the same as on campus courses. The Tuition and Fees section of this catalog provides more details. Students planning to take only online learning courses should notify the Online Learning Office and the TSTC Advisement Center so that the appropriate information and advising can be arranged.

## Enrollment

### Registration

Returning students and new students who have completed admission procedures should contact their local TSTC campus for specific registration information. Students must register for classes prior to the beginning of the semester of attendance. Students may register for classes during the scheduled registration period. Students must clear all holds or restrictions prior to registration.

Note: Attending class or doing course work for a course in which they are not properly registered (which includes paying fees) is prohibited and grounds for dismissal from the college.

### Schedule Changes

The published calendar outlines the dates during which schedule changes may occur. Students may add, drop courses, or change sections before classes begin by contacting their program advisor. After classes begin, all students may change their schedules by obtaining course schedule change forms available from the Office of the Registrar, instructors and/or department chairs. The completed forms must be submitted to the Office of Admissions and Records by the deadline published in the TSTC college calendar. Changes are effective only when this process has been completed.

### Drops and Withdrawals

Students may drop courses or withdraw from the College by completing a course schedule change form, obtaining the appropriate approval signatures, and submitting the form to the Registrar. The effective date is the date the course schedule change form is received by the Registrar. Deadlines for course drops and withdrawals from the college are published in the TSTC college calendar.

See "Refunds for Changes in Enrollment" in the Refunds section for more information.

Courses that are dropped prior to the official census dates do not appear on the student's transcript. After the official census dates, students who drop courses or withdraw from the institution receive marks of "W" (Withdrawal), provided the forms are received on or before the published deadline. Students who withdraw from the institution may be asked to meet with a college representative.

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by

the state of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "the student was able to drop the course without receiving a grade or incurring an academic penalty; the student's transcript indicates or will indicate that the student was enrolled in the course; and the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause.

Students who have completed at least 75 percent of the term and who are called to active military service may request an excused absence rather than withdrawal from their courses. Students who request leave based on military service will be given grades of "IM" in all courses and will have two years from the end of the term to complete course work. Grades of "IM" awarded to students called to military service will be changed to "W" grades if the required course work is not completed by the end of the two-year period.

Students who withdraw from the College must ensure that all library books and laboratory equipment are returned and all financial obligations are settled before they leave.

## Student Participation

Students are responsible for their own class attendance and participation. Faculty members may establish requirements for student participation in specific learning activities both in and out of the classroom and may consider these requirements when determining final grades.

## Student Absence and Religious Holy Days

Under Texas Education Code 51.911, a student who is absent from class for the observance of a religious Holy Day is allowed to take an examination or complete an assignment scheduled for that day within a reasonable time period, as established by the faculty member. The student must give written notice by submitting a completed absence request form to the instructor within the first 10 days of the term. Contact the Office of the Registrar for more information.

## High School Articulation Agreements

TSTC has established articulation agreements with various high schools throughout the state. These agreements allow entering students to use their work in predetermined high school courses for credit in TSTC programs. To determine if a particular high school is participating in this program, contact the high school counselor and the TSTC College Readiness Office.

### Transfer of Credit

The transfer of course credit from TSTC to other Texas colleges

and universities is facilitated by the Texas Higher Education Coordinating Board (THECB) Academic Course Guide Manual and Workforce Education Course Manual. In general, students may submit an official TSTC transcript to another college or university for consideration of transfer credits. Acceptance of credits is at the discretion of the receiving institution. Contact the appropriate department chair for more information.

### Resolution of Transfer Disputes for Lower Division Courses

The following procedures specified in Texas Higher Education Coordinating Board Rules (Chapter 4, Subchapter B, Section 4.27) shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit.  
Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
2. A student who receives notice as specified in paragraph 1 of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

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

Each institution of higher education shall publish in its course catalogs the procedures specified in all subsections of Section 4.27 in the Texas Higher Education Coordinating Board rules.

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

If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of



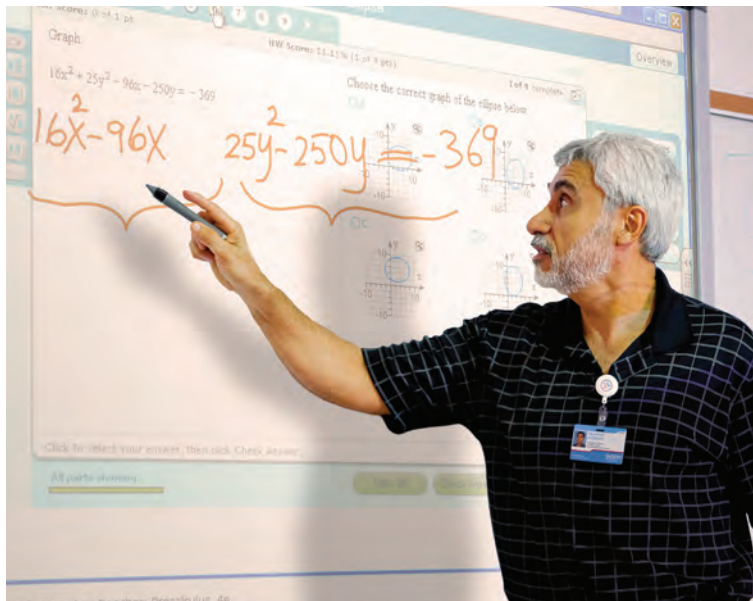
an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

## Academic Integrity

TSTC expects all students to engage in scholastic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity. Any student found guilty of academic dishonesty is subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on academic work, plagiarism and collusion.

- *Cheating* on academic work includes, but is not limited to:
  - copying from another student's test paper or other academic work;
  - using materials during a test that have not been authorized by the individual giving the test;
  - collaborating with another student, without authorization, during an examination or in preparing academic work;
  - bribing another person to obtain an unadministered test;
  - knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test; and
  - substituting for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
- *Plagiarism* means claiming another's work as one's own without acknowledging its origin and doing so for credit.
- *Collusion* means unauthorized collaboration with another person in preparing a written work offered for credit.

For more information and procedures regarding a violation of Academic Dishonesty, please see Section "J" of the Code of Student Conduct.



## Workforce Training and Continuing Education

TSTC offers a range of workforce training and continuing education courses (CE) programs. Credit in these courses and programs is awarded as "Continuing Education Units" (CEUs) upon successful completion of course and program objectives. Courses may be offered to the general public or in a customized format for businesses and industries to meet specific workplace needs. Typical curriculum offerings include:

- Training and retraining programs that respond to requests or needs of business or other institutions and agencies
- Specialized customized training courses, workshops, seminars and clinics
- Training for industrial start-up or expansion programs
- Workforce Training to train for new careers and to provide skill updates, professional development, personal improvement and recreation

### Admission and Registration

The majority of CE courses and programs have no admission requirements; however, all participants are required to complete a registration form with basic demographic information. Some specialized programs may require demonstrated skills, competencies and some program requirements prior to enrollment.

### Tuition and Fees

CE courses vary in price depending on the length of the course, special equipment or labs used in training and other factors. Customized CE training courses may be billed directly to the sponsoring business or industry or employers may reimburse students for approved CE training courses.

Unless the course or student is sponsored by a business or agency, payment of all tuition and fees is required three business days prior to the first class meeting.

### Class Records and Certificates

Students completing CE courses receive one CEU for every 10 hours of participation in a workforce training and continuing education course or program.

Grades of Satisfactory "S" or Unsatisfactory "U" are typically awarded in CE classes. Other types of grades may be awarded depending on the requirements of the course sponsor. Students who successfully complete CE courses receive a certificate certifying the number of CEUs awarded.

CEUs earned in classes taught by TSTC may be converted to semester hour (college) credit that is applicable to a certificate of completion or associate degree. Refer to the Credit Award for Assessments and Training section of this catalog for more information.

### Refund Policy for CE Courses

Students who drop a CE course prior to the first class day will receive an 100 percent refund. Students who drop on or after the first class day will receive a 0 percent refund and will be responsible for all course fees.

### CE Attendance Policy

CE students must typically hold a minimum of 90 percent attendance per course in order to maintain satisfactory progress unless a program's external governing agency requires differently. Such modification will be listed in the course syllabus.

### Customized Training for Business and Industry

TSTC has a representative to respond to requests from businesses and other institutions or agencies to develop and offer specialized training for employees. Training may be provided at the college or at the sponsor's site of choice. For more information on specialized business and industry training contact the Workforce Training and Continuing Education Office.

## College Readiness and Advancement

College Readiness & Advancement offers students the educational support needed to make the successful transition into college. College Readiness and Advancement offers programs such as Upward Bound, High Equivalency Program and a variety of summer programs. All students who participate in any of the College Readiness and Advancement programs are expected to adhere to the rules and regulations set forth in this Catalog/Handbook. Additionally, specific programs may have additional policies and rules that participants must also abide by.



## Student Services

### Student Housing

The College considers housing an added service for its students.

Occupancy in student apartments is assigned on a first-come, first-served basis.

The facilities are conveniently located at the College within walking distance of classroom buildings, laboratories and recreation facilities.

### Housing Reservations

Because facilities are limited, the prospective student should complete a campus housing application as soon as possible, at least one semester in advance of the expected enrollment date. The application must be completed and returned with deposit, the Release of Background Information Form and the non-refundable application fee. The deposit can be made by cash, credit card, check or money order payable to Texas State Technical College.

The deposit must be paid before the student is placed on the housing assignment list. If the student decides not to enroll or live in campus housing, the deposit will be refunded. The deposit will be retained until the student properly clears/vacates housing.

All rates are subject to change without notice due to economic conditions beyond the control of the college.

### Housing Assignments

Returning students have priority in housing assignments. However, they must reserve their own residence for future occupancy according to the policy of their assigned facility.

Confirmation of housing reservations for available spaces will be made in writing to each applicant. When capacity is reached, additional applicants will be notified in writing that spaces are not available.

The student may request a certain space and/or roommate, and all possible consideration will be given to each request. The college reserves the right to assign students to specific spaces.

Students must remain in the facilities assigned to them unless permission for change is obtained from the Housing Office. Moving without permission may result in eviction from campus housing. The Housing Office reserves the right to move students to another space in order to conserve energy, for safety reasons, to conduct repairs or remodel and for other reasons that are in the best interest of the college.

## Housing Regulations

Housing regulations are posted in the Housing Office. "Tenant may move into their assigned facilities in accordance with said facilities regulations." Move-in policy varies according to facility as well as campus. The tenant will terminate the lease and must vacate the residence if he/she ceases to be a TSTC student.

When the student properly vacates his or her assigned residence, the unused portion of advance rent will be refunded following inspection by Housing Office staff and return of all room keys. However, no refunds will be made during the last 10 school days of the semester.

A portion of the housing deposit will be withheld to defray costs of apartment repair or replacement of lost items where tenant liability is obvious. Remaining portions of the housing deposit will be withheld to defray the cost of any rent or fees due.

All rental rates are based on the TSTC approved fee schedule.

## Housing Accommodations for Students with Disabilities

Students with disabilities that require accommodations for TSTC Housing must contact the Disabilities Office in a timely manner for further guidance on the accommodations process. Students with disabilities are encouraged to self-disclose when initiating the housing application process.

## Counseling, Disabilities and Support Services

### Counseling Services

Counseling assists students in obtaining maximum results from their educational opportunities. Services are provided by an experienced counseling staff. Students are encouraged to make appointments; however, walk-ins are welcomed and accommodated, based on counselor availability.

Counselors promote positive mental health for improved personal, career, and academic growth. These services could include individual and group counseling, scholastic and financial counseling, workshops, mediation, and referral to outside agencies.

Information disclosed during counseling sessions is strictly confidential, except when it involves potential danger to oneself or others, child abuse, elder abuse, or in the event that a client's records are subpoenaed by the court.

At most campuses, the counseling department also provides educational programs for the general student population focusing on awareness and prevention of substance abuse.

For students that are taking online classes or distance learning, we have online services available. Students can also inquire about counseling services via our Live Chat Services on the Student Portal.

## Counseling and Support Services

Abilene, Breckenridge, Brownwood and Sweetwater  
Counseling, Disability and Support Services Office  
300 Homer K. Taylor Drive  
Sweetwater, TX 79556  
325-236-8292

Fort Bend County  
Student Development Office  
26702 SW Freeway  
Rosenberg, TX  
832-223-0612

Harlingen  
Counseling, Disability and Support Services  
Student Services Bldg. EK, Room 216  
1902 N. Loop 499  
Harlingen, Texas 78550  
956-364-4520  
TTY: 956-364-4526

Marshall  
Counseling Services  
South Building  
Room 437  
2650 East End Blvd. South  
Marshall, Texas 75671  
903-923-3309

North Texas Center  
119 N. Lowrance Rd.  
Red Oak, Texas 75154  
972-617-4724

Williamson County  
East Williamson County Higher Education Center  
Hutto, Texas  
512-759-5907

Waco  
Counseling and Support Services  
Student Services Building  
3801 Campus Drive  
Waco, TX 76705  
254-867-3634

## Disability Services

Disability Services reflects the College's commitment to meeting the special needs of individual students. This office coordinates with community assistance programs and serves as a resource for students with disabilities. Students requiring reasonable accommodations or services will need to identify with the Disability Services Office in a timely manner. All requests for accommodations must be accompanied by professional assessments/reports from individuals qualified to diagnose the disability disclosed. Disability Services collaborates with both college personnel and students

with disabilities to develop appropriate accommodations that ensure equal access and promote accessible programs and facilities at TSTC.

The goal of the Americans with Disabilities Act of 1990 (ADA) is to guarantee that individuals with disabilities are given equality of opportunity, full participation, independent living, and economic self-sufficiency. In post-secondary education, individuals with disabilities are provided reasonable and appropriate accommodations to ensure equality in obtaining an education. Those accommodations are based on the need of the individual. Such reasonable accommodations do not include: personal services, lack of preparation, or lack of time management skills.

### Grievance Procedure for ADA Related Complaints

Primary responsibility for ensuring compliance with the ADA rests with the college's ADA Coordinator.

The release of and access to all student-related educational records will be in compliance with the Family Educational Rights and Privacy Act (FERPA).

TSTC students who believe that they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, effective communication, or experienced discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973 or The Americans with Disabilities Act of 1990 have a right to file a grievance. The TSTC procedure for the filing of student-related grievances alleging violations of the

ADA and Section 504 is as follows.

1. The student will submit a written complaint to the Disability Services/Designee as soon as the complainant becomes aware of the alleged violation, but no later than 10 days after the alleged action occurred. The time for submitting a written complaint can be waived for good cause as determined by the Disability Services/Designee. The following should be included in the written complaint: the name and address of the person filing it, a brief description of the alleged violation, and any documents supporting the complaint. The Disability Services/Designee will assist the student in the interactive process in an effort to clarify and resolve the issue. At times, the Disability Services/Designee may consult with the ADA Coordinator, staff, and/or other pertinent parties to assist in the resolution process.
2. The Disability Services/Designee will review the complaint and provide the student a response within 10 working days of receipt of the complaint. An extension of time can be made, not to exceed 15 working days, if the student is notified by the Disability Services/Designee.
3. If the student is not satisfied with the decision of the Disability Services/Designee, a written complaint may be submitted to the ADA Coordinator within 10 working days of the decision provided in step 1. The time for submitting a written complaint can be waived for good cause as determined by the TSTC ADA Coordinator. The complaint must include the name and

address of the person filing it and a description of the reason for the complaint. Upon receiving the complaint, the TSTC ADA Coordinator will review it within 10 working days. An extension of time can be made, not to exceed 15 working days, if the student is notified by the TSTC ADA Coordinator. At times, the ADA Coordinator will consult with the Disabilities Services and/or the ADA Compliance Committee to assist in the resolution process. The ADA Coordinator's decision will be final at the college level.

### Disability Services

Abilene, Breckenridge, Brownwood, and Sweetwater  
Counseling, Disability, and Support Services Office  
300 Homer K. Taylor Drive  
Sweetwater, TX 79556  
325-236-8292

Fort Bend County  
26702 SW Freeway  
Rosenberg, TX  
Student Development Office  
832-223-0612

Harlingen  
Counseling, Disability, and Support Services  
Student Services Bldg. EK, Room 216  
1902 N. Loop 499  
Harlingen, Texas 78550  
956-364-4520  
TTY: 956-364-4526

Marshall  
Counseling Services  
South Building  
Room 437  
2650 East End Blvd. South  
Marshall, Texas 75671  
903-923-3309

North Texas Center  
119 N. Lowrance Rd.  
Red Oak, Texas 75154  
972-617-4724

Williamson County  
East Williamson County Higher Education Center  
Hutto, Texas  
512-759-5907

Waco  
Disability Services  
Student Services Center  
3801 Campus Drive  
Waco, Texas 76705  
254-867-3600



## Support Services

Support Services coordinates awareness events that promote emotional and physical wellness, disability awareness and sensitivity, sexual assault and domestic violence education, and drug and alcohol prevention for the TSTC community.

Support Services provides referrals for child care. Some locations assist with child care stipends. Services are contingent to meeting the qualifications for each respective campus and child care servicing agency.

Support Services, at some campuses, is the liaison for the Texas Department of Assistive and Rehabilitative Services (DARS) and the Texas Department of Blind Services (DBS).

Each campus offers services unique to their specific student population. Please see the applicable college personnel on your campus to be directed to resources provided at your location.

## Drug & Alcohol Policy Statement

Texas State Technical College is a drug- and alcohol-free college and workplace. The unlawful manufacture, distribution, purchase, dispensation, possession or use of an illegal drugs or alcohol by students and employees on college property, or as a part of any college-sponsored activity, is prohibited. Students violating any provision of the drug and alcohol policies are subject to disciplinary sanctions ranging from suspension to referral for prosecution. Employees who violate any provision of the drug and alcohol policies may be subject to disciplinary action up to termination. Information regarding drug and alcohol problems, as well as referral services, is available in the Counseling or Health Services Office.

## Alcohol and Drug Use

Drug and alcohol use, misuse, and abuse are complex behaviors with many outcomes at both the cultural and the individual levels. Awareness of the dangerous effects of drug/alcohol use is imperative for an individual's well-being or survival. Negative consequences of drug/alcohol may be exhibited through: physical dependence (the body's learned requirement of a drug for functioning) or psychological dependence (the experiencing of persistent craving for the drug and/or a feeling the drug/alcohol is a requirement for functioning).

Abuse of any drug/alcohol whether licit or illicit may result in marginal to marked, temporary to permanent physical and/ or psychological damage, even death. Since many of the illicit drugs are manufactured and sold illegally, their content varies and may contain especially harmful ingredients or amounts. Regardless of the types of drug/alcohol utilized, a perceived need for the continued use is likely to ensue, resulting in dependence. Dependence on drugs and/or alcohol alters the user's psychological functioning. The acquisition of drugs and alcohol becomes the primary focus of the drug dependent individual and often results in reduced job performance and jeopardized 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/alcohol counseling and referrals are available in the Counseling Office.

### Possible Alcohol Sanctions

- Probation
- On-line Alcohol Edu Course
- Community Service
- Workshops
- Removal from Campus Living Facilities
- Suspension
- Expulsion

### Possible Drug Sanctions

- Probation
- On-line Drug Edu Course
- Community Service
- Removal from Campus Living Facilities
- Suspension
- Expulsion

\*The Discipline Officer has authority to sanction as seen fit for any violation of the Student Code of Conduct involving Drugs and Alcohol. For more information on the disciplinary process, go to the Code of Student Conduct.

### Health Risks Associated with Alcohol Abuse

- Increased risk of liver cancer
- Increased risk of cirrhosis of the liver
- Increased risk of heart disease
- Adverse reactions when combined with many medications, including over-the-counter drugs
- Overdose resulting in respiratory failure
- Impaired concentration
- Impaired coordination
- Risk of permanent nerve damage from long-term abuse

### Health Risks Associated with Marijuana Use

- Lowered sperm counts in men
- Decreased testosterone levels in men
- Increased testosterone levels in women
- Enhanced cancer risk
- Impaired short-term memory
- Psychological dependence

### Health Risks Associated with the Use of Cocaine and Crack

- Addiction
- Heart attack
- Stroke
- Respiratory failure
- Brain seizures
- Hepatitis or AIDS through sharing needles
- Decreased ability to combat infections
- Violent, erratic or paranoid behavior
- Anxiety, depression
- Cocaine psychosis

**Health Risks Associated with the Use of Hallucinogens**

- Sleeplessness and tremors
- Convulsions
- Heart and lung failure
- Depression, anxiety and paranoia
- Violent behavior

For more information visit [www.tstc.edu/student\\_life/awareness](http://www.tstc.edu/student_life/awareness).

**Student Health Services**

Texas State Technical College supports the health and well-being of our students in order to maximize the likelihood of successfully achieving their academic goals. Each campus offers medical services unique to their specific student population. Please see the applicable Health Services personnel on your campus to be directed to resources provided at your location.

**Medical Fees**

In the event of an emergency, all students are responsible for any medical fees that occur. This may include ambulance transfers, emergency room visits, hospitalizations or medical facilities. Students are encouraged to carry college or private insurance to help defray medical costs.

**Campus Immunizations**

Students who will be attending classes on campus and are ages 21 or younger are required by Texas state law to obtain the Bacterial Meningitis vaccination. Additional vaccinations or boosters may be required for admission into specific programs. Students are encouraged to contact their programs of interest for further details.

Available immunizations differ by campus. Please contact the Student Health Services personnel on your campus for further information. In order to obtain a vaccine, you must be a registered student or have a student ID number with picture identification. Check with the local health department or a private health care provider for vaccinations if they are not available at your campus.

**Student Insurance**

Accident Only insurance coverage is available for purchase. Insurance coverage is offered by semester and may be purchased at the cashier's window until the tenth class day of each semester. Proof of accident insurance may be required by certain instructional programs. The insurance policy does not offer complete coverage or reimbursement of expenses. The policy also may not cover any pre-existing medical conditions.

**Programs Requiring Student Accident Insurance**

Air Conditioning  
Architectural Design & Engineering Graphics  
Auto Collision  
Automotive  
Aviation Maintenance

Biomedical Technology  
Building Construction (incl. Electrical and Plumbing)  
Chemical Dependency Counseling  
Chemical Technology  
Culinary  
Dental Assisting  
Dental Hygiene  
Diesel (Heavy Truck and Off-Road)  
Downhole Tool  
Electrical Power & Controls  
EMT/Paramedic  
Health Information Technology/Medical Information Specialist  
Industrial Maintenance  
Laser-Electro-Optics  
Lineworker  
Machining/Toolmaking  
Nursing – CNA, LVN, RN  
Radiation Protection  
Solar Energy Technology  
Surgical Technology  
Turfgrass/Landscape Management  
Welding Technology  
Wind Energy

**Students with Contagious Diseases**

TSTC recognizes that contagious diseases are a serious threat to public health. We are committed to encouraging an informed and educated response to issues concerning infectious diseases. Individuals with HIV or hepatitis will not be discriminated against in admission to academic programs, health care or access to facilities. Students with HIV or hepatitis may attend any function or event if they are physically capable and do not pose health risks to others. All information regarding the medical status of students is confidential.

**Bacterial Meningitis Notification**

State law requires that information regarding bacterial meningitis be provided to college students. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord and can infect the blood. The disease can be treated, but those who survive may develop severe health problems and severe disabilities.

Vaccinations that are effective against 70 percent of the most common types of bacterial meningitis are available and required by those living in close quarters and by college students ages 21 or younger (22 and older are exempt). For more information, visit the Student Health Clinic, a health care provider, the Texas Department of State Health Services or Centers for Disease Control and Prevention.

Abilene, Breckenridge, Brownwood, and Sweetwater  
 Student Health Services Department  
 The Student Center (second floor)  
 300 Homer K. Taylor Drive  
 Sweetwater, TX 79556  
 325-235-7418

Fort Bend County  
 Student Development Office  
 26706 SW Freeway  
 Rosenberg, Texas  
 832-223-0612

Harlingen  
 Student Health Services Department  
 Student Center, Room 132  
 1902 N. Loop 499  
 Harlingen, Texas 78550  
 Health Clinic: 956-364-4305  
 Ask-A-Nurse Advice Line: 956-364-4306

Marshall  
 Student Counseling Department  
 South Building  
 Room 437  
 Marshall, Texas 75671  
 903-923-3309

North Texas Center  
 119 N. Lowrance Rd.  
 Red Oak, Texas 75154  
 972-617-4724

Williamson County  
 East Williamson County Higher Education Center  
 Hutto, Texas  
 512-759-5907

Waco  
 Student Health Services Department  
 Student Services Center  
 3801 Campus Drive  
 Waco, Texas 76705  
 254- 867-3820

## Student Life & Engagement

The Office of Student Life & Engagement provides activities that enhance students' educational and personal development. Activities are open to all full-time, part-time and evening students, and TSTC encourages students to take advantage of activities offered by the college. Unless otherwise noted; dual enrollment students do not participate in Student Life & Engagement activities.

## Student Activities

It is the goal of the Student Activities staff to provide a comprehensive and varied program of social and recreational experiences regardless of the skill or ability of the individual. Through clubs and organizations, recreation, volunteerism, leadership development, and special events, the goal is to strive to meet the needs and interests of all students.

When able this staff promotes various recreational and sports opportunities, not only to enhance physical activity, but to cultivate lifelong sport and leadership skills to develop habits of fair play and foster personal health. Student Activities supports and provides services that integrate students, employees and the public through clubs, organizations, recreation, sports and other college sponsored events.

## Clubs and Organizations

Students are encouraged to join or organize clubs with the guidance of a TSTC faculty or staff advisor. Some student clubs allow Dual enrollment students to join. The list of club and organizations are located at the Office of Student Life & Engagement. Clubs can be related to professional careers or nonacademic interests. The advisor is responsible for students' actions in any activity sponsored by the organization or club. All clubs or professional organizations must be granted approval through the Office of Student Life & Engagement.

All officially recognized student organizations sponsoring social functions, fundraisers, and/or volunteer activities, either on or off campus, MUST coordinate and register such functions with the Office of Student Life & Engagement. Student organizations and their advisors (sponsors) are responsible for compliance with TSTC policies and regulations and all applicable state and federal laws.

TSTC is judged by the actions of its students, on and off campus. Therefore, students will be responsible to College authorities for any questionable acts, regardless of where they are committed.

Students interested in starting a new club or organization are encouraged to visit with the Office of Student Life & Engagement for further guidance.

## Student Clubs/Organization Risk Management Policy

In accordance with Texas Education Code §51.9361, the advisor and president, or other designated officer, of each registered student organization shall attend a risk management program each academic year.

By law the training will include, but not be limited to, the following topics:

- Possession and use of alcoholic beverages and illegal drugs
- Hazing
- Sexual abuse and harassment
- Fire and other safety issues
- Student travel guidelines
- Behavior at parties and other events held by the club or

- organization
- Adoption of risk management policy
- Issues regarding persons with disabilities

Failure to comply may result in the student organization's recognition being withdrawn, withheld or denied by the administration or Board of Regents of the College.

### Free Speech

As an institution of higher learning, TSTC is dedicated to maintaining a college community that values and encourages the free exchange of ideas. The college will honor the rights of free speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

Contact the Office of Student Life & Engagement about specific guidelines.

## Student Leadership

### Student Government Association

The Student Government Association (SGA) is comprised of representatives elected annually by the student body. The SGA serves as the voice for students for many activities and policies. SGA members serve on committees and gain the opportunity to meet people seeking improvements for TSTC's academic, social and cultural environment. The SGA discusses and studies issues pursuing the best interests of students that do not conflict with TSTC policies and regulations. The SGA also represents TSTC at annual regional and national student government conventions. SGA encourages all students to assist in the continual improvement of TSTC and ask that they do so by completing the various student surveys administered throughout the academic year. Student feedback is reviewed and considered toward excellence at TSTC. Your voice is important. Participation is open to any student enrolled at TSTC.

### Student Leadership Academy

Students have the opportunity to earn TSTC Certified Student Leader status by participating in a variety of leadership workshops offered through the Student Leadership Academy series in the Fall and Spring Semesters. TSTC also provides leadership development opportunities at an annual Student Leadership Conference.

### Student Travel

Official student travel is defined as travel involving one or more students traveling to an event or activity that is organized or sponsored by TSTC and is located more than 25 miles from the college or during which the students will be staying overnight. International travel is not permitted at TSTC. The faculty/staff member or student club advisor is responsible for ensuring that all TSTC rules and regulations are followed. During any trips requiring an overnight stay, the advisor(s) and students must stay in the same hotel facility/complex. Students and advisor(s) must travel together during any off campus trips. The faculty/staff member or club

advisor must submit the complete official student travel packet at least ten days prior to the sponsored trip. Forms are available at the Office of Student Life & Engagement.

Students in good standing, with at least a 2.0 GPA, and without holds on their account, are eligible to travel. Each student will be evaluated on a case by case basis.

Students driving personal vehicles and/or transporting others in their personal vehicles on college trips must sign waivers and show proof of current liability insurance. Students will be required to ride in state vehicles or contracted transportation on long trips offered by the Student Activities Department. Those students traveling in a state vehicle sign a field trip release form. Students are not permitted to drive state vehicles.

### Trips 'N Travel

Student Activities offers a variety of opportunities for the student, faculty, and staff to get away from the pressures of academia. Trips are usually limited to a set number and are filled on a first-come, first-served basis. Activities include, but are not limited to theme parks, camping, rafting/canoeing, fishing, hiking, museums and other points of interest.

### Intramurals

At participating campuses, the intramural program provides faculty, staff, and students indoor and outdoor sports and facilities throughout the year.





Competitive tournaments and leagues are organized and conducted in a variety of sports and games by the Intramural Department. Activities are offered in women's, men's and recreational divisions for students and staff of all skill levels. Programs offered are based upon the availability of resources and facilities. Examples of intramural sports include, but are not limited to, basketball, flag football, golf, volleyball, softball, tennis, horseshoes, disc golf and badminton. Students are encouraged to bring new ideas to the Student Activities/Intramural Department.

## Special Events

Sponsored special events, an integral part of the Student Activities Department, are supervised by TSTC employees. All such special events are considered TSTC functions; therefore, all Texas State Technical College policies and rules apply. Academic and personal conduct standards also apply. Events include, but are not limited to, dances, banquets, cookouts, parties, holiday functions, special student days, Student Appreciation Day, guest speakers and community related events.

### Student Life & Engagement

#### Statewide

Adele Clinton  
Director of Student Life & Engagement  
956-364-4302  
adele.clinton@tstc.edu

#### Sweetwater, Brownwood, Breckenridge and Abilene

Crystal Latham-Alford  
Director of Student Life & Engagement  
325-235-7396  
crystal.latham-alford@tstc.edu

#### Waco, Williamson County and North Texas

Michelle Rachels  
Director of Student Life & Engagement  
254-867-3441  
michelle.rachels@tstc.edu

#### Harlingen and Fort Bend

Belinda Palomino  
Supervisor of Student Activities  
956-364-4370  
belinda.palomino@tstc.edu

#### Marshall

Hubert Staten  
Director of Housing & Student Life & Engagement  
903-923-3647  
hubert.staten@tstc.edu

## Student Identification Cards

All new college credit students are required to obtain TSTC identification (ID) cards when they register; ID cards are optional for students in workforce training and continuing education programs.

Students should carry these cards at all times. They must be presented for various purposes, such as cashing checks, paying fees, checking out library books, or as requested by authorized officials. Misuse of ID cards may result in disciplinary action.

## Libraries and Learning Resource Centers

The libraries and Learning Resource Centers (LRC) provide print and non-print resources and services for students and faculty, including access to the Internet. Materials are selected to serve the curricular, vocational and recreational needs of the college community. A trained staff of professional librarians is available to aid students in locating and using these materials.

Students must clear their library or LRC records before the end of each semester.

Official transcripts are not released and registration for subsequent semesters may not be allowed until all obligations are met.

## College Bookstore

The TSTC Bookstore maintains a wide selection of books and supplies required for classes and labs. The bookstore also offers an assortment of educational materials, health care products, stamps, cards, envelopes and snacks, as well as an array of college sportswear, hats and novelties.

## Food Service

TSTC provides Food Service at various campuses. Please contact your local Food Service for hours of operation and cost.

## Campus Security

The Student Right-to-Know and Campus Security Act and Crime Awareness and Campus Security Act (Public Law 101-52), the Higher Education Technical Amendments of 1991 (Public Law 102-26), the Higher Education Amendments of 1992 (Public Law 102-325), the Higher Education Amendments of 1998 and Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Public Law 105-244), the Victims of Trafficking and Violence Protection Act of 2000 and Campus Sex Crimes Prevention Act (Public Law 106-386), and Higher Education Opportunity Act (Public Law 110-315) require institutions of higher education to prepare, publish and distribute to all employees, prospective students and students an Annual Security Report referred to as the Clery Report by Oct. 1 of each year.

The Clery Report contains data about specific criminal offenses that occurred on campus during the most recent calendar year and the two preceding calendar years, as well as the number of arrests for crimes occurring on campus. The Clery Report also includes geographical breakdown, expanded definition of campus, reporting of hate-crimes and a public crime log. TSTC's Annual Clery Report is available online at [tstc.edu](http://tstc.edu).

Information provided by the State of Texas concerning registered sex offenders may be obtained through the website that is maintained by the TSTC Police/Security Department. Additional information relating to state- or federally-mandated public information requirements is also available on that website.



### Racial Profiling Policy

It is the policy of the TSTC Police Department to police in a proactive manner and, to aggressively investigate suspected violations of law. Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity or national origin. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Officers are strictly prohibited from engaging in racial profiling as defined in this policy. Racial profiling is an unacceptable patrol tactic and will not be condoned. This policy shall be applicable to all persons, whether drivers, passengers or pedestrians.

The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person's activities simply because of that individual's race, ethnicity or national origin is racial profiling.

Examples of racial profiling include but are not limited to the following:

- Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver's race, ethnicity or national origin.
- Detaining the driver of a vehicle based on the determination

that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.

- Detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or place.

The TSTC Police Department holds two basic principles based on the adoption of this definition of racial profiling:

- Police may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while police may use race in conjunction with other known factors of the suspect.
- Law enforcement officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search.

Racial profiling is not relevant as it pertains to witnesses, etc. Students who have questions or complaints about TSTC Police Department's racial profiling policies or procedures may call the local campus office:

Abilene, Breckenridge,	325-235-7400
Brownwood, and Sweetwater	956-364-4220
Harlingen	903-923-3313
Marshall	254-867-3690
Waco	

### Student Transportation

Students operating motorized vehicles on campus must register those vehicles with the TSTC Police/Security Department (excluding Waco). TSTC traffic rules and regulations and a valid parking decal will be provided to all motorists.

Students with valid parking permits who bring a different vehicle onto campus must contact the TSTC Police/Security Department to request and obtain a temporary parking permit.

### Office of Student Success

The Office of Student Success (Harlingen only) coordinates and implements student success initiatives that provide students with opportunities to achieve their academic, career, and personal goals..

Student success initiatives include:

- The President's and Vice President's Honor Rolls which recognize students achieving academic excellence.
- Supplemental Instruction and Tutoring Services, including MyTSTC Video Tutor Library which consists of short video tutorials developed by our Peer Tutors on subjects like Math, English, History, Biology, Chemistry and Spanish, as well as some technical subject areas.
- The HATSS Mentoring Program (Helping a TSTC Student Succeed) which provides mentoring, guidance and academic support to students on scholastic and/or financial aid suspension appeal.
- A referral system where students can be referred to campus and community resources.
- Seminars and workshops on academic policies, test-taking strategies, learning strategies, time management, GPA and Completion Rate Forecasting, and related topics.

## Industry Relations & Talent Management

TSTC provides job placement services to all students, graduates and former students. Every effort is made to assist registered candidates as they seek full-time and part-time employment in business, industry and government. Industry Relations & Talent Management maintains information on employers, job listings and salaries. The staff schedules interview sessions, hosts special career fairs for employers and coordinates communication between industry and the college. Students are able to search for jobs, communicate directly with employers and post their resumes by registering with Industry Relations & Talent Management at [www.myinterfase.com/tstc/student](http://www.myinterfase.com/tstc/student).

Students may register as early as their first semester.

The College places a high priority on helping graduating students find employment in their chosen field of study. The philosophy of the college is that its job is not complete when the student finishes his or her studies, but continues through assistance in securing employment.

Industry Relations & Talent Management conducts follow-up studies which help to determine the effectiveness of education and training and overall student success. Industry Relations & Talent Management is committed to equal opportunity in employment and does not discriminate on the grounds of race, color, gender, national origin, age, genetic information, disability, or veteran status. Facilities and placement services are available only to employers whose practices are consistent with this policy.

Some of the companies and government agencies which routinely employ TSTC graduates include: Sematech, Texas Instruments, Shell Oil, Bayer Corporation, Intel, Alcoa Aluminum, 3M, American Airlines, Office of The Attorney General, Texas Workers Compensation, Chevron, Ethyl Corporation, Exxon Corporation, United Launch Alliance, Phillips Petroleum, Valley Baptist Medical Center, Motorola, Trico Industries, Southwestern Bell Telephone, Turner Collie and Braden, Zenith Corporation, Samsung, TwinStar, Eastman Kodak, Arco Chemical, Dell Computers and Southwest Research Institute.

## Student Rights and Responsibilities

As members of the college community, TSTC Students are entitled to certain rights associated with attending an institution of higher education. These rights are published and can be found online on the TSTC website and in SOS ES 3.23. Student Rights and Responsibilities.

### Statement of TSTC Student Rights and Responsibilities

1. The right to freedom from discrimination on the basis of race, color, religion, gender, age, national origin, genetic information, gender identity, sexual orientation, disability, or veteran status.
2. The right to develop one's individual potential.
3. The right to expect a quality education.

4. The right to pursue an education without undue interference.
5. The right to be free from hazing, threats, stalking, violence, and other harassing actions.
6. The right to petition the appropriate college unit or body for redress of grievances in accordance with college procedures.
7. The rights to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act (FERPA) of 1974 (Buckley Amendment).
8. The right to communicate with administrators, faculty, and staff through appropriate processes.
9. The right to publish and distribute information through the appropriate forums subject to the standards of reasonable journalism and applicable regulations/ statements of the U.S. Constitution, the Federal Communications Commission, and the college.
10. The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.
11. The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the College, Student Leadership, and other recognized groups within the college.
12. The right of access to college-designated facilities through college approved/recognized student organizations for business meetings, special meetings, and programs open to the public in accordance with college procedures.

### Statement of TSTC Academic Student Responsibilities

1. **Academic Freedom** - Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas, and take reasoned exception to the data or the views offered.

**Responsibility** - Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints, and observing rules of courtesy in the classroom.

2. **Academic Standards** - Students have the right to know the standards of academic performance established for each course in which they are enrolled.

**Responsibility** - Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session, and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.



3. **Academic Evaluation** - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written works after the instructor has evaluated them and are accorded protection through the Student Grievance policy against prejudiced or capricious academic evaluation.

**Responsibility** - Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled at this level, it may be appealed in writing as outlined in the Student Grievance policy.

4. **Improper Disclosure** - Except when disclosure may be required by state or federal law, students have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisers or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

**Responsibility** - Students have the responsibility to state clearly what is and what is not confidential disclosure.

5. **Disruptions** - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/ learning process.

**Responsibility** - Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

6. **Non-Discrimination** - Students have the right to learn in an environment where diversity is respected.

**Responsibility** - Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in sex, color, religion, gender, national origin, genetic information, disability, or veteran status.

7. **Intellectual Property** - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission.

**Responsibility** - Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purpose, or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission absent written notification from a faculty member. Students shall also respect and treat in similar manner the intellectual property of other students.

## Community Standards

### Behavior Intervention Team (BIT)

A Behavioral Intervention Team (BIT) is a multi-disciplinary group whose purpose is meeting regularly to support its target audience (students, employees, faculty, staff) via an established protocol. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. Membership may vary from campus to campus. The committee may include other college departments or personnel who are deemed to have information pertinent to the student's individual situation.

Any member of the college community who has reason to believe that a student may endanger the health, safety, or welfare of another person may report the concern by contacting the proper authority on campus or by completing the incident form found on the website at [www.tstc.edu/student\\_life/intervention](http://www.tstc.edu/student_life/intervention).

Abilene, Breckenridge, Brownwood, and Sweetwater  
TSTC Police Department  
325-235-7400  
[www.tstc.edu/student\\_life/intervention](http://www.tstc.edu/student_life/intervention)

Harlingen  
TSTC Police Department  
956-364-4220  
[www.tstc.edu/student\\_life/intervention](http://www.tstc.edu/student_life/intervention)

Fort Bend County  
Rosenberg Police Department  
2120 4th Street  
Rosenberg, Texas 77471  
832-595-3700

Waco  
TSTC Police Department  
254-867-3690  
[www.tstc.edu/student\\_life/intervention](http://www.tstc.edu/student_life/intervention)

Marshall  
TSTC Security Department  
903-923-3313  
[www.tstc.edu/student\\_life/intervention](http://www.tstc.edu/student_life/intervention)





## Bicycle, Skateboard, Hoverboard (and other self-balancing boards/scooters) and Roller Blade Use Guidelines

Riding bicycles, roller blades, hoverboards, Swagways, Segways, IO Hawks, Skywalkers or other similar self-balancing boards/scooters, or skateboards will be allowed as long as all safety precautions are taken. They may not be utilized in buildings or left in hallways, staircases, classrooms, lounges or where otherwise prohibited by a campus rule, regulation or signage. Use of any of these items in a manner that damages property or endangers or inconveniences vehicles or pedestrians is prohibited.

## Concealed Handguns

The unauthorized possession of any weapon in accordance with Title 10, Chapter 46.05 of the Texas Penal Code is prohibited on the physical premises of Texas State Technical College (TSTC) with the exception of a concealed handgun that a person is licensed to carry under Subchapter H, Chapter 411, Government Code in any area not properly designated as prohibited. TSTC is in compliance with SB11 of the 84th Texas Legislative session under the policies established by TSTC regarding the carrying of concealed handguns with a permit.

## Prohibiting Sexual Misconduct and Gender Based Discrimination

To ensure and maintain a workplace and an educational environment free of, and protected from, sexual misconduct and discrimination based on gender. Texas State Technical College (TSTC) does not tolerate and expressly prohibits sexual misconduct which includes but is not limited to: sexual harassment, sexual assault, and/or sexual exploitation, stalking, dating and domestic violence. No person on the basis of sex, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

This practice applies to all members of the TSTC organization including all employees, students, and visitors. This practice and procedure includes incidents occurring on and off campus that would cause a substantial disruption in the learning environment. The procedures also include complaints filed by visitors on TSTC property. Respondents are subject to disciplinary action including possible suspension/expulsion from the college or termination of employment.

## Pertinent Information

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## Definitions

### Complainant

Individual making the complaint of sexual misconduct or gender discrimination.

### Consent

Sexual contact cannot be given by anyone who is underage, under the influence of alcohol or drugs, or who is otherwise mentally impaired or incapable of giving knowledgeable, informed consent. Consent is only given when verbalized by yes or active, willing participation by both or all parties involved. Not hearing no or the absence of resistance is not consent. It is important to understand that consent can be withdrawn at any point, upon which actions must stop.

### Gender Discrimination

Discrimination based on sex (to be determined by Title IX Coordinator)

- A. **Bullying** –repeated and/or aggressive physical or mental behavior that is intimidating, controlling, etc.
- B. **Cyber Bullying** –repeated and/or aggressive written, graphic, or verbal harassment expressed through various communication forms (online, electronic, etc.) that is created or transmitted through any electronic/digital device.
- C. **Hazing** – acts that are likely to cause physical, psychological, or social harm to any individual related to the admission, initiation, pledging, or any other group affiliated activity.
- D. **Stalking**– behavior that is repetitive involving calling, texting, emailing, following and/or communicating with an unwilling individual and interferes with the peace of the student and/or the student's community. It is behavior that is directed toward a specific individual that would cause a reasonable person fear for his/her own, for other's safety, and/or also causes one to experience substantial emotional distress.
- E. **Dating/Domestic Violence** – controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.
- F. Discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. The Title IX regulation also prohibits a school from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

### Incapacitation

Lacking the ability or capacity to reasonably understand the situation one is in due to lack of sleep, disability, involuntary physical constraint, or due to alcohol or other drugs.

### Preponderance of the Evidence

The majority of the evidence would cause a reasonable person to make a conclusion.

### Respondent

Individual against whom the complaint of sexual misconduct or gender discrimination is made.

### Retaliation

An adverse action taken to try to keep someone from opposing a discriminatory practice. The act could be intimidation, force, or threats communicated in any form-verbal, electronic, etc.

### Sexual Misconduct:

- A. **Sexual Harassment** – includes unwelcomed gender based verbal or physical conduct that sufficiently severe, persistent, and pervasive. It has the effect of unreasonably interfering with, and/or denying or limiting someone's ability to participate in or benefit from the college's educational program and/or activities (hostile environment). It is based on power differentials (quid pro quo - "this for that") and can be the creation of a hostile environment and/or that of retaliation.
- B. **Nonconsensual Sexual Contact (or Attempts)** – intentional sexual touching, however slight, with an object and/or body part(s) by an individual towards another individual that is without consent or done so forcefully.
- C. **Nonconsensual Intercourse (or Attempts)** – any form of sexual intercourse (vaginal, oral, or anal) regardless of how slight the penetration without consent. Also referred to as a sexual assault/rape.
- D. **Sexual Exploitation** – obtaining a personal gain for one's self or for another by taking advantage of an individual in a sexual nature. Examples include but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual video or audio taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting a STD or HIV to another person, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, and sexually-based stalking and/or bullying.
- E. **Acquaintance Rape** – nonconsensual sexual intercourse (rape/sexual assault) by someone known to the complainant.
- G. **Sexual Violence** – act penetrated against someone's will. Includes same sex violence/incidents.
- H. **Sexual Abuse** – sexual interaction between an adult and a minor, including sexual intercourse, touching, or contact.

### Complaints Involving Sexual Assault

TSTC recommends that victims of sexual assault report the offense immediately to TSTC Police Department/Security/Local Agency. Evidence of the assault should be preserved whenever possible. The victim should not bathe or shower and should not throw away or wash the clothes worn at the time of the assault. The victim will at all times be offered campus assistance in the reporting process and will, to the extent permitted by law, be offered anonymity if requested. Please see the section on "confidentiality" below to ensure complete anonymity.

### Procedures For Complaints Made By Students

- A. Students who believe they have been subjected to sexual misconduct or gender discrimination shall report to and consult with the designated Student Title IX Coordinator.
- B. Any employee, this includes Resident/Community Assistants, who have received a report or complaint from a student relating to sexual misconduct or gender discrimination should

immediately notify and refer that student to the designated Student Title IX Coordinator.

- C. The complaint may be oral or in writing. After receiving the complaint, the designated Student Title IX Coordinator will initiate an investigation. The investigator will initiate a thorough, prompt, and equitable investigation. Immediate interim actions may take place before the investigation is complete if determined necessary. This may include an interim suspension, no contact orders, or removal/change from campus housing. When issued, the involved parties will be expected to adhere to the terms of the interim actions. Violations of interim measures will not be tolerated and will be addressed immediately. Students who violate such measures will be subjected to further disciplinary action up to and including suspension and expulsion.
- D. The Investigator will follow the procedures outlined in the Code of Student Conduct which can be found online under "Disciplinary Procedures." The only exception will be the formal review process for both parties which will follow the steps outlined below under "Formal Review Process." If the respondent is found responsible of the accusations, then the proper sanctions will be imposed or mediation when it is acceptable to both parties. In incidents of sexual violence, mediation is never acceptable. If the complainant is found to have made a false accusation then disciplinary sanctions may be imposed.
- E. If the complaint involves actions of an employee at TSTC, the Investigator shall immediately notify the designated Employee Title IX Coordinator who will initiate the employee investigation in accordance with the steps outlined above in "Procedure for Complaints by Employees and Visitors."
- F. In all cases, a prompt, fair, and impartial investigation and resolution will be afforded.
- G. The investigator will report to the Title IX Coordinator for reporting purposes: dates, type of misconduct, result of investigation, actions taken, if there was a Formal Review, the results, and any other pertinent information. The complete investigation documentation will be kept in the proper student's disciplinary records for the duration of the records retention length.

### Formal Review Process

A request for a formal review can be submitted in writing to the proper Title IX Coordinator by either the respondent or complainant within three (3) business days of receipt of the notice of the outcome. The proper Title IX Coordinator will arrange a review panel of three (3) TSTC employees who are appointed to serve as the sounding board in this review. The College will convene this Review Board in a timely manner, usually within five (5) business days, but in certain situations it may take longer. Both parties will be notified in advance of the date, time, and location of the Review and the panelists. They will be afforded an opportunity to object to any Review Member of the panel. This assures that the Title IX requirement to afford both parties a fair, impartial, and objective review is comprised of unbiased decision makers.

Continued communication with both parties will continue during this process. Within two business days prior to the date

of the Review, a list of witnesses and all documentation must be submitted to the proper Title IX Coordinator. The objective of the Review Panel is to assess the findings and sanctions imposed. They may not impose more severe penalties. Because these proceedings are not designed to be a legal or judicial hearing, the Review Panel operates by basis of "Preponderance of the Evidence". The decision will be made by majority vote. If a student or employee brings an attorney for the review, they must provide sufficient notice (at least two (2) days) for TSTC to have their own attorney present as well. The attorney will only serve in an advisory role not be permitted to present evidence or argument before the Review Board. The presence of an attorney may cause a delay in process. All reviews will be closed.

### Retaliation

Any form of retaliation by either party will not be condoned by the College and the College will take immediate action to rectify the situation and additional disciplinary action may occur, including separation from the college. Retaliation includes but is not limited to: intimidation, discrimination, coerce, or threats to either party

### Confidentiality

Privacy of individuals and confidentiality of information given will be maintained to the extent permitted by law throughout all phases of these procedures. TSTC strongly supports a complainant's interest in confidentiality in cases involving sexual misconduct. The College will try to honor this request except when the safety of the campus community is at risk or if it may create a nondiscriminatory environment for others. All employees, this includes Resident/Community Assistants (RA/CA's), are considered responsible employees and have the duty to report sexual misconduct to the proper Title IX Coordinator and must report the name of the person disclosing the sexual misconduct, the alleged perpetrator, and all relevant facts regarding the incident, including date, time, and location. Exempt employees include Counselors and Nurses/EMT acting in their responsible job duties, such as in counseling and medical consultations respectively. Counselors and Nurses/EMT DO NOT have to report to the Title IX Coordinator and can remain totally confidential. In cases involving minors, state mandatory laws may require disclosure. Steps to ensure the complainant's protection will be taken.

Texas State Technical College will provide written notification to students and employees of dating violence, domestic violence, sexual assault/misconduct, or stalking (whether the offense occurred on or off campus) of their rights and options.

### Complainant's Rights

- A. The right to a prompt and equitable resolution of sex discrimination complaints.
- B. The right to present his/her case or have the College present. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same review processes, for both parties.

- C. The right to be notified of the time frame within which: (a) the college will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file a review, if applicable.
- D. The right to be informed of and have access to campus resources for medical, counseling, and advisory services.
- E. The right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- F. The right to be notified, in writing, of the outcome of the complaint.
- G. Right to not have irrelevant past sexual history admitted in a hearing.

### Respondent's Rights

- A. The right to a prompt and equitable resolution of all credible complaints of sexual misconduct made in good faith to college officials against the accused.
- B. The right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same review processes, for both parties.
- C. The right to be notified of the time frame within which: (a) the college will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file a review, if applicable.
- D. The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint.
- E. The right to be informed of and have access to campus resources for medical, counseling, and advisory services.
- F. Right to not have irrelevant past sexual history admitted in a hearing. (Unless previous known behavior is similar to the alleged in the current investigation and there is evidence of a pattern of behavior.)

### Reduce the Risk of Being Sexually Assaulted

1. Know your sexual intentions and limits. You have the right to say "NO" to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
2. Communicate with your partner. Do not assume that someone will automatically know how you feel or will eventually "get the message" without you having to say anything. Just as it's okay to say "NO" to unwanted activities, it's okay - and important - to give clear consent to activities you would like to engage in. Avoid giving "mixed messages"; back up your words with a firm voice and clear body language (e.g., if you consent, give a big smile and say "YES!").
3. Remember that some people think that drinking, dressing provocatively, or going to your or someone else's room is saying you are willing to have sex. Be clear upfront about your limits in such situations.
4. Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
5. If you feel you are being pressured or coerced into sexual activity, you have a right to state your feelings and/or leave

the situation. If you are concerned about the other person becoming angry, it is okay to make up an excuse to leave or create time to get help.

6. Attend large parties with friends you trust. Agree to “look out” for one another. Leave with the group, not alone. Avoid leaving with people that you don’t know very well.

Texas State Technical College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. In addition, the Title IX Coordinator will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations along with information on protective measures. This information will be provided regardless of whether the victim chooses to report the crime to campus police or local law enforcement. This request can be made to the Title IX Coordinator.

To report an incident of Sexual Misconduct or Gender-based Discrimination, or to obtain a list of available local, state, or federal victim services, please contact your local Title IX representative:

### Harlingen

#### Student Title IX Representative

Janette Gomez  
Community Standards Liaison  
jngomez6890@tstc.edu  
956-364-4383

#### Employee Title IX Representative

Mary Prepejchal  
Director, Human Resources  
mary.prepejchal@tstc.edu  
956-364-4041

### Fort Bend

#### Student Title IX Representative

Georgeann Calzada  
Director, Student Services  
georgeann.calzada@tstc.edu  
832-595-8734  
Toll Free: 855-605-7336

### Marshall

#### Student Title IX Coordinator

Annette Ellis  
Associate Vice President-Student Services  
titleix.student@tstc.edu  
903-923-3313

#### Employee Title IX Representative

Amanda Oswalt  
Manager, Human Resources  
amanda.oswalt@tstc.edu  
903-923-3221

### North Texas

#### Student Title IX Coordinator

Amanda Warren  
Director, Student Services  
amanda.warren@tstc.edu  
972-617-4724

### Waco and Williamson County

#### Student Title IX Representative

Michelle Rachels  
Director, Student Life  
michelle.rachels@tstc.edu  
254-867-3441

#### Employee Title IX Representative

Heather Karl Dean  
Human Resources Executive  
heather.karldean@tstc.edu  
254-867-2369

### West Texas

#### Student Title IX Representative

Griselda Sanchez  
Community Standards Liaison  
griselda.sanchez@tstc.edu  
325-235-7344

#### Employee Title IX Coordinator

Hannah Love  
Associate Vice Chancellor for Human Resources  
titleix.employee@tstc.edu  
325-236-8277

#### Student Title IX Coordinator – State Lead for TSTC

Annette Ellis  
Associate Vice President-Student Services  
titleix.student@tstc.edu  
Administration Building  
2650 E. End Blvd South  
Marshall, TX 75671  
903-923-3313

#### Employee Title IX Coordinator – State Lead For TSTC

Hannah Love  
Associate Vice Chancellor for Human Resources  
titleix.employee@tstc.edu  
Graphic Building  
Sweetwater, TX  
325-236-8277



**State/National Resources**

Not Alone

[www.notalone.gov](http://www.notalone.gov)

Rape, Abuse, and Incest National Network-RAINN

1-800-656-HOPE (4763) 24 hr. hotline

**Texas Crime Victims' Clearinghouse**

800-848-4284

[www.tdcj.state.tx.us/divisions/vs/victim\\_txcvc.html](http://www.tdcj.state.tx.us/divisions/vs/victim_txcvc.html)**Crime Victims' Compensation**

800-983-9933

[www.texasattorneygeneral.gov/cvs/crime-victims-compensation](http://www.texasattorneygeneral.gov/cvs/crime-victims-compensation)**Crime Victim's Institute**

936-294-3100

[www.crimevictimsinstitute.org](http://www.crimevictimsinstitute.org)**National Hopeline Network**

800-SUICIDE (800-784-2433)

[www.hopeline.com](http://www.hopeline.com)**National Suicide Prevention Lifeline**

800-273-TALK (8255)

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)**Veterans Crisis Line**

800-273-8255 (when connected, press 1)

[www.veteranscrisisline.net](http://www.veteranscrisisline.net)**National Domestic Abuse Helpline for Men and Women**

888-743-5754

[www.dahmw.org](http://www.dahmw.org)**National Domestic Violence Hotline**

800-799-7233

[www.thehotline.org](http://www.thehotline.org)**National Sexual Violence Resource Center**

877-739-3895

[www.nsvrc.org](http://www.nsvrc.org)**TAASA – Texas Association Against Sexual Assault**

512-747-7190

[taasa.org](http://taasa.org)**RAINN – Rape Abuse and Incest National Network**

800-656-4763

[www.rainn.org](http://www.rainn.org)**Office for Civil Rights**

800-421-3481 or 214-661-9600 (Dallas)

[OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)**Office for Violence Against Women**

202-307-6026

[www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)**Texas Association Against Sexual Assault**

512-474-7190

[taasaconference.org](http://taasaconference.org)**NOAH's Project – Victim Advocate**

800-444-3551

[noahproject.org](http://noahproject.org)**Women's Protective Services**

800-736-6491

[www.wpslubbock.org](http://www.wpslubbock.org)**Local Resources****Harlingen**

TSTC Police

956-364-4220

After hours: 956-873-2677

Weekends: 956-873-2677

TSTC Counseling

956-364-4520

Health Services

956-364-4306

[http://www.tstc.edu/student\\_life/titleix](http://www.tstc.edu/student_life/titleix)**Marshall****Campus Resources:**

TSTC Campus Security

903-923-3351

TSTC Counseling Services

903-923-3309

**Area Resources:**

Good Shepherd Medical Center Marshall

903-927-6000

Marshall Rural Health Clinic

903-927-6140

Health Department

903-927-6607

HealthCare Express

903-938-4363

Access Family Health

903-927-2824

Marshall Internal Medicine

903-927-6800

CVS Pharmacy

903-935-6661

Walgreens Pharmacy

903-923-0605

Matthewson Drug Co.

903-938-6741

Sabine Valley Regional MH

903-938-7725

**North Texas**<http://tx-elliscounty.civicplus.com/BusinessDirectoryII.aspx?lngBusinessCategoryId=22&PREVIEW=YES>**Waco**

TSTC Police

254-867-3690 or 911

TSTC Counseling Office

254-867-3634

Health Services

254-867-3820



### **Fort Bend**

Women's Center  
<http://fortbendwomenscenter.org>  
281-342-4357

Katy Christian Ministries  
<http://ktcm.org/assistance-programs/sexual-abuse>  
281-391-5262

### **Williamson County**

Williamson County Crisis Center

<http://www.hopealliancetx.org/>  
1-800-460-7233

### **Waco**

Family Abuse Center  
[www.familyabusecenter.org](http://www.familyabusecenter.org)  
254-772-4770

The Advocacy Center  
[www.advocacycntr.org](http://www.advocacycntr.org)  
2323 Columbus Ave.  
Waco, Texas 76701  
254-752-7233 (Crisis Line)  
254-752-9330

Scott & White Waco Hillcrest Baptist Medical Center  
100 Hillcrest Medical Blvd.  
Waco, Texas 76712  
254-202-2000

Providence Health Care Center  
342 Richland W. Circle  
Waco, Texas 76712  
254-751-4000

### **West Texas**

#### **Abilene Campus Resources:**

TSTC Counselor office  
325-738-3319; cell 325-668-3788

#### **Abilene Area Resources:**

Abilene Police Department  
911  
[www.abilenepolice.org](http://www.abilenepolice.org)

Abilene Regional Medical Center  
325-695-9900  
[www.abileneregional.com/Abilene-Regional-Medical-Center/home.aspx](http://www.abileneregional.com/Abilene-Regional-Medical-Center/home.aspx)

Hendrick Medical Center  
325-670-2000  
[www.ehendrick.org/Main/Home.aspx](http://www.ehendrick.org/Main/Home.aspx)

Regional Victim Crisis Center (24 hrs)  
325-677-7895  
<http://regionalcrime.org>

[www.tstc.edu](http://www.tstc.edu)

Noah Project, Family Violence (24 hrs)  
325-676-7107  
<http://noahproject.org>

MHMR – Betty Hardwick Center (24 hrs)  
800-758-3344  
[www.bhcmhmr.org](http://www.bhcmhmr.org)

Love and Care Ministries  
325-670-0246  
[www.lcmin.com](http://www.lcmin.com)

Hope Haven  
325-677-4673  
[hwww.abilenehopehaven.com](http://hwww.abilenehopehaven.com)

The Salvation Army  
325-677-1408  
[www.salvationarmytexas.org/location/Abilene](http://www.salvationarmytexas.org/location/Abilene)

Taylor County District Attorney – Protective Order Unit:  
325-674-1261  
[www.taylorcountytexas.org/index.aspx?nid=125](http://www.taylorcountytexas.org/index.aspx?nid=125)

West Texas Legal Services  
325.677.8591 or 800.933.8591

#### **Breckenridge Campus Resources:**

TSTC Counselor office:  
254-559-7718; cell 325-668-3788

#### **Breckenridge Area Resources:**

Breckenridge Police Department  
911 or 254-559-2211  
[www.townofbreckenridge.com/index.aspx?page=47](http://www.townofbreckenridge.com/index.aspx?page=47)

Stephens County Sheriff's Office  
911 or 254-559-2481  
[http://stephenssheriff.com/Stephens\\_County\\_Sheriffs\\_Office/Home\\_1.html](http://stephenssheriff.com/Stephens_County_Sheriffs_Office/Home_1.html)

Stephens Memorial Hospital  
254-559-2241  
<http://www.smhtx.com/getpage.php?name=index>

Crime Victim Assistance Center  
254-559-4000 (Breckenridge)  
254-629-3223 (Eastland)  
888-686-3222 (24 hr. hotline)  
[www.chamberofcommerce.com/breckenridge-tx/7682554-crime-victim-assistance-center](http://www.chamberofcommerce.com/breckenridge-tx/7682554-crime-victim-assistance-center)

MHMR – Betty Hardwick Center (24 hrs)  
800.758.3344  
1612 West Walker Street  
Breckenridge, TX 76424

**Brownwood Campus Resources:**

TSTC Counselor Office  
325-641-3912; cell 325-642-1538

**Brownwood Area Resources:**

The Ark (Domestic Violence Shelter)  
325-643-2699 or 800-313-2699  
[www.arkshelter.org](http://www.arkshelter.org)

Family Services Center, Inc.  
325-646-5939 or 866-211-2255  
[www.familysc.net](http://www.familysc.net)

Legal Aid of Northwest Texas, Brownwood number  
325-646-8659  
[www.lanwt.org](http://www.lanwt.org)

Central Texas MHMR (Center for Life Resources)  
325-646-9574  
<http://cflr.us/wordpress>

Heart of Texas Children's Advocacy Center  
1409 Early Blvd.  
Early, TX 76802.  
[www.cactx.org/find-a-local-center/early-cac](http://www.cactx.org/find-a-local-center/early-cac)

The Brownwood Police Dept.  
325-646-2525  
[www.ci.brownwood.tx.us/PD/pdindex.htm](http://www.ci.brownwood.tx.us/PD/pdindex.htm)

Brownwood Regional Medical Center  
325-646-8541  
[www.brmc-cares.com/Brownwood-Regional-Medical-Center/home.aspx](http://www.brmc-cares.com/Brownwood-Regional-Medical-Center/home.aspx)

**Sweetwater Campus Resources:**

TSTC Counselor office  
325-236-8292; cell 325-514-1180

TSTC Police  
325-235-7400 (on campus phone - call 400)

**Sweetwater Local Resources:**

Sweetwater Police Department  
325-236-6686  
<http://cityofsweetwatertx.com/index.aspx?NID=86>

Nolan County Sheriff's Office  
325-235-5471  
[www.nolanso.com](http://www.nolanso.com)

Rolling Plains Memorial Hospital  
325-235-1701  
[www.rpmh.net](http://www.rpmh.net)

Nolan County - MHMR  
325-236-6619  
[www.wtcmhmr.org/poc/view\\_doc.php?type=doc&id=10429](http://www.wtcmhmr.org/poc/view_doc.php?type=doc&id=10429)

Nolan County - District Attorney  
325-235-8639  
[www.co.nolan.tx.us/default.aspx?Nolan\\_County/District.Attorney](http://www.co.nolan.tx.us/default.aspx?Nolan_County/District.Attorney)

Nolan County - Victim Services Coordinator  
325-235-2338  
<http://www.tdcj.state.tx.us/divisions/vs/counties/nolan.html>

Hope House Counseling:  
325-235-1910  
<http://hopehousesweetwater.com>

Family and Individual Counseling- Carol Frye, LPC  
325-235-9896

West Texas Child Advocacy  
325-235-1818  
[www.cactx.org/find-a-local-center/west-texas-childrens-advocacy-center](http://www.cactx.org/find-a-local-center/west-texas-childrens-advocacy-center)

**Bystander Intervention**

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. Simply put, it's when someone interrupts a potentially harmful situation. That includes stopping actions or comments that promote sexual violence.

TSTC encourages members of our community to speak up and say something if they see a potentially harmful situation.

**Five Steps to Accountability**

1. Notice the event.
2. Recognize it as a risky situation.
3. Take responsibility for helping in the situation.
4. Have the skills necessary to intervene.
5. Take Action!

**Intervening in Any Situation**

- Gather details about the situation.
- Ask for help from other bystanders or friends.
- Be sensitive and understanding.
- Intervene early and in a safe manner.
- Consider multiple options.
- Don't be afraid to call for help! Resident Assistants (RA)/Community Assistants (CA), TSTC Police, local police at 911

**Non-emergency Intervention**

- Don't make assumptions about the people involved or the situation.
- Keep your eyes open for red flags.
- Set a goal or a plan.
- In conversations, keep in mind that it is about mutual respect.

### Emergency Intervention

- Try to keep everyone calm.
- Know your exit strategies.
- Understand that situations can escalate quickly.
- Be clear and concise when asking for help.
- Keep yourself and others safe.
- Tell whoever involved that you are committed to helping them.
- Encourage value-based decisions.

### National Bystander Intervention

Break the Cycle

[www.breakthecycle.org](http://www.breakthecycle.org)

[www.breakthecycle.org/what-can-i-do](http://www.breakthecycle.org/what-can-i-do)

A CALL TO MEN

[www.acalltomen.org](http://www.acalltomen.org)

Empower Your Friends & Family

[www.acalltomen.org/empower](http://www.acalltomen.org/empower)

hollaback!

[www.ihollaback.org](http://www.ihollaback.org)

Take Action

[www.ihollaback.org/take-action](http://www.ihollaback.org/take-action)

Know Your IX

[www.knowyourix.org](http://www.knowyourix.org)

Support a Survivor

[www.knowyourix.org/i-want-to/support-survivor](http://www.knowyourix.org/i-want-to/support-survivor)

Loveisrespect.org

Help a Friend

[www.loveisrespect.org/pdf/help-a-friend.pdf](http://www.loveisrespect.org/pdf/help-a-friend.pdf)

Help a Stranger

[www.loveisrespect.org/pdf/help\\_a\\_stranger.pdf](http://www.loveisrespect.org/pdf/help_a_stranger.pdf)

The National Domestic Violence Hotline

[www.thehotline.org](http://www.thehotline.org)

Help for Friends and Family

[www.thehotline.org/help/help-for-friendsand-family/](http://www.thehotline.org/help/help-for-friendsand-family/)

### Legal Assistance:

#### Abilene

Legal Aid of North West Texas

500 Chestnut, Ste. 901

Abilene, Texas 79602

325-672-7913

800-933-8591

[www.lanwt.org](http://www.lanwt.org)

#### Breckenridge

Legal Aid of North West Texas

500 Chestnut, Ste. 901

Abilene, Texas 79602

325-672-7913

800-933-8591

[www.lanwt.org](http://www.lanwt.org)

#### Brownwood

Legal Aid of North West Texas

300 N. Fisk Ave.

Brownwood, Texas 76801

325-646-8659

[www.lanwt.org](http://www.lanwt.org)

#### Sweetwater

Legal Aid of North West Texas

500 Chestnut, Ste. 901

Abilene, Texas 79602

325-672-7913

800-933-8591

[www.lanwt.org](http://www.lanwt.org)

#### Marshall

Lone State Legal Aid

140 East Tyler, Suite 150

Longview, Texas 75601

903-758-9123

800-866-0821

[www.lonestarlegal.org](http://www.lonestarlegal.org)

#### Harlingen

Texas RioGrande Legal Aid, Inc.

308 East Harrisons Ave.

Harlingen, Texas 78550

956-364-3800

800-369-2651

[www.trla.org](http://www.trla.org)

#### Fort Bend County

Lone State Legal Aid

1415 Fannin Street

Houston, Texas 77002

713-652-0077

800-733-8394

[www.lonestarlegal.org](http://www.lonestarlegal.org)

#### Waco

Lone Star Legal Aid

900 Austin Ave. 7th Floor

Waco, Texas 76701

[www.lonestarlegal.org](http://www.lonestarlegal.org)



**Williamson County**

Texas RioGrande Legal Aid, Inc.  
4920 N. I 35  
Austin, Texas 78751  
512-374-2700  
800-369-9270  
[www.trla.org](http://www.trla.org)

**North Texas**

Legal Aid of North West Texas  
100 E. Main Street, Ste. 200  
Waxahachie, Texas 75165  
866-614-3344  
[www.lanwt.org](http://www.lanwt.org)

**Student Financial Aid Assistance:**

Jackie Adler, Executive Director of Financial Aid  
254-867-3620  
[jackie.adler@tstc.edu](mailto:jackie.adler@tstc.edu)

**Student Visa and Immigration Assistance:**

Paula Arrendondo, Executive Registrar  
956-364-4322  
[paula.arrendondo@tstc.edu](mailto:paula.arrendondo@tstc.edu)

International and Student Visa Immigration Center  
<http://www.internationalstudent.com/immigration>

TSTC has an ongoing comprehensive prevention and awareness campaign and can be found on the TSTC website under Title IX.  
[http://www.tstc.edu/student\\_life/titleix](http://www.tstc.edu/student_life/titleix)

## Code of Student Conduct

**Purpose**

It is the practice of Texas State Technical College (TSTC) to encourage fair and efficient solutions for problems arising out of the student/college relationship. As responsible members of the college

community, students and organizations/clubs are expected to maintain the highest level of academic and social conduct and are responsible for knowing TSTC's policies and standards. The Code is reviewed every academic year, but it is a living document which can be modified to comply with federal, state, or local law.

**Definitions**

**Board of Regents** – governing body of TSTC, appointed by the Governor of Texas.

**Code of Student Conduct (the Code)** – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged misconduct.

**College** – Texas State Technical College (TSTC)

**College Premises** – all buildings, facilities, land, and other property that is owned, used, leased or controlled by the college.

**Complaint** – a statement of the essential facts constituting a violation of the Code or policy of the college.

**Disciplinary Officer** – college official authorized to investigate alleged violations of the Code and to administer the procedures and sanctions of the Code.

**Disciplinary Conference (Conference)** – an informal conversation with the student to review the alleged violation(s) and give them an opportunity to respond directly and present relevant information including witnesses, documents, etc.

**Drug Paraphernalia** – any equipment, product, or material that is used for making, using, or concealing drugs, regardless of that item's intended use at the time of its production.

**Established Student Relationship** – from the time of application for admissions to the college through an award of degree which will include breaks of enrollment if the student continues to have an association with the college.



**Notice of Complaint** – the initial document that identifies alleged misconduct in violation of the Code.

**Review** – a request made by a student who disagrees with the Discipline Officer's decision or sanction and requests that the Student Conduct Review Board evaluate the decision.

**Review Administrator** – Chair/individual assigned to collect, schedule, and be a liaison for the review process.

**Preponderance of Evidence** – the majority of the evidence would cause a reasonable person to support a conclusion (it is more likely than not it happened, 51 percent rule).

**Residential Facilities** – any facility operated by the college or under agreement by an outside agency, with sole purpose of providing housing for students.

**Student** – an individual who has established a relationship with the college for the purpose of taking a course or courses.

**Student Conduct Review Board** – a group convened at the request of a student or student group to evaluate the Dean's decision or sanction placed on an individual.

**Working Day** – Monday through Friday, except for official college holidays or college closings.

## Application

- The Code provides an educational and non-adversarial process designed to resolve matters concerning student conduct; it is not designed to be a legal or judicial process.
- The Code is designed to be reliable, fair and effective.
- Individuals who have established a student relationship with the college are subject to the Code.
- The Code applies to all aspects of campus life: in the classroom, on college property, in residential facilities, at an off campus sponsored activity, or conduct that may occur off campus.
- The Code operates on a preponderance evidence.
- Disciplinary records are maintained by the local campus Disciplinary Officer in accordance with college records and retention policy.
- Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to conduct themselves in accordance with local, state, federal, and international law and the Code as authorized by the TSTC Board of Regents.
- The college disciplinary process will proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related charges are dismissed or otherwise resolved.
- Student Clubs/Organizations are expected to conduct themselves in a manner consistent with the college's function as an educational institution. Student Clubs/Organizations must observe all international, federal, state or local laws and college policies, including the Code, both on campus and off campus.

## Prohibited Conduct

The Discipline Officer may initiate disciplinary proceedings against a student for violations of the Code. Specific examples of prohibited conduct subject to disciplinary action include, but are not limited to, the following:

- A. Acts Violating Statewide Operating Standards (SOS), and College Policies.
- B. Acts of Dishonesty
  1. Intentionally furnishing false or misleading information to the college or a college official.
  2. Forging, altering, falsifying or misusing any college document or instrument of identification.
  3. Intentionally interfering with any election process.
- C. Acts Affecting the College Community
  1. Engaging in disruptive behavior or activity, including but not limited to such acts defined in the Texas Education Code.
  2. Failure to comply with the reasonable directive(s) of a college employee which includes Resident/Community Assistants.
  3. Failure to heed an official summons within the designated time or failure to identify oneself to an institutional representative in response to a request.
  4. Violation of a rule or regulation relating to residence life policies, a breach of a housing contract/lease or motor vehicle regulations.
  5. Gambling in any form.
  6. Failure to fulfill financial or contractual obligation(s) to the college.
- D. Acts Affecting Property or Service
  1. Theft or attempted theft of property or services.
  2. Possession of stolen or lost property.
  3. Destruction or damage to college property or the property of others.
  4. Unauthorized possession, duplication or use of access devices to college property or the property of others.
  5. Unauthorized entry onto or use of college or individual's premises, equipment or resources.
- E. Acts Affecting Computing Resources or Technology
  1. Unauthorized access, use or misuse of college computing resources, systems or data.
  2. Disrupting college computer operations or the availability of computing resources.
  3. Using another individual's identification, password or other credential.
  4. Unauthorized use or sharing of copyrighted materials through electronic means.
  5. Initiating or contributing to attacks against external networks or college systems.
  6. Use of college computers to access lewd, offensive or pornographic material.
  7. Transporting copies of college programs, records or data to another person or computer without written authorization.
  8. Using the college's computer resources for personal gain.
- F. Acts Affecting Health, Safety or Welfare
  1. Engaging in physical or verbal abuse, domestic violence, threats, intimidation, harassment, bullying, coercion, physical/electronic stalking or any other conduct that

threatens or endangers the health, safety or welfare of another person.

2. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug (including synthetic), narcotic, controlled substance, illegal drug paraphernalia or equipment. This includes medication not prescribed to oneself.
3. Public intoxication, use, possession or distribution of an alcoholic beverage(s).
4. Being under the influence of alcohol, an illicit drug, narcotic, synthetic, or controlled substance.
5. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law.
6. Hazing, as defined by the Texas Education Code, including engaging in, soliciting, encouraging, directing, aiding, or voluntarily submitting in behavior that could cause physical, mental or emotional harm to another or is considered humiliating or degrading.
7. Engaging in acts of gender discrimination, sexual misconduct, abuse, assault or harassment.
8. Engaging in speech, either orally or in writing that is directed to incite, produce lawless action, or intimidate another.
9. Possession or use of a dangerous weapon, defined as any instrument, device or object capable of inflicting physical harm. Examples of a dangerous weapon include unlicensed firearms, explosive, devices, dangerous chemicals, illegal length knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, paint ball guns, batons, nunchucks, etc.
10. Misuse or tampering of fire or other life safety equipment or interfering with any college or public safety function.
11. Reporting a false emergency or threat.
12. Smoking inside campus buildings or designated nonsmoking areas.

#### G. Acts Violating Law

1. Engaging in conduct that constitutes a criminal offense under international, federal, state or local law whether convicted or not, and regardless of whether the incident happened on campus or off campus.
2. Breaching the peace; or abetting or inciting another to breach the peace.
3. Disorderly conduct as defined by state law or any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, nonconsensual acts of sexual contact/assault or disrespect for the rights and privileges of others.

#### H. Facilitating Acts of Misconduct

1. Planning or facilitating an act of misconduct.
2. Being present during the commission of an act of misconduct, supporting/encouraging the act or not reporting the act to the appropriate officials.

#### I. Acts interfering with the Disciplinary Process

1. Failure to comply with a request to schedule and attend a conference with the Discipline Officer within a designated time.

2. Failure to comply with sanction(s) imposed under the Code or by the College.

3. Falsifying or misrepresenting information at any stage of the disciplinary process.
4. Knowingly initiating a false complaint to a college official.
5. Attempting to discourage a person's participation in or use of the disciplinary process.
6. Harassment, intimidation, coercion, bribery, or retaliation against a college official or person involved in the disciplinary process.

#### J. Violations of Academic Integrity

Includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, any act designed to give unfair advantage to the student or any attempt to commit such an act.

1. "Cheating" on academic work includes, but is not limited to:
  - Copying from another student's test paper or other academic work.
  - Possession, during a test, of material, such as class notes, that is not authorized by the person giving the test. The presence of textbooks is a violation if they have been prohibited by the person giving the test.
  - Collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work.
  - Using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an unadministered test, test key, homework solution or computer program.
  - Substituting for another student or permitting another student to substitute for oneself to take a test or prepare other academic work.
  - Paying, offering money or other valuables to, or coercing another person to obtain an unadministered test, test key, homework solution or computer program, or Information about an unadministered test, test key, homework solution or computer program.
  - Falsifying laboratory reports and/or other academic work offered for credit.
  - Taking, keeping, misplacing or damaging property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
  - Failing to comply with instructions given by a person administering a test.
  - Discussing the contents of an examination with another student who will take the examination.
  - Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the student.
  - Misrepresenting facts, including providing false grades or resumes for the purpose of obtaining academic or financial benefit or injuring another student academically or financially.
2. "Plagiarism" includes, but is not limited to, the



appropriation, buying, receiving as a gift or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

3. "Collusion" means the unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or collaboration with another person to commit a violation of any scholastic-dishonesty rule.
4. "Falsifying academic records" includes, but is not limited to, the alteration of grades or other falsification of an academic record such as grade report, test paper, registration material or reporting form used by the college.

### Disciplinary Procedures

The Discipline Officer will assess all suspected and reported violations of the Code. Complaints regarding alleged misconduct should be submitted to Student Rights and Responsibilities as soon as possible after the alleged violation.

After completing an initial inquiry the Discipline Officer may:

- Dismiss the allegations as unfounded.
- Summon the student for a conference.
- Upon completion of the conference, dismiss the allegations or impose disciplinary sanctions.
- Impose immediate interim action if the continued presence of the student poses a danger to persons, property, or disruption of the academic process of the college.

### Notice of Complaint

- Deliver a notice summarizing the alleged misconduct either by mail, hand delivery, or electronic means. All students are responsible for maintaining a current physical mailing address with the college and be aware if documents are sent electronically the student's official TSTC email address will be used.
- Give notification of a date that the student has to complete the conference by and if not completed the student automatically waives his/her right to a conference and the Discipline Officer will make a decision based solely on the information at hand.

### Notice of Disciplinary Findings

- If it is determined that the greater weight of evidence or preponderance of evidence indicates that a student engaged in a violation of the code, then the Discipline Officer will deliver a Notice of Disciplinary Findings.
- Notice of Disciplinary Findings will also include information regarding the Review process.
- This notice will inform the student of the findings, any sanctions and/or restrictions imposed, and the student's right to a review if applicable.

### Sanctions for Misconduct

- Admonition – oral or written reprimand.
- Discretionary Sanctions – work assignments, service to the college, etc.
- Disciplinary Probation – indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe action. Additional conditions may be imposed such as counseling, educational seminars/ courses, etc.

- Withholding of grades, official transcript, certificate of completion, or degree.
- Suspension of Rights and Privileges – including, but not limited to, participation in intramurals/recreation center, extracurricular activities, election to office, restrictive building/ area access, housing or visitation privileges, etc.
- Removal or bar from college housing facilities.
- Administratively withdrawn from a course(s).
- Bar Against Readmission – for a specific period of time, and/or drop from current enrollment or drop from enrollment in one or more courses.
- Restitution – reimbursement for damages to or misappropriation of property either monetarily or by specific duties.
- Failing grade or other academic penalty.
- Denial of Degree – this will become part of the student's permanent record.
- Revocation of a degree, grade, or certification – this will become part of the student's permanent record.
- Suspension – removal from the college for a specified period of time. A suspended student will be administratively withdrawn from TSTC, prohibited from entering college premises, and blocked from future registration until reviewed by the Discipline Officer. This sanction will become a part of the student's permanent record and may be removed at the completion of the sanction, at the student's request.
- Expulsion – permanent removal from the college. An expelled student will be administratively withdrawn from TSTC and prohibited from entering college premises. This will become part of the student's permanent record.
- Other penalties as seen fit by the appropriate college administrator.

### Review Process

- Only sanctions that include restrictions, loss of privileges, failing grade or other academic penalty, withholding/revocation of grades or degrees, suspension, or expulsion may be reviewed by the Student Conduct Review Board (Board). All Title IX cases will follow the Sexual Misconduct Policy and the Title IX Review Board process. In an Academic Dishonesty Review, the Board will conclude with a recommendation to the Campus Academic Officer (CAO) who will then notify the student with the final decision.
- A student has three (3) working days to request a review to the Review Administrator.
- The student will be notified within five (5) working days of the time, date, and location of the review by the Review Administrator. Any delays due to extenuating circumstances will be documented and all parties will be notified accordingly.
- At least two (2) working days prior to the hearing, a list of witnesses and documentation must be turned into the Review Administrator. Upon request, the student may receive all documentation no later than 24 hours prior to prepare for the Review.
- The Discipline Officer will present the College's case followed by the student's presentation. Each Party will have the opportunity to present testimony and evidence in support of their position. The Board will be allowed to question both parties and request additional information or clarification.



- Review procedures will be confidential and closed to the public.

### Student Conduct Review Board

- Consists of five (5) members of the campus community: chairperson (who also serves as the Review Administrator), three (3) faculty/staff and two (2) students. The chairperson and the faculty and staff members will be appointed by the local Campus President. Designated students selected to serve on the Board must be currently enrolled and must be in good disciplinary standing.
- The Chairperson will direct proceedings of the review and participate fully in all reviews and participate fully to include voting.
- The objective of the Board is to review the findings and sanctions originally imposed by the Discipline Officer. They may not impose more severe penalties.
- Academic disciplinary reviews will conclude with a Board recommendation to the Campus Academic Officer who will then notify the student with a final, written decision within (5) working days of the hearing.
- The decision will be made by majority vote. All votes will be recorded by secret ballot, tabulated by the chair.
- The findings and conclusions of the Board are final, unless new or extenuating circumstances are introduced for review by the Vice President of Student Services designee.
- The Chairperson will have three (3) working days to provide written results of the Review to all involved.

### General Rules

- Reviews are informal proceedings and traditional rules of the courtroom evidence do not apply, but the Discipline Officer must show substantial evidence and that the sanction imposed was reasonable based on the circumstances.
- An advisor or support person may be present for the review, but may not make statements, represent the accused or question witnesses.
- If a student intends to be accompanied by an attorney for the review, the attorney will not be permitted to present evidence or argument before the Board. The college reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a Review may be extended if the college has to retain counsel.

### Academic Dishonesty Procedures

Procedures for discipline due to academic dishonesty will first be considered and reviewed by Student Learning.

### Notice of Complaint

- The instructor of record will contact the student to request a meeting at a designated date, time, and location. The instructor will notify the student of the alleged violation and provide the student an opportunity for explanation.
- If student chooses to not attend the meeting, the student automatically waives his/her right to a conference and the faculty member will make a decision based solely on the information at hand.

### Notice of Disciplinary Findings

- The instructor will assess and render academic sanctions by completing the Academic Integrity Discipline Report Form. The student will receive a copy of the completed form.
- The completed Academic Integrity Discipline Report Form will inform the student of the findings, any academic sanctions imposed, and the student's right to a review if applicable. The faculty member will report the violation and sanctions by submitting the form to the Student Discipline Officer via the official incident reporting system.

### Academic Sanctions

- May include reduced or failing grade on an assignment or examination
- May include reduced or failing grade in a course
- May be rendered in addition to other disciplinary measures imposed by TSTC
- Further disciplinary sanctions may occur if circumstances warrant or multiple academic dishonesty violations.

### Review Process

Students may request a review of the instructor's decision to the Student Conduct Review Board. A written, final decision will be provided to the student by the Campus Academic Officer within (5) working days of the Student Conduct Review Board hearing.

## Compact with Texans

Texas State Technical College (TSTC) is a public coeducational institution of higher education offering courses of study in technical education leading to the award of Certificates and Associate of Applied Science Degrees. TSTC also provides workforce training to business and industry, continuing education to the public, and training programs for community and state economic development.

### Compact with Texas Complaint Representatives:

Abilene, Breckenridge, Brownwood, and Sweetwater  
Griselda Sanchez, Community Standards Liaison  
griselda.sanchez@tstc.edu  
325-235-7311

Fort Bend Technical Center  
Georgeann Calzada  
georgeann.calzada@tstc.edu  
832-595-8734  
Toll Free: 855-605-7336

Harlingen  
Janette Gomez, Community Standards Liaison  
janette.gomez@tstc.edu  
956-364-4383

Marshall  
Annette Ellis, Associate Vice President

annette.ellis@tstc.edu  
903-935-3313

North Texas  
Amanda Warren, Director of Student Services  
amanda.warren@tstc.edu  
972-617-4724

Waco and Williamson County  
James Fickens, Director  
james.fickens@tstc.edu  
254-867-3652

TSTC campuses are located at Abilene, Brownwood, Breckenridge, East Williamson County Higher Education Center, Fort Bend Technical Center, Harlingen, Marshall, North Texas Center, Sweetwater, and Waco. TSTC serves students from more than 220 counties in Texas, and TSTC graduates may begin their careers in high-paying jobs across the state or continue their education at colleges and universities.

TSTC graduates are highly valued by business and industry for their work ethic, knowledge and workplace skills.

### **TSTC's Customer Service Goal**

It is the goal of Texas State Technical College faculty and staff to provide a level of customer service that is beyond expectation. We pledge to be ...

Friendly to all we meet in our work,  
Helpful in all that we do,  
Courteous in all of our dealings,  
Responsive to customers' needs, and  
Accountable for our actions.

We will deliver the highest quality services possible with the highest regard for honesty, integrity, and ethical behavior

### **TSTC's Formal Written Complaint /Compact with Texans Complaint Handling Procedure**

It is the practice of Texas State Technical College to seek fair, efficient, and equitable solutions for problems that arise out of the student/college relationship and to allow any student to be heard when he/she feels that his/her rights have been violated or that an action taken by an employee of the college is unfair.

This procedure is available to all students to present complaints concerning disagreement or dissatisfaction arising out of the student/college relationship.

The filing of student grievance is not to be interpreted as a way to change existing school policy or rules. The policy, rules or regulations of the college are of themselves not subject to a grievance process, only their implementation. This student grievance procedure is simply a way for the student to indicate that either:

1. An action taken by a school official or employee is inappropriate, improper, or too harsh; or
2. He/she is being treated differently from other students.

Most questions or complaints can be resolved through routine channels. Students are encouraged to discuss questions or complaints with the instructor or employee with whom the question or complaint has arisen. Complaints received verbally and resolved through routine channels are not considered official written complaints and are not subject to this procedure.

1. The Representative will acknowledge receipt of the complaint in writing within (5) five working days. The notice will let the student know the matter is receiving attention and estimate the length of time it will take to resolve the issue.
2. The complaint will be investigated.
3. A solution that is consistent with TSTC policies, as well as applicable local, state and federal laws, will be proposed in writing to the student within the (10) ten working days from the date the Representative received the complaint.
4. If dissatisfied with the proposed solution the student may request that the Grievance Resolution Committee appointed by the Executive Management Council (EMC), or appropriate campus council, consider the complaint. This request must be made in writing to the Representative within (3) working days of receipt of the letter outlining the solution and must specify what in the solution is unsatisfactory. The committee will meet within (10) ten working days of receiving the student's request to review all available documentation. The Grievance Resolution Committee has a maximum of (5) five working days from the date of the review to respond to the student and employee with a decision. The committee's decision will be final.

### **Grievances/Complaints procedures:**

Student>TSTC Employee>Supervisor(s)>Grievance Resolution Committee

Student disciplinary decisions that involve severe disciplinary penalties are not subject to this policy on student grievance, but should be run through the student conduct review process.

Discrimination of a student will be handled according to the appropriate policy.

## **Prohibiting Racial Harassment Policy**

TSTC prohibits any act, deed or speech interpreted as racial harassment, by or against, students, employees, and guests of the college. Students or employees engaging in such conduct are subject to disciplinary action ranging from probation or suspension to termination of employment.

### **Philosophy Statement**

TSTC is committed to the principles of free inquiry and free expression. Members of the college community have the right to hold, vigorously defend and promote their ideas and opinions to

flourish or wither according to their merits.

Respect for this right requires that students and employees tolerate expression of views that they find offensive. All members of the educational community should however, voluntarily adopt standards of civility and good taste that reflect mutual respect, understanding and sensitivity among its diverse racial, ethnic and cultural groups.

TSTC is also committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of race, color, gender, national origin, age, genetic information, disability, or veteran status.

Harassment of students or employees on the basis of race contributes to a hostile work or school environment that makes access to work or education for those subjected to it less than equal. Racist behavior also brings dishonor to the perpetrator, demoralizes and disrupts the academic community as a whole and diminishes the stature of TSTC.

Racist communication and acts that demean, ridicule and humiliate the victim and also can cause serious emotional distress, impede the learning process and in the form of “fighting words” may provoke a violent response.

For all these reasons, TSTC unequivocally condemns racist behavior in all of its forms. The Discipline Officer or designee at the local campus has the primary responsibility for responding to an accusation or complaint of racial harassment and will inform the student of complaint, investigation and resolution procedures during the initial meeting.

Upon receipt of an allegation of racial harassment, the Discipline Officer or designee shall ascertain the facts and provide mediation services to assist the student. These mediation services may include consultation with the student and alleged wrongdoer, either separately or together, and with student services staff, vice president’s or other approved administrative officials of the college. If such mediation efforts result in a solution satisfactory to the student, the student shall be asked to complete a written and signed statement to the effect.

Where such mediation efforts fail or the student does not wish to pursue mediation, the student complainant may seek formal resolution concerning potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.

## Instructional Philosophy

TSTC trains employees for tomorrow’s careers, helping to strengthen the economic competitiveness of Texas and improve the lives of its people. TSTC believes in “learning by thinking and doing.” Its curricula give students the technical knowledge, skills and abilities

they need to be successful in their chosen careers. Its faculty is highly qualified, with years of business and industry experience in their respective fields. And its facilities and equipment provide students with significant opportunities to apply what they learn.

## Industry Advisory Committees

Industry Advisory Committees are an essential component of TSTC’s graduate success. Their members guide curriculum development by advising faculty on the skills, knowledge, and abilities that employees need. They help to create and equip facilities so students gain experiences that enhance their value to employers. Their on-going involvement ensures that TSTC students receive the right kind of education.

## Institutional Research

Institutional research supports planning, evaluation and improvement initiatives. Using paradigms from the social sciences and organizational and management theory, institutional research deals with a wide range of topics and issues critical to the health and advancement of the College. Institutional research collects and analyzes data; designs and implements studies dealing with students, personnel, facilities, equipment, programs and services; develops databases suitable for longitudinal studies; and disseminates the results to be used for the betterment of TSTC and those that it serves.

## Educational Foundations

The TSTC Foundation is a non-profit educational corporation chartered by the state of Texas in 2000 for the sole purposes of 1) supporting the educational undertaking of Texas State Technical College by furthering education, research and financial assistance of deserving students; 2) soliciting donations for particular objectives to accomplish such purpose, and 3) cooperating with the advancement and general welfare of TSTC as a whole. It is the intent of the Foundation to work very closely with the Board of Regents and the TSTC Administration to determine unmet needs of TSTC and expedite solutions to those needs.

## Family Educational Rights and Privacy Act (FERPA)

TSTC complies with the Family Educational Rights and Privacy Act and informs students of their rights under the act. Student’s rights covered by the act are as follows::

1. The right to inspect and review the academic record within 45 days after the day Texas State Technical College receives a request for access.  
A student should submit to the Registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was

submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right of a student to petition to the college to amend or correct any part of his/her academic record which is believed to be inaccurate, misleading or in violation of the privacy or other rights of the student. When the college decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading or in violation of the privacy or other rights of the student.

A student who wishes to petition to amend or correct a record may submit a written statement to the Custodian of Student Records identifying the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.

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

Texas State Technical College discloses education records without a student's prior written consent under the exception for disclosure to school officials with legitimate educational interests. A school official is as a person employed by Texas State Technical College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person approved by and under contract to TSTC in a faculty position; a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person appointed by the Governor and confirmed by the State Senate as a member of the Texas State College Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for Texas State Technical College.

Upon request the college may also disclose educational records without student written consent to the following:

- a. parents of an eligible student who claim the student as a dependent for income tax purposes (form available in the Registrar's Office);
- b. in order to comply with a judicial order or a lawfully issued subpoena;
- c. appropriate parties in a health or safety emergency;
- d. an alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless of whether the institution concluded a violation was committed;
- e. the general public if the institution determines as a result

of disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of the institution's rules or policy or state or federal law, as authorized by state law;

- f. parents of a student under the age of 21 regarding a college's determination that the student violated federal, state or local law or institutional policy governing the use or possession of alcohol or a controlled substance
4. The right of a student to consent to release of semester credit hours taken at other institutions to the Texas Higher Education Coordinating Board.
5. The right of any person to file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-4605, if TSTC violates the FERPA.

### Directory Information

Under the Family Education Rights and Privacy Act of 1974, the following is designated by TSTC as directory information and may be made public unless the student desires to withhold all or any portion of it: name, preferred address, preferred telephone number, email address, classification of coursework level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of college attendance, photograph images, degrees, certificates and awards received and most recent previous educational agency or institution attended by the student. A currently enrolled student may prohibit the release of directory information by completing an appropriate request form in the Registrar's Office during registration or within the first five class days of each term. Under the Privacy Act of 1974, official records are not open to the public and will not be divulged without consent from the student. Minors attending the college have the same right regarding their records as adult students. If a student is still a legal dependent of a parent or guardian, the parent has the right to access the records of the dependent student provided the parent can establish this dependency as defined by the Internal Revenue Code of 1954, section 152. This request must be made in person at the Registrar by providing a copy of the most recent federal income tax return and required picture identification.

If you have any questions concerning disclosure of information contact the Registrar. Student Privacy and FERPA updates are available at [www.tstc.edu](http://www.tstc.edu).

### Use of Student Photographs and Signatures for Publications

It is the policy of Texas State Technical College to utilize images or signatures of students for promotion or advertising purposes after obtaining the student's written permission to do so. A release form shall be obtained for each set of student images or signatures retained for use by the college. The release form shall be maintained in the student's permanent academic record file. Other copies may be maintained elsewhere at the college's decision.



# Associate Degrees & Certificates



## PROGRAMS & DEGREES

Award Name		Award Type			
Architectural/Civil Drafting Technology	AAS				▲
Auto Collision & Management Technology - Generalist Specialization	AAS		▲		
Auto Collision Refinishing	Cert1		▲		
Auto Collision Generalist	Cert2		▲		
Auto Collision & Management Technology - Refinishing Specialization	AAS				▲
Auto Collision Refinishing	ATC				▲
Auto Collision Generalist	Cert1				▲
Auto Collision & Management Technology - Repair Specialization	AAS				▲
Auto Collision Repair	ATC				▲
Auto Collision Repair	Cert1				▲
Auto Collision Repair	Cert2				▲
Architectural Design and Engineering Graphics Technology	AAS		▲		
Aircraft Dispatch Technology	AAS				▲
Agricultural Technology	AAS		▲		
Agricultural Operations	Cert1		▲		
Aircraft Airframe Technology	AAS	▲	▲		▲
Aircraft Airframe Technician	Cert2	▲	▲		▲
Aircraft Powerplant Technology	AAS	▲	▲		▲
Aircraft Powerplant Technician	Cert2	▲	▲		▲
Aircraft Pilot Training Technology-Airplane Specialization	AAS				▲
Aircraft Pilot Training Technology-Helicopter Specialization	AAS				▲
Commercial Pilot-Helicopter	Cert2				▲
Multi-Engine Aircraft Pilot	ESC				▲
Air Traffic Controller	AAS				▲
Automotive Technology	AAS		▲	▲	▲
Automotive Technician	Cert1		▲		
Automotive Technician	Cert2		▲	▲	▲
Automotive Technology Chrysler Specialization	AAS				▲
Ford Maintenance & Light Repair	Cert1		▲		
Automotive Maintenance and Light Repair	Cert1			▲	▲
Automotive Technology Toyota T-Ten Specialization	AAS				▲
Automotive Technology Toyota T-Ten Specialist	Cert2				▲
Automotive Technology Advanced Vehicle Fuel Systems	ESC				▲
Avionics Technology	AAS				▲
Avionics Ramp Testing	Cert1				▲
Business Applications Programming	ATC				▲

ABILENE  
BRECKENRIDGE  
BROWNWOOD  
FORT BEND CO.  
HARLINGEN  
MARSHALL  
NORTH TEXAS  
SWEETWATER  
WACO  
WILLIAMSON CO.

AWARD NAME	AWARD TYPE	ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.
Building Construction Technology	Cert1					▲					
Building Construction Craftsman	Cert1									▲	
Building Construction Technology - Management Specialization	AAS					▲					
Building Construction Technology - Project Mgmt. & Inspection Spec.	AAS									▲	
Biomedical Equipment Technology	AAS					▲	▲			▲	
Biomedical Equipment Technology-Medical Imaging	ESC									▲	
Medical Imaging Systems Technology	AAS									▲	
Biology	AS					▲					
Business Management Technology - Office Management Specialization	AAS					▲					
Business Management Technology - Operation Mgmt. Specialization	AAS					▲					
Computer Aided Drafting and Design Technology	AAS	▲		▲			▲	▲	▲		
CAD Mechanical Drafting Technology	Cert2						▲	▲			
Computer Aided Manufacturing Machinist	AAS						▲	▲			
Computer Aided Manufacturing Machinist	Cert1						▲				
Computer Aided Manufacturing Machinist	Cert2						▲	▲			
Chemical Dependency Counseling	AAS	▲	▲	▲							
Chemical Dependency Counseling	Cert1	▲	▲	▲							
Cloud & Data Center Computing	AAS									▲	
Chemical Technology	AAS					▲				▲	
Culinary Arts	AAS					▲				▲	
Culinarian	Cert2									▲	▲
Culinary Assistant	Cert1									▲	▲
Culinary Specialist	Cert1					▲				▲	
Computer Maintenance Technology	AAS					▲				▲	
Computer Maintenance Technician	Cert1					▲				▲	
Home Integration Technology	Cert1									▲	
Computer Network Maintenance	AAS						▲	▲			
Computer Network Maintenance	Cert2						▲	▲			
Computer Networking and Systems Administration	AAS	▲		▲			▲	▲			
Computer Networking & Systems Administration	Cert2						▲	▲			
Computer Networking and Systems Administration - CISCO Specialization	AAS									▲	
Computer Tech Support	Cert1									▲	▲
Computer Networking & Security Technology	AAS					▲					
Computer Science	AS					▲					
Computer Programming Technology	AAS									▲	
Cyber Security - Cyber Security Specialization	AAS						▲	▲		▲	

AWARD NAME	AWARD TYPE	ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.
Cyber Security	Cert2						▲	▲		▲	▲
Cyber Security - Digital Forensics Specialization	AAS									▲	
Digital Forensics Specialist	ATC									▲	
Dental Assistant	Cert1					▲				▲	
Digital Arts	AAS	▲									
Diesel Equipment Technology Heavy Truck Specialization	AAS								▲	▲	▲
Diesel Equipment Technology-Heavy Truck	Cert1								▲	▲	▲
Diesel Equipment Technology-Heavy Truck	Cert2								▲		
Diesel Equipment Technology-John Deere Construction & Forestry	AAS									▲	
Diesel Equipment Technology Off Highway Specialization	AAS						▲	▲		▲	
Diesel Equipment Technology-Off Highway Equipment	Cert1						▲	▲		▲	
Diesel Equipment Technology-Outdoor Power Equipment	Cert1									▲	
Dental Hygiene	AAS					▲					
Digital Media Design	AAS	▲				▲					
Database & Web Programming	AAS	▲		▲							
Electronic Communications Technology	AAS									▲	
Global Communications Systems Installer	Cert1									▲	▲
Smart Grid Enhancement	ATC									▲	
Wireless Communications Electronics	Cert1									▲	
Education and Training	AAS					▲					
Education and Training	Cert2					▲					
Energy Efficiency Specialist	Cert1									▲	
Engineering	AS					▲					
Electrical Construction	Cert1									▲	
Electronics Technology	AAS									▲	
Electrical Lineworker Management (Pending SACS)	AAS						▲				
Electrical Lineworker	Cert1						▲			▲	
Paramedic	AAS	▲									
Emergency Medical Services - Advanced EMT (AEMT)	Cert1	▲									
Emergency Medical Services - EMT	Cert1	▲		▲							
Emergency Medical Services - Paramedic	Cert2	▲							▲		
Environmental Technology - Compliance Specialization	AAS									▲	
Environmental Technology - Environmental Health and Safety	AAS		▲								
Electrical Power and Controls	AAS							▲		▲	
Industrial Controls Technology	AAS						▲				
Industrial Electrical Systems	Cert1										▲
Owens-Illinois Industrial Technician	Cert1									▲	
Electromechanical Technology	AAS								▲		



AWARD NAME	AWARD TYPE										
		ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.
Electromechanical Technician	Cert1		▲								
Electromechanical Technician	Cert2								▲		
Downhole Tool Technician	Cert1								▲		
Wind Energy Technology	AAS					▲			▲		
Wind Energy Technician	Cert1					▲			▲		
Wind Energy Technician	Cert2								▲		
Facilities Maintenance & Management	AAS									▲	
Graphics, Gaming and Simulation Programming	AAS					▲					
Graphics, Gaming and Simulation Programming	ATC									▲	
Health Information Technology	AAS	▲	▲			▲			▲		
Medical Office Specialist	Cert2	▲	▲	▲					▲		
HVAC Technician	Cert1				▲					▲	▲
HVAC Technology - Commercial Specialization	AAS				▲					▲	▲
HVAC Technology - Indoor Environmental & Product Refrigeration	AAS							▲			
Indoor Environmental & Product Refrigeration	Cert1							▲			
Indoor Environmental & Product Refrigeration	Cert2							▲			
HVAC Technology - Residential Light Commercial Specialization	AAS					▲					
Refrigeration Mechanic	Cert1					▲					
Industrial Maintenance Mechanic	Cert1									▲	▲
Industrial Maintenance - Electrical Specialization	AAS						▲	▲			
Industrial Maintenance Mechanic - Electrical	Cert2						▲	▲			
Industrial Maintenance - Mechanical Specialization	AAS									▲	▲
Instrumentation Technology	AAS									▲	
Industrial Systems Technology	Cert1					▲					
Laser Electro Optics	AAS									▲	
Logistics Technology	AAS							▲			
Vocational Nursing	Cert2		▲			▲			▲		
Medical Assistant	AAS					▲					
Medical Assistant	Cert2					▲					
Mechatronics Technology	AAS					▲					
Mechanical/Electrical Drafting Technology	AAS									▲	
Medical Information Transcriptionist	Cert1					▲					
Mathematics	AS					▲					
Nurse Assistant	Cert1					▲					
Professional Office Technology	AAS						▲				
Occupational Safety Compliance Technology	AAS									▲	

AWARD NAME	AWARD TYPE	ABILENE	BRECKENRIDGE	BROWNWOOD	FORT BEND CO.	HARLINGEN	MARSHALL	NORTH TEXAS	SWEETWATER	WACO	WILLIAMSON CO.
Food Service Technology	Cert1	▲									
Pharmacy Technician	Cert2									▲	
Physics	AS					▲					
Plumbing & Pipefitting Technology	Cert1									▲	▲
Precision Machining Technology	AAS				▲					▲	▲
Machining	Cert1				▲					▲	▲
Process Operations	AAS						▲				
Robotics Technology	AAS									▲	
Radiation Protection Technology	AAS									▲	
Health Physics	ATC									▲	
Software & Business Management Accounting	AAS	▲		▲							
Software Accounting & Management Professional	Cert2	▲	▲	▲							
Software Development Technology	AAS						▲				
Solar Energy Technology	AAS									▲	
Surgical Technology	AAS					▲					
Land Surveying Technology	AAS									▲	
Survey Field Technician	Cert1									▲	
Telecommunications Convergence Technology	AAS					▲					
Telecommunication Specialist	Cert1					▲					
Tool and Die Technology	AAS					▲					
Toolmaker	Cert2					▲					
Turfgrass & Landscape Management	AAS									▲	
Turfgrass & Landscape Management	Cert2									▲	
Visual Communication Technology - Design Specialization	AAS									▲	
Visual Communication Technology - Graphics Design	Cert1									▲	
Visual Communication Technology - Photography	Cert1									▲	
LVN-RN Transition	AAS			▲							
Web Design & Development	AAS									▲	
Web Design & Development	CER1									▲	
Welding Technology	AAS						▲			▲	▲
Combination Welding	Cert1						▲			▲	▲
Combination and Pipe Welding	Cert2									▲	
Multi-craft Welding	Cert2						▲	▲			
Pipe Welding Technology	Cert1								▲		
Advanced Pipe Welding Technology	ESC					▲				▲	
Structural Welding	Cert1		▲	▲							

## Agricultural Technology

Agricultural professionals, including farmers and ranchers, must be highly knowledgeable in all aspects of agricultural operations, including business and finance, to be successful in today's global agricultural economy.

The successful farmer will continue to be a key person in the U.S. economy, with the advantages of outdoor living and working independently that few people are privileged to enjoy. The agriculture industry requires skilled managers and workers in its many areas, such as farms, ranches, feed services, and government agencies. In this program, students will learn modern techniques essential to profitable operation.

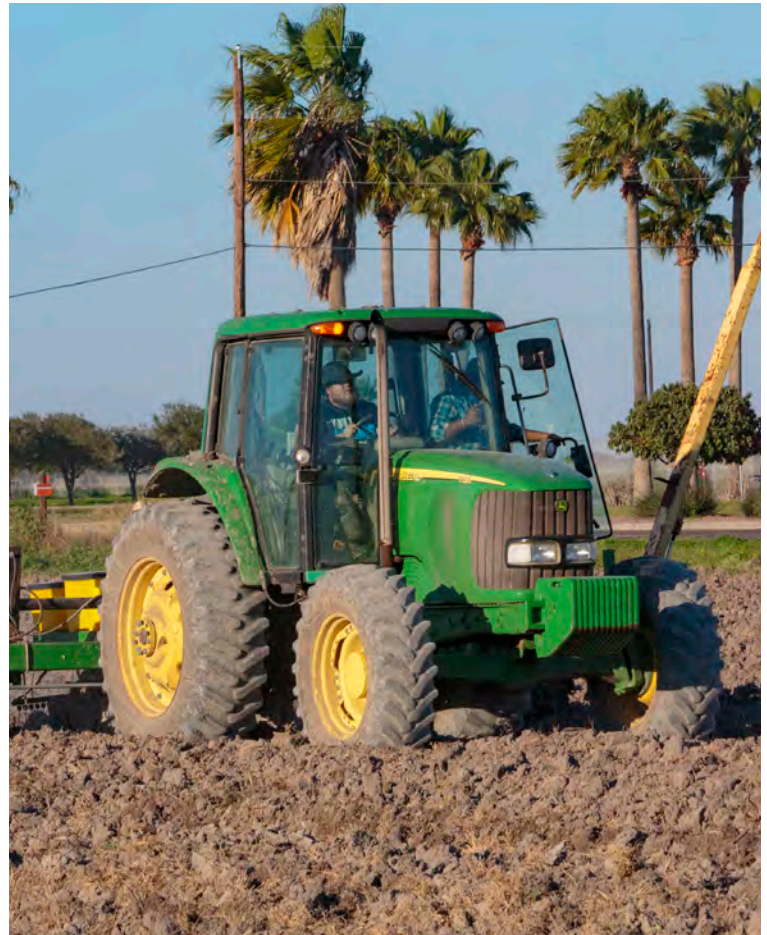
Agricultural Technology is available at the Harlingen campus.

### Agricultural Technology Associate of Applied Science Degree

Semester 1	Credits
AGAH 1401 Animal Science	4
AGMG 1400 Agricultural Policies, Safety and Codes	4
BIOL 1306 Biology for Science Majors I	3
BIOL 1106 Biology for Science Majors Laboratory I	<u>1</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
AGAH 2413 Principles of Feeds and Feeding	4
AGCR 1403 Crop Science	4
AGME 1415 Farm and Ranch Shop Skills I	<u>4</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
AGAH 1347 Animal Reproduction	3
WMGT 1305 Introduction to Wildlife Management	3
MATH 1314 College Algebra	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 4	Credits
HALT 2307 Horticultural Food Crops	3
AGMG 1311 Introduction to Agribusiness	3
AGCR 1341 Forage and Pasture Management	3
ENGL 1301 Composition I (or ENGL 2311)	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 5	Credits
AGMG 1344 Agricultural Records Management	3
AGCR 2313 Soil and Water Conservation Management	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
SPCH 1318 Interpersonal Communication	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>

## Agricultural Technology Agricultural Operations Certificate

Semester 1	Credits
AGAH 1401 Animal Science	4
AGMG 1400 Agricultural Policies, Safety and Codes	<u>4</u>
<b>Semester Totals</b>	<b>8</b>
Semester 2	Credits
AGAH 2413 Principles of Feeds and Feeding	4
AGCR 1403 Crop Science	4
AGME 1415 Farm and Ranch Shop Skills I	<u>4</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
AGAH 1347 Animal Reproduction	3
WMGT 1305 Introduction to Wildlife Management	3
TECM 1301 Industrial Mathematics	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
<b>Program Totals</b>	<b>29</b>



## Aircraft Airframe Technology

Aviation maintenance technicians are a vital part of the aerospace industry workforce, inspecting, servicing and maintaining aircraft worldwide. The Aircraft Airframe specialty trains students specifically in major airframe components and structures such as, hydraulics/pneumatics, landing gear systems, sheet metal, and composite technology. Airframe technicians are employed by repair stations, contract maintenance facilities, general aviation maintenance and regional and national airlines. For quicker entry into the industry, an Aircraft Airframe Technician certificate is also available.

Aircraft Airframe Technology is available at the Abilene, Harlingen and Waco campuses.

### Aircraft Airframe Technology Associate of Applied Science Degree

#### Semester 1

AERM 1107	Aviation Mathematics	1
AERM 1109	Aviation Physics	1
AERM 1112	Aviation Drawings	1
AERM 1315	or Aviation Science	
AERM 1203	Shop Practices	2
AERM 1205	Weight and Balance	2
AERM 1208	Federal Aviation Regulations	2
AERM 1210	Ground Operations	2
AERM 1314	Basic Electricity	<u>3</u>
<b>Semester Totals</b>		<b>14</b>

#### Semester 2

AERM 1247	Airframe Auxiliary Systems	2
AERM 1345	Airframe Electrical Systems	3
AERM 1350	Landing Gear Systems	3
AERM 1449	Hydraulic, Pneumatic, and Fuel Systems	4
ACGM X3XX	Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>15</b>

#### Semester 3

AERM 1241	Wood, Fabric, and Finishes	2
AERM 1243	Instruments and Navigation/Communication	2
AERM 1253	Aircraft Welding	2
AERM 1254	Aircraft Composites	2
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>14</b>

#### Semester 4

AERM 1452	Aircraft Sheet Metal	4
AERM 2230	FAA Review- Airframe	2
AERM 2231	Airframe Inspection	2
AERM 2333	Assembly and Rigging	3
ACGM X3XX	Gen Ed Elective	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>		<b>17</b>

**Program Totals** **60**



### Aircraft Airframe Technology Aircraft Airframe Technician Certificate 2

#### Semester 1

AERM 1107	Aviation Mathematics	1
AERM 1109	Aviation Physics	1
AERM 1112	Aviation Drawings	1
AERM 1315	or Aviation Science	
AERM 1203	Shop Practices	2
AERM 1205	Weight and Balance	2
AERM 1208	Federal Aviation Regulations	2
AERM 1210	Ground Operations	2
AERM 1314	Basic Electricity	<u>3</u>
<b>Semester Totals</b>		<b>14</b>

#### Semester 2

AERM 1247	Airframe Auxiliary Systems	2
AERM 1345	Airframe Electrical Systems	3
AERM 1350	Landing Gear Systems	3
AERM 1449	Hydraulic, Pneumatic, and Fuel Systems	4
<b>Semester Totals</b>		<b>12</b>

#### Semester 3

AERM 1241	Wood, Fabric, and Finishes	2
AERM 1243	Instruments and Navigation/Communication	2
AERM 1253	Aircraft Welding	2
AERM 1254	Aircraft Composites	<u>2</u>
<b>Semester Totals</b>		<b>8</b>

#### Semester 4

AERM 1452	Aircraft Sheet Metal	4
AERM 2230	FAA Review- Airframe	2
AERM 2231	Airframe Inspection	2
AERM 2333	Assembly and Rigging	<u>3</u>
<b>Semester Totals</b>		<b>11</b>

**Program Totals** **45**



## Aircraft Dispatch Technology

With an aviation history dating back more than 40 years, TSTC is one of just three colleges in Texas to offer an FAA approved associate degree in Aircraft Dispatch. Students spend more than 60 percent of their time learning through hands-on training in the college's new cutting edge aerospace center, with multi-level hangars, modern classrooms and top-notch training labs. TSTC faculty come to the college with years of personal experience in the field, plus a board of advisors from some of the top names in the business ensures the curriculum stays on track with what industry needs.

Aircraft Dispatch Technology is available at the Waco campus.

### Aircraft Dispatch Technology Associate of Applied Science Degree

#### Semester 1

AIRP 1301	Air Navigation	3
AIRP 1307	Aviation Meteorology	3
AIRP 1417	Private Pilot Ground School	4
ACGM X3XX	Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>13</b>

#### Semester 2

AIRP 1451	Instrument Ground School	4
AIRP 1372	Dispatch Resource Management	3
AIRP 2331	Advanced Meteorology	3
ENGL 1301	Composition I	<u>3</u>
<b>Semester Totals</b>		<b>13</b>

#### Semester 3

AIRP 2355	Propulsion Systems	3
AIRP 2452	Practical Dispatching I	4
AIRP 2175	Human Factors in Aviation	1
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>		<b>11</b>

#### Semester 4

AIRP 1345	Aviation Safety	3
AIRP 2337	Commercial Ground School	3
AIRP 2453	Practical Dispatching II	4
AVIM 1470	Fundamentals of ATC	<u>4</u>
<b>Semester Totals</b>		<b>14</b>

#### Semester 5

AVIM 2337	Aviation Law	3
ACGM X3XX	Gen Ed Elective	3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>9</b>

#### Program Totals

**60**



Aircraft Pilot Training Technology

With aviation experience dating back more than 40 years, TSTC is the single largest provider of aerospace programs in Texas. Students get a first-class education with hands-on training and flying time in a variety of aircraft, as well as training on top-notch multi-engine simulators, worldwide weather terminals and more. The two-year Aircraft Pilot Training associate degree program is FAA-approved under Part 141 of the Federal Air Regulations, and offers two specializations— airplane (fixed wing) and helicopter (rotary). Students spend more than 60 percent of their time in hands-on activities, learning by doing. All Aircraft Pilot Training students must fulfill requirements for a Class II flight physical and provide the Admissions & Records Office with a current Class II Medical record. All new students must also have successfully completed all sections of the Texas Higher Education Assessment (THEA) Test and all remedial courses before registering for classes in the APT program. Flight costs vary per term and are subject to change due to variables such as fluctuating fuel and flight-time costs. For quicker entry into the industry, certificates in Commercial Pilot-Helicopter and Multi-Engine Aircraft Pilot are available.

Aircraft Pilot Training is available at the Waco campus.

Aircraft Pilot Training Technology  
Airplane Specialization  
Associate of Applied Science Degree

Semester 1		Credits
AIRP 1301	Air Navigation	3
AIRP 1307	Aviation Meteorology	3
AIRP 1417	Private Pilot Ground School	4
AIRP 1215	Private Flight	2
	Semester Totals	12
Semester 2		Credits
AIRP 2250	Instrument Flight	2
AIRP 2331	Advanced Meteorology	3
AIRP 1451	Instrument Ground School	4
MATH 1332	Contemporary Mathematics	3
	Semester Totals	12

Semester 3		Credits
AIRP 2355	Propulsion Systems	3
AIRP 1343	Aerodynamics	3
ENGL 1301	Composition I	3
ACGM X3XX	Gen Ed Elective	3
	Semester Totals	12

Semester 4		Credits
AIRP 1345	Aviation Safety	3
AIRP 2337	Commercial Ground School	3
AIRP 2239	Commercial Flight	2
AIRP 1175	Intermediate Flight	1
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	3
	Semester Totals	12

Semester 5		Credits
AIRP 2175	Human Factors in Aviation	1
AVIM 2337	Aviation Law	3
AIRP 2236	Certified Flight Instructor - Airplane	2
AIRP 2349	Instructor Ground School	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
	Semester Totals	12

Program Totals	60
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Aircraft Pilot Training Technology  
Multi-Engine Aircraft Pilot  
Enhanced Skills Certificate

Semester 1		Credits
AIRP 2151	Multi-Engine Flight	1
AIRP 2239	Commercial Flight	2
AIRP 2242	Flight Instructor - Instrument Airplane	2
AIRP 2243	Flight Instructor - Multi-Engine Airplane	2
	Semester Totals	7

Program Totals	7
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## Aircraft Pilot Training Technology Helicopter Specialization Associate of Applied Science Degree

### Semester 1

AIRP 1301	Air Navigation	Credits	3
AIRP 1307	Aviation Meteorology		3
AIRP 1417	Private Pilot Ground School		4
AIRP 1215	Private Flight		<u>2</u>
	Semester Totals		12

### Semester 2

AIRP 2250	Instrument Flight	Credits	2
AIRP 2331	Advanced Meteorology		3
AIRP 1471	Helicopter Instrument Ground School		4
MATH 1332	Contemporary Mathematics		<u>3</u>
	Semester Totals		12

### Semester 3

AIRP 2273	Helicopter Commercial Flight	Credits	2
AIRP 2376	Helicopter Propulsion Systems		3
AIRP 1373	Helicopter Aerodynamics		3
AIRP 2175	Human Factors in Aviation		1
ENGL 1301	Composition I		<u>3</u>
	Semester Totals		12

### Semester 4

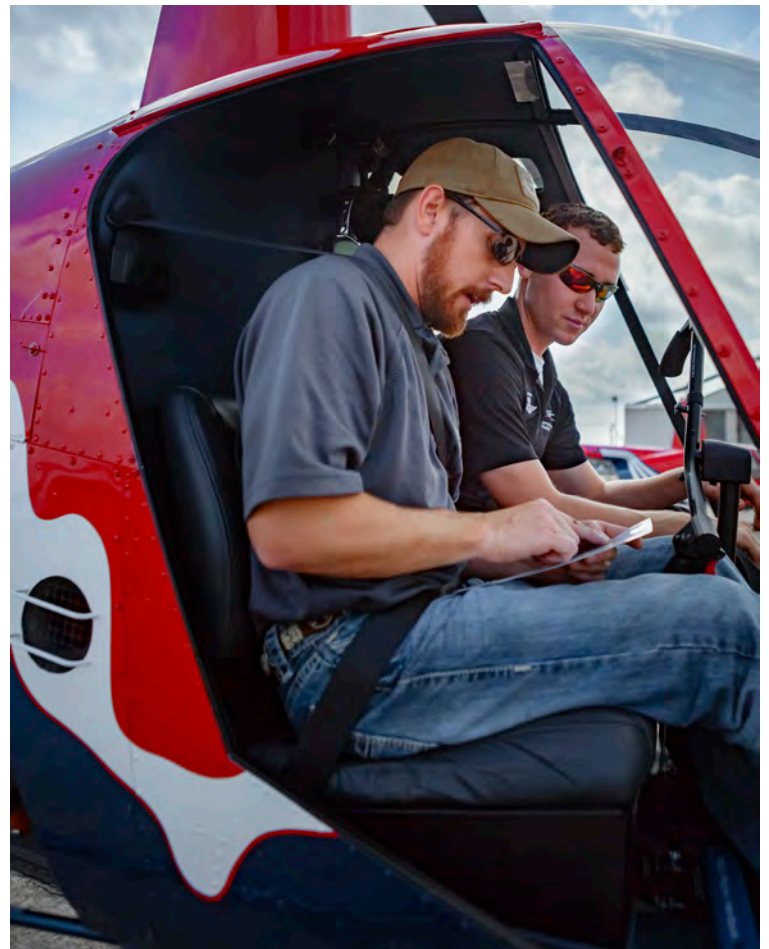
AIRP 1345	Aviation Safety	Credits	3
AIRP 2337	Commercial Ground School		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course		<u>3</u>
	Semester Totals		12

### Semester 5

AIRP 2274	Helicopter Certified Flight Instructor	Credits	2
AVIM 2337	Aviation Law		3
AIRP 2371	Helicopter Instructor Ground School		3
AIRP 2172	Flight Instructor-Instrument Helicopter		1
ACGM X3XX	Gen Ed Elective		<u>3</u>
	Semester Totals		12

### Program Totals

60



## Aircraft Pilot Training Commercial Pilot-Helicopter Certificate 2

### Semester 1

AIRP 1215	Private Flight	Credits	2
AIRP 1301	Air Navigation		3
AIRP 1307	Aviation Meteorology		3
AIRP 1417	Private Pilot Ground School		4
	Semester Totals		12

### Semester 2

AIRP 1451	Instrument Ground School	Credits	4
AIRP 2250	Instrument Flight		2
AIRP 2331	Advanced Meteorology		3
AIRP 2370	Helicopter Systems		<u>3</u>
	Semester Totals		12

### Semester 3

AIRP 1255	Intermediate Flight	Credits	2
AIRP 2376	Helicopter Propulsion Systems		3
AIRP 1471	Helicopter Instrument Ground School		4
	Semester Totals		9

### Semester 4

AIRP 1345	Aviation Safety	Credits	3
AIRP 2239	Commercial Flight		2
AIRP 2337	Commercial Ground School		<u>3</u>
	Semester Totals		8

### Program Totals

41



## Aircraft Powerplant Technology

Engine maintenance facilities, contract maintenance, general aviation operators, and regional and national airlines employ technicians specializing in powerplant accessories, components and reciprocating and turbine engine technology. Aircraft Powerplant Technology students learn basic aviation knowledge, shop practices, aircraft engines and electrical, troubleshooting and overhaul. For quicker entry into the industry, an Aircraft Powerplant Technology certificate is available.

Aircraft Powerplant Technology is available at the Abilene, Harlingen and Waco campuses.

### Aircraft Powerplant Technology Associate of Applied Science Degree

#### Semester 1

	Credits
AERM 1107 Aviation Mathematics	1
AERM 1109 Aviation Physics	1
AERM 1112 Aviation Drawings	1
AERM 1315 or Aviation Science	
AERM 1203 Shop Practices	2
AERM 1205 Weight and Balance	2
AERM 1208 Federal Aviation Regulations	2
AERM 1210 Ground Operations	2
AERM 1314 Basic Electricity	<u>3</u>
<b>Semester Totals</b>	<b>14</b>

#### Semester 2

	Credits
AERM 1351 Aircraft Turbine Engine Theory	3
AERM 1357 Fuel Metering and Induction Systems	3
AERM 1444 Aircraft Reciprocating Engines	4
AERM 1456 Aircraft Powerplant Electrical	4
ACGM X3XX Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>17</b>

#### Semester 3

	Credits
AERM 1240 Aircraft Propellers	2
AERM 2341 Powerplant and Auxiliary Power Units	3
AERM 2351 Aircraft Turbine Engine Overhaul	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>14</b>

#### Semester 4

	Credits
AERM 2234 FAA Review-Powerplant	2
AERM 2352 Aircraft Powerplant Inspection	3
AERM 2447 Aircraft Reciprocating Engine Overhaul	4
ACGM X3XX Gen Ed Elective	3
ACGM X3XX Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

**Program Totals** **60**

## Aircraft Powerplant Technology Aircraft Powerplant Technician Certificate 2

#### Semester 1

	Credits
AERM 1107 Aviation Mathematics	1
AERM 1109 Aviation Physics	1
AERM 1112 Aviation Drawings	1
AERM 1315 or Aviation Science	
AERM 1203 Shop Practices	2
AERM 1205 Weight and Balance	2
AERM 1208 Federal Aviation Regulations	2
AERM 1210 Ground Operations	2
AERM 1314 Basic Electricity	<u>3</u>
<b>Semester Totals</b>	<b>14</b>

#### Semester 2

	Credits
AERM 1351 Aircraft Turbine Engine Theory	3
AERM 1357 Fuel Metering and Induction Systems	3
AERM 1444 Aircraft Reciprocating Engines	4
AERM 1456 Aircraft Powerplant Electrical	<u>4</u>
<b>Semester Totals</b>	<b>14</b>

#### Semester 3

	Credits
AERM 1240 Aircraft Propellers	2
AERM 2341 Powerplant and Auxiliary Power Units	3
AERM 2351 Aircraft Turbine Engine Overhaul	<u>3</u>
<b>Semester Totals</b>	<b>8</b>

#### Semester 4

	Credits
AERM 2234 FAA Review-Powerplant	2
AERM 2352 Aircraft Powerplant Inspection	3
AERM 2447 Aircraft Reciprocating Engine Overhaul	<u>4</u>
<b>Semester Totals</b>	<b>9</b>

**Program Totals** **45**





## Air Traffic Controller

TSTC is one of just 36 schools nationwide and the only public college in Texas to offer the FAA's Air Traffic Collegiate Training Initiative through its Air Traffic Control program. Students who complete the training can be recommended to the FAA for employment, and, if hired, will attend the academy in Oklahoma City to become fully trained Air Traffic Controllers at their respective FAA air traffic control facilities. As the largest provider of aerospace education in Texas, students get the advantage of FAA-experienced staff and an advisory committee of industry leaders. In addition, students take classes and labs in the college's new 82,500-square-foot cutting-edge aerospace center with multilevel hangars, modern classrooms and new training labs.

Air Traffic Controller is offered at the Waco campus.

## Air Traffic Controller Associate of Applied Science Degree

Semester 1	Credits
AIRP 1301 Air Navigation	3
AIRP 1307 Aviation Meteorology	3
AVIM 1470 Fundamentals of ATC	4
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>13</b>

Semester 2	Credits
AIRP 2331 Advanced Meteorology	3
AIRP 1372 Dispatch Resource Management	3
AVIM 1371 Control Tower I	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
AVIM 1375 Introduction to Terminal Operations	3
AVIM 2372 Control Tower II	3
ACGM X3XX Gen Ed Behavioral/Social Sciences Course	3
ACGM X3XX Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
AIRP 1417 Private Pilot Ground School	4
AVIM 1377 Enroute Operations I	3
AVIM 2373 Advanced Terminal Operations	3
ACGM X3XX Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>	<b>13</b>

Semester 5	Credits
AIRP 1451 Instrument Ground School	4
AIRP 2175 Human Factors in Aviation	1
AVIM 1376 Enroute Operations II	3
AVIM 2270 Control Tower Operations	<u>2</u>
<b>Semester Totals</b>	<b>10</b>

<b>Program Totals</b>	<b>60</b>
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# Architectural Design & Engineering Graphics Technology

The Architectural Design & Engineering Graphics Technology Program works with designers and engineers to convert their ideas and concepts for new products and designs into accurate drawings that specify size, shape, materials and specifications. These drawings are then used by professionals in manufacturing, consulting, and construction to produce the desired product or structure. Designs are created using computer-aided drafting (CAD) equipment. Solid modeling and parametric concepts are introduced and utilized early in the program and throughout the curriculum.

Architectural Design & Engineering Graphics Technology is available at the Harlingen campus.

## Architectural Design & Engineering Graphics Technology Associate of Applied Science Degree

Semester 1	Credits
GISC 1311 Introduction to Geographic Information Systems (GIS)	3
DFTG 1309 Basic Computer-Aided Drafting	3
DFTG 1310 Specialized Basic Computer-Aided Drafting (CAD)	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
Semester Totals	12
Semester 2	Credits
GISC 2320 Intermediate Geographic Information Systems (GIS)	3
DFTG 1357 Specialized Intermediate Computer-Aided Drafting (CAD)	3
DFTG 2340 Solid Modeling/Design	3
MATH 1314 College Algebra	3
Semester Totals	12

Semester 3	Credits
GISC 1301 Cartography and Geography in Geographical Information Systems (GIS) and Global Positioning Systems	3
INDS 1319 Technical Drawing for Interior Designers	3
SRVY 2348 Plane Surveying	3
ACGM X3XX Gen Ed Speech Elective Course	3
Semester Totals	12

Semester 4	Credits
DFTG 1341 Intermediate Technical Animation and Rendering	3
DFTG 2319 Intermediate Computer-Aided Drafting	3
DFTG 2330 Civil Drafting	3
ENGL 1301 Composition I	3
Semester Totals	12

Semester 5	Credits
ARCE 1352 Structural Drafting	3
DFTG 2332 Advanced Computer-Aided Drafting	3
DFTG 2338 Final Project-Advanced Drafting	3
PSYC 2301 General Psychology	3
Semester Totals	12

Program Totals	60
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## Architectural/Civil Drafting Technology

Whether it's as large as a high-rise building or as small as a shed, nothing can be built without first envisioning a plan — a blueprint, sketch or drawing detailing everything a project needs for completion. Drafting is a universal language; it is the common language used in many major industries as a first step to bringing this vision to life. TSTC Architectural/Civil Drafting students prepare for drafting applications in commercial architecture; building structures; mechanical, electrical, and plumbing systems for buildings; site work; and many other areas of construction-related drafting. During your educational training at TSTC, you will use the latest in computer software and hardware to gain valuable experience utilizing today's most popular drafting tool — Computer-Aided Drafting, or CAD, systems.

Architectural/Civil Drafting is available at the Waco campus.

### Architectural/Civil Drafting Technology Associate of Applied Science Degree

#### Semester 1

DFTG 1305	Technical Drafting	Credits	3
DFTG 1309	Basic Computer-Aided Drafting		3
DFTG 1370	Technical Mathematics Applications in Drafting		3
ITSC 1309	Integrated Software Applications I		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
	<b>Semester Totals</b>		<b>15</b>

#### Semester 2 Credits

ARCE 1303	Architectural Materials and Methods of Construction	3
ARCE 1342	Codes, Specifications, and Contract Documents	3
DFTG 1317	Architectural Drafting-Residential	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
ACGM X3XX	Gen Ed Social/Behavioral Science Elective	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

#### Semester 3

DFTG 2328	Architectural Drafting-Commercial	Credits	3
DFTG 2331	Advanced Technologies in Architectural Design & Drafting		3
SRVY 1301	Introduction to Surveying		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Elective		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
	<b>Semester Totals</b>		<b>15</b>

#### Semester 4

ARCE 1352	Structural Drafting	Credits	3
ARCE 2352	Mechanical and Electrical Systems		3
DFTG 2330	Civil Drafting		3
DFTG 2338	Final Project-Advanced Drafting		3
ACGM X3XX	Gen Ed Natural Science/Math Elective		<u>3</u>
	<b>Semester Totals</b>		<b>15</b>

#### Program Totals

60



## Auto Collision & Management Technology

The auto-body industry continues to be big business — with nearly \$27.9 billion in sales in 2009, said the Automotive Service Association. And that doesn't count the additional 6,285 franchised dealerships with body shops generating an estimated \$7.2 billion in that same year, according to the National Automobile Dealership Association. That's why the auto-body industry is a great career choice for those seeking a relatively stable job with above average wages. At TSTC, you'll get the crucial hands-on experience that can make you irresistible to employers. The Auto Collision program offers general auto collision curriculum and specializations in auto-body refinishing, collision repair and sheet metal fabrication. For quicker entry into the industry, certificate programs are available. Advanced certificate programs are also available.

Auto Collision & Management Technology is available at the Harlingen and Waco campuses.

### Auto Collision & Management Technology Generalist Specialization - Harlingen only Associate of Applied Science Degree

Semester 1	Credits
ABDR 1371 Basic Paint	3
ABDR 1419 Basic Metal Repair	4
ABDR 1411 Vehicle Measurement and Damage Repair Procedures	4
ABDR 1215 Vehicle Trim and Hardware	2
ACGM X3XX Gen Ed Social/Behavioral Science Elective	3
<b>Semester Totals</b>	<b>16</b>
Semester 2	Credits
ABDR 1307 Collision Repair Welding	3
ABDR 2345 Vehicle Safety Systems	3
ABDR 1441 Structural Analysis and Damage Repair I	4
ABDR 2453 Color Analysis and Paint Matching	4
ACGM X3XX Gen Ed Natural Science/Math Elective	3
<b>Semester Totals</b>	<b>17</b>
Semester 3	Credits
ABDR 1542 Structural Analysis and Damage Repair II	5
ABDR 1349 Automotive Plastic & Sheet Molded Compound Repair	3
ABDR 2551 Specialized Refinishing Techniques	5
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>16</b>
Semester 4	Credits
ABDR 2255 Collision Repair Estimating	2
ABDR 2357 Collision Repair Shop Management	3
ACGM X3XX Gen Ed Humanities/Fine Arts Elective	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>11</b>
<b>Program Totals</b>	<b>60</b>

### Auto Collision & Management Technology Generalist Specialization Certificate - Harlingen only

Semester 1	Credits
ABDR 1371 Basic Paint	3
ABDR 1419 Basic Metal Repair	4
ABDR 1411 Vehicle Measurement and Damage Repair Procedures	4
ABDR 1215 Vehicle Trim and Hardware	2
<b>Semester Totals</b>	<b>13</b>
Semester 2	Credits
ABDR 1307 Collision Repair Welding	3
ABDR 2345 Vehicle Safety Systems	3
ABDR 1441 Structural Analysis & Damage Repair I	4
ABDR 2453 Color Analysis and Paint Matching	4
<b>Semester Totals</b>	<b>14</b>
<b>Program Totals</b>	<b>27</b>

### Auto Collision & Management Technology Generalist Specialist Certificate 2 - Harlingen only

Semester 1	Credits
ABDR 1371 Basic Paint	3
ABDR 1419 Basic Metal Repair	4
ABDR 1411 Vehicle Measurement and Damage Repair Procedures	4
ABDR 1215 Vehicle Trim and Hardware	2
<b>Semester Totals</b>	<b>13</b>
Semester 2	Credits
ABDR 1307 Collision Repair Welding	3
ABDR 2345 Vehicle Safety Systems	3
ABDR 1441 Structural Analysis and Damage Repair I	4
ABDR 2453 Color Analysis and Paint Matching	4
<b>Semester Totals</b>	<b>14</b>
Semester 3	Credits
ABDR 1542 Structural Analysis and Damage Repair II	5
ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair	3
ABDR 2551 Specialized Refinishing Techniques	5
<b>Semester Totals</b>	<b>13</b>
<b>Program Totals</b>	<b>40</b>





## Auto Collision & Management Technology Refinishing Specialization Associate of Applied Science Degree - Waco only

Semester 1	Credits
ABDR 1215 Vehicle Trim and Hardware	2
ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair	3
ABDR 1371 Basic Paint	3
ABDR 1203 Vehicle Design and Structural Analysis	2
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>13</b>

Semester 2	Credits
ABDR 1419 Basic Metal Repair	4
ABDR 1458 Intermediate Refinishing	4
ABDR 1431 Basic Refinishing	4
ACGM X3XX Gen Ed Natural Science/Math Elective	3
ACGM X3XX Gen Ed Social/Behavioral Science Elective	3
<b>Semester Totals</b>	<b>18</b>

Semester 3	Credits
ABDR 2255 Collision Repair Estimating	2
ABDR 2371 Refinishing Process I	3
ABDR 2449 Advanced Refinishing	4
ABDR 2551 Specialized Refinishing Techniques	5
ACGM x3xx Gen Ed Humanities/Fine Arts Elective	3
<b>Semester Totals</b>	<b>17</b>

Semester 4	Credits
ABDR 2357 Collision Repair Shop Management	3
ABDR 2270 Advanced Application Processes of Refinishing	2
ABDR 2453 Color Analysis and Paint Matching	4
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>

## Auto Collision & Management Technology Auto Collision Refinishing Certificate - Waco only

Semester 1	Credits
ABDR 1215 Vehicle Trim and Hardware	2
ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair	3
ABDR 1371 Basic Paint	3
ABDR 1203 Vehicle Design and Structural Analysis	2
POFT 1325 Business Math Using Technology	3
<b>Semester Totals</b>	<b>13</b>

Semester 2	Credits
ABDR 1419 Basic Metal Repair	4
ABDR 1458 Intermediate Refinishing	4
ABDR 1431 Basic Refinishing	4
POFT 1301 Business English	3
<b>Semester Totals</b>	<b>15</b>

Semester 3	Credits
ABDR 2255 Collision Repair Estimating	2
ABDR 2371 Refinishing Process I	3
ABDR 2449 Advanced Refinishing	4
ABDR 2551 Specialized Refinishing Techniques	5
<b>Semester Totals</b>	<b>14</b>

<b>Program Totals</b>	<b>42</b>
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## Auto Collision & Management Technology Auto Body Refinishing Advanced Technical Certificate - Waco only

Semester 1	Credits
ABDR 1458 Intermediate Refinishing	4
ABDR 1431 Basic Refinishing	4
<b>Semester Totals</b>	<b>8</b>

Semester 2	Credits
ABDR 2371 Refinishing Process I	3
ABDR 2449 Advanced Refinishing	4
ABDR 2551 Specialized Refinishing Techniques	5
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ABDR 1266 Practicum	2
ABDR 2453 Color Analysis and Paint Matching	4
<b>Semester Totals</b>	<b>6</b>

<b>Program Totals</b>	<b>26</b>
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## Auto Collision & Management Technology Repair Specialization Associate of Applied Science Degree - Waco only

Semester 1	Credits
ABDR 1215 Vehicle Trim and Hardware	2
ABDR 1349 Automotive Plastic and Sheet Molded Compound Repair	3
ABDR 1371 Basic Paint	3
ABDR 1203 Vehicle Design and Structural Analysis	2
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>13</b>

Semester 2	Credits
ABDR 2435 Structural Analysis and Damage Repair IV	4
ABDR 1307 Collision Repair Welding	3
ABDR 2255 Collision Repair Estimating	2
ACGM X3XX Gen Ed Natural Science/Math Elective	3
ACGM X3XX Gen Ed Social/Behavioral Science Elective	3
<b>Semester Totals</b>	<b>15</b>

Semester 3	Credits
ABDR 1323 Front and Rear Wheel Alignment	3
ABDR 1419 Basic Metal Repair	4
ABDR 2447 Advanced Collision Repair Welding	4
ACGM X3XX Gen Ed Humanities/Fine Arts Elective	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>17</b>

**Semester 4**

ABDR 2359	Structural Sectioning	Credits	3
ABDR 2402	Auto Body Mechanical and Electrical Service		4
ABDR 1542	Structural Analysis and Damage Repair II		5
ABDR 2357	Collision Repair Shop Management		<u>3</u>
	<b>Semester Totals</b>		15
<b>Program Totals</b>			60

### Auto Collision & Management Technology Auto Collision Repair Advanced Technology Certificate - Waco only

**Semester 1**

ABDR 2435	Structural Analysis & Damage Repair IV	Credits	4
ABDR 1307	Collision Repair Welding		<u>3</u>
	<b>Semester Totals</b>		7

**Semester 2**

ABDR 1323	Front and Rear Wheel Alignment	Credits	3
ABDR 2447	Advanced Collision Repair Welding		<u>4</u>
	<b>Semester Totals</b>		7

**Semester 3**

ABDR 1542	Structural Analysis and Damage Repair II	Credits	5
ABDR 2359	Structural Sectioning		3
ABDR 2402	Auto Body Mechanical and Electrical Service		<u>4</u>
	<b>Semester Totals</b>		12
<b>Program Totals</b>			26

### Auto Collision & Management Technology Auto Collision Repair Certificate 1 - Waco only

**Semester 1**

ABDR 1203	Vehicle Design and Structural Analysis	Credits	2
ABDR 1215	Vehicle Trim and Hardware		2
ABDR 1349	Automotive Plastic and Sheet Molded Compound Repair		3
ABDR 1371	Basic Paint		3
POFT 1325	Business Math Using Technology		<u>3</u>
	<b>Semester Totals</b>		13

**Semester 2**

ABDR 1307	Collision Repair Welding	Credits	3
ABDR 1359	Sheet Metal Fabrication I		3
ABDR 2255	Collision Repair Estimating		2
ABDR 2435	Structural Analysis and Damage Repair IV		<u>4</u>
	<b>Semester Totals</b>		12

**Semester 3**

ABDR 1323	Front and Rear Wheel Alignment	Credits	3
ABDR 1419	Basic Metal Repair		4
POFT 1301	Business English		<u>3</u>
	<b>Semester Totals</b>		10

**Semester 4**

ABDR 1542	Structural Analysis and Damage Repair II	Credits	5
ABDR 2359	Structural Sectioning		3
ABDR 2402	Auto Body Mechanical and Electrical Service		<u>4</u>
	<b>Semester Totals</b>		12
<b>Program Totals</b>			47

### Auto Collision & Management Technology Auto Collision Repair Certificate 2 - Waco only

**Semester 1**

ABDR 1203	Vehicle Design and Structural Analysis	Credits	2
ABDR 1215	Vehicle Trim and Hardware		2
ABDR 1349	Automotive Plastic and Sheet Molded Compound Repair		3
ABDR 1371	Basic Paint		<u>3</u>
	<b>Semester Totals</b>		10

**Semester 2**

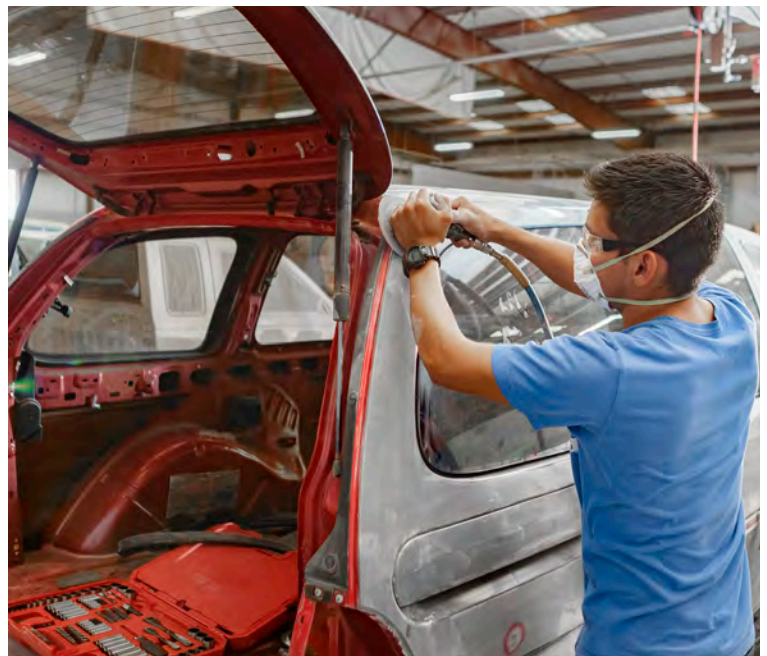
ABDR 1307	Collision Repair Welding	Credits	3
ABDR 2255	Collision Repair Estimating		2
ABDR 2435	Structural Analysis and Damage Repair IV		4
POFT 1325	Business Math Using Technology		<u>3</u>
	<b>Semester Totals</b>		12

**Semester 3**

ABDR 1323	Front and Rear Wheel Alignment	Credits	3
ABDR 1359	Sheet Metal Fabrication I		3
ABDR 1419	Basic Metal Repair		4
POFT 1301	Business English		<u>3</u>
	<b>Semester Totals</b>		13

**Semester 4**

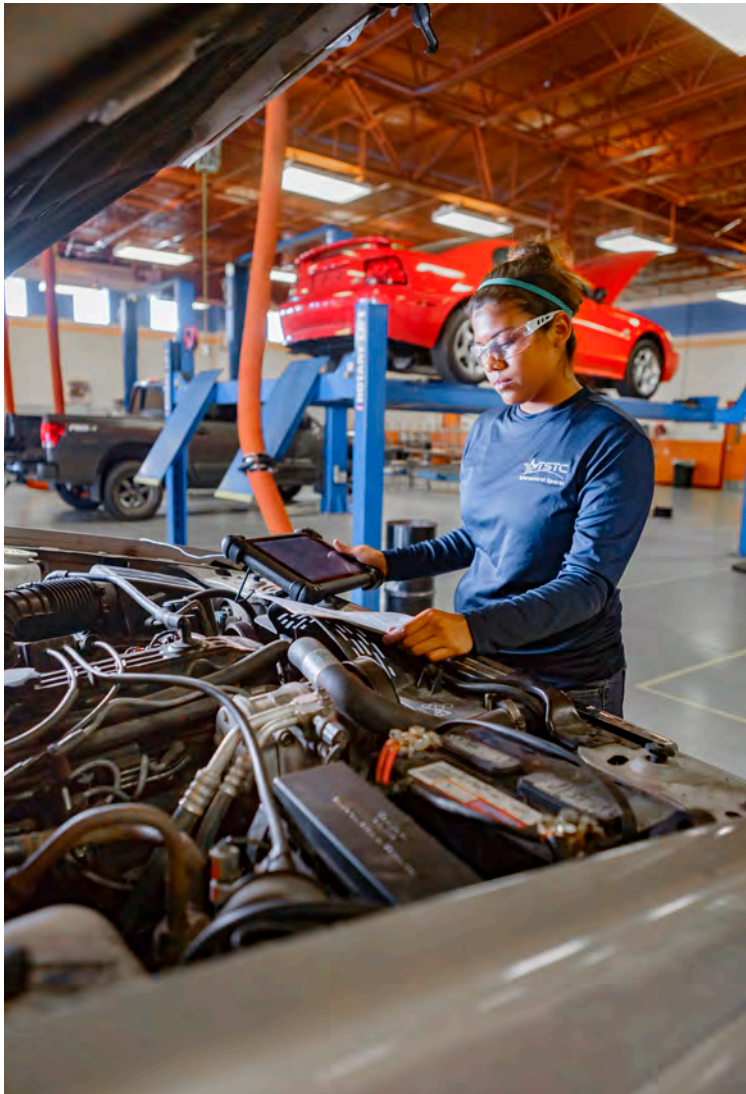
ABDR 1542	Structural Analysis and Damage Repair II	Credits	5
ABDR 2359	Structural Sectioning		3
ABDR 2402	Auto Body Mechanical and Electrical Service		<u>4</u>
	<b>Semester Totals</b>		12
<b>Program Totals</b>			47



## Automotive Technology

The Automotive Technology Program at TSTC features approximately \$3 million worth of the latest equipment and laboratories. The program is certified by the National Automotive Technicians Education Foundation and instructors are certified by the National Institute of Automotive Service Excellence, bringing years of industry experience to the classroom. Students receive intensive, hands-on training, spending more than 60 percent of their time in labs, learning by doing, and the curriculum is guided by an advisory board of industry leaders, helping to ensure that the training students receive is right on target with what industry needs. Automotive Technology offers specializations in general automotive, maintenance and light repair, shop management and customer service, advanced vehicle fuel systems and Ford, Toyota and Chrysler specialty programs. For quicker entry into the industry, certificates are available.

Automotive Technology is available at the Harlingen, Sweetwater, and Waco campuses.



## Automotive Technology Associate of Applied Science Degree

<b>Semester 1</b>		<b>Credits</b>
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	4
ACGM X3XX	Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>		<b>13</b>
<b>Semester 2</b>		<b>Credits</b>
AUMT 1310	Automotive Brake Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	4
ACGM X3XX	Gen Ed Math/Natural Science Course	3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>16</b>
<b>Semester 3</b>		<b>Credits</b>
AUMT 2321	Automotive Electrical Diagnosis and Repair	3
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2417	Automotive Engine Performance Analysis I	4
ACGM X3XX	Gen Ed Elective	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>		<b>17</b>
<b>Semester 4</b>		<b>Credits</b>
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting	3
AUMT 2328	or Automotive Service	
AUMT 2357	or Automotive Alternative Fuels	
AUMT 2337	Automotive Electronics	3
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2434	Automotive Engine Performance Analysis II	<u>4</u>
<b>Semester Totals</b>		<b>14</b>
<b>Program Totals</b>		<b>60</b>

## Automotive Technology Automotive Technician Certificate 1 - Harlingen only

<b>Semester 1</b>		<b>Credits</b>
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	<u>4</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 2</b>		<b>Credits</b>
AUMT 1310	Automotive Brake Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	<u>4</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 3</b>		<b>Credits</b>
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2417	Automotive Engine Performance Analysis I	4
AUMT 2321	Automotive Electrical Diagnosis and Repair	<u>3</u>
<b>Semester Totals</b>		<b>11</b>
<b>Program Totals</b>		<b>31</b>



## Automotive Technology Automotive Technician Certificate 2

Harlingen, Sweetwater, Waco

### Semester 1

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	4
Semester Totals		10

### Semester 2

AUMT 1310	Automotive Brake Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	4
Semester Totals		10

### Semester 3

AUMT 2321	Automotive Electrical Diagnosis and Repair	3
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2417	Automotive Engine Performance Analysis I	4
Semester Totals		11

### Semester 4

DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting or Automotive Service	3
AUMT 2328	or Automotive Alternative Fuels	
AUMT 2357	Automotive Electronics	3
AUMT 2337	Automotive Automatic Transmission and Transaxle	4
AUMT 2425	Automotive Engine Performance Analysis II	4
AUMT 2434		4
Semester Totals		14

Program Totals 45

## Automotive Technology Chrysler Specialization Associate of Applied Science Degree - Waco only

### Semester 1

AUMT 1166	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician	1
AUMT 1201	Introduction and Theory of Automotive Technology	2
AUMT 1310	Automotive Brake Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	4
ENGL 1301	Composition I	3
Semester Totals		13

### Semester 2

AUMT 1167	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician	1
AUMT 1307	Automotive Electrical Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 1419	Automotive Engine Repair	4
ACGM X3XX	Gen Ed Math/Natural Sciences Course	3
Semester Totals		14

### Semester 3

AUMT 2188	Internship-Automobile/Automotive Mechanics Technology/Technician	1
AUMT 2321	Automotive Electrical Diagnosis and Repair	3
AUMT 2413	Automotive Drive Train and Axles	4
AUMT 2417	Automotive Engine Performance Analysis I	4
ACGM X3XX	Gen Ed Elective	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
Semester Totals		18

### Semester 4

AUMT 2189	Internship-Automobile/Automotive Mechanics Technology/Technician	1
AUMT 2337	Automotive Electronics	3
AUMT 2425	Automotive Automatic Transmission and Transaxle	4
AUMT 2434	Automotive Engine Performance Analysis II	4
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	3
Semester Totals		15

Program Totals 60

## Automotive Technology Ford Maintenance & Light Repair Certificate 1 - Harlingen Only

### Semester 1

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	4
Semester Totals		10

### Semester 2

AUMT 1310	Automotive Brake Systems	3
AUMT 1345	Automotive Climate Control Systems	3
AUMT 2417	Automotive Engine Performance Analysis I	4
Semester Totals		10

### Semester 3

AUMT 1380	Cooperative Education, Automotive/ Automotive Mechanics Technology/Technician	3
Semester Totals		3

Program Totals 23

## Automotive Technology Automotive Maintenance & Light Repair Certificate 1 - Waco, Sweetwater

### Semester 1

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1416	Automotive Suspension and Steering Systems	4
Semester Totals		10



**Semester 2**

AUMT 1310	Automotive Brake Systems
AUMT 1312	Basic Automotive Service
AUMT 1345	Automotive Climate Control Systems
AUMT 1419	Automotive Engine Repair
<b>Semester Totals</b>	

**Credits**

3  
3  
3  
4  
13

**Semester 3**

AUMT 2413	Automotive Drive Train and Axles
AUMT 2417	Automotive Engine Performance Analysis I
AUMT 2321	Automotive Electrical Diagnosis and Repair
<b>Semester Totals</b>	

**Credits**

4  
4  
3  
11

**Program Totals**

34

**Automotive Technology****Toyota T-Ten Specialization****Associate of Applied Science Degree - Waco only****Semester 1**

AUMT 1249	Automotive Electronics Theory
AUMT 1305	Introduction to Automotive Technology
AUMT 1307	Automotive Electrical Systems
AUMT 2321	Automotive Electrical Diagnosis and Repair
ENGL 1301	Composition I
<b>Semester Totals</b>	

**Credits**

2  
3  
3  
3  
3  
14

**Semester 2**

AUMT 1310	Automotive Brake Systems
AUMT 1345	Automotive Climate Control Systems
AUMT 1416	Automotive Suspension and Steering Systems
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course
<b>Semester Totals</b>	

**Credits**

3  
3  
4  
3  
13

**Semester 3**

AUMT 1266	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician
<b>Semester Totals</b>	

**Credits**

2  
2

**Semester 4**

AUMT 1419	Automotive Engine Repair
AUMT 2413	Automotive Drive Train and Axles
AUMT 2417	Automotive Engine Performance Analysis I
ACGM X3XX	Gen Ed Math/Natural Sciences Course
<b>Semester Totals</b>	

**Credits**

4  
4  
4  
3  
15

**Semester 5**

AUMT 2425	Automotive Automatic Transmission and Transaxle
AUMT 2434	Automotive Engine Performance Analysis II
BUSI 2301	Business Law I
ACGM X3XX	Gen Ed Humanities/Fine Arts Course
<b>Semester Totals</b>	

**Credits**

4  
4  
3  
3  
14

**Semester 6**

AUMT 2266	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician
<b>Semester Totals</b>	

**Credits**

2  
2

**Program Totals**

60

**Automotive Technology****Toyota T-Ten Specialist****Certificate 2 - Waco only****Semester 1**

AUMT 1249	Automotive Electronics Theory
AUMT 1305	Introduction to Automotive Technology
AUMT 1307	Automotive Electrical Systems
AUMT 2321	Automotive Electrical Diagnosis and Repair
<b>Semester Totals</b>	

**Credits**

2  
3  
3  
3  
11

**Semester 2**

AUMT 1310	Automotive Brake Systems
AUMT 1345	Automotive Climate Control Systems
AUMT 1416	Automotive Suspension and Steering Systems
<b>Semester Totals</b>	

**Credits**

3  
3  
4  
10

**Semester 3**

AUMT 1266	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician
<b>Semester Totals</b>	

**Credits**

2  
2

**Semester 4**

AUMT 1419	Automotive Engine Repair
AUMT 2413	Automotive Drive Train and Axles
AUMT 2417	Automotive Engine Performance Analysis I
<b>Semester Totals</b>	

**Credits**

4  
4  
4  
12

**Semester 5**

AUMT 2425	Automotive Automatic Transmission and Transaxle
AUMT 2434	Automotive Engine Performance Analysis II
<b>Semester Totals</b>	

**Credits**

4  
4  
8

**Semester 6**

AUMT 2266	Practicum (or Field Experience)-Automobile/ Automotive Mechanics Technology/Technician
<b>Semester Totals</b>	

**Credits**

2  
2

**Program Totals**

45

**Automotive Technology****Automotive Advanced Vehicle****Fuel Systems - Waco only****Semester 1**

AUMT 2407	Hybrid Systems Diagnostics
AUMT 2357	Automotive Alternative Fuels
AUMT 2470	Automotive Compression Ignition Engine & Fuel Systems
<b>Semester Totals</b>	

**Credits**

4  
3  
4  
11

**Program Totals**

11

## Avionics Technology

A relatively unknown career path in the aviation industry just happens to be one of the most exciting and challenging careers: Avionics. Avionics technicians are responsible for installing, maintaining and repairing navigational and communication equipment, which takes a strong education and plenty of skills. At TSTC, students get real world, hands-on experience working in the facility. The program provides students with the technical education needed to prepare to obtain the Federal Communication Commission's General Radio-Telephone Operator's License. In addition, the program also offers a certificate program that focuses on flight-line maintenance – and everything you need for a successful career in Avionics. For quicker entry into the industry, a certificate in Ramp Testing is also available.

The Ramp Testing Certificate teaches students to analyze the operation of avionics systems aboard aircraft, isolate malfunctioning equipment and remove and repair faulty units.

Avionics is available at the Waco campus.

### Avionics Technology Associate of Applied Science Degree

Semester 1	Credits
AVNC 1303 Introduction to Aviation Electronic Systems	3
AVNC 1343 Aviation Electrical and Electronic Systems Installation	3
IEIR 1371 Electrical Principles & Applications	3
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
AVNC 1353 Operational Testing of Aviation Electronic Systems	3
AVNC 2308 Aviation Electrical and Electronics Systems Installation II	3
CETT 1325 Digital Fundamentals	3
MATH 1332 Contemporary Mathematics	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
AVNC 1306 FAA Regulations for Avionics Certified Repair Station	3
AVNC 1391 Installation & Operational Testing of Avionics & Pilot-Static Systems	3
CETT 1329 Solid State Devices	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
AVNC 2304 Foundations in Avionics Equipment Component Level Repairs	3
AVNC 2357 Aviation Communication Component Level Repair	3
CSIR 1355 Industry Certifications	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	3
<b>Semester Totals</b>	<b>12</b>



Semester 5	Credits
AVNC 2345 Aviation Navigational Equipment Component Level Repair	3
AVNC 2350 Aviation Pulsed RF Equipment Component Level Repair	3
AVNC 2355 Advanced Aviation Electronics Troubleshooting	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>

### Avionics Technology Avionics Ramp Testing Certificate 1

Semester 1	Credits
AVNC 1303 Introduction to Aviation Electronic Systems	3
AVNC 1343 Aviation Electrical and Electronic Systems Installation	3
IEIR 1371 Electrical Principles & Applications	3
<b>Semester Totals</b>	<b>9</b>

Semester 2	Credits
AVNC 1353 Operational Testing of Aviation Electronic Systems	3
AVNC 2308 Aviation Electrical and Electronics Systems Installation II	3
CETT 1329 Solid State Devices	3
<b>Semester Totals</b>	<b>9</b>

Semester 3	Credits
AVNC 1306 FAA Regulations for Avionics Certified Repair Station	3
AVNC 1391 Installation & Operational Testing of Avionics & Pilot-Static Systems	3
CETT 1325 Digital Fundamentals	3
CSIR 1355 Industry Certifications	3
<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>30</b>
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## Biology

The Department of Biology offers courses needed for the (ADN) preparatory program, LVN program, as well as for all other allied health fields. Biology faculty serve as student advisors for all programs listed above. General information regarding all allied health programs, including course pre-requisites, size, scheduling and course requirements will be provided for any student interested in obtaining an allied health degree.

Biology is available at the Harlingen campus.

## Biology Associate of Science

### Semester 1

ENGL 1301	Composition I	Credits	3
BIOL 1306	Biology for Science Major I (lec)		3
BIOL 1106	Biology for Science Major I (lab)		1
HIST 1301	United States History I		3
SPCH X3XX	Speech Elective		<u>3</u>
<b>Semester Totals</b>			<b>13</b>

### Semester 2

ENGL 1302	Composition II	Credits	3
BIOL 1307	Biology for Science Major II (lec)		3
BIOL 1107	Biology for Science Major II (lab)		1
HIST 1302	United States History II		3
MATH 1314	College Alegbra		<u>3</u>
<b>Semester Totals</b>			<b>13</b>

### Semester 3

ACGM X3XX	Social/Behavioral Science Elective	Credits	3
CHEM 1311	General Chemistry (lecture)		3
CHEM 1111	General Chemistry (lab)		1
ACGM X3XX	Fine Arts Elective		3
ACGM X4XX	Approved Elective		<u>4</u>
<b>Semester Totals</b>			<b>14</b>

### Semester 4

ACGM X4XX	Approved Elective	Credits	4
GOVT 2305	Federal Government		3
ACGM X3XX	Humanities Elective		3
ACGM X3XX	Approved Elective		<u>3</u>
<b>Semester Totals</b>			<b>13</b>

### Semester 5

CHEM 1312	General Chemistry II (lecture)	Credits	3
CHEM 1112	General Chemistry II (lab)		1
GOVT 2306	Texas Government		<u>3</u>
<b>Semester Totals</b>			<b>7</b>

**Program Totals** **60**





## Biomedical Equipment Technology

First-rate equipment, experienced staff and an advisory board comprised of top industry names are just a few of the benefits available at TSTC. Biomedical equipment technicians work on equipment such as defibrillators, heart monitors, medical imaging equipment (X-rays, CAT scanners and ultrasound equipment), voice-controlled operating tables and electric wheelchairs, so the industry needs sharp, professional technicians that can inspect, calibrate, maintain, troubleshoot and repair this critical medical equipment. Students in the Biomedical Equipment Technology Program gain knowledge and hands-on experience working with everything from the simplest suction pump to the most sophisticated laboratory equipment, cardiac monitors, X-ray and ultrasound equipment. An enhanced skills certificate in Medical Imaging is also available.

Biomedical Equipment Technology is available at the Harlingen, Marshall and Waco campuses.

### Biomedical Equipment Technology Associate of Applied Science Degree

Semester 1	Credits
BIOM 1101 Biomedical Equipment Technology	1
BIOM 1270 Shop Skills for Biomedical Equipment Technicians	2
CETT 1303 DC Circuits	3
ITSC 1309 Integrated Software Applications I	3
MATH 1332 Contemporary Mathematics I	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
BIOM 1309 Applied Biomedical Equipment Technology	3
BIOM 1315 Medical Equipment Networks	3
ITNW 1325 or Fundamentals of Networking Technologies	
CETT 1305 AC Circuits	3
ENGL 1301 Composition I	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>	<b>15</b>

Semester 3	Credits
BIOM 1341 Medical Circuits/Troubleshooting	3
BIOM 2301 Safety in Health Care Facilities	3
BIOM 2311 General Medical Equipment I	3
BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems	3
CETT 1325 Digital Fundamentals	3
<b>Semester Totals</b>	<b>15</b>

Semester 4	Credits
BIOM 2343 General Medical Equipment II	3
BIOM 1355 or Medical Electronic Applications	
BIOM 2215 Physiological Instruments I	2
BIOM 2231 Biomedical Clinical Instrumentation	2
BIOM X2XX Approved Biomedical Elective Course	2
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
BIOM 2388 Internship-Biomedical Technology/Technician	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>6</b>

**Program Totals** 60

### Biomedical Equipment Technology Medical Imaging Specialization - Waco only

Semester 1	Credits
BIOM 1101 Biomedical Equipment Technology	1
BIOM 1270 Shop Skills for Biomedical Equipment Technicians	2
CETT 1303 DC Circuits	3
ITSC 1309 Integrated Software Applications I	3
MATH 1332 Contemporary Mathematics I	3
<b>Program Totals</b>	<b>12</b>

Semester 2	Credits
BIOM 1309 Applied Biomedical Equipment Technology	3
BIOM 1315 Medical Equipment Networks	3
ITNW 1325 or Fundamentals of Networking Technologies	
CETT 1305 AC Circuits	3
ENGL 1301 Composition I	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Program Totals</b>	<b>15</b>

Semester 3	Credits
BIOM 1341 Medical Circuits/Troubleshooting	3
BIOM 2301 Safety in Health Care Facilities	3
BIOM 2319 Fundamentals of X-Ray and Medical Imaging Systems	3
CETT 1325 Digital Fundamentals	3
ACGM X3XX Gen Ed Social Behavioral Science Course	3
<b>Program Totals</b>	<b>15</b>

Semester 4	Credits
BIOM 1350 Diagnostic Ultrasound Imaging System	3
BIOM 2333 Digital Radiography	3
BIOM 2345 Advanced Imaging Systems	3
BIOM 2347 RF/X-Ray System	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
BIOM 2388 Internship - Biomedical Technology/Technician	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>6</b>

**Program Totals** 60





## Building Construction Technology

TSTC's Building Construction Program offers several options that can help you specialize, brush up your skills or move you on a faster track to build a career in this field. Students in this technology get crucial hands-on experience on the latest tools in the industry, backed by a knowledgeable staff and advisors in key positions within the industry. Specializations are available in Management and Project Management & Inspection. For quicker entry into the industry, certificates are also available.

Building Construction Technology is available at the Harlingen and Waco campuses.

### Building Construction Technology

#### Building Construction Certificate 1 - Harlingen only

Semester 1	Credits
CNBT 1300 Residential and Light Commercial Blueprint Reading	3
OSHT 1305 OSHA Regulations-Construction Industry	3
CNBT 1316 Construction Technology I	3
DFTG 1313 Drafting for Specific Occupations	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CNBT 1342 Building Codes and Inspections	3
CNBT 1350 Construction Technology II	3
CNBT 1315 Field Engineering I	3
<b>Semester Totals</b>	<b>9</b>
Semester 3	Credits
CNBT 1311 Construction Methods and Materials I	3
CNBT 1346 Construction Estimating I	3
CNBT 2339 Construction Technology IV	3
CNBT 2342 Construction Management I	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>33</b>

### Building Construction Technology

#### Building Construction Craftsman Certificate 1

Waco, Williamson County

Semester 1	Credits
CNBT 1300 Residential and Light Commercial Blueprint Reading	3
CNBT 1315 Field Engineering I	3
CNBT 1316 Construction Technology I	3
TECM 1303 Technical Calculations	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CNBT 1313 Concrete I	3
CNBT 1342 Building Codes and Inspections	3
CRPT 1371 Basic Framing	3
OSHT 1305 OSHA Regulations-Construction Industry	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

CNBT 2342 Construction Management I	3
CRPT 1341 Exterior Finish Systems	3
PFPB 2308 Piping Standards and Materials	3
CNBT 1302 Mechanical, Plumbing & Electrical Systems in Construction I	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>36</b>

### Building Construction Technology

#### Management Specialization

Associate of Applied Science Degree - Harlingen only

Semester 1	Credits
CNBT 1300 Residential and Light Commercial Blueprint Reading	3
OSHT 1305 OSHA Regulations-Construction Industry	3
CNBT 1316 Construction Technology I	3
DFTG 1313 Drafting for Specific Occupations	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CNBT 1342 Building Codes and Inspections	3
CNBT 1315 Field Engineering I	3
CNBT 1350 Construction Technology II	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
CNBT 1311 Construction Methods and Materials I	3
CNBT 2339 Construction Technology IV	3
CNBT 2342 Construction Management I	3
CNBT 1346 Construction Estimating I	3
<b>Semester Totals</b>	<b>12</b>
Semester 4	Credits
CNBT 2344 Construction Management II	3
CNBT 2310 Commercial/Industrial Blueprint Reading	3
CNBT 2337 Construction Estimating II	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>12</b>
CNBT 2317 Green Building	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
ACGM X3XX Gen Ed Elective Course	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>





**Building Construction Technology**  
**Project Management & Inspection Specialization**  
**Associate of Applied Science Degree - Waco only**

<b>Semester 1</b>		<b>Credits</b>
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
CNBT 1315	Field Engineering I	3
CNBT 1316	Construction Technology I	3
TECM 1303	Technical Calculations	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>		<b>15</b>
<b>Semester 2</b>		<b>Credits</b>
CNBT 1342	Building Codes and Inspections	3
CRPT 1371	Basic Framing	3
OSHT 1305	OSHA Regulations-Construction Industry	3
CNBT 1313	Concrete I	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>		<b>15</b>

<b>Semester 3</b>		<b>Credits</b>
CNBT 2342	Construction Management I	3
CRPT 1341	Exterior Finish Systems	3
PFPB 2308	Piping Standards and Materials	3
ACGM X3XX	Gen Ed Elective Course	3
ACGM X3XX	Gen Ed Elective Course	3
<b>Semester Totals</b>		<b>15</b>
<b>Semester 4</b>		<b>Credits</b>
CNBT 1346	Construction Estimating I	3
CNBT 2344	Construction Management II	3
WDWK 1300	Beginning Woodworking	3
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>		<b>15</b>
<b>Program Totals</b>		<b>60</b>

## Business Management Technology

The Business Management Technology program prepares students for occupations in the business industry. Specializations in Office Management or Operations Management prepare students for office positions such as executive assistant or first-line supervisor and manager of production, respectively. Many industries continue to seek for applicants with a college degree related to the business industry. Graduates are skilled in desktop publishing, integrated software applications, database management, records and information management, administrative office management, project management, and the management of human resources. For the Office Management specialization, courses in business and management principles, customer relationship and human resources management would provide graduates the knowledge and understanding of interactive responsibilities such as planning conferences, working with clients and other staff members. The Operations Management specialization offers courses in quality, facilities, and strategic management, providing graduates the knowledge and understanding of the interactive responsibilities such as planning, prioritizing and the coordination of people and resources to accomplish specific goals.

Business Management is available at the Harlingen campus.

### Business Management Technology Office Management Specialization Associate of Applied Science Degree

Semester 1	Credits
BCIS 1305 Business Computer Applications	3
BUSI 1301 Business Principles	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
SPCH X3XX Gen Ed Speech Course	3
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
ACCT 2301 Principles of Financial Accounting	3
BMGT 1327 Principles of Management	3
ECON 2302 Principles of Microeconomics	3
POFI 1349 Spreadsheets	3
<b>Semester Totals</b>	<b>12</b>
Semester 4	Credits
HRPO 2301 Human Resources Management	3
ACCT 2302 Principles of Managerial Accounting	3
LAWT 1301 Copyright and Ethical Issues	3
ITSC2321 Integrated Software Applications II	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
POFT 1319 Records and Information Management I	3
MRKG 1301 Customer Relationship Management	3
ITSC 1315 Project Management Software	3
BMGT 1325 Office Management	3
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**

### Business Management Technology Operation Management Specialization Associate of Applied Science Degree

Semester 1	Credits
BCIS 1305 Business Computer Applications	3
BUSI 1301 Business Principles	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>

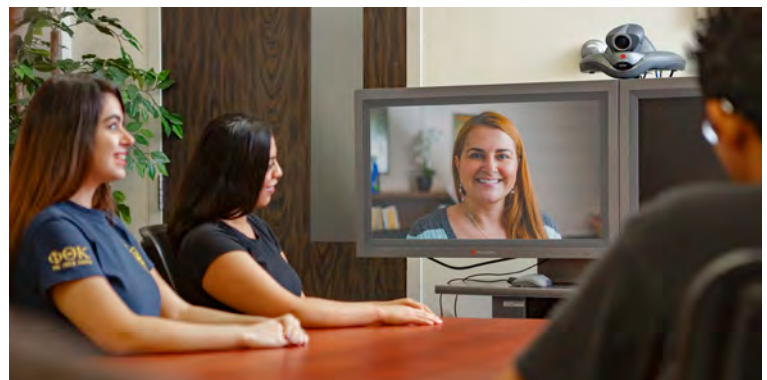
Semester 2	Credits
ECON 2301 Principles of Macroeconomics	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
SPCH X3XX Gen Ed Speech Course	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ACCT 2301 Principles of Financial Accounting	3
BMGT 1327 Principles of Management	3
ECON 2302 Principles of Microeconomics	3
POFI 1349 Spreadsheets	3
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
HRPO 2301 Human Resources Management	3
ACCT 2302 Principles of Managerial Accounting	3
BMGT 2331 Production and Operations Management	3
BMGT 1306 Principles of Purchasing	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
BMGT 1331 Production and Operations Management	3
BMGT 2341 Strategic Management	3
LMGT 1325 Warehouse and Distribution Center Management	3
BMGT 1309 Information and Project Management	3
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**





## Chemical Dependency Counseling

The Chemical Dependency Counseling Program at TSTC facilitates the development of the skills necessary for success in the chemical dependency counseling services industry. The program focuses on clinical evaluations, treatment planning, referrals, service coordination, individual and group counseling, documentation, professional and ethical responsibilities, and client, family and community education. With this knowledge base, students will be prepared to work as counselor interns as they strive toward licensure requirements. Graduates of the program find work opportunities through the criminal justice system, substance abuse treatment centers or hospitals. For quicker entry into the industry, a certificate is also available.

Chemical Dependency Counseling is available at the Abilene, Breckenridge and Brownwood campuses.

### Chemical Dependency Counseling Associate of Applied Science Degree

Semester 1		Credits
DAAC 1319	Substance-Related and Addictive Disorders	3
PSYT 1313	Psychology of Personal Adjustment	3
PSYC 2301	General Psychology	3
ACGM X3XX	Gen Ed Elective	3
ACGM X3XX	Gen Ed Elective	3
	<b>Semester Totals</b>	<b>15</b>
Semester 2		Credits
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC 1311	Counseling Theories	3
DAAC 2306	Substance Abuse Prevention I	3
DAAC 2307	Addicted Family Intervention	3
DAAC 2343	Current Issues	3
	<b>Semester Totals</b>	<b>15</b>
Semester 3		Credits
DAAC 1304	Pharmacology of Addiction	3
DAAC 1305	Co-Occurring Disorders	3
DAAC 1317	Basic Counseling Skills	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
	<b>Semester Totals</b>	<b>12</b>

Semester 4		Credits
CJSA 1325	Criminology	3
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2354	Dynamics of Group Counseling	3
	<b>Semester Totals</b>	<b>12</b>

Semester 5		Credits
DAAC 2366	Practicum (or Field Experience)-Substance Abuse/Addiction Counseling	3
ACGM X3XX	Gen Ed Math/Science Course	3
	<b>Semester Totals</b>	<b>6</b>

**Program Totals** **60**

### Chemical Dependency Counseling Chemical Dependency Counseling Certificate 1

Semester 1		Credits
DAAC 2301	Therapeutic Communities in a Criminal Justice Setting	3
DAAC 1319	Substance-Related and Addictive Disorders	3
DAAC 2307	or Addicted Family Intervention	
DAAC 2341	Counseling Alcohol and Other Drug Addictions	3
DAAC 2354	Dynamics of Group Counseling	3
DAAC 1317	or Basic Counseling Skills	3
	<b>Semester Totals</b>	<b>12</b>

Semester 2		Credits
DAAC 1311	Counseling Theories	3
CJSA 1325	or Criminology	
DAAC 1309	Assessment Skill of Alcohol and Other Drug Addictions	3
DAAC 2343	Current Issues	3
DAAC 2366	Practicum (or Field Experience)-Substance Abuse/Addiction Counseling	3
	<b>Semester Totals</b>	<b>12</b>

**Program Totals** **24**





## Chemical Technology

Dozens of industries need the vital skills of chemical/environmental technicians. You'll find them at the heart of laboratories in petrochemical plants, environmental operations, semiconductor manufacturing factories, water purification facilities and many other places. TSTC students learn hands-on skills in Chemical Technology that can put them first in the job market. Taught by experienced staff and guided by an advisory board with top industry names, you can be assured you're getting the best possible education. TSTC's Chemical Technology students learn the basic chemical processes and have access to equipment such as chromatographs, spectrometers and mass spectrophotometers, as well as work in a wet chemical laboratory. With an Associate of Applied Science degree in Chemical/Environmental Laboratory Technology, you can look forward to excellent career opportunities and outstanding starting salaries.

Chemical Technology is available at the Harlingen and Waco campuses.

### Chemical Technology Associate of Applied Science Degree

#### Semester 1

CTEC 1205	Chemical Calculations I	2
CTEC 1113	Introduction to Chemical Technology	1
SCIT 1414	Applied General Chemistry I	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra	<u>3</u>
	<b>Semester Totals</b>	<b>13</b>

#### Semester 2

CTEC 1206	Chemical Calculations II	2
CTEC 1345	Chemical Laboratory Safety	3
SCIT 1415	Applied General Chemistry II	4
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 3

SCIT 1543	Applied Analytical Chemistry I	5
SCIT 2401	Applied Organic Chemistry I	4
ACGM X3XX	Gen Ed Social/Behavioral Science Course	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 4

CTEC 1441	Applied Instrumental Analysis I	4
SCIT 2402	Applied Organic Chemistry II or Polymers I	4
CTEC 2441		
ACGM X4XX	Gen Ed Approved Science Course	<u>4</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 5

CTEC 2333	Comprehensive Studies in Chemical Technology	3
CTEC 2431	Applied Instrumental Analysis II	4
CTEC 2445	Unit Operations	<u>4</u>
CTEC 2110	or Process Equipment Trainer	
PTAC 1332	and Process Instrumentation I	
	<b>Semester Totals</b>	<b>11</b>

**Program Totals**

**60**



## Cloud & Data Center Management

The Cloud & Data Center Management Program covers skills such as server and network maintenance and deployment, cloud computing and cloud storage, private, public, and hybrid cloud operation and deployments, virtualization, clustering, network storage, hosting, co-location strategies, analytics, high-speed networking, Software Defined Networking (SDN), troubleshooting skills, security principles and procedures, data center cooling and powering techniques, and Network Operations Center (NOC) and command center strategies, and programming and scripting. Students in the program will be exposed to the heavy hitters of the industry, including Dell, HP, IBM, EMC, NetApp, Brocade, Mellanox, Cisco, Pica8, Juniper, CRAY, Microsoft, VMware, Citrix, Nagios, Solarwinds, Mirantis (OpenStack), and more.

Cloud & Data Center Computing is available at the Waco campus.

## Cloud & Data Center Computing Associate of Applied Science Degree

### Semester 1

ITNW 1325	Fundamentals of Networking Technologies	Credits	3
ITSC 1325	Personal Computer Hardware		3
ITSE 1329	Programming Logic and Design		3
MATH 1332	Contemporary Mathematics I		3
<b>Semester Totals</b>			<b>12</b>

### Semester 2

ITNW 1345	Implementing Network Directory Services	Credits	3
ITCC 1301	Cisco Exploration 1-Network Fundamentals		3
ITSE 1359	Introduction to Scripting Languages		3
ENGL 1301	Composition I		3
<b>Semester Totals</b>			<b>12</b>

### Semester 3

ITNW 1313	Computer Virtualization	Credits	3
ITSC 1316	Linux Installation and Configuration		3
ITSY 1342	Information Technology Security		3
BUSI 1301	Business Principles		3
<b>Semester Totals</b>			<b>12</b>

### Semester 4

ITSC 2346	Computer Center Management	Credits	3
ITNW 2352	Administering SQL Server		3
ITNW 2354	Internet/Intranet Server		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
<b>Semester Totals</b>			<b>12</b>

### Semester 5

ITSC 2325	Advanced Linux	Credits	3
ITSC 2370	Final Project-Systems Administration		3
ITNW 2376	Cloud Deployment and Infrastructure Management		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		3
<b>Semester Totals</b>			<b>12</b>

**Program Totals**

**60**

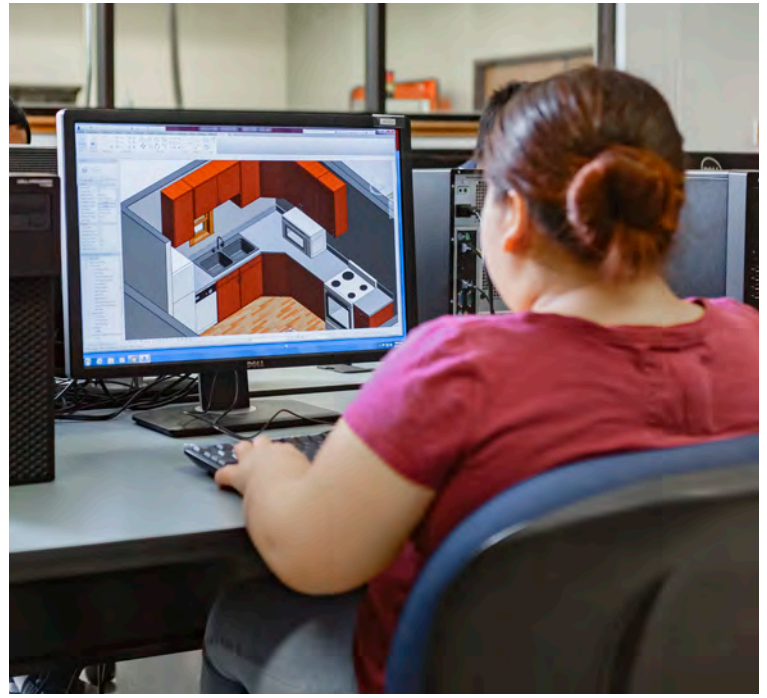




## Computer-Aided Drafting & Design Technology

Drafters prepare technical drawings and plans used by production and construction workers to build everything from manufactured products such as toys, toasters, industrial machinery, and spacecraft to structures such as houses, office buildings, and oil and gas pipelines. Drafters' drawings provide visual guidelines; show the technical details of the products and structures; and specify dimensions, materials, and procedures. Drafters fill in technical details using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, surveyors, architects, or scientists. Drafters use technical handbooks, tables, calculators, and computers to complete their work. The Computer-Aided Drafting & Design Program offers the technical skills needed for a career in this essential field. In our hands-on learning environment, students utilize computer programs such as AutoCAD, Inventor, Revit and AutoCAD Civil 3D. For quicker entry into the industry, a certificate in Mechanical Drafting is also available.

The Computer-Aided Drafting & Design Technology program is available at the Abilene, Brownwood, Marshall, North Texas and Sweetwater campuses.



### Computer-Aided Drafting & Design Technology Associate of Applied Science Degree

#### Semester 1

	Credits
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer-Aided Drafting	3
SRVY 1301 Introduction to Surveying	3
POFI 1301 or Computer Applications I	
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

	Credits
DFTG 1317 Architectural Drafting-Residential	3
DFTG 1333 Mechanical Drafting	3
DFTG 2319 Intermediate Computer-Aided Drafting	3
DFTG 2340 Solid Modeling/Design	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

	Credits
ARCE 1352 Structural Drafting	3
DFTG 1329 Electro-Mechanical Drafting	3
DFTG 2330 Civil Drafting	3
ACGM X3XX Gen Ed Elective Course	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 4

	Credits
DFTG 2302 Machine Drafting	3
DFTG 2323 Pipe Drafting	3
MCHN 1326 or Introduction to Computer-Aided Manufacturing (CAM)	
DFTG 2332 Advanced Computer-Aided Drafting	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 5

	Credits
DFTG 2357 Advanced Technologies in Pipe Design and Drafting	3
DFTG 2338 or Final Project-Advanced Drafting	
DFTG 2386 Internship-Drafting & Design Technology/	
Technician, General	3
ACGM X3XX Gen Ed Elective Course	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>12</b>

#### Program Totals

60

### Computer-Aided Drafting & Design Technology CAD Mechanical Drafting Technician Certificate 2 Marshall, North Texas only

#### Semester 1

	Credits
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer-Aided Drafting	3
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM)	3
POFI 1301 Computer Applications I	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

	Credits
DFTG 1333 Mechanical Drafting	3
DFTG 2319 Intermediate Computer-Aided Drafting	3
DFTG 2340 Solid Modeling/Design	3
DFTG 1329 Electro-Mechanical Drafting	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

	Credits
DFTG 2302 Machine Drafting	3
DFTG 2332 Advanced Computer-Aided Drafting	3
DFTG 2338 Final Project-Advanced Drafting	3
<b>Semester Totals</b>	<b>9</b>

#### Program Totals

33

## Computer-Aided Manufacturing

TSTC's Computer-Aided Manufacturing program has a proven track record for helping students acquire the skills to manufacture world-class ultra-precision machined components and the skills needed in the manufacturing sector to fill thousands of high-paying positions. At TSTC, you can develop the skills and knowledge sought by manufacturing industries, including commercial and military aircraft, medical, telecommunication, automotive and oil tool manufacturing. Students of the Computer-Aided Manufacturing program progress through a series of machine tool operation courses to develop and challenge their process skills using conventional and Computer Numerical Controlled, or CNC machines. You will also learn about the various materials used in today's manufacturing industry. Today's machinists can interpret complex drawings, select the appropriate materials and perform the machining processes to transform engineering concepts into quality, working components. For quicker entry into the industry, certificates are also available.

Computer-Aided Manufacturing is available at the Marshall and North Texas campuses.

### Computer-Aided Manufacturing Computer-Aided Manufacturing Machinist Associate of Applied Science Degree

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
MCHN 1438 Basic Machine Shop I	4
MCHN 1343 Machine Shop Mathematics	3
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
ACGM X3XX Gen Ed English Elective	3
<b>Semester Totals</b>	<b>16</b>
Semester 2	Credits
DFTG 1309 Basic Computer-Aided Drafting	3
MCHN 1452 Intermediate Machining I	4
MCHN 2331 Operation of CNC Turning Centers	3
ACGM X3XX Gen Ed Math/Natural Sciences Course	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>16</b>
Semester 3	Credits
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 2434 Operation of CNC Machining Centers	4
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
MCHN 2341 Advanced Machining I	3
<b>Semester Totals</b>	<b>13</b>
Semester 4	Credits
DFTG 1333 Mechanical Drafting	3
POFI 1301 Computer Applications I	3
MCHN 2335 Advanced CNC Machining	3
WLDG 1337 Introduction to Welding Metallurgy	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	3
<b>Semester Totals</b>	<b>15</b>
<b>Program Totals</b>	<b>60</b>

### Computer-Aided Manufacturing Computer-Aided Manufacturing Certificate 1 - Marshall only

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
MCHN 1343 Machine Shop Mathematics	3
MCHN 1438 Basic Machine Shop I	4
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
<b>Semester Totals</b>	<b>13</b>
Semester 2	Credits
DFTG 1309 Basic Computer-Aided Drafting	3
WLDG 1337 Introduction to Welding Metallurgy	3
<b>Semester Totals</b>	<b>6</b>
<b>Program Totals</b>	<b>19</b>

### Computer-Aided Manufacturing Machinist Certificate 2

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
MCHN 1343 Machine Shop Mathematics	3
MCHN 1438 Basic Machine Shop I	4
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
<b>Semester Totals</b>	<b>13</b>
Semester 2	Credits
DFTG 1309 Basic Computer-Aided Drafting	3
MCHN 1452 Intermediate Machining I	4
MCHN 2331 Operation of CNC Turning Centers	3
WLDG 1337 Introduction to Welding Metallurgy	3
<b>Semester Totals</b>	<b>13</b>
Semester 3	Credits
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 2341 Advanced Machining I	3
MCHN 2434 Operation of CNC Machining Centers	4
POFI 1301 Computer Applications I	3
<b>Semester Totals</b>	<b>13</b>
<b>Program Totals</b>	<b>39</b>





## Computer Maintenance Technology

For those who want to enter the computer maintenance field, TSTC's Computer Maintenance Technology Program provides an in-depth education in all aspects of computer systems maintenance and integration, including computer hardware components, operating systems and peripheral devices. Students learn computer operations, electronics, troubleshooting, repair skills and much more. The curriculum also covers Local and Wide Area Networks (LANs and WANs), data communications, telecommunications, computer integration home integand other skills, including designing, installing and maintaining computer systems in stand-alone, LAN and WAN environments. For quicker entry into the industry, a general Computer Maintenance Technology certificate, and a certificate specializing in home integration are also available.

Computer Maintenance Technology is available at the Harlingen and Waco campuses.

### Computer Maintenance Technology Associate of Applied Science Degree -

Semester 1	Credits
CPMT 1304 Microcomputer System Software	3
ITNW 1325 Fundamentals of Networking Technologies	3
ITSC 1325 Personal Computer Hardware	3
CPMT 1311 or Introduction to Computer Maintenance	
ACGM X3XX Gen Ed Natural Science/Math Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CPMT 1345 Computer Systems Maintenance	3
ITNW 1354 Implementing and Supporting Servers	3
ITSC 1321 Intermediate PC Operating Systems	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
CPMT 1307 Electronic and Computer Skills	3
CPMT 1349 Computer Networking Technology	3
CPMT 1371 or Introduction to MAC Operating Systems	
ITSC 2339 Personal Computer Help Desk Support	3
ACGM X3XX Gen Ed Humanities/Fine Arts Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 4	Credits
CPMT 1347 Computer System Peripherals	3
CPMT 2302 Home Technology Integration	3
ITSY 1300 Fundamentals of Information Security	3
GAME 1301 or Computer Ethics	
ACGM X3XX Gen Ed Social/Behaviorial Science Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 5	Credits
CPMT 2333 Computer Integration	3
CPMT 2345 Computer System Troubleshooting	3
CPMT 2350 Industry Certification Preparation	3
ACGM X3XX Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>

### Computer Maintenance Technology Computer Maintenance Technician Certificate 1 -

Semester 1	Credits
CPMT 1311 Introduction to Computer Maintenance	3
CPMT 1304 Microcomputer System Software	3
CPMT 1345 Computer Systems Maintenance	3
CPMT 1307 Electronic and Computer Skills	3
CPMT 1371 Introduction to MAC Operating Systems	3
CPMT 1349 or Computer Networking Technology	
ITNW 1325 Fundamentals of Networking Technologies	<u>3</u>
<b>Semester Totals</b>	<b>18</b>
<b>Program Totals</b>	<b>18</b>

### Computer Maintenance Technology Home Integration Certificate 1 - Waco only

Semester 1	Credits
CPMT 1307 Electronic and Computer Skills	3
CPMT 1349 Computer Networking Technology	3
CPMT 2302 Home Technology Integration	3
ITSC 1325 Personal Computer Hardware	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CPMT 1304 Microcomputer System Software	3
ITNW 1354 Implementing and Supporting Servers	3
ITSC 2339 Personal Computer Help Desk Support	3
ITSY 1300 Fundamentals of Information Security	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
CPMT 2370 Home Automation	3
CPMT 2371 Audio/Video Networks	3
CSIR 1359 Digital Data Communication	3
EEIR 1307 Introductory Security Systems	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>36</b>



## Computer Network Maintenance

These days, computers are so vital to society that "downtime" can literally strangle business and industry. That's why companies seek professionals with the knowledge and foresight to eliminate downtime through proper computer setup, installation and maintenance. Businesses rely on skilled computer maintenance technicians to keep their computer systems up and running. To help meet that need, TSTC offers the Computer Maintenance Technology Program, in which you can get an in-depth education in all aspects of computer systems integration. The program focuses on computer hardware components, operating systems and peripheral devices. While studying computer maintenance at TSTC, you can learn computer operations, electronics, troubleshooting and repair skills. The curriculum also covers Local and Wide Area Networks (LANs and WANs), data communications, telecommunications and computer integration. You can gain hands-on experience designing, installing and maintaining computer systems in stand-alone, LAN and WAN environments. You can also learn to integrate equipment for a variety of applications, such as those involving the World Wide Web, multimedia and data acquisition.

Computer Network Maintenance is available at the Marshall and North Texas campuses.

### Computer Network Maintenance Associate of Applied Science Degree

Semester 1		Credits
ITNW 1325	Fundamentals of Networking Technologies	3
CPMT 1307	Electronic and Computer Skills	3
ITSC 1325	Personal Computer Hardware	3
ACGM X3XX	Gen Ed Mathematics Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 2		Credits
ITNW 1308	Implementing and Supporting Client Operating Systems	3
POFI 1301	Computer Application I	3
ITNW 1345	Implementing Network Directory Services	3
ACGM X3XX	Gen Ed English Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 3		Credits
CPMT 1345	Computer Systems Maintenance	3
ITSC 1316	Linux Installation and Configuration	3
ITSC 2339	Personal Computer Help Desk Support	3
ACGM X3XX	Gen Ed Elective Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 4		Credits
CPMT 2345	Computer System Troubleshooting	3
ITNW 1358	Network+	3
ITSY 1300	Fundamentals of Information Security	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
	<b>Semester Totals</b>	<b>12</b>



Semester 5		Credits
CPMT 2388	Internship - Computer and Information Sciences, General	3
ITSC 1315	Project Management Software	3
ITSY 1342	Information Technology Security	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
	<b>Semester Totals</b>	<b>12</b>
	<b>Program Totals</b>	<b>60</b>

### Computer Network Maintenance Computer Network Maintenance Certificate 2

Semester 1		Credits
CPMT 1307	Electronic and Computer Skills	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ITSY 1300	Fundamentals of Information Security	3
	<b>Semester Totals</b>	<b>12</b>
Semester 2		Credits
CPMT 1345	Computer Systems Maintenance	3
ITSC 1316	Linux Installation and Configuration	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITSC 2339	Personal Computer Help Desk Support	3
	<b>Semester Totals</b>	<b>12</b>
Semester 3		Credits
CPMT 2345	Computer System Troubleshooting	3
CPMT 2386	Internship - Computer and Information Sciences, General	3
ITNW 1358	Network+	3
ITSC 1315	Project Management Software	3
	<b>Semester Totals</b>	<b>12</b>
	<b>Program Totals</b>	<b>36</b>



## Computer Networking & Security Technology

The focus of the Computer Networking & Security Technology Program is the implementation and protection of data system networks that are connected to the Internet. Students in the program will gain the skills/ knowledge required to prevent, defend, detect, and respond to cyber-attacks and threats. Students will also learn how to install and configure network devices (switches, routers, firewalls, wireless routers, access points, cabling), end-user workstations/ devices and network servers that control, monitor or provide user services on internal or external networks.

Computer Networking & Security Technology is available at the Harlingen campus.

### Computer Networking & Security Associate of Applied Science Degree

#### Semester 1

CPMT 1311	Introduction to Computer Maintenance	Credits	3
ITNW 1325	Fundamentals of Networking Technologies		3
ITNW 1354	Implementing and Supporting Servers		3
ENGL 1301	Composition I		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 2

ITNW 2321	Networking with TCP/IP	Credits	3
ITNW 2359	Web Server Support and Maintenance		3
ITSC 1316	Linux Installation and Configuration		3
MATH 1314	College Algebra		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 3

ITNW 2312	Routers	Credits	3
ITSC 2325	Advanced Linux		3
ITSY 1342	Information Technology Security		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 4

ITNW 1313	Computer Virtualization	Credits	3
ITSY 2301	Firewalls and Network Security		3
ITSY 2330	Intrusion Detection		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 5

ITNW 2350	Enterprise Network	Credits	3
ITSE 1359	Introduction to Scripting Languages		3
ITSY 2359	Security Assessment and Auditing		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Program Totals

60



## Computer Networking & Systems Administration

The Computer Networking & Systems Administration (CNS) program prepares technicians to build, manage and maintain communication systems through a variety of associate degrees and certifications. Through classroom instruction and hands-on training, students learn everything from client and server operating systems to Cisco equipment, Linux and much more. The two-year CNS program includes classroom and laboratory instruction that focuses on building extensive experience in Microsoft and System Administration, and you can choose the overall CNS program, or a CISCO specialization. For quicker entry into the industry, certificates in Computer Networking & Systems and Computer Tech Support also offered.

Computer Networking & Systems Administration is offered at the Abilene, Brownwood, Marshall, North Texas, Waco and Williamson County campuses.

### Computer Networking & Systems Administration Associate of Applied Science Degree

Semester 1		Credits
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 2		Credits
ITNW 1358	Network+	3
ITNW 1345	Implementing Network Directory Services	3
ITSY 1300	Fundamentals of Information Security	3
ACGM X3XX	Gen Ed English Course	3
	<b>Semester Totals</b>	<b>12</b>

Semester 3		Credits
ITNW 2312	Routers	3
ITSY 1342	Information Technology Security	3
ITSC 1316	Linux Installation and Configuration	3
ACGM X3XX	Gen Ed Elective Course	3
	<b>Semester Totals</b>	<b>12</b>

Semester 4		Credits
ITCC 1340	Switching Basics	3
ITNW 2335	Network Troubleshooting and Support	3
ITNW 2354	Internet/Intranet Server	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
	<b>Semester Totals</b>	<b>12</b>

Semester 5		Credits
ITSY 2330	Intrusion Detection	3
ITNW 2352	Administering SQL Server	3
ITSC 2386	Internship-Computer and Information Sciences, General	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
	<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**

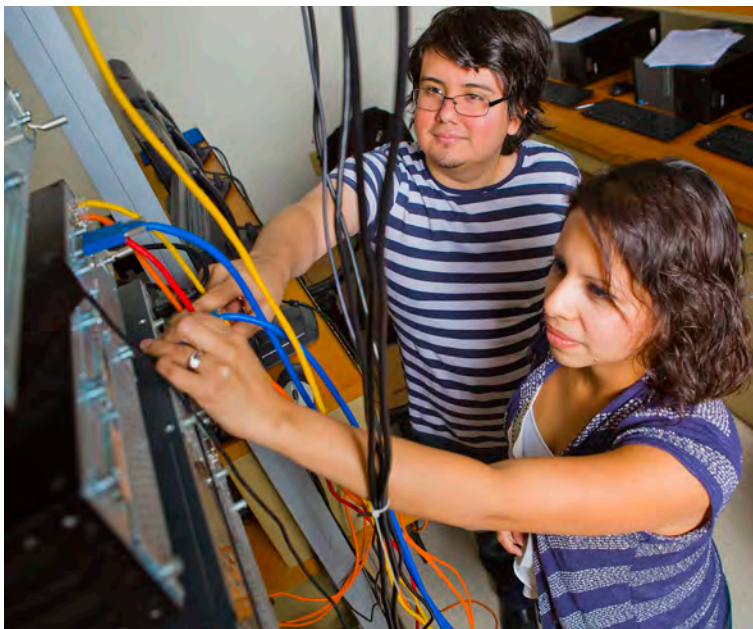
### Computer Networking & Systems Administration Certificate 2 - Marshall and North Texas only

Semester 1		Credits
ITCC 1340	Switching Basics	3
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSY 1300	Fundamentals of Information Security	3
	<b>Semester Totals</b>	<b>12</b>

Semester 2		Credits
ITNW 1345	Implementing Network Directory Services	3
ITNW 2312	Routers	3
ITSC 1316	Linux Installation and Configuration	3
ITSY 1342	Information Technology Security	3
	<b>Semester Totals</b>	<b>12</b>

Semester 3		Credits
ITNW 2335	Network Troubleshooting and Support	3
ITNW 2354	Internet/Intranet Server	3
ITSC 2386	Internship-Computer and Information Sciences, General	3
ITSY 2330	Intrusion Detection	3
	<b>Semester Totals</b>	<b>12</b>

**Program Totals** **36**





## Computer Networking & Systems Administration CISCO Specialization Associate of Applied Science Degree - Waco only

Semester 1		Credits
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 1325	Personal Computer Hardware	3
ACGM X3XX	Gen Ed Math Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Semester 2		Credits
ITCC 1301	Cisco Exploration 1-Network Fundamentals	3
ITNW 1345	Implementing Network Directory Services	3
ITSY 1300	Fundamentals of Information Security	3
ACGM X3XX	Gen Ed English Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Semester 3		Credits
ITCC 1304	Cisco Exploration 2-Routing Protocols and Concepts	3
ITNW 1313	Computer Virtualization	3
ITSC 1316	Linux Installation and Configuration	3
ACGM X3XX	Gen Ed Elective Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Semester 4		Credits
ITCC 2308	Cisco Exploration 3-LAN Switching and Wireless	3
ITNW 2335	Network Troubleshooting and Support	3
ITNW 2354	Internet/Intranet Server	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Semester 5		Credits
ITCC 2310	Cisco Exploration 4-Accessing the WAN	3
ITNW 2352	Administering SQL Server	3
ITSC 2386	Internship-Computer and Information Sciences, General	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

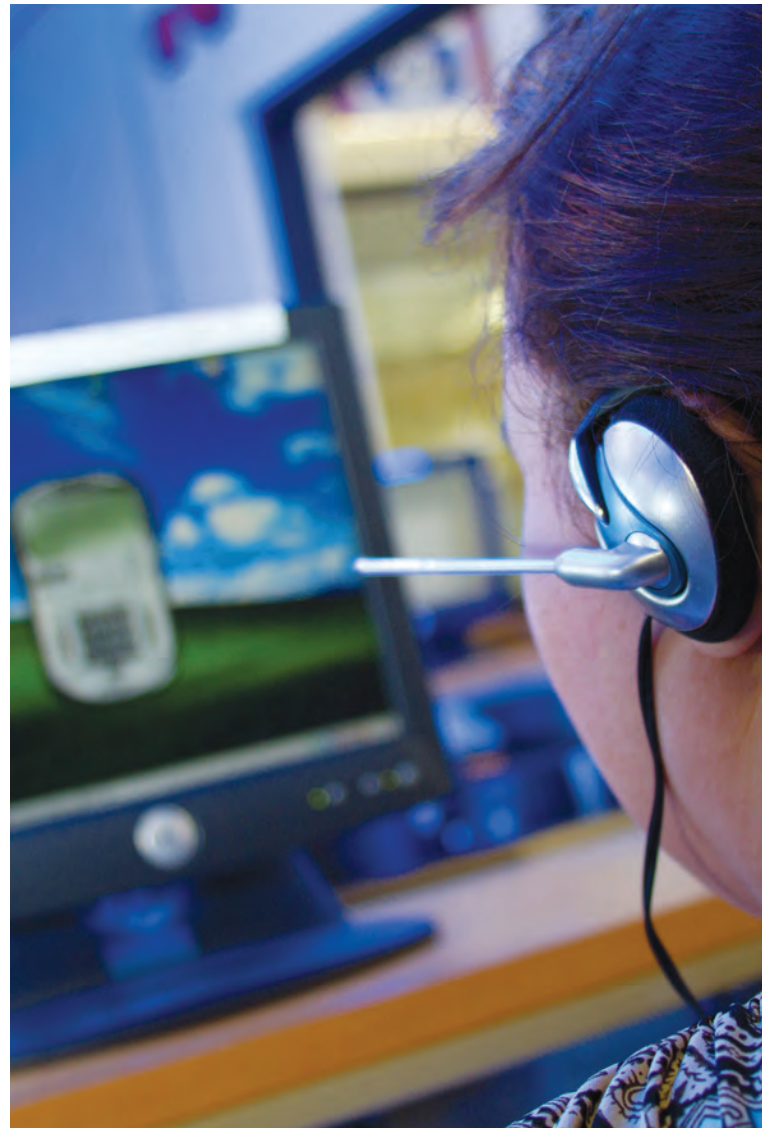
**Program Totals** **60**

## Computer Networking & Systems Administration Computer Tech Support Certificate 1 - Waco and Williamson County

Semester 1		Credits
ITSC 1305	Introduction to PC Operating System	3
ITSC 1309	Integrated Software Applications I	3
ITSC 1325	Personal Computer Hardware	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Semester 2		Credits
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSC 2339	Personal Computer Help Desk Support	3
ITSE 1301	Web Design Tools	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

**Program Totals** **24**



## Computer Science Technology

Some of the hottest careers in the job market these days are within the Information Technology sector. That's why the Business Applications Program at TSTC makes sense for a great career choice. Students in this program get a practical, hands-on education that teaches them the technical skills required in the IT field. In addition to technical skills, the student's training centers on the development of logic, problem solving and soft skills. CST provides specialized training in Business Applications Programming that focuses on career expectations leading to a variety of positions, from program analyst and database administrator, to consultant, systems analyst and customer engineer.

Computer Science Technology is available at the Harlingen and Waco campus.

### Computer Science Technology Associate of Science - Harlingen only

#### Semester 1

COSC 1336	Programming Fundamentals I
ENGL 1301	Composition I
MATH 1314	College Algebra
ACGM X3XX	Gen Ed Humanities/Fine Arts
<b>Semester Totals</b>	

#### Credits

3
3
3
3
<b>12</b>

#### Semester 2

GOVT 2305	Federal Government
ENGL 1302	Composition II <sup>1</sup>
MATH 2312	Pre-Calculus* <sup>2</sup>
COSC 1337	Programming Fundamentals II <sup>3</sup>
<b>Semester Totals</b>	

#### Credits

3
3
3
3
<b>12</b>

#### Semester 3

COSC 2325	Computer Organization <sup>3</sup>
MATH 2413	Calculus I
GOVT 2306	Texas Government
ACGM X3XX	Language, Phil, and Culture Elective
<b>Semester Totals</b>	

#### Credits

3
4
3
3
<b>13</b>

#### Semester 4

COSC 2336	Programming Fundamentals III <sup>4</sup>
ACGM X4XX	Science Elective *
HIST 1301	U.S. History I
<b>Semester Totals</b>	

#### Credits

3
4
3
<b>10</b>

#### Semester 5

ACGM X4XX	Science Elective *
ACGM X3XX	Gen Ed Social/Behavioral Science Elective
SPCH X3XX	Gen Ed Speech Elective
HIST 1302	U.S. History II
<b>Semester Totals</b>	

#### Credits

4
3
3
3
<b>13</b>

#### Program Totals

60

#### Prerequisites:

<sup>1</sup> ENGL 1301

<sup>2</sup> MATH 1314

<sup>3</sup> COSC 1336 or COSC 1436

<sup>4</sup> COSC 1337 or COSC 1437

\* Science Elective (8 credits)

PHYS 2325	University Physics I *	3
	PHYS 2125 (Co-req), MATH 2413 (Pre-req)	
PHYS 2125	University Physics Lab I *	1
	PHYS 2325 (Co-req), MATH 2413 (Pre-req)	
and		
PHYS 2326	University Physics II **	3
	PHYS 2126 (Co-req), PHYS 2325 (Pre-req), MATH 2413 (Pre-req)	
PHYS 2126	University Physics Lab II **	1
	PHYS 2326 (Co-req), PHYS 2325 (Pre-req), MATH 2413 (Pre-req)	
or		
BIOL 2301	Anatomy & Physiology I Lecture	3
BIOL 2101	Anatomy & Physiology I Lab	1
and		
BIOL 2302	Anatomy & Physiology II Lecture	3
BIOL 2102	Anatomy & Physiology II Lab	1
or		
BIOL 1306	Biology for Science Majors I Lecture	3
BIOL 1106	Biology for Science Majors I Lab	1
and		
BIOL 1307	Biology for Science Majors II Lecture	3
BIOL 1107	Biology for Science Majors II Lab	1
or		
CHEM 1311	General Chemistry I Lecture	3
	MATH 1314 (Pre-req)	
CHEM 1111	General Chemistry I Lab	1
	MATH 1314 (Pre-req)	
and		
CHEM 1312	General Chemistry II Lecture	3
	CHEM 1312 and CHEM 1311 (Pre-req)	
CHEM 1112	General Chemistry II Lab	1

Addendum to the 2016-2017 Texas State Technical College Catalog and Student Handbook, p. 106



## Computer Science Technology Computer Programming Associate of Applied Science - Waco only

### Semester 1

CITSE 1329	Programming Logic and Design	Credits
ITSE 1345	Introduction to Oracle SQL	3
ACCT 2301	Principles of Financial Accounting	3
MATH 1314	College Algebra	3
AGSM X3XX	Gen Ed Social Behavioral Sciences Course	3
<b>Semester Totals</b>		<b>15</b>

### Semester 2

GAME 1306	Design & Creation of Games	Credits
ITSE 1302	Computer Programming	3
ITSE 1307	Introduction to C++ Programming	3
ITSE 2317	Java Programming	3
ACGM X3XX	Gen Ed Elective	3
<b>Semester Totals</b>		<b>15</b>

### Semester 3

CITSE 1329	Programming Logic and Design	Credits
ITSE 1345	Introduction to Oracle SQL	3
ACCT 2301	Principles of Financial Accounting	3
MATH 1314	College Algebra	3
AGSM X3XX	Gen Ed Social Behavioral Sciences Course	3
<b>Semester Totals</b>		<b>15</b>

### Semester 4

INEW 2332	Comprehensive Software Project: Coding, Testing, and Implementation	Credits
ITSE 1350	Systems Analysis & Design	3
ITSE 2310	iOS Application Programming	3
ITSE 1392	Special Topics in Computer Programming	3
HUMA 1301	Introduction to Humanities I	3
<b>Semester Totals</b>		<b>15</b>

**Program Totals** **60**

## Business Applications Programming Advanced Technology Certificate - Waco only

### Semester 1

INEW 2338	Advanced Java Programming	Credits
ITSE 2334	Advanced Visual Basic.NET Programming	3
ITSE 2345	Data Structures	3
ITSE 2356	Oracle Database Administration I	3
<b>Semester Totals</b>		<b>12</b>

### Semester 2

INEW 1340	ASP.NET Programming	Credits
ITSW 2352	Administering SQL Server	3
ITSE 2358	Oracle Database Administration II	3
ITSE 2371	Advanced iOS Programming	3
<b>Semester Totals</b>		<b>12</b>

### Semester 3

INEW 2330	Comprehension Software Project Planning & Design	Credits
ITSE 1392	Special Topic in Computer Programming	3
ITSE 2409	Database Programming	4
ITSE 2459	Advanced Computer Programming	4
<b>Semester Totals</b>		<b>14</b>

**Program Totals** **38**





## Culinary Arts

As a Culinary Arts student at TSTC, you'll not only learn how to mix the right ingredients together to whip up appetizing meals, you'll also learn the dozens of associated tasks that can give you a competitive edge above others in the job market. TSTC's Culinary Arts program offers students a superior education in all phases of the food service industry. Students get the benefit of practical, hands-on instruction, experienced award-winning chefs and staff, top advisors and much more for food service careers in a program designed to prepare successful professionals for today and tomorrow. TSTC's Culinary Arts program covers cooking, baking, food preparation, purchasing, cost analysis and service. The Culinary Arts department at TSTC teaches food related topics including nutrition, sanitation and safety, food service equipment, baking and quantity procedures. For quicker entry into the industry, Culinary Assistant, Culinary Specialist and Culinarian certificates are available.

Culinary Arts is available at the Abilene, Harlingen, Waco, and Williamson County campuses.

### Culinary Arts Associate of Applied Science Degree - Abilene, Harlingen, Waco

Semester 1		Credits
CHEF 1205	Sanitation and Safety	2
IFWA 1205	Food Service Equipment and Planning	2
IFWA 1217	Food Production and Planning	2
IFWA 1218	Nutrition for the Food Service Professional	2
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
Semester Totals		11

Semester 2		Credits
IFWA 1401	Food Preparation I	4
PSTR 1301	Fundamentals of Baking	3
RSTO 1304	Dining Room Service	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	<u>3</u>
Semester Totals		13

Semester 3		Credits
CHEF 1340	Meat Preparation and Cooking	3
IFWA 1427	Food Preparation II	4
RSTO 2407	Catering	4
PSTR 2431	or Advanced Pastry Shop	
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		14

Semester 4		Credits
CHEF 1441	American Regional Cuisine	4
CHEF 1445	International Cuisine	4
RSTO 1313	Hospitality Supervision	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		13

Semester 5		Credits
RSTO 2505	Management of Food Production and Service	5
ACGM X3XX	Gen Ed Math/Natural Science Course	<u>3</u>
Semester Totals		8

Program Totals 60



### Culinary Arts Culinarian Certificate 2 - Waco, Williamson County

Semester 1		Credits
CHEF 1205	Sanitation and Safety	2
IFWA 1205	Food Service Equipment and Planning	2
IFWA 1217	Food Production and Planning	2
IFWA 1218	Nutrition for the Food Service Professional	<u>2</u>
Semester Totals		8

Semester 2		Credits
IFWA 1401	Food Preparation I	4
PSTR 1301	Fundamentals of Baking	3
RSTO 1304	Dining Room Service	<u>3</u>
Semester Totals		10

Semester 3		Credits
IFWA 1427	Food Preparation II	4
CHEF 1340	Meat Preparation and Cooking	3
RSTO 2407	Catering	<u>4</u>
PSTR 2431	or Advanced Pastry Shop	
Semester Totals		11



**Semester 4**

CHEF 1445	International Cuisine
CHEF 1441	American Regional Cuisine
RSTO 1313	Hospitality Supervision
<b>Semester Totals</b>	

Program Totals

**Credits**

4  
4  
3  
11

40

**Culinary Arts****Culinary Assistant Certificate 1 -**

Harlingen, Waco, Williamson County

**Semester 1**

CHEF 1205	Sanitation and Safety
IFWA 1205	Food Service Equipment and Planning
IFWA 1217	Food Production and Planning
IFWA 1218	Nutrition for the Food Service Professional
<b>Semester Totals</b>	

**Credits**

2  
2  
2  
2  
8

**Semester 2**

IFWA 1401	Food Preparation I
PSTR 1301	Fundamentals of Baking
RSTO 1304	Dining Room Service
<b>Semester Totals</b>	

**Credits**

4  
3  
3  
10

Program Totals

18

**Culinary Arts****Culinary Specialist Certificate 1 - Harlingen, Waco****Semester 1**

CHEF 1205	Sanitation and Safety
IFWA 1205	Food Service Equipment and Planning
IFWA 1217	Food Production and Planning
IFWA 1218	Nutrition for the Food Service Professional
<b>Semester Totals</b>	

**Credits**

2  
2  
2  
2  
8

**Semester 2**

IFWA 1401	Food Preparation I
PSTR 1301	Fundamentals of Baking
RSTO 1304	Dining Room Service
<b>Semester Totals</b>	

**Credits**

4  
3  
3  
10

**Semester 3**

IFWA 1427	Food Preparation II
CHEF 1340	Meat Preparation and Cooking
PSTR 2431	Advanced Pastry Shop
RSTO 2407	or Catering
<b>Semester Totals</b>	

**Credits**

4  
3  
4  
11

Program Totals

29



## Cyber Security

There's a strong demand for those who understand the importance of protecting a company's data. It takes specialized skills and in-depth knowledge of computer networking, operating systems and administration, encryption, firewalls and much more — skills you can learn at TSTC. Backed by experienced staff and an advisory committee of field experts guiding the curriculum, you'll get an education that can put you in the forefront when it's hiring time.

With specializations in general cyber security and digital forensics, the Cyber Security program covers computer technology, networking fundamentals and ethical issues. Students will learn how to protect electronic data through both offensive and defensive tactics. Firewalls, VPN and computer forensics are a vital part of the program, but computer maintenance courses are also offered, providing students with needed hardware knowledge. Students will also take courses covering Linux platforms, Microsoft operating systems and software suites, and Cisco networking systems. For quicker entry into the field a certificate is also available.

Cyber Security is available at the Fort Bend County, Marshall, North Texas, Williamson County and Waco campuses.

### Cyber Security Cyber Security Specialization Associate of Applied Science Degree

#### Semester 1

	Credits
ITSC 1325 Personal Computer Hardware	3
ITSE 1329 Programming Logic and Design	3
ITSY 1300 Fundamentals of Information Security	3
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

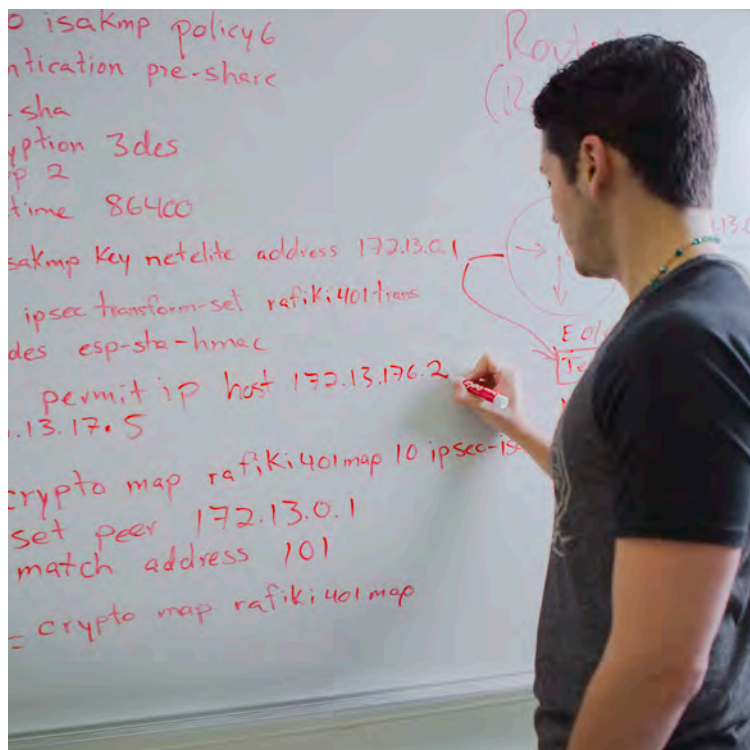
	Credits
ITDF 1300 Introduction to Digital Forensics	3
ITNW 1325 Fundamentals of Networking Technologies	3
ITSY 2343 Computer System Forensics	3
MATH 1332 Contemporary Mathematics I	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

	Credits
ITCC 1301 Cisco Exploration 1-Network Fundamentals or Network+	3
ITNW 1358	
ITSC 1316 Linux Installation and Configuration	3
ITNW 1345 Implementing and Supporting Servers	3
ENGL 2311 Technical & Business Writing	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 4

	Credits
ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts or Routers	3
ITNW 2312	
ITSY 1342 Information Technology Security	3
ITSY 2301 Firewalls and Network Security	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>12</b>



#### Semester 5

	Credits
ITCC 2308 Cisco Exploration 3-LAN Switching and Wireless	3
ITNW 2335 or Network Troubleshooting and Support	
ITSY 2330 Intrusion Detection	3
ITSY 2359 Security Assessment and Auditing	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>12</b>

#### Program Totals

60

### Cyber Security Certificate 2

#### Semester 1

	Credits
ITNW 1325 Fundamentals of Networking Technologies	3
ITSC 1325 Personal Computer Hardware	3
ITSE 1329 Programming Logic and Design	3
ITSY 1300 Fundamentals of Information Security	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

	Credits
ITCC 1301 Cisco Exploration 1-Network Fundamentals or Network+	3
ITNW 1358	
ITDF 1300 Introduction to Digital Forensics	3
ITNW 1345 Implementing Network Directory Services	3
ITSY 2343 Computer System Forensics	3
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

	Credits
ITCC 1304 Cisco Exploration 2-Routing Protocols and Concepts or Routers	3
ITNW 2312	
ITSC 1316 Linux Installation and Configuration	3
ITSY 1342 Information Technology Security	3
ITSY 2301 Firewalls and Network Security	3
<b>Semester Totals</b>	<b>12</b>

<b>Semester 4</b>		<b>Credits</b>
ITCC 2308	Cisco Exploration 3-LAN Switching and Wireless	3
ITNW 2335	or Network Troubleshooting and Support	3
ITSY 2330	Intrusion Detection	<u>3</u>
ITSY 2359	Security Assessment and Auditing	<u>3</u>
<b>Semester Totals</b>		<b>9</b>
<b>Program Totals</b>		<b>45</b>

## Cyber Security Digital Forensics Specialization Associate of Applied Science Degree - Waco only

<b>Semester 1</b>		<b>Credits</b>
ITSC 1325	Personal Computer Hardware	3
ITSY 1300	Fundamentals of Information Security	3
CJSA 1327	Fundamentals of Criminal Law	3
ENGL 1301	Composition I	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

<b>Semester 2</b>		<b>Credits</b>
ITDF 1300	Introduction to Digital Forensics	3
ITNW 1325	Fundamentals of Networking Technologies	3
ITSY 2343	Computer System Forensics	3
MATH 1332	Contemporary Mathematics I	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

<b>Semester 3</b>		<b>Credits</b>
ITDF 1305	Digital Data Storage Forensics	3
ITNW 2321	Networking with TCP/IP	3
ITSY 2301	Firewalls and Network Security	3
ENGL 2311	Technical & Business Writing	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

<b>Semester 4</b>		<b>Credits</b>
ITDF 2320	Digital Forensics Collection	3
ITDF 2325	Digital Forensics Tools	3
ITSY 1342	Information Technology Security	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

<b>Semester 5</b>		<b>Credits</b>
ITDF 2330	Digital Forensics Analysis	3
ITDF 2335	Comprehensive Digital Forensics Project	3
ITSY 2330	Intrusion Detection	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>		<b>12</b>
<b>Program Totals</b>		<b>60</b>

## Cyber Security Digital Forensics Specialist Advanced Technical Certificate - Waco only

<b>Semester 1</b>		<b>Credits</b>
CJSA 1327	Fundamentals of Criminal Law	3
ITDF 1300	Introduction to Digital Forensics	3
ITDF 1305	Digital Data Storage Forensics	3
ITSY 1300	Fundamentals of Information Security	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

<b>Semester 2</b>		<b>Credits</b>
ITDF 2320	Digital Forensics Collection	3
ITDF 2325	Digital Forensics Tools	3
ITDF 2330	Digital Forensics Analysis	3
ITDF 2335	Comprehensive Digital Forensics Project	3
ITSY 1342	Information Technology Security	<u>3</u>
<b>Semester Totals</b>		<b>15</b>

<b>Program Totals</b>	<b>27</b>
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## Database & Web Programming

TSTC provides the knowledge and skills needed to develop programming solutions that allow dynamic web pages to interact with databases. The Database & Web Programming Technology Program also provides instruction in general programming solutions. The program presents hands-on experience with programming languages (C++, Visual Basic, PHP and Java), database systems (Access, MySQL, Microsoft SQL Server), and the design and implementation of websites. The Database & Web programming prepares students for jobs such as: Computer Programmer, Software Developer, Applications Developer, Web Programmer, Database Programmer, Internet Programmer and Computer Software Engineer. An advanced technical certificate, Database Administration Programming, is for those who wish to add to their existing knowledge base. Students must have prior programming experience to enroll in this program.

Database & Web Programming Technology is available at the Abilene and Brownwood locations. The Database Administration Programming certificate is available at the Abilene, Brownwood Waco and Williamson County campuses.

### Database & Web Programming Associate of Applied Science Degree - Abilene and Brownwood

#### Semester 1

ITSE 1311	Beginning Web Programming	Credits	3
ITSE 1302	Computer Programming		3
ITSW 1307	Introduction to Database		3
ITSE 1350	System Analysis and Design		3
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>15</b>

#### Semester 2

ITSE 2317	Java Programming	Credits	3
INEW 2338	Advanced Java Programming		3
ITSE 2333	Implementing a Database on Microsoft SQL Server		3
ITSE 2409	Database Programming		4
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>16</b>

#### Semester 3

ITSE 1347	Programming with Visual Basic.Net	Credits	3
ITSE 1372	Mobile Application Development		3
ITSE 2447	Advanced Database Programming		4
ITNW 2352	Administering SQL Server		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>16</b>

#### Semester 4

INEW 2332	Comprehensive Software Project: Coding, Testing, and Implementation	Credits	3
ITSE 2386	or Internship-Computer Programming/Programmer, General		
ITSE 2459	Advanced Computer Programming		4
ACGM X3XX	Gen Ed Math/Natural Science Course		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>13</b>
	<b>Program Totals</b>		<b>60</b>

## Dental Assistant



As a TSTC Dental Assistant student, you can learn the latest skills and techniques with experienced faculty members who provide individualized instruction and attention, as well as hands-on training. The Certificate of Completion program focuses on teaching you the skills needed on the job; skills like measuring blood pressure, taking X-rays, preparing study models and applying four-handed dentistry techniques.

Dental Assistant is available at the Harlingen and Waco campuses.

### Dental Assistant Certificate 1

#### Semester 1

DNTA 1213	Emergency Management	Credits	2
DNTA 1305	Dental Radiology		3
DNTA 1351	Dental Office Management		3
DNTA 1415	Chairside Assisting		<u>4</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 2

DNTA 1245	Preventive Dentistry	Credits	2
DNTA 1453	Dental Assisting Applications		4
DNTA 1660	Clinical-Dental Assisting/Assistant		<u>6</u>
	<b>Semester Totals</b>		<b>12</b>

#### Program Totals

**24**



## Dental Hygiene

The Dental Hygiene program at TSTC prepares students for the industry of preventative dentistry with a well-rounded curriculum including preventative dental hygiene, pharmacology, periodontology, pathology, dental nutrition and more. Dental Hygiene students at TSTC are able to fulfill their clinical experiences at a beautiful state-of-the-art dental clinic on campus. The students utilize the 13-chair clinic to receive over 600 hours of instruction in a 1-faculty-to-5-student ratio. External clinical experiences also allow a wide variety of patient treatment. Graduates of the program are well prepared to successfully complete the National Dental Hygiene Board and the Western Regional Board Examination, and the Texas Jurisprudence Examination for licensure.

Dental Hygiene is available at the Harlingen campus.

### Dental Hygiene Associate Applied Science Degree

Semester 1	Credits
BIOL 2101 Anatomy & Physiology I Lab	1
BIOL 2301 Anatomy & Physiology I	3
CHEM 1105 Introductory Chemistry I lab	1
CHEM 1305 Introductory Chemistry I	<u>3</u>
<b>Semester Totals</b>	<b>8</b>

Semester 2	Credits
DHYG 1227 Preventive Dental Hygiene Care	2
DHYG 1301 Orofacial Anatomy, Histology & Embryology	3
DHYG 1331 Preclinical Dental Hygiene	3
BIOL 2302 Anatomy & Physiology II	3
BIOL 2102 Anatomy & Physiology II Lab	<u>1</u>
<b>Semester Totals</b>	<b>12</b>

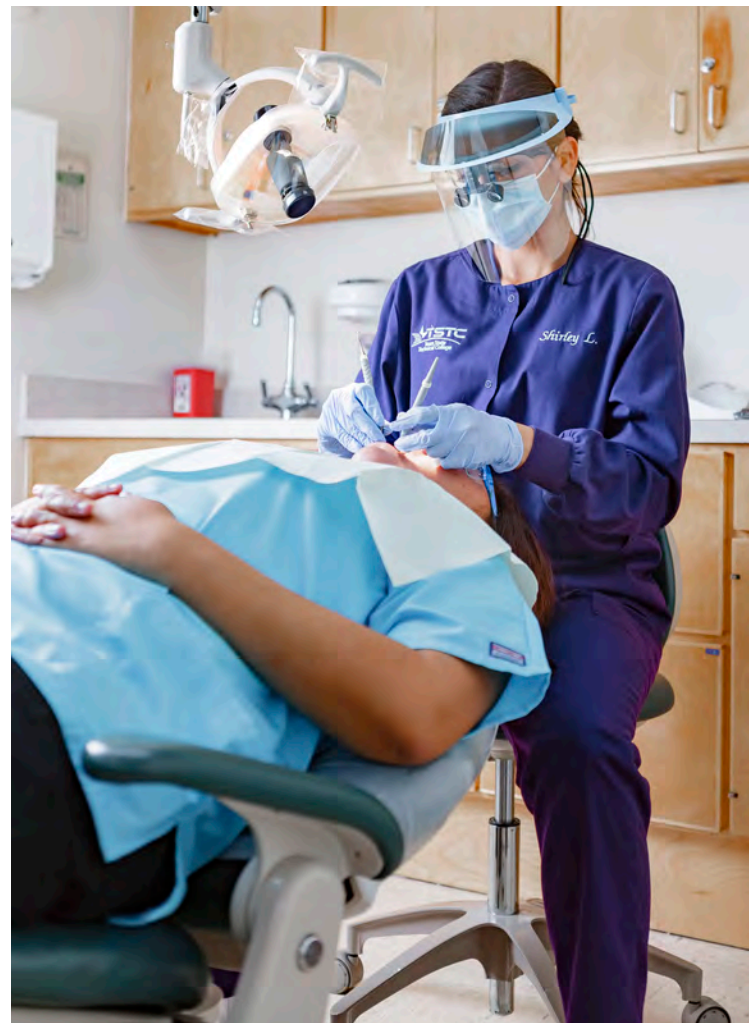
Semester 3	Credits
DHYG 1211 Periodontology	2
DHYG 1260 Clinical - Dental Hygiene/Hygienist	2
DHYG 1304 Dental Radiology	3
BIOL 2120 Microbiology for Non-Science Majors lab	1
BIOL 2320 Microbiology for Non-Science Majors	3
ACGM X3Xx Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>14</b>

Semester 4	Credits
DHYG 1319 Dental Materials	3
DHYG 1235 Pharmacology for the Dental Hygienist	2
DHYG 1261 Clinical - Dental Hygiene/Hygienist	2
SOCI 1301 Sociology	<u>3</u>
<b>Semester Totals</b>	<b>10</b>

Semester 5	Credits
DHYG 1215 Community Dentistry	2
DHYG 1239 General and Oral Pathology	2
DHYG 2360 Clinical - Dental Hygiene/Hygienist	3
PSYC 2301 General Psychology	3
DHYG 2201 Contemporary Dental Hygiene Care I	<u>2</u>
<b>Semester Totals</b>	<b>12</b>

Semester 6	Credits
DHYG 2153 Dental Hygiene Practice	1
DHYG 2361 Clinical - Dental Hygiene/Hygienist	3
ENGL 1301 Composition I	3
DHYG 1207 General and Dental Nutrition	2
SPCH X3XX Speech Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **68**



## Diesel Equipment Technology

TSTC's Diesel Equipment Technology Program offers several avenues of entry into the workforce: Off-Highway Equipment, Heavy Truck, John Deere Construction & Forestry and Outdoor Power Equipment. TSTC's field-experienced faculty members work closely with related diesel industries to develop curriculum that meets workforce demands. Diesel Equipment Technology students will learn diesel engine testing and repair, brake systems, HVAC troubleshooting and repair, electrical systems, hydraulics, failure analysis, and more. Because of the vast uses of highly advanced pneumatic, hydraulic and electronic systems technology, industry needs quality-trained technicians to repair and maintain the equipment, and TSTC students learn from skilled craftsmen who have actual field experience. For quicker entry into the industry, certificates are also available.

Diesel Equipment Technology is available at the Fort Bend County, Marshall, North Texas, Sweetwater, and Waco campuses.

### Diesel Equipment Technology Heavy Truck Specialization Associate of Applied Science Degree - Waco, Fort Bend, Sweetwater

Semester 1		Credits
DEMR 1301	Shop Safety and Procedures	3
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 2412	Diesel Engine Testing and Repair II	4
DEMR 1317	Basic Brake Systems	3
ENGL 1301	Composition I	<u>3</u>
<b>Semester Totals</b>		<b>17</b>
Semester 2		Credits
DEMR 1305	Basic Electrical Systems	3
DEMR 1316	Basic Hydraulics	3
DEMR 1321	Power Train I	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3
ACGM X3XX	Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>15</b>
Semester 3		Credits
DEMR 1447	Power Train II	4
DEMR 1327	Tractor Trailer Service and Repair	3
DEMR 1330	Steering and Suspension I	3
DEMR 1329	or Preventative Maintenance	
DEMR 1380	Cooperative Education-Diesel Mechanics Technology/Technician	3
DEMR 2348	or Failure Analysis	
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>16</b>
Semester 4		Credits
DEMR 2332	Electronic Controls	3
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>		<b>12</b>
<b>Program Totals</b>		<b>60</b>



### Diesel Equipment Technology Heavy Truck Certificate 1 - North Texas, Fort Bend, Sweetwater, Waco

Semester 1		Credits
DEMR 1301	Shop Safety and Procedures	3
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 2412	Diesel Engine Testing and Repair II	4
DEMR 1317	Basic Brake Systems	<u>3</u>
<b>Semester Totals</b>		<b>14</b>
Semester 2		Credits
DEMR 1305	Basic Electrical Systems	3
DEMR 1316	Basic Hydraulics	3
DEMR 1321	Power Train I	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	<u>3</u>
<b>Semester Totals</b>		<b>12</b>
Semester 3		Credits
DEMR 1447	Power Train II	4
DEMR 1327	Tractor Trailer Service and Repair	3
DEMR 1330	Steering and Suspension I	<u>3</u>
DEMR 1329	or Preventative Maintenance	
<b>Semester Totals</b>		<b>10</b>
<b>Program Totals</b>		<b>36</b>

### Diesel Equipment Technology Heavy Truck Certificate 2 - Sweetwater only

Semester 1		Credits
DEMR 1301	Shop Safety and Procedures	3
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 2412	Diesel Engine Testing and Repair II	4
DEMR 1317	Basic Brake Systems	<u>3</u>
<b>Semester Totals</b>		<b>14</b>

**Semester 2**

DEMR 1305	Basic Electrical Systems	3
DEMR 1316	Basic Hydraulics	3
DEMR 1321	Power Train I	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

**Semester 3**

DEMR 1447	Power Train II	4
DEMR 1327	Tractor Trailer Service and Repair	3
DEMR 1330	Steering and Suspension I	3
DEMR 1329	or Preventative Maintenance	<u>3</u>
<b>Semester Totals</b>		<b>10</b>

**Semester 4**

DEMR 1380	Cooperative Education-Diesel Mechanics Technology or Failure Analysis	3
DEMR 2348	Electronic Controls	3
DEMR 2332	Advanced Diesel Tune-Up and Troubleshooting	<u>3</u>
<b>Semester Totals</b>		<b>9</b>

Program Totals **45**

**Diesel Equipment Technology  
John Deere Construction & Forestry  
Associate of Applied Science Degree - Waco only**

**Semester 1**

DEMR 1301	Shop Safety and Procedures	3
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 2412	Diesel Engine Testing and Repair II	4
ENGL 1301	Composition I	<u>3</u>
<b>Semester Totals</b>		<b>14</b>

**Semester 2**

DEMR 1305	Basic Electrical Systems	3
DEMR 1316	Basic Hydraulics	3
DEMR 1321	Power Train I	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3
PHYS 1315	Physical Science	<u>3</u>
<b>Semester Totals</b>		<b>15</b>

**Credits****Semester 3**

DEMR 1680	Cooperative Education-Diesel Mechanics Technology	6
<b>Semester Totals</b>		<b>6</b>

**Credits****Semester 4**

DEMR 2335	Advanced Hydraulics	3
DEMR 2344	Automatic Power Shift and Hydrostatic Transmissions II	3
HEMR 1401	Tracks and Undercarriages	4
ACGM X3XX	Gen Ed Humanities/Fine Arts Elective	<u>3</u>
<b>Semester Totals</b>		<b>13</b>

**Semester 5**

DEMR 2332	Electronic Controls	3
DEMR 2348	Failure Analysis	3
BUSI 2301	Business Law	3
ACGM X3XX	Gen Ed Social/Behavioral Science Elective	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

Program Totals **60**

**Diesel Equipment Technology  
Off Highway Equipment Specialization  
Associate of Applied Science Degree -  
Marshall, Waco**

**Semester 1**

DEMR 1301	Shop Safety and Procedures	3
DEMR 1410	Diesel Engine Testing and Repair I	4
DEMR 2412	Diesel Engine Testing and Repair II	4
DEMR 1317	Basic Brake Systems	3
ENGL 1301	Composition I	<u>3</u>
<b>Semester Totals</b>		<b>17</b>

**Semester 2**

DEMR 1305	Basic Electrical Systems	3
DEMR 1316	Basic Hydraulics	3
DEMR 1321	Power Train I	3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3
ACGM X3XX	Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>		<b>15</b>

**Credits**



**Semester 3**

HEMR 1401	Tracks and Undercarriages	Credits	4
AGME 1353	Harvesting Equipment		3
HEMR 1304	or Natural Gas Compression		
DEMR 2335	Advanced Hydraulics		3
DEMR 2344	Automatic Power Shift & Hydrostatic Transmission II		3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course		<u>3</u>
<b>Semester Totals</b>			<b>16</b>

**Semester 4**

DEMR 2332	Electronic Controls	Credits	3
DEMR 2334	Advanced Diesel Tune-Up and Troubleshooting		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

Program Totals

60

### Diesel Equipment Technology Off-Highway Equipment Certificate 1 - Marshall, Waco

**Semester 1**

DEMR 1301	Shop Safety and Procedures	Credits	3
DEMR 1410	Diesel Engine Testing and Repair I		4
DEMR 2412	Diesel Engine Testing and Repair II		4
DEMR 1317	Basic Brake Systems		<u>3</u>
<b>Semester Totals</b>			<b>14</b>

**Semester 2**

DEMR 1305	Basic Electrical Systems	Credits	3
DEMR 1316	Basic Hydraulics		3
DEMR 1321	Power Train I		3
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

**Semester 3**

AGME 1353	Harvesting Equipment	Credits	3
HEMR 1304	or Natural Gas Compression		
HEMR 1401	Tracks and Undercarriages		4
DEMR 2344	Automatic Power Shift and Hydrostatic Transmission II		<u>3</u>
<b>Semester Totals</b>			<b>10</b>

Program Totals

36

**Diesel Equipment Technology****Outdoor Power Equipment Certificate 1 - Waco only****Semester 1**

DEMR 1225	Small Air Cooled Engines	Credits	2
DEMR 1301	Shop Safety and Procedures		3
DEMR 1305	Basic Electrical Systems		3
SMER 1434	Small Engine Two Stroke Overhaul		<u>4</u>
<b>Semester Totals</b>			<b>12</b>

**Semester 2**

DEMR 1316	Basic Hydraulics	Credits	3
DEMR 1321	Power Train I		3
SMER 1437	Small Engine Four Stroke Engine		<u>4</u>
<b>Semester Totals</b>			<b>10</b>

Program Totals

22





## Digital Arts

TSTC's Digital Arts program is training students as concept artists for the entertainment industry. This premium program focuses on drawing, both traditionally and electronically. Students work closely with industry leaders to learn all of the skills necessary to work in this highly competitive and creative field. The Digital Arts program prepares students to produce the quality of artwork needed to satisfy the demand of the entertainment industry as well as equip them with the tools to grow as creative thinkers and innovators. The program is an intense, fast-paced conceptual and skill-based program targeted at those students with a passion for art and technology. The program consists of attending conferences and workshops that act as a necessary supplement to complete the curriculum.

Digital Arts is available at the Abilene campus.

### Digital Arts Associate of Applied Science Degree

#### Semester 1

ARTC 1302	Digital Imaging I	Credits	3
ARTT 1201	Conceptual Figure Drawing		2
ARTT 1251	Interpretive Figure Drawing		2
GAME 1314	Character Sculpting		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>13</b>

#### Semester 2

ARTC 1309	Basic Illustration	Credits	3
ARTC 1310	Design Concepts		3
ARTC 1321	Illustration Techniques I		3
MATH 1332	Contemporary Mathematics I		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 3

ARTC 2301	Illustration Techniques II	Credits	3
ARTC 2340	Computer Illustration II		3
GAME 2336	Lighting, Shading, and Texture		3
ACGM X3XX	Gen Ed English Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>



#### Semester 4

ARTC 1305	Basic Graphic Design	Credits	3
ARTV 1345	3-D Modeling and Rendering I		3
INDS 1301	Basic Elements of Design		3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 5

ARTC 2305	Digital Imaging II	Credits	3
ARTC 2335	Portfolio Development for Graphic Design		3
ARTC 2366	or Practicum (or Field Experience)-Commercial & Advertising Art		
ARTV 1211	Storyboard		2
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>11</b>

**Program Totals** **60**

## Digital Media Design

While you watch commercials, do you think to yourself, "I could do that better..." When you pass by a billboard, do you say to yourself, "I can't even read that?" In the Digital Media Design Program, our goal is to inspire and teach a new generation of media artists how to be employable in the print, photography, videography, and web design industries. We'll show you the techniques necessary to produce quality media design, and equip you with tools to grow as creative thinkers and innovators. Students in this program will manipulate sound, still images, 3D images, animations and digital video on computers. This program will provide training in desktop publishing, painting, drawing, scanning, color correction, solids modeling, animation, sound editing, non-linear video editing, and web page creation. For quicker entry into industry a certificate is available.

Digital Media Design is available at the Abilene and Harlingen campuses.

### Digital Media Design Associate of Applied Science Degree

#### Semester 1

	Credits
ARTC 1302 Digital Imaging I	3
ARTC 1317 Design Communication I	3
ARTV 1345 or 3-D Modeling and Rendering I	
GRPH 1359 Vector Graphics for Production	3
ACGM X3XX Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

	Credits
ARTC 1313 Digital Publishing I	3
ARTC 2347 Design Communication II	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

#### Semester 3

	Credits
ARTC 2305 Digital Imaging II	3
ARTC 2313 Digital Publishing II	3
ARTV 1351 Digital Video	3
PHTC 1311 Fundamentals of Photography	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

#### Semester 4

	Credits
ARTV 2341 Advanced Digital Video	3
IMED 1316 Web Design I	3
IMED 1345 Interactive Digital Media I	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>



#### Semester 5

	Credits
ARTC 2335 Portfolio Development for Graphic Design	3
IMED 2315 Web Design II	3
MRKG 2349 Advertising and Sales Promotion	3
ARTV 2345 or 3-D Modeling and Rendering II	
ACGM X3XX Gen Ed Math/Natural Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

#### Program Totals

**60**

## Education & Training

The Education & Training program is designed to prepare students to meet the demands of an increasingly competitive and intellectually challenging future through educational and personal growth, practical skills development, academic courses, and career preparation. The program allows students to gain specialized training in one of four developed educational areas of emphasis, and is comprised of educational classes with technical labs for hands-on learning. The students will create and develop instructional materials ready to be used in the school setting utilizing a variety of state-of-the-art media and technical resources. For quicker entry into the industry, a certificate is also available.

Education & Training is available at the Harlingen campus.



### Education & Training Associate of Applied Science Degree

Semester 1	Credits
EDTC 1301 Educational Systems	3
EDTC 1341 Instructional Technology and Computer Applications	3
ENGL 1301 Composition I	3
HIST 1301 United States History I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CDEC 1359 Children with Special Needs	3
EDTC 2311 Instructional Practices and Effective Learning Environments	3
HIST 1302 United States History II	3
SPCH 1315 Public Speaking	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
EDTC 1307 Introduction to Teaching Reading	3
TECA 1354 Child Growth & Development	3
GOVT 2305 Federal Government	3
MATH 1314 College Algebra	3
WECM X3XX Area of Emphasis Course 1	<u>3</u>
<b>Semester Totals</b>	<b>15</b>
Semester 4	Credits
EDTC 1374 Teaching Math and Science in the Elementary School	3
EDTC 2317 Guiding Student Behavior	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
WECM X3XX Area of Emphasis Course 2	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 5	Credits
EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide	3
CDEC 1318 Wellness of the Young Child	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
<b>Program Totals</b>	<b>60</b>

### Education & Training Certificate 2

Semester 1	Credits
EDTC 1301 Educational Systems	3
EDTC 1341 Instructional Technology and Computer Applications	3
HIST 1301 United States History I	3
SPCH X3XX Speech Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CDEC 1318 Wellness of the Young Child	3
CDEC 1359 Children with Special Needs	3
EDTC 2311 Instructional Practices and Effective Learning Environments	3
HIST 1302 United States History II	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>15</b>
Semester 3	Credits
EDTC 2317 Guiding Student Behavior	3
TECA 1354 Child Growth & Development	3
GOVT 2305 Federal Government	3
MATH 1314 College Algebra	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>
Semester 4	Credits
EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide	1
WECM X3XX Area of Emphasis Course	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>	<b>7</b>

**Program Totals** **49**

### Area of Emphasis Courses

EDTC 1321 Bilingual Education	3
EDTC 1325 Multicultural Education	3
CDEC 1321 Infant and Toddler	3
CDEC 1356 Emergent Literacy	3
EDTC 1373 Writing Problems	3
EDTC 2305 Reading Problems	3
CDEC 2340 Instructional Techniques	3
EDTC 1375 Issues in Special Needs Education	3



# Electrical Construction

The Electrical Construction certificate program offers specific coursework in residential and commercial wiring systems. The program also provides training opportunities to aid individuals interested in earning licenses specific to the electrical field. The program requires extensive hands-on work with electrical distribution and service applications. Curriculum teaches students blueprint reading, technical calculations, electrical safety and theory, residential and commercial wiring and more. Most graduates will begin their careers as assistants to experienced electricians, installing electrical wiring in new construction and servicing wiring in existing structures. After the initial training period, graduates should be prepared to assume supervisory responsibilities.

Electrical Construction is available at the Waco campus.

Semester 2		Credits
MRKG 1301	Customer Relationship Management	3
ELPT 1225	National Electrical Code I	2
ELPT 1311	Basic Electrical Theory	3
ELPT 1345	Commercial Wiring	3
OSHT 1305	OSHA Regulations-Construction Industry	3
Semester Totals		14
Semester 3		Credits
ELPT 1340	Master Electrician Exam Review I	3
ELPT 1341	Motor Control	3
ELPT 1357	Industrial Wiring	3
ELPT 2305	Motors and Transformers	3
Semester Totals		12
Program Totals		41

## Electrical Construction Certificate 1

Semester 1		Credits
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
CNBT 1346	Construction Estimating I	3
ELPT 1329	Residential Wiring	3
ITSC 1309	Integrated Software Applications I	3
TECM 1303	Technical Calculations	3
Semester Totals		15





## Electrical Lineworker Technology

A power line technician, or lineman, does everything from climbing great heights to working during storms. Because of the strong need to fill shortages, TSTC is working with industry to provide skilled technicians through its Electrical Lineworker Technology Program. Students in the program will get plenty of hands-on instruction, learning to use the actual tools of the trade with equipment such as hotline sticks, digger derrick, pole and bucket trucks, cant hooks and more. The curriculum is shaped with the help of industry advisers who actually work in the business. This ensures all students receive instruction that easily translates into job skills employers seek today. Students learn everything from live-line safety and climbing skills to electrical theory, troubleshooting distribution systems and even commercial drivers license driving skills.

Electrical Lineworker Technology is available at the Marshall and Waco campuses.

### Electrical Lineworker Technology Electrical Lineworker Management Associate of Applied Science Degree

#### Semester 1

ELPT 1215	Electrical Calculations I	Credits	2
LNWK 1211	Climbing Skills		2
LNWK 1241	Distribution Operations		2
LNWK 1301	Orientation and Line Skill Fundamentals		3
CVOP 1301	Commercial Drivers License Driving Skills		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1303	DC Circuits	Credits	3
LNWK 2321	Live Line Safety		3
LNWK 2322	Distribution Line Construction		3
OSHT 1305	OSHA Regulations-Construction Industry		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 3

LNWK 1331	Transformer Connections	Credits	3
LNWK 2324	Troubleshooting Distribution Systems		3
ELPT 1680	Cooperative Education-Electrical & Power Transmission Installation/Installer, General		<u>6</u>
ELPT 1329	or Residential Wiring		
HYDR 1301	and Rigging & Conveying Systems		
<b>Semester Totals</b>			<b>12</b>

#### Semester 4

CETT 1305	AC Circuits	Credits	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		3
ACGM X3XX	Gen Ed Humanities/Fine Arts		3
ACGM X3XX	Gen Ed Math/Natural Science Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>



#### Semester 5

ELPT 2335	Electrical Theory & Devices	Credits	3
ELPT 2347	Electrical Testing and Maintenance		3
ACGM X3XX	Gen Ed Elective		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

**Program Totals**

**60**

### Electrical Lineworker Technology Electrical Lineworker Certificate 1

#### Semester 1

CVOP 1301	Commercial Drivers License Driving Skills	Credits	3
ELPT 1215	Electrical Calculations I		2
LNWK 1211	Climbing Skills		2
LNWK 1241	Distribution Operations		2
LNWK 1301	Orientation and Line Skill Fundamentals		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1303	DC Circuits	Credits	3
LNWK 2321	Live Line Safety		3
LNWK 2322	Distribution Line Construction		3
OSHT 1305	OSHA Regulations-Construction Industry		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 3

LNWK 1331	Transformer Connections	Credits	3
LNWK 2324	Troubleshooting Distribution Systems		3
ELPT 1680	Cooperative Education-Electrical & Power Transmission Installation/Installer, General		<u>6</u>
ELPT 1329	or Residential Wiring		
HYDR 1301	and Rigging & Conveying Systems		
<b>Semester Totals</b>			<b>12</b>

**Program Totals**

**36**

## Electrical Power & Controls

The Electrical Power & Controls program offers instruction in engineering and design; installation and calibration; maintenance, testing and troubleshooting; computer instrumentation and robotic interfacing. Through intensive classroom instruction and hands-on experience in high-tech labs, students gain a solid foundation in basic electrical concepts, motors and control applications, then advance to electronics, measurement and calibration, electrical codes and automated control systems. Knowledge is developed through extensive work with equipment, including DC and AC motors, PLCs, speed drive systems and computer software packages for engineering, designing and drafting. For quicker entry into the industry, a general certificate and an Owens-Illinois Industrial certificate are also available.

Electrical Power & Controls is available at the Marshall, North Texas, Waco and Williamson County campuses.

### Electrical Power & Controls Associate of Applied Science Degree - North Texas, Waco

#### Semester 1

CETT 1303	DC Circuits	Credits	3
ELPT 1321	Introduction to Electrical Safety and Tools		3
MATH 1316	Plane Trigonometry		3
ACGM X3XX	Gen Ed Social Behavioral Science Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1305	AC Circuits	Credits	3
ELPT 1341	Motor Control		3
ENGL 2311	Technical and Business Writing		3
ENGL 1301	or Composition I		
ACGM X3XX	Gen Ed Elective		3
<b>Semester Totals</b>			<b>12</b>

#### Semester 3

DFTG 1313	Drafting for Specific Occupations	Credits	3
ELPT 2319	Programmable Logic Controllers I		3
ELPT 2339	Electrical Power Distribution		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 4

CETT 1325	Digital Fundamentals	Credits	3
ELPT 1380	or Cooperative Education-Electrical & Power Transmission Installation/Installer, General		
EEIR 1309	National Electrical Code		3
INTC 1341	or Principles of Automatic Control		
ELPT 1351	Electrical Machines		3
ELPT 2335	Electrical Theory and Devices		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 5

ELPT 2331	AC/DC Drives	Credits	3
ELPT 2323	Transformers		3
ELPT 2343	Electrical Systems Design		3
ELPT 2347	Electrical Testing and Maintenance		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Program Totals

60

### Electrical Power & Controls Industrial Controls Technology Associate of Applied Science Degree - Marshall only

#### Semester 1

CETT 1303	DC Circuits	Credits	3
INMT 1317	Industrial Automation		3
POFI 1301	Computer Applications I		3
ACGM X3XX	Gen Ed Mathematics Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1305	AC Circuits	Credits	3
ELPT 1341	Motor Control		3
INTC 1341	Principles of Automatic Control		3
ENGL 1301	Composition I		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 3

CETT 1341	Solid State Circuits	Credits	3
CETT 1325	or Digital Fundamentals ( 2 4 3 )		
ELPT 2331	AC/DC Drives		3
INTC 1343	Application of Industrial Automatic Controls		3
HUMA 1301	Introduction to Humanities I		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 4

ELPT 1351	Electrical Machines	Credits	3
ELPT 2319	Programmable Logic Controllers I		3
INTC 2339	Instrument and Control Review		3
PTRT 1301	Introduction to Petroleum Industry		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 5

ELPT 2355	Programmable Logic Controllers II	Credits	3
INTC 2330	Instrumentation Systems Troubleshooting		3
PSYC 2301	General Psychology		3
ACGM X3XX	Gen Ed Math/Natural Science Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Program Totals

60





## Electrical Power & Control Industrial Electrical Systems Certificate 1 - Williamson County only

### Semester 1

ELPT 1221	Introduction to Electrical Safety and Tools	2
ELPT 1225	National Electrical Code I	2
ELPT 1329	Residential Wiring	3
CETT 1303	DC Circuits	3
TECM 1303	Technical Calculations	3
<b>Semester Totals</b>		<b>13</b>

### Semester 2

ELPT 1341	Motor Control	3
ELPT 1345	Commercial Wiring	3
ELPT 2305	Motors and Transformers	3
CETT 1305	AC Circuits	3
INMT 1305	Introduction to Industrial Maintenance	3
<b>Semester Totals</b>		<b>15</b>

**Program Totals**

### Credits

2  
2  
3  
3  
3  
**13**

### Credits

3  
3  
3  
3  
3  
**15**

**28**

## Electrical Power & Controls Owens-Illinois Industrial Technician Certificate 1 - Waco

### Semester 1

ELPT 1215	Electrical Calculations I	2
ELPT 1311	Basic Electrical Theory	3
ELPT 2305	Motors and Transformers	3
HYDR 1345	Hydraulics and Pneumatics	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
<b>Semester Totals</b>		<b>15</b>

### Semester 2

ELPT 1364	Practicum (or Field Experience)-Electrical and Power Transmission Installation/Installer, General or Cooperative Education-Instrumentation Technology/Technician	3
INTC 1380		
ELPT 2331	AC/DC Drives	3
INMT 1305	or Introduction to Industrial Maintenance	
ELPT 1341	Motor Control	3
ELPT 2319	Programmable Logic Controllers I	3
<b>Semester Totals</b>		<b>12</b>

**Program Totals**

**27**

## Electromechanical Technology

The Electromechanical Technology Program is a merging of various systems and controls, both mechanical and electrical. The program combines computers, control systems, electrical systems and mechanical systems, and gives students the opportunity to learn the principles and skills required to enter the industry. In the lab setting, students receive hands-on experience with top-notch equipment and systems. They learn to troubleshoot and repair industrial equipment, and study the skills, tips, and tricks to make them successful in this exciting field. For quicker entry into the industry, a general and a downhole tool certificate are also available.

Electromechanical Technology is available at the Brownwood, Harlingen, and Sweetwater campuses.

### Electromechanical Technology Associate of Applied Science Degree - Sweetwater

Semester 1		Credits
CETT 1303	DC Circuits	3
RBTC 1343	Robotics	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
Semester Totals		12
Semester 2		Credits
CETT 1305	AC Circuits	3
CETT 1325	Digital Fundamentals	3
ELMT 1305	Basic Fluid Power	3
RBTC 2339	Robot Programming and Diagnostics	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
Semester Totals		15
Semester 3		Credits
CETT 1329	Solid State Devices	3
ELMT 1301	Programmable Logic Controllers	3
ENER 2325	SCADA and Networking	3
INMT 1317	Industrial Automation	3
ACGM X3XX	Gen Ed Elective Course	3
Semester Totals		15
Semester 4		Credits
ELMT 2333	Industrial Electronics	3
ELMT 2239	Advanced Programmable Logic Controllers	2
ELMT 2341	Electromechanical Systems	3
RBTC 1341	Vision Systems	3
ACGM X3XX	Gen Ed Elective Course	3
Semester Totals		14
Semester 5		Credits
ELMT 2480	Cooperative Education-Electromechanical Technology/ Electromechanical Engineering Technology	4
ELMT 1491	or Special Topics in Electromechanical Technology	4
Semester Totals		4
Program Totals		60

### Electromechanical Technology Technician Certificate 1 - Brownwood only

Semester 1		Credits
ELMT 1305	Basic Fluid Power	3
ELMT 2341	Electromechanical Systems	3
ELPT 1311	Basic Electrical Theory	3
ENER 1430	Basic Mechanical Skills for Energy	4
INTC 1357	AC/DC Motor Control	3
MCHN 1416	Machine Tool Repair	4
Semester Totals		20
Program Totals		20

### Electromechanical Technology Technician Certificate 2 - Sweetwater only

Semester 1		Credits
CETT 1303	DC Circuits	3
RBTC 1343	Robotics	3
TECM 1303	Technical Calculations	3
Semester Totals		9
Semester 2		Credits
CETT 1305	AC Circuits	3
CETT 1325	Digital Fundamentals	3
ELMT 1305	Basic Fluid Power	3
RBTC 2339	Robot Programming and Diagnostics	3
Semester Totals		12
Semester 3		Credits
CETT 1329	Solid State Devices	3
ELMT 1301	Programmable Logic Controllers	3
ENER 2325	SCADA and Networking	3
INMT 1317	Industrial Automation	3
Semester Totals		12
Semester 4		Credits
ELMT 2333	Industrial Electronics	3
ELMT 2239	Advanced Programmable Logic Controllers	2
ELMT 2341	Electromechanical Systems	3
RBTC 1341	Vision Systems	3
Semester Totals		11
Program Totals		44

### Electromechanical Technology Downhole Tool Technician Certificate 1 - Sweetwater

Semester 1		Credits
ENER 1430	Basic Mechanical Skills for Energy	4
MCHN 1416	Machine Tool Repair	4
PTRT 1307	Recovery and Production Methods	3
PTRT 1413	Industrial Safety	4
PTRT 1471	Downhole Tool Redressing	4
Semester Totals		19
Program Totals		19





## Electromechanical Technology Wind Energy Technology Associate of Applied Science Degree - Harlingen and Sweetwater

Semester 1	Credits
CETT 1303 DC Circuits	3
WIND 1300 Introduction to Wind Energy	3
WIND 1302 Wind Safety	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
ELMT 1305 Basic Fluid Power	3
WIND 2310 Wind Turbine Materials and Electro-Mechanical Equipment	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>15</b>
Semester 3	Credits
ELMT 1301 Programmable Logic Controllers	3
ENER 2325 SCADA and Networking	3
INMT 1317 Industrial Automation	3
ACGM X3XX Gen Ed Approved Elective	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>15</b>
Semester 4	Credits
ELMT 2341 Electromechanical Systems	3
ELMT 2335 or Certified Electronics Technician Training	4
WIND 2455 Wind Turbine Troubleshooting and Repair	4
WIND 2459 Wind Power Delivery System	4
ACGM X3XX Gen Ed Elective Course	3
<b>Semester Totals</b>	<b>14</b>
Semester 5	Credits
ELMT 2480 Cooperative Education-Electromechanical Technology/ Electromechanical Engineering Technology	4
ELMT 1491 or Special Topics in Electromechanical Technology	4
<b>Semester Totals</b>	<b>4</b>
<b>Program Totals</b>	<b>60</b>

## Electromechanical Technician Wind Energy Technician Certificate 1 - Harlingen and Sweetwater

Semester 1	Credits
CETT 1303 DC Circuits	3
TECM 1303 Technical Calculations	3
WIND 1300 Introduction to Wind Energy	3
WIND 1302 Wind Safety	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
ELMT 1305 Basic Fluid Power	3
WIND 2310 Wind Turbine Materials and Electro-Mechanical Equipment	3
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
ELMT 1301 Programmable Logic Controllers	3
ELMT 2335 Certified Electronics Technician Training or SCADA and Networking	3
ENER 2325 or SCADA and Networking	3
INMT 1317 Industrial Automation	3
ELMT 1491 Special Topics in Wind Energy	4
WIND 2459 or Wind Power Delivery System	4
<b>Semester Totals</b>	<b>13</b>
<b>Program Totals</b>	<b>37</b>

## Electromechanical Technician Wind Energy Technician Certificate 2 - Sweetwater

Semester 1	Credits
CETT 1303 DC Circuits	3
TECM 1303 Technical Calculations	3
WIND 1300 Introduction to Wind Energy	3
WIND 1302 Wind Safety	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
ELMT 1305 Basic Fluid Power	3
WIND 2310 Wind Turbine Materials and Electro-Mechanical Equipment	3
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
ELMT 1301 Programmable Logic Controllers	3
ENER 2325 SCADA and Networking	3
INMT 1317 Industrial Automation	3
ELMT 1491 Special Topics in Wind Energy	4
<b>Semester Totals</b>	<b>13</b>
Semester 4	Credits
ELMT 2341 Electromechanical Systems	3
ELMT 2335 or Certified Electronics Technician Training	4
WIND 2455 Wind Turbine Troubleshooting and Repair	4
WIND 2459 Wind Power Delivery System	4
<b>Semester Totals</b>	<b>11</b>
<b>Program Totals</b>	<b>48</b>

## Electronic Communications Technology

The Electronic Communications Technology Program is recognized by the Texas Skill Standards Board, and students can get industry-endorsed training preparing them to earn certifications and licenses pertinent to their careers. Curriculum offers students hands-on work-competency skills and knowledge that employers agree are required for success in the field. The Electronic Communications offers a variety of specializations, including a general Electronic Communications pathway, Global Communication Systems Installer, or Wireless Communications Electronics, all of which can lead to an excellent and exciting career. For those looking to take a step further, an advanced certificate in Smart Grid Enhancement is also available.

Electronic Communications Technology is available at the Waco campus.

### Electronic Communications Technology Associate of Applied Science Degree

#### Semester 1

CETT 1307	Fundamentals of Electronics	Credits	3
CETT 1321	Electronic Fabrication		3
IEIR 1371	Electrical Principles and Applications		3
EECT 1340	Telecommunications Transmission Media		3
ACGM X3XX	Gen Ed Math/Natural Science Course		<u>3</u>
<b>Semester Totals</b>			<b>15</b>

#### Semester 2

CETT 1349	Digital Systems	Credits	3
CSIR 2301	Communication Electronics Components		3
CSIR 2359	Communication Antenna Systems		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
EECT 1342	Telecommunications Outside Plant		<u>3</u>
<b>Semester Totals</b>			<b>15</b>

#### Semester 3

CSIR 1341	Transceiver Troubleshooting I	Credits	3
CSIR 1344	General Communication Circuits I		3
CSIR 1355	Industry Certifications		3
ENGL 1301	Composition I		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
<b>Semester Totals</b>			<b>15</b>

#### Semester 4

CSIR 2343	Transceiver Troubleshooting II	Credits	3
EECT 1344	Telecommunications Broadband Systems		3
EECT 2330	Telecommunications Switching		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
<b>Semester Totals</b>			<b>15</b>

#### Program Totals

60

### Electronic Communications Technology Global Communications Systems Installer Certificate 1

#### Semester 1

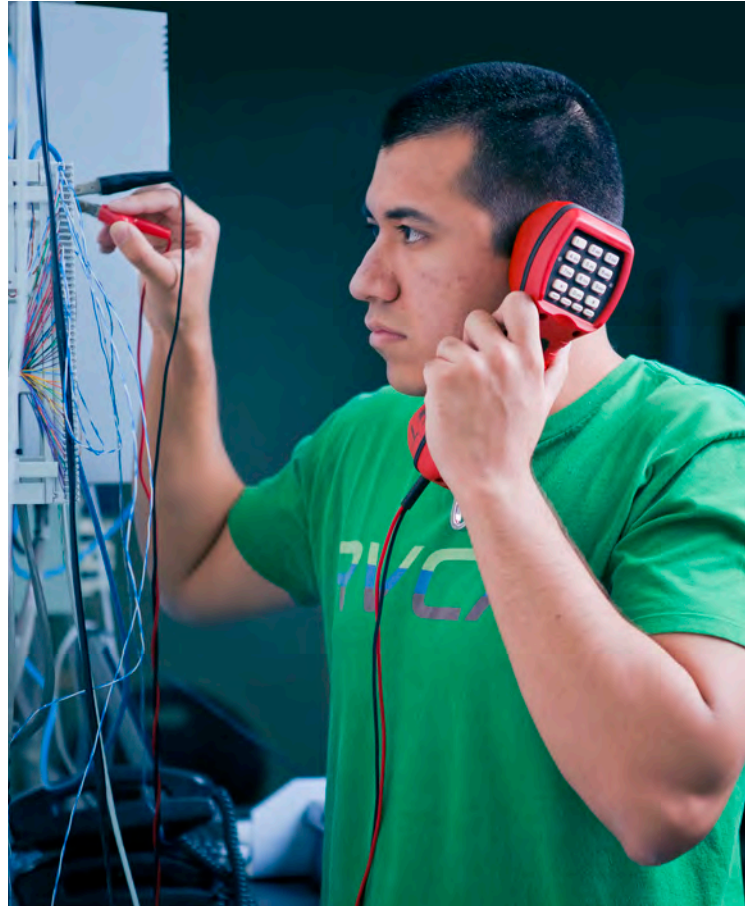
CETT 1302	Electricity Principles	Credits	3
CETT 1307	Fundamentals of Electronics		3
CETT 1321	Electronic Fabrication		3
EECT 1340	Telecommunications Transmission Media		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1349	Digital Systems	Credits	3
CSIR 2301	Communication Electronics Components		3
CSIR 2359	Communication Antenna Systems		3
EECT 1300	Technical Customer Service		3
EECT 1342	Telecommunications Outside Plant		<u>3</u>
<b>Semester Totals</b>			<b>15</b>

#### Program Totals

27



## Electronic Communications Technology Smart Grid Enhancement Certificate 1

Semester 1		Credits
EECT 2371	Smart Grid Command and Control I	3
EECT 2373	Automatic Metering Infrastructure/Reading I	3
EECT 2374	Smart Grid Distribution Automation	3
ELPT 1341	Motor Control	<u>3</u>
Semester Totals		12
Semester 2		Credits
EECT 2372	Smart Grid Command and Control II	3
EECT 2377	Automatic Metering Infrastructure/Reading II	3
EECT 2378	Smart Grid Technology	3
ELPT 2319	Programmable Logic Controllers I	<u>3</u>
Semester Totals		12
Program Totals		24

## Electronic Communications Technology Wireless Communications Electronics Certificate 1

Semester 1		Credits
CETT 1302	Electricity Principles	3
CETT 1307	Fundamentals of Electronics	3
CETT 1321	Electronic Fabrication	3
EECT 1340	Telecommunications Transmission Media	<u>3</u>
Semester Totals		12
Semester 2		Credits
CETT 1349	Digital Systems	3
CSIR 1341	Transceiver Troubleshooting I	3
CSIR 2301	Communication Electronics Components	3
EECT 1300	Technical Customer Service	<u>3</u>
Semester Totals		12
Semester 3		Credits
CSIR 1344	General Communication Circuits I	3
CSIR 1355	Industry Certifications	3
CSIR 2343	Transceiver Troubleshooting II	3
CSIR 2359	Communication Antenna Systems	<u>3</u>
Semester Totals		12
Program Totals		36



# Electronics Technology

Electronics Technicians perform inspections, conduct tests and collect data in quality control, or assist in product design, development and manufacturing production. The Electronics Technology at TSTC can provide the technical skills needed to compete in the industry. In TSTC's Electronics program, students get a solid base of electronics courses with a concentration on microprocessor instruction — the framework for almost unlimited electronics applications. Students also will gain the competitive edge by learning LabView, the most up-to-date program used in the industry. The program covers both classroom theory and laboratory work and provides instruction in more advanced electronics applications, such as automatic testing and optoelectronics.

Electronics Technology is available at the Waco campus.

## Electronics Technology Associate of Applied Science

Semester 1		Credits
CETT 1307	Fundamentals of Electronics	3
CETT 1321	Electronic Fabrication	3
IEIR 1371	Electrical Principles and Applications	3
ENGL 1301	Composition I	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
Semester Totals		15

Semester 2		Credits
CETT 1349	Digital Systems	3
CSIR 2301	Communication Electronics Components	3
CSIR 1341	Transceiver Troubleshooting I	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
Semester Totals		15

Semester 3		Credits
CETT 1331	Programming for Discrete Electronic Devices	3
CETT 2339	Amplifier Analysis	3
ELPT 1341	Motor Control	3
CSIR 1344	General Communication Circuits I	3
EECT 1371	Power Source Design	3
Semester Totals		15

Semester 4		Credits
CETT 1357	Linear Integrated Circuits	3
CETT 2449	Research and Project Design	4
EECT 2275	Automatic Testing	2
ELPT 2319	Programmable Logic Controllers I	3
ACGM X3XX	Gen Ed Elective	3
Semester Totals		15

Program Totals	60
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## Emergency Medical Services

Emergency Medical Services is available at the Abilene and Brownwood campuses.

### Emergency Medical Services Paramedic Associate of Applied Science Degree

#### Semester 1

ACGM X3XX	Gen Ed Elective Course	Credits	3
EMSP 1261	Clinical - Emergency Medical Technology/ Technician (EMT Paramedic)		2
EMSP 1501	Emergency Medical Technician		5
EMSP 2237	Emergency Procedures		<u>2</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 2

EMSP 1355	Trauma Management	Credits	3
EMSP 1356	Patient Assessment and Airway Management		3
EMSP 1438	Introduction to Advanced Practice		4
MDCA 1313	Medical Terminology		3
BIOL 2404	Anatomy & Physiology		<u>4</u>
	<b>Semester Totals</b>		<b>17</b>

#### Semester 3

EMSP 2161	Clinical - Emergency Medical Technology (EMT Paramedic)	Credits	1
EMSP 2167	Practicum - Emergency Medical Technology (EMT Paramedic)		1
EMSP 2205	EMS Operations		2
EMSP 2330	Special Populations		3
EMSP 2434	Medical Emergencies		4
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>14</b>

#### Semester 4

EMSP 2143	Assessment Based Management	Credits	1
EMSP 2162	Clinical - Emergency Medical Technology (EMT Paramedic)		1
EMSP 2168	Practicum - Emergency Medical Technology (EMT Paramedic)		1
EMSP 2248	Emergency Pharmacology		2
EMSP 2444	Cardiology		4
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 5

EMSP 2163	Clinical - Emergency Medical Technology (EMT Paramedic)	Credits	1
EMSP 2169	Practicum - Emergency Medical Technology (EMT Paramedic)		1
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>5</b>
	<b>Program Totals</b>		<b>60</b>

### Emergency Medical Services Emergency Medical Services - EMT Certificate 1

#### Semester 1

EMSP 1261	Clinical - Emergency Medical Technology/ Technician (EMT Paramedic)	Credits	2
EMSP 1501	Emergency Medical Technician		5
EMSP 2237	Emergency Procedures		<u>2</u>
	<b>Semester Totals</b>		<b>9</b>

#### Semester 2

MDCA 1313	Medical Terminology	Credits	3
SCIT 1407	Applied Human Anatomy and Physiology I		<u>4</u>
	<b>Semester Totals</b>		<b>7</b>
	<b>Program Totals</b>		<b>16</b>

### Emergency Medical Services Advanced EMT (AEMT) Certificate 1

#### Semester 1

EMSP 1261	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	Credits	2
EMSP 2237	Emergency Procedures		2
EMSP 1501	Emergency Medical Technician		<u>5</u>
	<b>Semester Totals</b>		<b>9</b>

#### Semester 2

EMSP 1355	Trauma Management	Credits	3
EMSP 1356	Patient Assessment and Airway Management		3
EMSP 1438	Introduction to Advanced Practice		4
MDCA 1313	Medical Terminology		<u>3</u>
	<b>Semester Totals</b>		<b>13</b>

#### Semester 3

EMSP 2161	Clinical - Emergency Medical Technology/ Technician (EMT Paramedic)	Credits	1
EMSP 2167	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)		1
EMSP 2205	EMS Operations		2
EMSP 2330	Special Populations		3
EMSP 2434	Medical Emergencies		<u>4</u>
	<b>Semester Totals</b>		<b>11</b>
	<b>Program Totals</b>		<b>33</b>



## Emergency Medical Services

### Emergency Medical Services - Paramedic Certificate 2

#### Semester 1

EMSP 1261	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	2
EMSP 1501	Emergency Medical Technician	5
EMSP 2237	Emergency Procedures	<u>2</u>
<b>Semester Totals</b>		<b>9</b>

#### Semester 2

EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1438	Introduction to Advanced Practice	4
MDCA 1313	Medical Terminology	3
BIOL 2404	Anatomy and Physiology	<u>4</u>
<b>Semester Totals</b>		<b>17</b>

#### Semester 3

EMSP 2161	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	1
EMSP 2167	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	1
EMSP 2205	EMS Operations	2
EMSP 2330	Special Populations	3
EMSP 2434	Medical Emergencies	<u>4</u>
<b>Semester Totals</b>		<b>11</b>

#### Semester 4

EMSP 2143	Assessment Based Management	1
EMSP 2162	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	1
EMSP 2168	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	1
EMSP 2248	Emergency Pharmacology	2
EMSP 2444	Cardiology	<u>4</u>
<b>Semester Totals</b>		<b>9</b>

#### Semester 5

EMSP 2163	Clinical - Emergency Medical Technology/Technician (EMT Paramedic)	1
EMSP 2169	Practicum (or Field Experience) - Emergency Medical Technology/Technician (EMT Paramedic)	<u>1</u>
<b>Semester Totals</b>		<b>2</b>

**Program Totals** **48**

## Energy Management & Systems Technology

Energy Management & Systems Technology is available at the Waco campus.



### Energy Efficiency Specialist Certificate 1

#### Semester 1

CNBT 2317	Green Building	3
RBPT 1370	Building Envelope Inspection	3
SOLR 1371	Instruction to Solar and Alternative Energy Technology	3
SOLR 2377	Codes for Alternative Energy, Efficiency & Conservation	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

#### Semester 2

OSHT 1305	OSHA Regulations - Construction Industry	3
RBPT 2325	Energy Rating Systems for Homes	3
RBPT 2329	Residential Verification and Rating	3
RBPT 2359	Residential Building Performance Consulting	<u>3</u>
<b>Semester Totals</b>		<b>12</b>

**Program Totals** **24**



## Engineering

The Engineering program supports and enhances the college's technical education mission by providing Texas industry with employees who perform well at the entry level by virtue of their competence in mathematical manipulations and problem solving techniques using engineering principles. The Engineering program prepares graduates for advancement in the workplace through superior science and mathematics-based problem-solving skills, and facilitates progress toward successful completion of further educational goals and/or lifelong learning experiences.

Engineering is available at the Harlingen campus.

### Engineering Associate of Science

#### Semester 1

ENGL 1301	Composition I	
HIST 1301	United States History I	
MATH 2312	Precalculus	
ENGR 1201	Introduction to Engineering	
<b>Semester Totals</b>		<b>11</b>

#### Semester 2

MATH 2413	Calculus I	
ENGL 1302	Composition II	
CHEM 1311	General Chemistry I (lec)	
CHEM 1111	General Chemistry I (lab)	
<b>Semester Totals</b>		<b>11</b>

#### Credits

3  
3  
3  
2  
**11**

#### Semester 3

ENGR 2304	Programming for Engineering	
MATH 2414	Calculus II	
PHYS 2325	University Physic I (lec)	
PHYS 2125	University Physic Laboratory I (lab)	
GOVT 2306	Texas Government	
<b>Semester Totals</b>		<b>14</b>

#### Semester 4

ECON 230X	Economics (ECON-2301 or ECON-2302)	
MATH 2415	Calculus III	
ENGR 2301	Engineering Mechanics I Statics	
PHYS 2326	University Physic II (lecture)	
PHYS 2126	University Physic Laboratory II (lab)	
<b>Semester Totals</b>		<b>14</b>

#### Semester 5

ENGR 2305	Circuit Analysis I	
ENGR 2105	Circuit Analysis I (lab)	
ACGM X3XX	Fine Arts Elective	
ACGM X3XX	Humanities Elective	
<b>Semester Totals</b>		<b>10</b>

#### Program Totals

**60**

#### Credits

3  
4  
3  
1  
3  
**14**

#### Credits

3  
4  
3  
3  
1  
**14**

#### Credits

3  
1  
3  
3  
**10**



## Environmental Technology

In TSTC's Environmental Technology, students receive unique hands-on training in the practical skills needed to establish a career in a small- to mid-sized company or as part of an established team at a large corporation. Students can choose a specialization in Environmental Health & Safety, or Compliance, and receive training in government regulations about the generation and disposal of hazardous materials, gain the skills to properly treat, store and dispose of materials generated by industrial processes, and learn how to perform proper remedial actions if problems occur in the material management process. Curriculum involves extensive training in safety compliance standards outlined by the U.S. Department of Transportation and the Environmental Protection Agency. Students can also earn the certifications to enter controlled waste sites when necessary to fulfill job duties.

Environmental Technology is available at the Breckenridge and Waco campuses.

### Environmental Technology Environmental Health and Safety Associate of Applied Science - Breckenridge only

Semester 1		Credits
EPCT 1205	Environmental Regulations Overview	2
EPCT 1311	Introduction to Environmental Science	3
ACGM X3XX	Gen Ed Social/Behavioral Science Elective	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		11
Semester 2		Credits
OSHT 2401	OSHA Regulations-General Industry	4
EPCT 1317	Environmental Geology	3
AGCR 1197	Special Topics in Natural Resources	1
ACGM X3XX	Gen Ed Humanities/Fine Arts Elective	<u>3</u>
Semester Totals		11
Semester 3		Credits
EPCT 2237	Site Assessment	2
EPCT 1472	Environmental Biology	4
GISC 1311	Introduction to Geographic Information Systems (GIS)	3
FITT 1196	Special Topics in Parks, Recreation	1
ACGM X3XX	Gen Ed Natural Science/Math Elective	<u>3</u>
Semester Totals		13
Semester 4		Credits
EPCT 1243	Treatment, Remediation, and Disposal Techniques	2
EPCT 1249	Environmental Regulation Interpretation and Applications	2
EPCT 1344	Environmental Sampling and Analysis	3
EPCT 1327	Basic Water Works Operation	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		13

Semester 5		Credits
EPCT 1301	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	3
EPCT 1347	Waste Minimization and Pollution Prevention	3
EPCT 1328	Basic Wastewater Operations	3
EPCT 2388	Internship	<u>3</u>
Semester Totals		12
Program Totals		60

### Environmental Technology Compliance Specialization Associate of Applied Science - Waco only

Semester 1		Credits
EPCT 1205	Environmental Regulations Overview	2
EPCT 1307	Introduction to Environmental Safety and Health	3
ACGM X3XX	Gen Ed Social/Behavioral Science Elective	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		11
Semester 2		Credits
OSHT 2401	OSHA Regulations-General Industry	4
ITSC 1309	Integrated Software Applications I	3
EPCT 2233	Environmental Toxicology	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Elective	<u>3</u>
Semester Totals		13
Semester 3		Credits
EPCT 2237	Site Assessment	2
NUCP 1319	Radiation Physics	3
ACGM X3XX	Gen Ed Natural Science/Math Elective	3
ACGM X3XX	Gen Ed Elective	<u>3</u>
Semester Totals		11
Semester 4		Credits
EPCT 1243	Treatment, Remediation, and Disposal Techniques	2
EPCT 1249	Environmental Regulation Interpretation and Applications	2
EPCT 1344	Environmental Sampling and Analysis	3
OSHT 1305	OSHA Regulations-Construction Industry	3
EPCT 1341	Principles of Industrial Hygiene	<u>3</u>
Semester Totals		13
Semester 5		Credits
EPCT 1301	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	3
EPCT 1347	Waste Minimization and Pollution Prevention	3
EPCT 2331	Industrial Hygiene Applications	3
OSHT 2320	Safety Training Presentation Techniques	<u>3</u>
Semester Totals		12
Program Totals		60



## Facilities Maintenance & Management

It takes a team of individuals to keep any large facility operational. From electrical systems and air conditioning, to safety procedures or everyday repairs, today's large facilities need skilled, educated technicians to keep things running smoothly. TSTC's Facilities Maintenance & Management students immerse themselves in a cross-disciplinary program with intensive coursework and hands-on experience in everything from basic hydraulics and building codes and inspections, to commercial wiring and electrical theory. Backed by knowledgeable staff and an advisory committee of industry experts who help keep the program current, you can gain the competitive advantage needed to succeed in this dynamic field.

Facilities Maintenance & Management is available at the Waco campus.

## Facilities Maintenance & Management Associate of Applied Science

Semester 1		Credits
CBFM 2313	Building Maintenance Management	3
CNBT 1300	Residential & Light Commercial Blueprint Reading	3
ELPT 1311	Basic Electrical Theory	3
INMT 1305	Introduction to Industrial Maintenance	3
ACGM X3XX	Gen Ed Social/Behavioral Science Elective	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

Semester 2		Credits
ELPT 1341	Motor Control	3
HYDR 1305	Basic Hydraulics	3
INMT 2303	Pumps, Compressors & Mechanical Drives	3
PFPB 2308	Piping Standards and Materials	3
MATH 1314	College Algebra	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

Semester 3		Credits
CBFM 1303	Boiler Maintenance	3
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	3
INMT 2301	Machinery Installation	3
RBTC 1309	Pneumatics	3
ENGL 1301	Composition I	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

Semester 4		Credits
CNBT 1342	Building Codes and Inspections	3
ENTC 1349	Reliability and Maintainability	3
INMT 2345	Industrial Troubleshooting	3
PHYS 1310	Fundamentals of Physics	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Elective	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

**Program Totals** **60**



## Graphics, Gaming & Simulation Programming

The Graphics, Gaming & Simulation Programming degree is designed to prepare students for entry into the world of graphics and simulation programming. Gaming and interactive media design is used in several segments of Information Technology, including game design and creation, educational enhancement, industrial training, aerospace simulation and global defense. After mastering the fundamentals of C++, the student moves into advanced applications of C++ in animation programming, multi-user interface programming, advanced mathematical applications and artificial intelligence. Additionally, tools such as OpenGL and DirectX are included in this curriculum. In this specialization, students learn to design and create systems to meet the graphics and simulation programming needs of business and industry.

Graphics, Gaming & Simulation Programming is offered at the Harlingen and Waco campuses.

### Graphics, Gaming & Simulation Programming Associate of Applied Science - Harlingen only

Semester 1	Credits
GAME 1303 Introduction to Game Design and Development	3
ITSE 1307 Introduction to C++ Programming	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
GAME 1336 Introduction to 3D Game Modeling	3
ITSE 2331 Advanced C++ Programming	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
MATH 1316 Plane Trigonometry	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
GAME 1343 Game and Simulation Programming I	3
GAME 1349 OpenGL Programming I	3
ITSE 2345 Data Structures	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
GAME 1353 Multi-User Game Programming I	3
GAME 1359 Game and Simulation Programming II	3
GAME 2303 Artificial Intelligence Programming I	3
GAME 2341 Game Scripting	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
GAME 2333 Game and Simulation Programming III	3
GAME 2347 Advanced Game Programming	3
GAME 2353 OpenGL Programming II	3
GAME 2359 Game and Simulation Group Project	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**

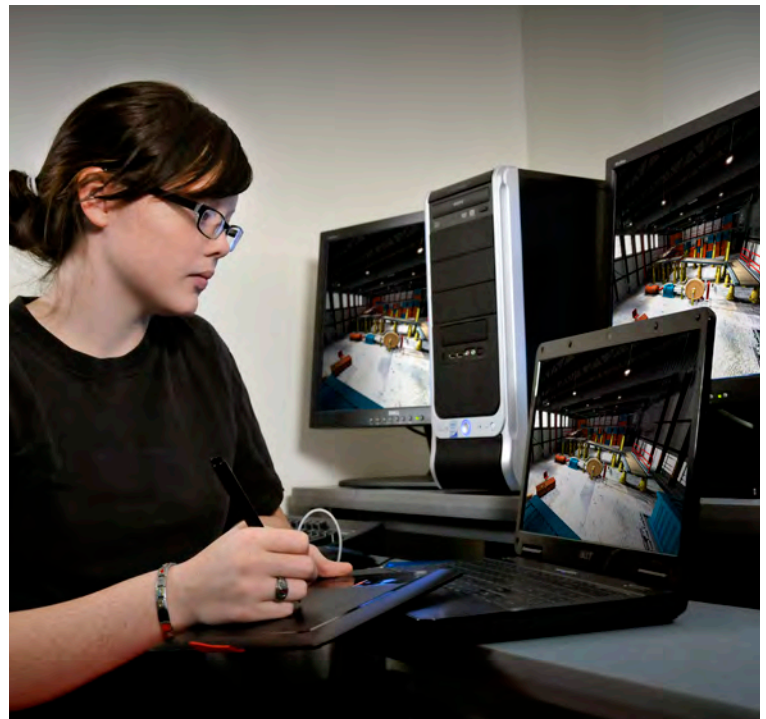
### Advanced Technology Certificate - Waco only

Semester 1	Credits
GAME 1303 Introduction to Game Design and Development	3
GAME 1343 Game and Simulation Programming I	3
GAME 1349 OpenGL Programming I	3
ITSE 2345 Data Structures	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
GAME 1353 Multi-User Game Programming I	3
GAME 1359 Game and Simulation Programming II	3
GAME 2302 Mathematical Applications for Game Development	3
GAME 2303 Artificial Intelligence Programming I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
GAME 2333 Game and Simulation Programming III	3
GAME 2349 Artificial Intelligence Programming II	3
GAME 2353 OpenGL Programming II	3
GAME 2359 Game and Simulation Group Project	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **36**



## Graphics, Gaming & Simulation Programming

## Health Information Technology

In the Health Information Technology Program, students learn how to transcribe code, analyze and protect medical information. Doctors and other healthcare professionals need accurate records to treat their patients, and professionals in the Health Information Technology industry make that possible. Health information technology careers are found in a variety of settings including: Healthcare facilities, consulting firms, government agencies, and insurance companies, healthcare IS/IT vendors, pharmaceutical companies, as well as many other environments. For quicker entry into the industry, certificate programs are available in Medical Office Specialist and Medical Information Specialist/Transcriptionist.

Health Information Technology is available at the Abilene, Breckenridge, Brownwood, Harlingen, and Sweetwater campuses.

### Health Information Technology Associate of Applied Science

Semester 1		Credits
HITT 1204	IT for Health Professions	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I	3
BIOL 2401	Anatomy & Physiology I	<u>4</u>
BIOL 2101	or Anatomy & Physiology I Lab	
BIOL 2301	and Anatomy & Physiology I	
Semester Totals		12
Semester 2		Credits
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1341	Coding and Classification Systems	3
HITT 1345	Health Care Delivery Systems	3
BIOL 2402	Anatomy & Physiology II	4
BIOL 2102	or Anatomy & Physiology II Lab	1
BIOL 2302	and Anatomy & Physiology II	<u>3</u>
Semester Totals		12
Semester 3		Credits
HITT 1311	Health Information Systems	3
HITT 1342	Ambulatory Coding	3
MDCA 1302	Human Disease/Pathophysiology	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
Semester Totals		12
Semester 4		Credits
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2339	Health Information Organization and Supervision	3
HITT 2443	Quality Assessment and Performance Improvement	4
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course	<u>3</u>
Semester Totals		13
Semester 5		Credits
HITT 2249	RHIT Competency Review	2
HITT 2346	Advanced Medical Coding	3
HITT 2366	Practicum (or Field Experience)- Health Information/ Medical Records Technology/Technician	3
HITT 2166	or Practicum (or Field Experience)-Health Information/ Medical Records Technology/Technician	
HITT 2266	and Practicum (or Field Experience)- Health Information/ Medical Records Technology/Technician	
ACGM X3XX	Gen Ed Elective Course	<u>3</u>
Semester Totals		11
Program Totals		60

### Health Information Technology Medical Information Transcriptionist Certificate 1 - Harlingen only

Semester 1		Credits
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I	3
HITT 1311	Health Information Systems	3
MDCA 1321	Administrative Procedures	<u>3</u>
Semester Totals		12
Semester 2		Credits
HITT 2331	Medical Terminology-Advanced	3
HITT 1342	Ambulatory Coding	3
MDCA 1343	Medical Insurance	3
MRMT 1307	Medical Transcription I	<u>3</u>
Semester Totals		12
Semester 3		Credits
HITT 1266	Practicum (or Field Experience)-Health Information/ Medical Records Technology/Technician	2
MRMT 2433	Medical Transcription II	<u>4</u>
Semester Totals		6
Program Totals		30

### Health Information Technology Medical Office Specialist Certificate 2 - Sweetwater, Abilene, Breckenridge, Brownwood

Semester 1		Credits
HITT 1204	IT for Health Professions	2
HITT 1301	Health Data Content and Structure	3
HITT 1305	Medical Terminology I	3
MDCA 1302	Human Disease/Pathophysiology	<u>3</u>
Semester Totals		11
Semester 2		Credits
HITT 1253	Legal and Ethical Aspects of Health Information	2
HITT 1341	Coding and Classification Systems	3
HITT 1342	Ambulatory Coding	3
BIOL 2401	Anatomy & Physiology I	<u>4</u>
Semester Totals		12
Semester 3		Credits
HITT 1311	Health Information Systems	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 2366	Practicum (or Field Experience)-Health Information/ Medical Records Technology/Technician	3
BIOL 2402	Anatomy & Physiology II	<u>4</u>
Semester Totals		13
Program Totals		36



# Heating, Ventilation, & Air Conditioning Technology

TSTC offers hands-on training on high efficiency commercial and residential heating and air-conditioning equipment, heat pumps, commercial refrigeration equipment and a 200-ton chilled water A/C system to teach students of the Heating, Ventilation, & Air Conditioning Technology the skills needed to enter the industry. The program is backed by experienced faculty, many of whom are active members of professional organizations such as North American Technician Excellence and Air Conditioning Contractors of America, and is guided by an advisory board of current industry members, ensuring that students get the latest training available. The laboratory facilities at TSTC include high efficiency commercial and residential heating and air conditioning equipment, energy efficient heat pumps, commercial refrigeration equipment, direct digital and pneumatic controls and a large chilled water system. Students of the Heating, Ventilation, & Air Conditioning Technology can choose between three specializations: Commercial, Indoor Environmental & Product Refrigeration and Residential Light Commercial Specialization. For quicker entry into the industry, certificates are also available in HVAC Technician, Indoor Environmental & Product Refrigeration and Refrigeration Mechanic.

Heating, Ventilation, & Air Conditioning Technology is available at Fort Bend County, Harlingen, Marshall, North Texas, Waco and Williamson County campuses



## Heating, Ventilation & Air Conditioning Technology Commercial Specialization

### Associate of Applied Science -

Waco, Fort Bend County, Williamson County

Semester 1		Credits
HART 1301	Basic Electricity for HVAC	3
HART 1307	Refrigeration Principles	3
HART 1310	HVAC Shop Practices and Tools	3
HART 1345	Gas and Electric Heating	3
Semester Totals		12
Semester 2		Credits
HART 1303	Air Conditioning Control Principles	3
HART 1341	Residential Air Conditioning	3
HART 2342	Commercial Refrigeration	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
Semester Totals		12

Semester 3		Credits
HART 2331	Advanced Electricity for HVAC	3
HART 2336	Air Conditioning Troubleshooting	3
HART 2349	Heat Pumps	3
HART 2341	Commercial Air Conditioning	3
Semester Totals		12

Semester 4		Credits
HART 2343	Industrial Air Conditioning	3
HART 2345	Residential Air Conditioning Systems Design	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
Semester Totals		12

Semester 5		Credits
HART 2334	Advanced Air Conditioning Controls	3
HART 2358	Testing, Adjusting and Balancing HVAC Systems	3
ENGL 1301	Composition I	3
ACGM X3XX	Gen Ed Elective Course	3
Semester Totals		12

Program Totals		60
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## Heating, Ventilation & Air Conditioning Technology Indoor Environmental & Product Refrigeration Associate of Applied Science - North Texas

### Semester 1

HART 1301	Basic Electricity for HVAC	Credits	3
HART 1307	Refrigeration Principles		3
HART 1356	EPA Certification		3
ENGL 1301	Composition I		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 2

HART 1303	Air Conditioning Control Principles	Credits	3
HART 1341	Residential Air Conditioning		3
HART 1345	Gas and Electric Heating		3
ACGM X3XX	Gen Ed Math/Natural Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 3

HART 2336	Air Conditioning Troubleshooting	Credits	3
HART 2342	Commercial Refrigeration		3
HART 2338	Air Conditioning Installation and Setup		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 4

HART 2349	Heat Pumps	Credits	3
HART 2341	Commercial Air Conditioning		3
HART 2345	Residential Air Conditioning Systems Design		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 5

HART 2357	Specialized Commercial Refrigeration	Credits	3
HART 2380	Cooperative Education		3
HART 2358	Testing, Adjusting and Balancing HVAC Systems		3
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

**Program Totals** **60**

## Heating, Ventilation, & Air Conditioning Technology Residential Light Commercial Specialization Associate of Applied Science - Harlingen

### Semester 1

HART 1301	Basic Electricity for HVAC	Credits	3
HART 1307	Refrigeration Principles		3
HART 1351	Energy Management		3
ENGL 1301	Composition I		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 2

HART 1303	Air Conditioning Control Principles	Credits	3
HART 1341	Residential Air Conditioning		3
HART 1345	Gas and Electric Heating		3
ACGM X3XX	Gen Ed Math/Natural Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 3

HART 2336	Air Conditioning Troubleshooting	Credits	3
HART 2342	Commercial Refrigeration		3
HART 1300	Duct Fabrication and Design		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 4

HART 2345	Residential Air Conditioning Systems Design	Credits	3
HART 2350	HVAC Zone Controls		3
HART 2338	Air Conditioning Installation and Setup		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 5

MAIR 1349	Refrigeration, Window Units and Freezers	Credits	3
RBPT 2335	Residential Environmental Quality		3
HART 2301	Air Conditioning and Refrigeration Codes		3
ACGM X3XX	Gen Ed Elective Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

**Program Totals** **60**

## Heating, Ventilation, & Air Conditioning Technology Indoor Environmental & Product Refrigeration Certificate 1 - North Texas

### Semester 1

HART 1301	Basic Electricity for HVAC	Credits	3
HART 1307	Refrigeration Principles		3
HART 1303	Air Conditioning Control Principles		3
HART 1356	EPA Recovery Certification Preparation		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 2

HART 1341	Residential Air Conditioning	Credits	3
HART 1345	Gas and Electric Heating		3
HART 2342	Commercial Refrigeration		3
HART 2338	Air Conditioning Installation and Startup		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

**Program Totals** **24**

## Heating, Ventilation, & Air Conditioning Technology Indoor Environmental & Product Refrigeration Certificate 2 - North Texas

Semester 1	Credits
HART 1301 Basic Electricity for HVAC	3
HART 1307 Refrigeration Principles	3
HART 1303 Air Conditioning Control Principles	3
HART 1356 EPA Recovery Certification Preparation	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
HART 1341 Residential Air Conditioning	3
HART 1345 Gas and Electric Heating	3
HART 2342 Commercial Refrigeration	3
HART 2338 Air Conditioning Installation and Startup	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
HART 2341 Commercial Air Conditioning	3
HART 2349 Heat Pumps	3
HART 2336 Air Conditioning Troubleshooting	3
HART 2345 Residential Air Conditioning Systems Design	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 4	Credits
HART 2357 Specialized Commercial Refrigeration	3
HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician	3
HART 2358 Testing, Adjusting, and Balancing HVAC Systems	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
<b>Program Totals</b>	<b>45</b>

## Heating, Ventilation, & Air Conditioning Technology Technician Certificate 1 - Fort Bend County, North Texas, Waco, and Williamson County

Semester 1	Credits
HART 1301 Basic Electricity for HVAC	3
HART 1307 Refrigeration Principles	3
HART 1310 HVAC Shop Practices and Tools	3
HART 1345 Gas and Electric Heating	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
HART 1303 Air Conditioning Control Principles	3
HART 1341 Residential Air Conditioning	3
HART 2338 Air Conditioning Installation and Start Up	3
HART 2342 Commercial Refrigeration	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
HART 2331 Advanced Electricity for HVAC	3
HART 2336 Air Conditioning Troubleshooting	3
HART 2341 Commercial Air Conditioning	3
HART 2349 Heat Pumps	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>36</b>

## Heating, Ventilation, & Air Conditioning Technology Refrigeration Mechanic Certificate1 - Harlingen

Semester 1	Credits
HART 1301 Basic Electricity for HVAC	3
HART 1307 Refrigeration Principles	3
HART 1351 Energy Management	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
Semester 2	Credits
HART 1300 HVAC Duct Fabrication	3
HART 1303 Air Conditioning Control Principles	3
HART 1345 Gas and Electric Heating	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
Semester 3	Credits
HART 1341 Residential Air Conditioning	3
HART 2342 Commercial Refrigeration	3
MAIR 1349 Refrigerators, Freezers, Window Air Conditioners	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
<b>Program Totals</b>	<b>27</b>





## Industrial Maintenance

The Industrial Maintenance Program is designed by industry experts and employers. The courses in this program are directed at cutting edge mechanical and electrical operations, providing you with knowledge and skills in hydraulics, pneumatics, pumps and compressors, machinery installation and alignment, programmable logic controllers, motor controls, electrical installation and wiring, air conditioning and refrigeration, machine shop, power transmissions, troubleshooting and welding. The classroom learning is supplemented with hands-on training utilizing real-world equipment to provide you with the skills and technical background needed to be successful in most industrial environments. Students can choose a general Industrial Maintenance track, or specialize in Electrical Industrial Maintenance. For quicker entry into the industry, general and electrical industrial maintenance certificates are also available.

Industrial Maintenance is available at the Marshall, North Texas, Waco and Williamson County campuses.

### Industrial Maintenance Electrical Specialization Associate of Applied Science - Marshall, North Texas

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
ELPT 1311 Basic Electrical Theory	3
INMT 1305 Introduction to Industrial Maintenance	3
WLDG 1337 Introduction to Welding Metallurgy	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>15</b>

Semester 2	Credits
ELPT 1341 Motor Control	3
HYDR 1305 Basic Hydraulics	3
INMT 2303 Pumps, Compressors & Mechanical Drives	3
HART 1307 Refrigeration Principles	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>	<b>15</b>

Semester 3	Credits
ELPT 2319 Programmable Logic Controllers I	3
INMT 2301 Machinery Installation	3
RBTC 1309 Pneumatics	3
ELPT 1345 Commercial Wiring	3
ENGL 1301 Composition I	3
<b>Semester Totals</b>	<b>15</b>

Semester 4	Credits
INMT 2345 Industrial Troubleshooting	3
ELPT 1351 Electrical Machines	3
ELPT 2331 AC/DC Drives	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Elective Course	3
<b>Semester Totals</b>	<b>15</b>

**Program Totals** 60

### Industrial Maintenance Industrial Maintenance Mechanic Certificate 1 - Waco, Williamson County, and Fort Bend County

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
ELPT 1311 Basic Electrical Theory	3
HYDR 1301 Rigging and Conveying Systems	3
INMT 1305 Introduction to Industrial Maintenance	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
CBFM 1303 Boiler Maintenance	3
ELPT 1341 Motor Control	3
HYDR 1305 Basic Hydraulics	3
INMT 2303 Pumps, Compressors & Mechanical Drives	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
INMT 1355 Industrial Power Plant Systems	3
INMT 2301 Machinery Installation	3
PFPB 2308 Piping Standards and Materials	3
RBTC 1309 Pneumatics	3
<b>Semester Totals</b>	<b>12</b>

**Program Totals** 36





## Industrial Maintenance Industrial Maintenance Mechanic-Electrical Certificate 2 - Marshall, North Texas

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
ELPT 1311 Basic Electrical Theory	3
INMT 1305 Introduction to Industrial Maintenance	3
WLDG 1337 Introduction to Welding Metallurgy	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
ELPT 1341 Motor Control	3
HART 1307 Refrigeration Principles	3
HYDR 1305 Basic Hydraulics	3
INMT 2303 Pumps, Compressors & Mechanical Drives	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ELPT 1345 Commercial Wiring	3
ELPT 2319 Programmable Logic Controllers I	3
INMT 2301 Machinery Installation	3
RBTC 1309 Pneumatics	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
ELPT 1351 Electrical Machines	3
ELPT 2331 AC/DC Drives	3
INMT 2345 Industrial Troubleshooting	<u>3</u>
<b>Semester Totals</b>	<b>9</b>

**Program Totals** **45**

## Industrial Maintenance Mechanical Specialization Associate of Applied Science - Waco, East Williamson County, Fort Bend County

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
ELPT 1311 Basic Electrical Theory	3
HYDR 1301 Rigging and Conveying Systems	3
INMT 1305 Introduction to Industrial Maintenance	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

Semester 2	Credits
CBFM 1303 Boiler Maintenance	3
ELPT 1341 Motor Control	3
HYDR 1305 Basic Hydraulics	3
INMT 2303 Pumps, Compressors & Mechanical Drives	3
ACGM X3XX Gen Ed Math/Natural Science Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

Semester 3	Credits
ELPT 2319 Programmable Logic Controllers I	3
INMT 2301 Machinery Installation	3
PFPB 2308 Piping Standards and Materials	3
RBTC 1309 Pneumatics	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

Semester 4	Credits
ENTC 1349 Reliability and Maintainability	3
INMT 1355 Industrial Power Plant Systems	3
INMT 2345 Industrial Troubleshooting	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Elective Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

**Program Totals** **60**

## Industrial Systems Technology

Industrial technology touches every aspect of our lives—impacting products from candies to computers and industries from petrochemical to pharmaceutical. TSTC offers a curriculum designed to help you learn mechanical applications for industries ranging from manufacturing to food processing, pharmaceutical production to health care facility operations. ISE graduates discover career opportunities in an array of facilities ... from chemical plants to universities and hospitals to utility providers. As a graduate of the Industrial Systems Technology Program, you can apply skills targeting pumps, valves, motors, steam turbines, air compressors, hydraulic presses, pneumatic equipment, conveyor systems and more.

Industrial Systems Technology is available at the Harlingen campus.

### Industrial Systems Technology Certificate 1 - 8 week program

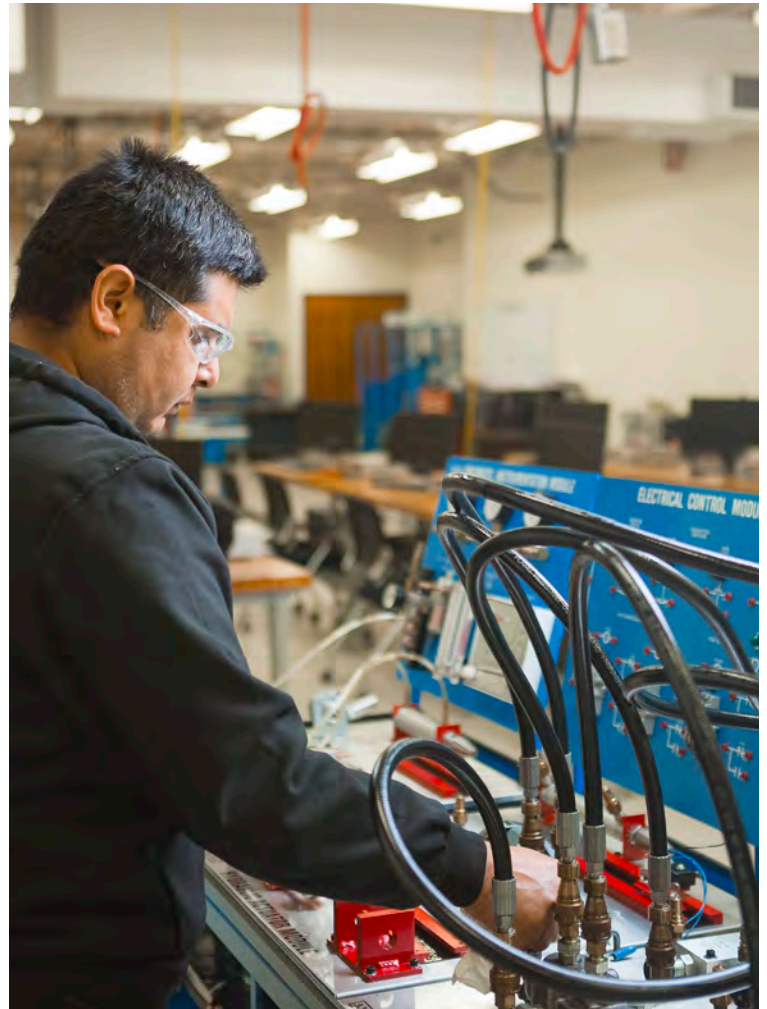
#### Semester 1

		Credits
CETT 1303	DC Circuits	3
CETT 1305	AC Circuits	3
CETT 1325	Digital Fundamentals	3
ELMT 1305	Basic Fluid Power	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 2

		Credits
ELMT 1301	Programmable Logic Controllers	3
INMT 1317	Industrial Automation	3
INTC 1341	Principles of Automatic Control	3
RBTC 2347	Computer Integrated Manufacturing	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>24</b>
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## Instrumentation Technology

TSTC's Instrumentation Technology Program can help you learn the complex skills needed to work in the field. The Instrumentation option encompasses theory, operation, calibration practices and design of automated control systems. Students get a solid foundation in basic electrical and electronic concepts, digital computers and control systems, as well as intensive, hands-on training in laboratories supplied with industry-standard equipment.

Instrumentation Technology is available at the Waco campus.

### Instrumentation Technology Associate of Applied Science

#### Semester 1

CETT 1303	DC Circuits
DFTG 1313	Drafting for Specific Occupations
INTC 1305	Introduction to Instrumentation
MATH 1316	Plane Trigonometry
<b>Semester Totals</b>	

#### Credits

3
3
3
<u>3</u>
<b>12</b>

#### Semester 2

CETT 1305	AC Circuits
ELPT 1341	Motor Control
INTC 1341	Principles of Automatic Control
PHYS 1310	Elementary Physics
<b>Semester Totals</b>	

#### Credits

3
3
3
<u>3</u>
<b>12</b>

#### Semester 3

ELPT 2319	Programmable Logic Controllers I
INTC 1355	Unit Operations
INTC 2336	Distributed Control and Programmable Logic
ENGL 1301	Composition I
<b>Semester Totals</b>	

#### Credits

3
3
3
<u>3</u>
<b>12</b>

#### Semester 4

INTC 1350	Digital Measurement & Controls
INTC 1356	Instrumentation Calibration
INTC 2333	Instrumentation Systems Installation
ACGM X3XX	Gen Ed Humanities/Fine Arts Course
<b>Semester Totals</b>	

#### Credits

3
3
3
<u>3</u>
<b>12</b>

#### Semester 5

INTC 1348	Analytical Instrumentation
INTC 1391	Special Topics in Instrumentation Technology/Technician
INTC 2350	Fieldbus Process Control Systems
ACGM X3XX	Gen Ed Social/Behavioral Science Course
<b>Semester Totals</b>	

#### Credits

3
3
3
<u>3</u>
<b>12</b>

#### Program Totals

**60**



## Laser Electro-Optics Technology

In the two-year Laser Electro-Optics Technology Program, you can develop an understanding and proficiency in lasers, electro-optics, optics, electronics and vacuum science. With access to laboratory equipment valued at over \$40 million, students build extensive knowledge and skills while working toward the Associate of Applied Science degree, and they master the skills necessary to work in areas such as research and development.

Laser Electro-Optics Technology is available at the Waco campus.

### Laser Electro-Optics Technology Associate of Applied Science

#### Semester 1

CETT 1303	DC Circuits
LOTT 1271	Math for Photonics Technicians
LOTT 1344	Fundamentals of Laser and Laser Safety
LOTT 1443	Geometrical Optics
ENGL 1301	Composition I
<b>Semester Totals</b>	

#### Credits

3  
2  
3  
4  
3  
15

#### Semester 2

CETT 1305	AC Circuits
LOTT 2436	Wave Optics
LOTT 2445	Continuous Wave and Pulsed Lasers
NANO 1205	Nano Technology
HUMA 1301	Introduction to Humanities I
<b>Semester Totals</b>	

#### Credits

3  
4  
4  
2  
3  
16

#### Semester 3

CETT 1329	Solid State Devices
SMFT 1471	Vacuum Technology
CHEM 1305	Introductory Chemistry I
CHEM 1105	Introductory Chemistry Laboratory I
PHYS 1310	Elementary Physics
<b>Semester Totals</b>	

#### Credits

3  
4  
3  
1  
3  
14

#### Semester 4

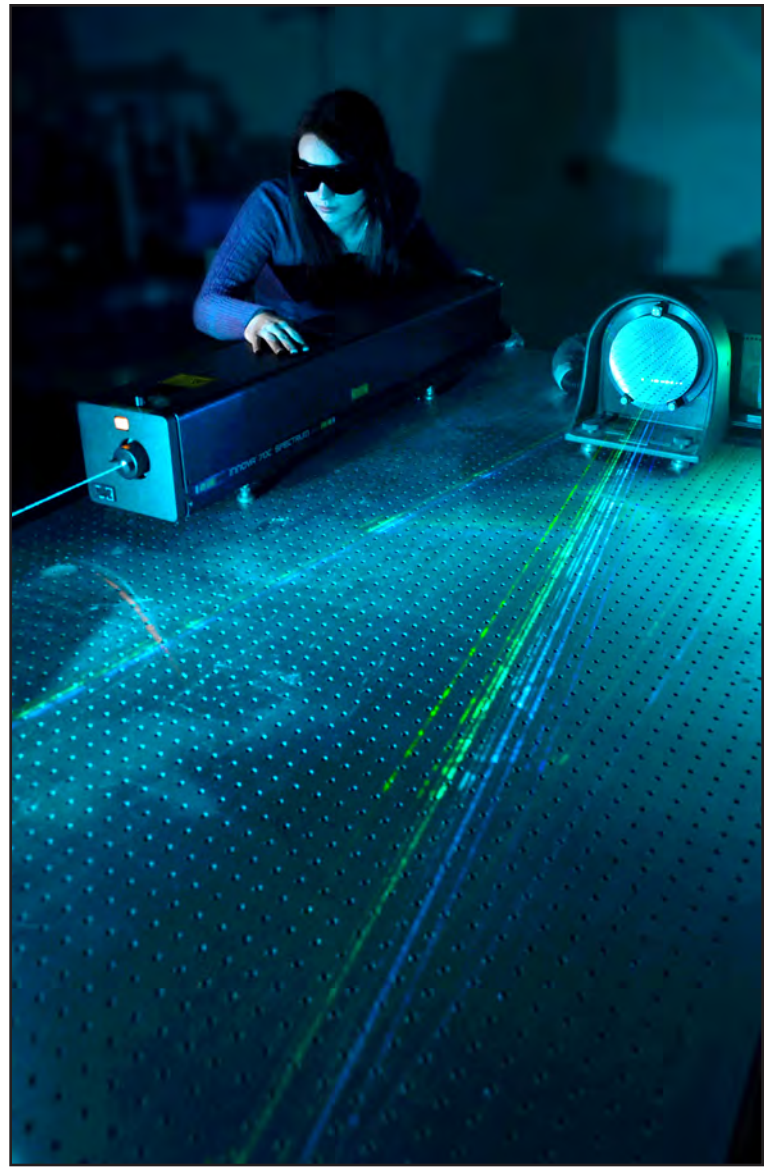
LOTT 2432	Laser Maintenance and Repair
LOTT 2435	Electro-Optic Devices
SMFT 2450	Vacuum Thin Films
PSYC 2301	General Psychology
<b>Semester Totals</b>	

#### Credits

4  
4  
4  
3  
15

**Program Totals**

**60**





Logistics Technology

Without an efficient system to facilitate the packing and transporting of goods and services, Texas’s economy would grind to a halt. Today’s logistics systems are technologically advanced and require skilled technicians to keep them operating smoothly. Logisticians analyze and coordinate an organizations’ supply chain-the system that moves a product from supplier to consumer. They manage the entire life cycle of a product, which includes how a product is acquired, distributed, allocated and delivered.

Logistics Technology is available at the North Texas campus.

Logistics Technology  
Associate of Applied Science

Semester 1	Credits
BMGT 1313 Principles of Purchasing	3
ITSC 1309 Integrated Software Applications I	3
LMGT 1319 Introduction to Business Logistics	3
LMGT 1321 Introduction to Materials Handling	3
ACGM X3XX Gen Ed English Elective	3
Semester Totals	15

Semester 2	Credits
LMGT 1323 Domestic and International Transportation Management	3
LMGT 1341 Freight Loss and Damage Claims	3
LMGT 1349 Materials Requirement Planning	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
ACGM X3XX Gen Ed Speech Elective	3
Semester Totals	15

Semester 3	Credits
BMGT 1309 Information and Project Management	3
LMGT 1346 Radio Frequency Identification (RFID) Wireless Information Systems	3
LMGT 2330 International Logistics Management	3
LMGT 2334 Principles of Traffic Management	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
Semester Totals	15

Semester 4	Credits
LMGT 1325 Warehouse and Distribution Center Management	3
LMGT 1340 Contemporary Logistics Issues	3
LMGT 2388 Internship: Logistics and Materials Management or Problem Solving and Decision Making	3
BMGT 2303 Career Exploration/Planning	3
POFT 1300 Introduction to Humanities I	3
Semester Totals	15

Program Totals	60
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## Mathematics

The Mathematics Department supports and enhances TSTC's technical education mission; to provide Texas industry with employees who perform well at the entry level by their competence in mathematics and problem solving techniques using principles of physics and mathematics; to prepare graduates for advancement in the workplace through the acquisition of science and mathematics-based problem-solving skills; and to facilitate progress toward successful completion of further educational goals and/or lifelong learning experiences.

Mathematics is available at the Harlingen campus.

### Mathematics Associate of Science

#### Semester 1

MATH 1314	College Algebra	
ENGL 1301	Composition I	
HIST 1301	United States History I	
<b>Semester Totals</b>		

#### Credits

3  
3  
3  
9

#### Semester 2

MATH 2312	Pre-Calculus	
ENGL 1302	Composition II	
HIST 1302	United States History II	
ACGM X3XX	Life and Physical Science Elective	
<b>Semester Totals</b>		

#### Credits

3  
3  
3  
3  
12

#### Semester 3

MATH 2413	Calculus I	
SPCH X3XX	Speech Elective	
ACGM X3XX	Life and Physical Science Elective	
ACGM X3XX	Language Philosophy Culture Elective	
<b>Semester Totals</b>		

#### Credits

4  
3  
3  
3  
13

#### Semester 4

MATH 2414	Calculus II	
GOVT 2305	Federal Government	
ACGM X3XX	Social/Behavioral Science Elective	
ACGM X3XX	Fine Arts Elective	
<b>Semester Totals</b>		

#### Credits

4  
3  
3  
3  
13

#### Semester 5

MATH 2415	Calculus III	
GOVT 2306	Texas Government	
MATH X3XX	Math Elective	
CORE X3XX	Core Elective	
<b>Semester Totals</b>		

#### Credits

4  
3  
3  
3  
13

#### Program Totals

60

## Mechanical/Electrical Drafting Technology

Demand for drafters varies by specialization, and nothing in the industry is more exciting than mechanical/electronic drafting. No longer are the pen and pencil the standard for drafters. Today in this field, student drafters are taught Computer-Aided Drafting (CAD) and can produce industrial drawings utilized in industry to produce all types of products. All students receive instruction in both two- and three-dimensional CAD systems. Students focus on drafting applications in mechanical, electro-mechanical, process piping, printed circuit board design and many other areas of manufacturing and electronic-related drafting. Students will be exposed to the hottest drawing software on the market including AutoCad, Solid Works and Inventor.

Mechanical/Electrical Drafting Technology is offered at the Waco campuses.

### Mechanical/Electrical Drafting Technology Associate of Applied Science

#### Semester 1

	Credits
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer-Aided Drafting	3
DFTG 1370 Technical Mathematics Applications in Drafting	3
ITSC 1309 Integrated Software Applications I	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>15</b>

#### Semester 2

DFTG 1329 Electro-Mechanical Drafting	3
DFTG 1345 Parametric Modeling and Design	3
DFTG 2319 Intermediate Computer-Aided Drafting	3
INMT 1319 Manufacturing Processes	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
<b>Semester Totals</b>	<b>15</b>

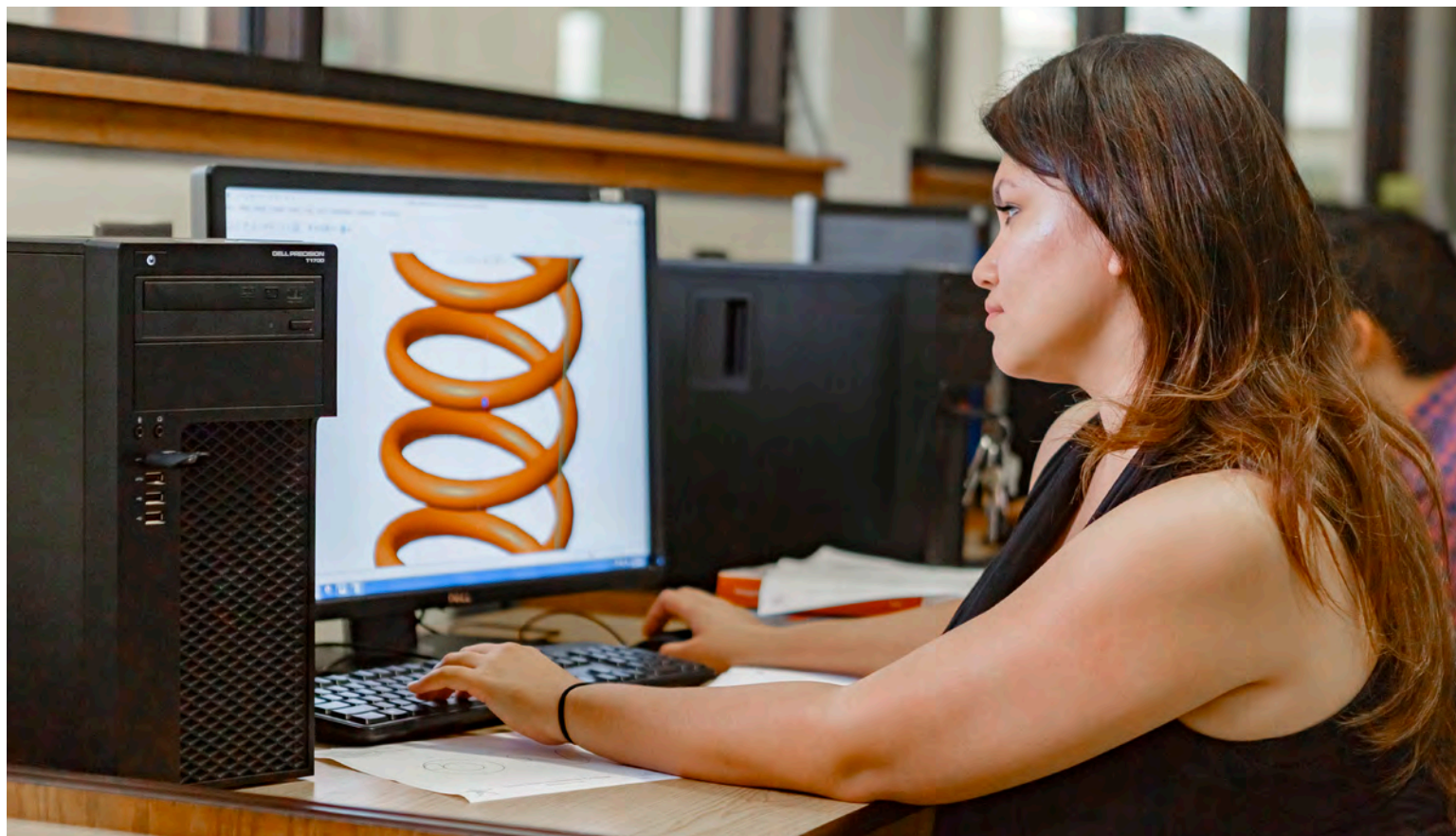
#### Semester 3

DFTG 1358 Electrical/Electronics Drafting	3
DFTG 2302 Machine Drafting	3
DFTG 2335 Advanced Technologies in Mechanical Design and Drafting	3
ACGM X3XX Gen Ed Humanities/Fine Arts Elective	3
ACGM X3XX Gen Ed Social/Behavioral Science Elective	3
<b>Semester Totals</b>	<b>15</b>

#### Semester 4

DFTG 2306 Machine Design	3
DFTG 2323 Pipe Drafting	3
DFTG 2338 Final Project-Advanced Drafting	3
DFTG 2350 Geometric Dimensioning and Tolerancing	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>15</b>

<b>Program Totals</b>	<b>60</b>
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## Mechatronics Technology

Mechatronics is a interdisciplinary field involving mechanical, instrumentation, electronic, robotics/automation, computer components and control systems. Because industrial applications are becoming increasingly multidisciplinary, today's technicians need skills that cross a variety of disciplines. Mechatronics courses combine various disciplines to teach students a holistic approach to developing solutions for engineering applications. Skills found under the Mechatronics Technology umbrella includes practical knowledge in the integration of electrical systems, fluid power, electronics, computer controls, PLCs, instrumentation, robotics and information technology.

Mechatronics Technology is available at the Harlingen campus.

### Mechatronics Technology Associate of Applied Science

#### Semester 1

	Credits
CETT 1303 DC Circuits	3
RBTC 1343 Robotics	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

#### Semester 2

	Credits
CETT 1305 AC Circuits	3
CETT 1325 Digital Fundamentals	3
ELMT 1305 Basic Fluid Power	3
CHEM 1311 General Chemistry I	3
CHEM 1111 General Chemistry I (lab)	<u>1</u>
<b>Semester Totals</b>	<b>13</b>

#### Semester 3

	Credits
ELMT 1301 Programmable Logic Controllers	3
ELMT 2333 Industrial Electronics	3
INMT 1317 Industrial Automation	3
MFGT 1406 Mechanical Principles in Automated Manufacturing	<u>4</u>
<b>Semester Totals</b>	<b>13</b>

#### Semester 4

	Credits
INTC 1341 Principles of Automatic Control	3
MFGT 2459 Industrial Automation II	4
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
SPCH X3XX Gen Ed Speech Elective Course	<u>3</u>
<b>Semester Totals</b>	<b>13</b>

#### Semester 5

	Credits
ELMT 2341 Electromechanical Systems	3
RBTC 2347 Computer Integrated Manufacturing	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>9</b>

#### Program Totals

60





## Medical Assistant

Medical Assistants are generalists, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Medical Assistants perform many administrative duties. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical duties vary according to state law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

The Medical Assistant program at TSTC is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org](http://www.caahep.org).

Medical Assistant is available at the Harlingen campus.

## Medical Assistant Associate of Applied Science

### Semester 1

HITT 1301	Health Data Content and Structure	Credits	3
HITT 1311	Health Information Systems		3
MDCA 1417	Procedures in a Clinical Setting		4
BIOL 2101	Anatomy & Physiology Lab I		1
BIOL 2301	Anatomy & Physiology I		<u>3</u>
	<b>Semester Totals</b>		<b>14</b>

### Semester 2

HITT 1305	Medical Terminology I	Credits	3
MDCA 1348	Pharmacology & Administration of Medications		3
MDCA 1352	Medical Assistant Laboratory Procedures		3
BIOL 2102	Anatomy & Physiology Lab II		1
BIOL 2302	Anatomy & Physiology II		<u>3</u>
	<b>Semester Totals</b>		<b>13</b>

### Semester 3

MDCA 1302	Human Disease/Pathophysiology	Credits	3
MDCA 1343	Medical Insurance		3
PLAB 1323	Phlebotomy		3
ACGM X3XX	Gen Ed Social/Behavioral Sciences Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 4

MDCA 1154	Medical Assisting Credentialing Exam Review	Credits	1
MDCA 1321	Administrative Procedures		3
MDCA 1460	Clinical - Medical/Clinical Assistant		4
ENGL 1301	Composition I		<u>3</u>
	<b>Semester Totals</b>		<b>11</b>

### Semester 5

BIOL 2120	Microbiology for Non Science Majors Lab	Credits	1
BIOL 2320	Microbiology for Non Science Majors		3
SPCH X3XX	Speech Elective		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
	<b>Semester Totals</b>		<b>10</b>

**Program Totals** **60**

## Medical Assistant Certificate 2

### Semester 1

HITT 1301	Health Data Content and Structure	Credits	3
HITT 1311	Health Information Systems		3
MDCA 1417	Procedures in a Clinical Setting		4
BIOL 2301	Anatomy & Physiology I		3
BIOL 2101	Anatomy & Physiology I Lab		<u>1</u>
	<b>Semester Totals</b>		<b>14</b>

### Semester 2

HITT 1305	Medical Terminology I	Credits	3
MDCA 1348	Pharmacology & Administration of Medications		3
MDCA 1352	Medical Assistant Laboratory Procedures		3
BIOL 2302	Anatomy & Physiology II		3
BIOL 2102	Anatomy & Physiology II Lab		<u>1</u>
	<b>Semester Totals</b>		<b>13</b>

### Semester 3

MDCA 1302	Human Disease/Pathophysiology	Credits	3
MDCA 1343	Medical Insurance		3
PLAB 1323	Phlebotomy		3
ACGM X3XX	Social/Behavioral Science Elective		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

### Semester 4

MDCA 1154	Medical Assisting Credentialing Exam Review	Credits	1
MDCA 1321	Administrative Procedures		3
MDCA 1460	Clinical - Medical/Clinical Assistant		4
ENGL 1301	Composition I		<u>3</u>
	<b>Semester Totals</b>		<b>11</b>

**Program Totals** **50**



## Nurse Assistant

Nurse Assistants are trained healthcare professionals that assist the licensed nurse in caring for patients. Nurse Assistants are sometimes called nurse aides or Certified Nurse Aid (CNA). The primary responsibility of a Nurse Assistant is to provide basic bedside care, such as personal hygiene, making beds, taking vital signs, assisting in feeding, serving trays, answering call lights and ambulating patients. The Nurse Assistant can work in a variety of health care settings such as hospitals, long term care centers, rehabilitation centers, clinics, and home health agencies, and is also trained to help patients with attaining and maintaining independence, and with psychosocial and emotional needs.

Nurse Assistant students at TSTC participate in clinical rotations at long term care centers. After successfully completing the requirements for state registry, students are eligible to take the state written and skills exam to become a Certified Nurse Assistant in the state of Texas.

The Nurse Assistant program is available at the Harlingen campus.

### Nurse Assistant Certificate 1

#### Semester 1

HITT 1305	Medical Terminology I
TECM 1301	Industrial Mathematics
POFT 1301	Business English
<b>Semester Totals</b>	

#### Credits

3  
3  
3  
9

#### Semester 2

NURA 1401	Nurse Aide for Health Care
NURA 1360	Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide
<b>Semester Totals</b>	

#### Credits

4  
3  
7

#### Program Totals

16



## Occupational Safety Compliance Technology

The Occupational Safety Compliance Technician program offers an in-depth study of current Occupational Safety and Health Administration and Texas Workers' Compensation Commission regulations, including maintaining accident and illness records. Safety compliance technicians are responsible for interpreting and implementing safety regulations, policies and procedures and for enforcing government safety codes. The Occupational Safety Compliance Technician curriculum includes instruction on the hazards of machines, safe work methods, first aid and cardiopulmonary resuscitation procedures, and focuses on the skills and knowledge needed to help companies prevent industrial and occupational injuries. As a safety compliance technician, students can learn to anticipate, recognize, evaluate and control industrial health hazards and arrange plant layout for safety.

Occupational Safety Compliance Technology is available at the Waco campus.

### Occupational Safety Compliance Technology Associate of Applied Science

Semester 1		Credits
EPCT 1205	Environmental Regulations Overview	2
EPCT 1307	Introduction to Environmental Safety and Health	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
ACGM X3XX	Gen Ed Elective Course	<u>3</u>
Semester Totals		11
Semester 2		Credits
ITSC 1309	Integrated Software Applications I	3
OSHT 1213	Accident Prevention, Inspection, and Investigation	2
OSHT 2401	OSHA Regulations-General Industry	4
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
Semester Totals		12
Semester 3		Credits
NUCP 1319	Radiation Physics	3
OSHT 1209	Physical Hazards Control	2
CHEM 1406	Introductory Chemistry I	4
ACGM X3XX	Gen Ed Elective Course	<u>3</u>
Semester Totals		12
Semester 4		Credits
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 1221	Fire Protection Systems	2
OSHT 1305	OSHA Regulations-Construction Industry	3
OSHT 1316	Material Handling	3
OSHT 2209	Safety Program Management	<u>2</u>
Semester Totals		13
Semester 5		Credits
EPCT 2331	Industrial Hygiene Applications	3
OSHT 2320	Safety Training Presentation Techniques	3
OSHT 2370	First Aid	3
OSHT 2388	Internship-Occupational Safety and Health Technology/Technician	<u>3</u>
Semester Totals		12
Program Totals		60





## Pharmacy Technician

Pharmacy technicians are vital to the future of the pharmacy and its customers. Working under the direction of a licensed pharmacist, pharmacy technicians assist pharmacists in their daily functions, allowing pharmacists to spend more time addressing patient questions, cross-referencing prescribed medications and interactions, and ensuring that the patient receives the correct drug therapy.

In hospitals, technicians take on added responsibilities such as reading patient charts, preparing medications, delivering prescribed medications to patients and copying detailed information about those medications onto patient profiles.

The Pharmacy Technician program is available at the Waco campus.

### Pharmacy Technician Certificate 2

#### Semester 1

ITSC 1309	Integrated Software Applications I	<b>Credits</b>	3
PHRA 1205	Drug Classification		2
PHRA 1209	Pharmaceutical Mathematics I		2
PHRA 1301	Introduction to Pharmacy		3
PHRA 1313	Community Pharmacy Practice		<u>3</u>
	<b>Semester Totals</b>		<b>13</b>

#### Semester 2

PHRA 1247	Pharmaceutical Mathematics II	<b>Credits</b>	2
PHRA 1345	Compounding Sterile Preparations and Aseptic Technique		3
PHRA 1349	Institutional Pharmacy Practice		3
PHRA 2461	Clinical - Pharmacy Technician/Assistant		<u>4</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 3

PHRA 1202	Pharmacy Law	<b>Credits</b>	2
PHRA 1243	Pharmacy Technician Certification Review		2
PHRA 1441	Pharmacy Drug Therapy and Treatment		4
PHRA 2462	Clinical - Pharmacy Technician/Assistant		<u>4</u>
	<b>Semester Totals</b>		<b>12</b>

<b>Program Totals</b>	<b>37</b>
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Physics

The Associate of Science degree in Physics is intended for students planning to transfer to a college or university in order to obtain a bachelor's degree in Physics or a Physics related discipline, such as Astronomy, Geophysics or any engineering field.

Physics is available at the Harlingen campus.

Physics  
Associate of Science

Semester 1

MATH 2312	Pre-Calculus
ENGL 1301	Composition I
HIST 1301	United States History I
ACGM X3XX	Fine Arts Elective
Semester Totals	

Credits

3
3
3
3
12

Semester 2

ENGL 1302	Composition II
HIST 1302	United States History II
SPCH X3XX	Speech Elective
CHEM 1311	General Chemistry I (lecture)
CHEM 1111	General Chemistry I (lab)
Semester Totals	

Credits

3
3
3
3
1
13

Semester 3 Credits

GOVT 2305	Federal Government	3
MATH 2413	Calculus I	4
CHEM 1312	General Chemistry II (lecture)	3
CHEM 1112	General Chemistry II (lab)	1
ACGM X3XX	Social/Behavioral Science Elective	3
Semester Totals		14

Semester 4

MATH 2414	Calculus II	4
PHYS 2325	University Physic I (lecture)	3
PHYS 2125	University Physic Laboratory I (lab)	1
ACGM X3XX	Language Philosophy Culture Elective	3
Semester Totals		11

Credits

4
3
1
3
11

Semester 5

PHYS 2326	University Physic II (lecture)	3
PHYS 2126	University Physic Laboratory II (lab)	1
GOVT 2306	Texas Government	3
CORE X3XX	Core Elective	3
Semester Totals		10

Credits

3
1
3
3
10

Program Totals

60





## Plumbing & Pipefitting Technology

Plumbing & Pipefitting Technology is designed to help students learn the ins and outs of this important, well-paying field. This specialization can help you get in and on your way in a hurry through a one-year, intensive training program to help you build the skill base needed to succeed in the industry. The Plumbing & Pipefitting Technology certificate progresses from basic to advanced coursework in plumbing, piping, construction, fabrication, rigging, welding and more. And at TSTC, your college credits can count toward the hours needed to obtain a state license.

Plumbing & Pipefitting Technology is available at the and Waco and Williamson County campuses.

### Plumbing & Pipefitting Technology Certificate 1

Semester 1		Credits
CNBT 1300	Residential and Light Commercial Blueprint Reading	3
PFPB 1323	Plumbing Codes I	3
PFPB 2308	Piping Standards and Materials	3
PFPB 2309	Residential Construction Plumbing I	3
PFPB 2349	Field Measuring, Sketching, and Layout	<u>3</u>
	<b>Semester Totals</b>	<b>15</b>

#### Semester 2

##### Credits

PFPB 1321	Plumbing Maintenance and Repair	3
PFPB 1347	Backflow Prevention	3
PFPB 2336	Commercial Construction and Fixture Setting	3
PFPB 2343	Advanced Pipe Practices	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 3

##### Credits

CNBT 1680	Cooperative Education-Construction Engineering Technology/Technician	<u>6</u>
	<b>Semester Totals</b>	<b>6</b>

**Program Totals** **33**





## Precision Machining Technology

Persons interested in becoming machinists should be mechanically inclined, have good problem-solving abilities, be able to work independently, and be able to do highly accurate work that requires concentration and physical effort. The Precision Machining Technology at TSTC, guides students through a series of machine operation courses to develop and challenge their skills using conventional and Computer Numerical Controlled (CNC) machines. Students also learn about the various materials used in today's manufacturing industry, and use the following machines: Horizontal and vertical mills, engine lathes, drill presses, shapers, surface and pedestal grinders. Students learn to program and operate Computer-Aided Machines such as the CNC mills and lathes, and learn related skills such as precision measurement, blueprint reading, and the heat treatment of metals. For quicker entry into the industry, a Machining certificate is also available.

Precision Machining Technology is available at the Fort Bend County, North Texas Waco, and Williamson County campuses.

### Precision Machining Technology Associate of Applied Science

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
MCHN 1301 Beginning Machine Shop	3
MCHN 1320 Precision Tools and Measurement	3
MATH 1314 College Algebra	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

Semester 2	Credits
ENTC 1371 Engineering Computer Graphics I	3
MCHN 2334 or Operation of CNC Machining Centers	
INMT 1319 Manufacturing Processes	3
MCHN 1438 Basic Machine Shop I	4
MCHN 2344 Computerized Numerical Control Programming	3
MATH 1316 Plane Trigonometry	<u>3</u>
<b>Semester Totals</b>	<b>16</b>

Semester 3	Credits
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 1454 Intermediate Machining I	4
MCHN 2335 Advanced CNC Machining	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>13</b>

Semester 4	Credits
ENTC 2310 Machine Design	3
MCHN 2338 Advanced Computer-Aided Manufacturing (CAM)	3
MCHN 2341 Advanced Machining I	3
MCHN 2471 Specialized Equipment & Processes	4
MCHN 2447 or Specialized Tools & Fixtures	
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>16</b>
<b>Program Totals</b>	<b>60</b>

### Precision Machining Technology Machining

## Certificate 1

Semester 1	Credits
DFTG 1325 Blueprint Reading and Sketching	3
MCHN 1301 Beginning Machine Shop	3
MCHN 1320 Precision Tools and Measurement	3
MCHN 1343 Machine Shop Mathematics	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
ENTC 1371 Engineering Computer Graphics I	3
MCHN 2334 or Operation of CNC Machining Centers	
INMT 1319 Manufacturing Processes	3
MCHN 1438 Basic Machine Shop I	4
MCHN 2344 Computerized Numerical Control Programming	<u>3</u>
<b>Semester Totals</b>	<b>13</b>

Semester 3	Credits
MCHN 1326 Introduction to Computer-Aided Manufacturing (CAM)	3
MCHN 1454 Intermediate Machining I	4
MCHN 2335 Advanced CNC Machining	3
MCHN 2471 Specialized Equipment and Processes	<u>4</u>
MCHN 2447 or Specialized Tools & Fixtures	
<b>Semester Totals</b>	<b>14</b>

<b>Program Totals</b>	<b>39</b>
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## Process Operations

A process technician is a key member of a team of people responsible for planning, analyzing, and controlling the production of products from the acquisition of raw materials through the production and distribution of products to customers in a variety of process industries. Process Operations Technicians are responsible for efficient and safe operation of all process equipment within the plant, monitoring of all process and utility systems and equipment to ensure they operate within their proper parameters, collection of product and utility samples and performing lab analysis to ensure products meet specifications, preparation of equipment and systems for maintenance activities, and more. Process Operations students will learn the function and use of pumps, tanks, valves and instrumentation associated with various process systems; knowledge of process variables, indicators and controllers, troubleshooting tools and troubleshooting steps to solve problems in a simple process system; and will be able to demonstrate the proper use of safety, health and environmental equipment.

Process Operations is available at the Marshall campus.

### Process Operations Associate of Applied Science

#### Semester 1

PTAC 1302	Introduction To Process Technology	Credits	3
PTAC 1308	Safety, Health, and Environment I		3
PTAC 1332	Process Instrumentation I		3
ACGM X3XX	Gen Ed Mathematics Course		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 2 Credits

POFI 1301	Computer Applications I	3
PTAC 1310	Process Technology I-Equipment	3
PTAC 2314	Principles of Quality	3
SCIT 1318	Applied Physics	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 3

PTAC 2336	Process Instrumentation II	Credits	3
PTRT 1301	Introduction to Petroleum Industry		3
ENGL 1301	Composition I		3
PSYC 2301	General Psychology		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 4

PTAC 2420	Process Technology II-Systems	Credits	4
PTAC 2438	Process Technology III-Operations		4
CHEM 1411	General Chemistry I		<u>4</u>
	<b>Semester Totals</b>		<b>12</b>

#### Semester 5

CTEC 2386	Internship-Chemical Technology/Technician or Critical Thinking and Problem Solving	Credits	3
BMGT 2347	or Critical Thinking and Problem Solving		
CTEC 2387	Internship-Chemical Technology/Technician or Industrial Automation		3
INMT 1317	or Industrial Automation		
PTAC 2346	Process Troubleshooting		3
HUMA 1301	Introduction to Humanities I		<u>3</u>
	<b>Semester Totals</b>		<b>12</b>

#### Program Totals

60





## Professional Office Technology

The Office Technology Program at TSTC is tailored to meet the growing needs of individuals either currently working or those seeking entry-level positions in office administration. The Professional Office Technology degree is designed to equip graduates with the knowledge and skills necessary to run an organization efficiently. Students learn computer software applications, communication skills (both verbal and written), and critical thinking skills. Students also become proficient in typing, presentations (both visual and verbal), office procedures, and the ability to work independently in this ever-changing world of technology.

Office Technology is offered at the Marshall campus.

### Professional Office Technology Associate of Applied Science

#### Semester 1

ACNT 1303	Introduction to Accounting I	Credits
BMGT 1301	Supervision	3
POFI 2301	Word Processing	3
ENGL 1301	Composition I	3
	<b>Semester Totals</b>	<b>12</b>

#### Semester 2

ACNT 1311	Introduction to Computerized Accounting	Credits
POFI 1349	Spreadsheets	3
POFI 2331	Desktop Publishing	3
SPCH 1315	Public Speaking	3
	<b>Semester Totals</b>	<b>12</b>

#### Semester 3

HRPO 2301	Human Resources Management	Credits
ITSW 1310	Introduction to Presentation Graphics Software	3
POFT 1319	Records and Information Management I	3
ACGM X3XX	Humanities/Fine Arts Elective	3
	<b>Semester Totals</b>	<b>12</b>

#### Semester 4

HRPO 1311	Human Relations	Credits
ITSW 1307	Introduction to Database	3
MRKG 1301	Customer Relationship Management	3
ACGM X3XX	Natural Science/Math Elective	3
	<b>Semester Totals</b>	<b>12</b>

#### Semester 5

BMGT 1309	Information and Project Management	Credits
BMGT 1341	Business Ethics	3
BMGT 2389	Internship - Business Administration and Management, General	3
ACGM X3XX	Social/Behavioral Science Elective	3
	<b>Semester Totals</b>	<b>12</b>

#### Program Totals

60





## Radiation Protection Technology

Radiation Protection Technology at TSTC can give you the technical education you need to enter this intriguing field. As a student specializing in Radiation Protection, you can learn to properly handle, store and use ionizing and nonionizing sources and work with a vast array of highly sensitive and accurate measurement equipment to determine levels of radiation. The curriculum also focuses on understanding the processes that cause radiation damage and how to develop programs to evaluate hazards and protect the environment. In addition, students gain first-hand experience through an optional cooperative training program. Students looking to further their knowledge can choose an advanced certificate in Health Physics.

Radiation Protection is available at the Waco campus.

### Radiation Protection Technology Associate of Applied Science

Semester 1		Credits
EPCT 1307	Introduction to Environmental Safety and Health	3
NUCP 1319	Radiation Physics	3
ENGL 1301	Composition I	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
Semester Totals		12
Semester 2		Credits
EPCT 1205	Environmental Regulations Overview	2
IRAD 1301	Radiation Detection Measurement I	3
ITSC 1309	Integrated Software Applications I	3
MATH 1314	College Algebra	3
Semester Totals		11
Semester 3		Credits
IRAD 2271	Radiation Detection Measurements II	2
NUCP 2301	Radiation Protection I	3
CHEM 1406	Introductory Chemistry I	4
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
Semester Totals		12

Semester 4		Credits
NUCP 1241	Personnel and Environmental Monitoring	2
NUCP 1271	Introduction to Nuclear Systems	2
NUCP 2311	Radioactive Waste Disposal and Management	3
NUCP 1391	Special Topics in Nuclear/Nuclear Power Technology/Technician	3
NUCP 2302	Radiation Protection II	3
Semester Totals		13

Semester 5		Credits
NUCP 2331	Radiation Protection III	3
NUCP 2379	Reactor Physics	3
EPCT 1301	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	3
OSHT 2320	Safety Training Presentation Techniques	3
Semester Totals		12

Program Totals 60

### Radiation Protection Technology Health Physics Advanced Technical Certificate

Semester 1		Credits
EPCT 1301	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training and Related Topics	3
IRAD 1301	Radiation Detection Measurement I	3
NUCP 1391	Special Topics in Nuclear/Nuclear Power Technology/Technician	3
NUCP 2301	Radiation Protection I	3
NUCP 2302	Radiation Protection II	3
WECM X3XX	IRAD or NUCP Elective	3
Semester Totals		18

Program Totals 18



## Registered Nursing

Registered Nurses (RN) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members. RNs work in hospitals, physicians' offices, home healthcare services and nursing care facilities. They also work in correctional facilities, schools, summer camps and the military. Registered Nursing students working towards an LVN-RN Transition degree learn a holistic approach to nursing, where one not only cares for the patient but also for the family. Students participate in an active learning environment, including simulation learning labs and are led by instructors with a medical/surgical background. The job outlook for nurses is exceptional, with choices in areas such as: Hospitals, nursing homes, home health providers, insurance companies, and telemedicine.

Registered Nursing is available at the Brownwood campus.

### Registered Nursing LVN-RN Transition Associate of Applied Science

Semester 1		Credits
BIOL 2401	Anatomy & Physiology I	4
BIOL 2301	or Anatomy & Physiology I	
BIOL 2101	and Anatomy & Physiology I	
ENGL 1301	Composition I	3
PSYC 2314	Lifespan Growth & Development	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
Semester Totals		13

Semester 2		Credits
BIOL 2402	Anatomy & Physiology II	4
BIOL 2302	or Anatomy & Physiology II	
BIOL 2102	and Anatomy & Physiology II	
PSYC 2301	General Psychology	3
BIOL 2420	Microbiology for Non-Science Majors	<u>4</u>
BIOL 2320	or Microbiology for Non-Science Majors	
BIOL 2120	and Microbiology for Non-Science Majors	
Semester Totals		11

Semester 3		Credits
RNSG 1210	Introduction to Community-Based Nursing	2
RNSG 1227	Transition to Professional Nursing	2
RNSG 1261	Clinical-Registered Nursing/Registered Nurse	2
RNSG 1300	Health Assessment Across the Lifespan	3
RNSG 1301	Pharmacology	<u>3</u>
Semester Totals		12

Semester 4		Credits
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 2162	Clinical - Registered Nursing/Registered Nurse	1
RNSG 2262	Clinical - Registered Nursing/Registered Nurse	2
RNSG 1412	Nursing Care of the Childbearing and	
	Childrearing Family	4
RNSG 2213	Mental Health Nursing	<u>2</u>
Semester Totals		12

Semester 5		Credits
RNSG 1463	Clinical-Registered Nursing/Registered Nurse	4
RNSG 2221	Professional Nursing: Leadership and Management	2
RNSG 2230	Professional Nursing Review and	
	Licensure Preparation	2
RNSG 1207	or Nursing Jurisprudence	
RNSG 2432	Enhanced Concepts of Adult Health	<u>4</u>
Semester Totals		12

Program Totals 60



## Robotics Technology

TSTC's Robotics Technology Program prepares students for a job in this exploding career field. This option emphasizes the study of complex mechanical systems in computer-integrated manufacturing or CIM environments. Focusing on automated manufacturing processes and the role of robots and associated supporting equipment, coursework covers motion programming, vision and conveyor systems; computer networking; PLC programming; automated sorting; sensor systems; and computer integration.

Robotics Technology is available at the Waco campus.

### Robotics Technology Associate of Applied Science

#### Semester 1

CETT 1303	DC Circuits	Credits	3
ENGL 1301	Composition I		3
MATH 1316	Plane Trigonometry		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 2

CETT 1305	AC Circuits	Credits	3
ELPT 1341	Motor Control		3
RBTC 1343	Robotics		3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 3

CETT 1325	Digital Fundamentals	Credits	3
DFTG 1313	Drafting for Specific Occupations		3
ELPT 2319	Programmable Logic Controllers I		3
PHYS 1310	Elementary Physics		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 4

INTC 1350	Digital Measurement & Controls	Credits	3
INTC 2336	Distributed Control and Programmable Logic		3
RBTC 2339	Robot Programming and Diagnostics		3
RBTC 2347	Computer Integrated Manufacturing		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 5

ELPT 1351	Electrical Machines	Credits	3
RBTC 1341	Vision Systems		3
RBTC 1345	Robot Interfacing		3
RBTC 2345	Robot Application, Set-up, and Testing		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

<b>Program Totals</b>	<b>60</b>
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## Software & Business Management Accounting

In the Software & Business Management Accounting Program, students are introduced to several types of software that are used in the business world. Students learn management concepts and techniques, along with the basics of computerized accounting, payroll accounting and small business accounting. Students will gather valuable skills through real-world projects, and attend labs staffed by highly trained instructors to assist the students with any problems. A degree in Software & Business Accounting is versatile, with opportunities in numerous work environments. For quicker entry into the industry, certificates specializing in Software & Business Accounting are available.

Software & Business Management Accounting is available at the Abilene, Breckenridge and Brownwood campuses.

### Software & Business Management Accounting Associate of Applied Science

Semester 1	Credits
BUSG 1315 Small Business Operations	3
POFI 2301 Word Processing	3
POFT 1321 Business Math	3
ACGM X3XX General Education Elective	3
<b>Semester Totals</b>	<b>12</b>
Semester 2	Credits
ACNT 1325 Principles of Accounting I	3
BMGT 1327 Principles of Management	3
POFI 2340 Advanced Word Processing	3
ACGM X3XX Gen Ed Humanities/Fine Arts Elective	3
<b>Semester Totals</b>	<b>12</b>
Semester 3	Credits
ACNT 1329 Payroll and Business Tax Accounting	3
ITSW 1304 Introduction to Spreadsheets	3
ITSW 1310 Introduction to Presentation Graphics Software	3
ACGM X3XX Gen Ed Natural Science/Math Elective	3
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
ACNT 1311 Introduction to Computerized Accounting	3
BUSG 1302 E-Business Management	3
ITSW 2334 Advanced Spreadsheets	3
ACGM X3XX Gen Ed Social/Behavioral Science Elective	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
ACNT 2302 Accounting Capstone	3
BMGT 1345 Communication Skills for Managers	3
ITSW 2386 Internship-Data Processing and Data Processing Technology/Technician	3
ACGM X3XX Gen Ed Elective	3
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**

### Software & Business Management Accounting Software Accounting & Management Professional Certificate 2

Semester 1	Credits
ACNT 1325 Principles of Accounting I	3
BUSG 1315 Small Business Operations	3
POFI 2301 Word Processing	3
POFT 1321 Business Math	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
ACNT 1329 Payroll and Business Tax Accounting	3
BMGT 1327 Principles of Management	3
ITSW 1304 Introduction to Spreadsheets	3
POFI 2340 Advanced Word Processing	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ACNT 1311 Introduction to Computerized Accounting	3
BMGT 1345 Communication Skills for Managers	3
ITSW 1310 Introduction to Presentation Graphics Software	3
ITSW 2334 Advanced Spreadsheets	3
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
ACNT 2302 Accounting Capstone	3
BUSG 1302 E-Business Management	3
ITSW 2386 Internship-Data Processing and Data Processing Technology/Technician	3
<b>Semester Totals</b>	<b>9</b>

**Program Totals** **45**



## Software Development Technology

Software Development Technology is a challenging field that offers a variety of career opportunities. As a Software Development Technician, you have the freedom to choose your particular niche in the computer industry. You can major in software development or simply specialize in Windows programming or UNIX programming. As varied as the career opportunities are, so is your earning potential. This degree provides an effective mix of courses to create well balanced computer programmers; we focus on concepts and techniques that are applicable to any programming language as well as detailed functionalities of the programming languages C, C++, C#.NET, Visual Basic.NET, ADO.NET, and Java, and the database systems: MS Access and SQL Server. For quicker entry into the industry, a certificate in Software Development is also available. For students looking to further their knowledge of software development, an advanced certificate in Mobile Applications Programming is also available.

Software Development is available at the Marshall and Waco campuses.

### Software Development Technology Associate of Applied Science - Marshall only

Semester 1	Credits
ITSE 1307 Introduction to C++ Programming	3
ITSE 2317 Java Programming	3
ITSE 1329 Programming Logic and Design	3
ITSW 1307 Introduction to Database	3
ACGM X3XX Gen Ed Mathematics Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>

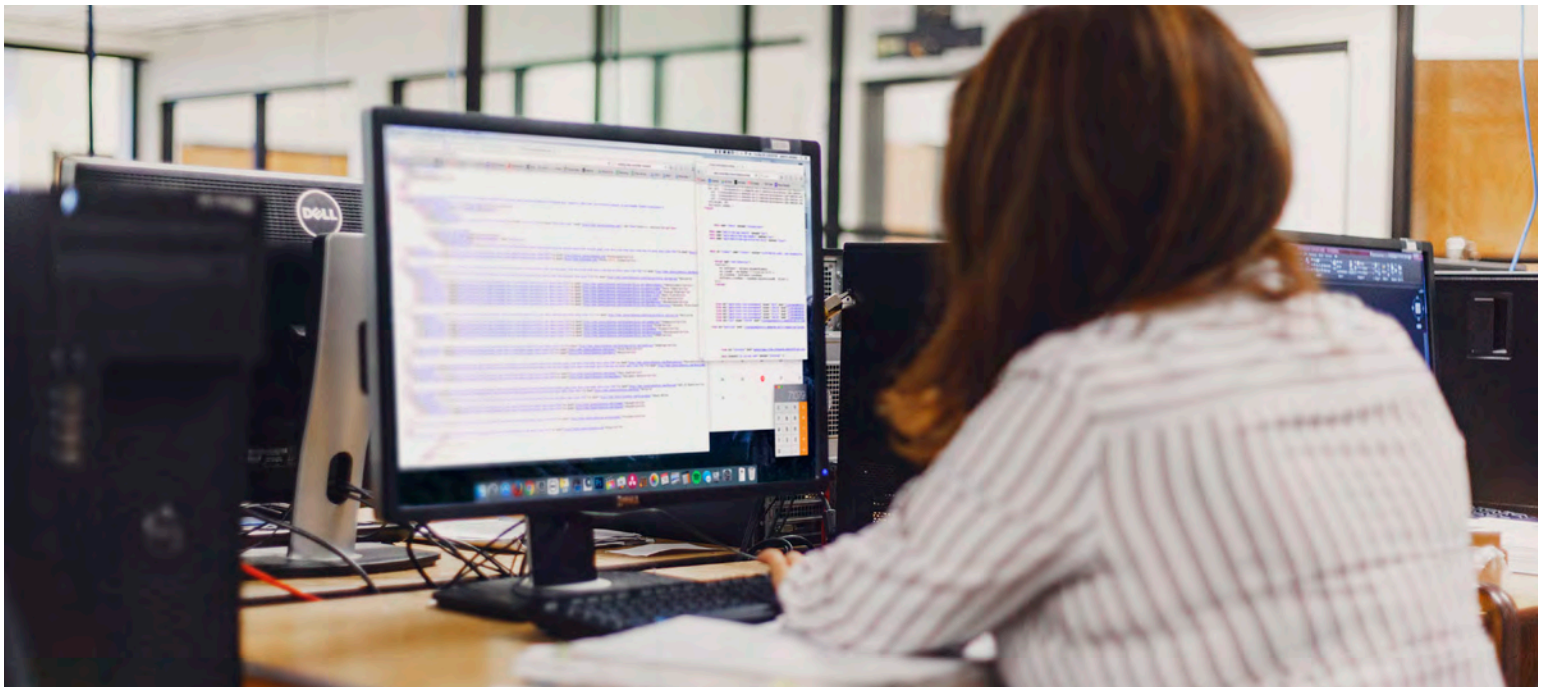
Semester 2	Credits
ITSE 1359 Introduction to Scripting Languages	3
ITSE 2317 Java Programming	3
ITNW 1308 Implementing and Supporting Client Operating Systems	3
MATH 1314 College Algebra	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ITSE 1330 Introduction to C# Programming	3
ITSE 2331 Advanced C++ Programming	3
ITSW 2337 Advanced Database	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
ITSE 1306 PHP Programming	3
ITSE 1332 Introduction to Visual Basic.NET Programming	3
ITSE 1392 Special Topics in Computer Programming	3
ENGL 2341 Forms of Literature	<u>3</u>
HUMA 1301 or Introduction to Humanities I	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
INEW 2332 Comprehensive Software Project: Coding, Testing, and Implementation	3
ITSE 2386 or Internship-Computer Programming/ Programmer, General	3
ITSE 2310 iOS Application Programming	3
ITSE 2334 Advanced Visual Basic.NET Programming	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	<u>3</u>
<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**





## Solar Energy Technology

Harnessing the sun's power to convert it into electricity is not a new concept, but only in recent years has the technology really taken off. The rising cost of fossil fuels on both the pocketbook and the environment has spurred interest in renewable resources, such as solar energy. Perhaps that's why the future looks so bright for those in the solar energy industry. TSTC is one of just a handful of colleges in the nation to offer an associate degree in Solar Energy Technology. Students will learn both Solar Photovoltaic (generating electricity) and Solar Thermal (heating fluids) in a program designed to give students a hands-on experience before they've even entered the job market. TSTC students get access to a live learning lab on the 216-kilowatt solar roof of TSTC's Electronics Center. Combined with knowledgeable, experienced staff and an advisory committee comprised of solar industry professionals, you can get the education and experience you need for a successful, exciting career in Solar Energy Technology.

Solar Energy Technology is available at the Waco campus.

### Solar Energy Technology Associate of Applied Science

#### Semester 1

	Credits
CNBT 2317 Green Building	3
IEIR 1371 Electrical Principles and Applications	3
RBPT 1370 Building Envelope Inspection	3
SOLR 1371 Introduction to Solar and Alternative Energy Technologies	3
SOLR 2377 Codes for Alternative Energy, Efficiency & Conservation	3
<b>Semester Totals</b>	<b>15</b>

#### Semester 2

ELPT 1329 Residential Wiring	3
RBPT 2325 Energy Rating Systems for Homes	3
RBPT 2329 Residential Verification and Rating	3
RBPT 2359 Residential Building Performance Consulting	3
SOLR 1372 Foundation of Solar Photovoltaic Power Generation	3
<b>Semester Totals</b>	<b>15</b>

#### Semester 3

ELPT 1345 Commercial Wiring	3
OSHT 1305 OSHA Regulations - Construction Industry	3
SOLR 1273 Foundations of Solar Thermal	2
ENGL 1301 Composition I	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
<b>Semester Totals</b>	<b>14</b>

#### Semester 4

CNBT 1346 Construction Estimating I	3
SOLR 2276 Special Project in Solar Energy Systems	2
SOLR 2275 Solar System Design, Installation, Troubleshooting and Repair	2
BUSI 2301 Business Law	3
ACGM X3XX Gen Ed Math/Natural Science Course	3
ACGM X3XX Gen Ed Social/Behavioral Science Course	3
<b>Semester Totals</b>	<b>16</b>

#### Program Totals

60





## Surgical Technology

Surgical technologists, assist in operations under the supervision of surgeons, registered nurses or other surgical personnel. Before an operation, surgical technologists help set up the operating room with surgical instruments and equipment, and sterile solutions. During surgery, technologists pass instruments and other sterile supplies to surgeons and surgeon assistants. They may hold retractors, cut sutures, and help count sponges, needles, supplies and instruments. Surgical technologists help prepare, care for, and dispose of specimens taken for laboratory analysis and may help apply dressings. This program provides classroom education and supervised clinical experience. Studies cover the care and safety of patients during surgery, aseptic techniques and surgical procedures. Students also learn to sterilize instruments, prevent and control infection, and handle special drugs, solutions, supplies and equipment. Surgical Technologists must possess manual dexterity to handle instruments efficiently and quickly. They also must be conscientious, orderly, and emotionally stable to handle the demands of the operating room environment. Technologists must respond quickly and have a full understanding of the procedures so that they may anticipate the needs of the surgeons without having to be asked for instruments or supplies.

Surgical Technology is available at the Harlingen campus.



## Surgical Technology Associate of Applied Science

		Credits
<b>Semester 1</b>		
HITT 1305	Medical Terminology I	3
BIOL 2301	Anatomy & Physiology I	3
BIOL 2101	Anatomy & Physiology I	1
MATH 1314	College Algebra	<u>3</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 2</b>		
BIOL 2302	Anatomy & Physiology II	3
BIOL 2102	Anatomy & Physiology II	1
ENGL 1301	Composition I	3
SPCH X3XX	Gen Ed Speech Elective	<u>3</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 3</b>		
BIOL 2320	Microbiology for Non-Science Majors (lec)	3
BIOL 2120	Microbiology for Non-Science Majors (lab)	1
PSYC 2301	General Psychology	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 4</b>		
SRGT 1405	Introduction to Surgical Technology	4
SRGT 1409	Fundamentals of Perioperative Concepts and Techniques	4
SRGT 1460	Clinical-Surgical Technology/Technologist	<u>4</u>
<b>Semester Totals</b>		<b>12</b>
<b>Semester 5</b>		
SRGT 1244	Technological Sciences for the Surgical Technologist	2
SRGT 1441	Surgical Procedures I	4
SRGT 1461	Clinical-Surgical Technology/Technologist	<u>4</u>
<b>Semester Totals</b>		<b>10</b>
<b>Semester 6</b>		
SRGT 1442	Surgical Procedures II	4
SRGT 2462	Clinical-Surgical Technology/Technologist	<u>4</u>
<b>Semester Totals</b>		<b>8</b>
<b>Program Totals</b>		<b>60</b>

## Surveying Technology

The Land Surveying Technology associate degree puts students on a path to a successful career. At TSTC, students get enhanced instruction and hands-on experience that surveying specialists need to lead the industry pack. Surveying Technology students will use the latest in GIS, GPS, and surveying software and hardware. Each student will also complete an intensive hands-on curriculum that stresses the basics of GIS and Surveying through advanced applications. Included in the GIS curriculum are related courses in computer programming, databases, and computer-aided drafting. For quicker entry into the industry, a Survey Field Technician certificate is also available.

Surveying Technology is available at the Waco campus.

### Surveying Technology Land Surveying Technology Associate of Applied Science

Semester 1		Credits
GISC 1311	Introduction to Geographic Information Systems (GIS)	3
SRVY 1301	Introduction to Surveying	3
SRVY 1309	Surveying Measurement	3
ENGL 1301	Composition I	3
Semester Totals		12

Semester 2		Credits
GISC 1301	Cartography and Geography in Geographical Information Systems (GIS) and Global Positioning Systems	3
SRVY 1235	Land Surveying Applications	3
SRVY 1341	Land Surveying	3
SRVY 2343	Surveying-Legal Principles I	3
Semester Totals		12

Semester 3		Credits
SRVY 1315	Surveying Calculations	2
SRVY 1342	Global Positioning System Techniques for Surveying and Mapping	3
SRVY 2309	Computer-Aided Mapping	3
SRVY 2455	Advanced Boundary Project	4
Semester Totals		12

Semester 4		Credits
SRVY 2331	Geodetic Surveying and Mapping	3
SRVY 2335	Geodetic Surveying and Mapping Application	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
Semester Totals		12

Semester 5		Credits
SRVY 2339	Engineering Design Surveying	3
SRVY 2341	Engineering Design Surveying Lab	3
ACGM X3XX	Gen Ed Elective Course	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
Semester Totals		12

Program Totals 60

### Surveying Technology Survey Field Technician Certificate 1

Semester 1		Credits
GISC 1311	Introduction to Geographic Information Systems (GIS)	3
SRVY 1301	Introduction to Surveying	3
SRVY 1309	Surveying Measurement	3
SRVY 2335	Geodetic Surveying and Mapping Application	3
Semester Totals		12

Semester 2		Credits
GISC 1301	Cartography and Geography in Geographical Information Systems (GIS) and Global Positioning Systems	3
SRVY 1235	Land Surveying Applications	3
SRVY 1341	Land Surveying	3
SRVY 2455	Advanced Boundary Project	4
Semester Totals		13

Semester 3		Credits
SRVY 1315	Surveying Calculations	3
SRVY 1342	Global Positioning System Techniques for Surveying and Mapping	3
SRVY 2309	Computer-Aided Mapping	3
SRVY 2343	Surveying - Legal Principles I	3
Semester Totals		12

Program Totals 37



## Telecommunications Technology

Telecommunications Technology at TSTC provides superior instruction in the latest industry-standard telecommunications skills and equipment. Students of the Telecommunications Program will learn to design or configure voice and data communications systems, test and evaluate hardware and software, review and evaluate requests for system modifications, provide user support by diagnosing and solving network and device problems, perform preventive maintenance, backup or recovery procedures, install, remove or relocate user connectivity equipment and devices, and much more. For quicker entry into the industry, a Telecommunications certificate is also available.

Telecommunications Technology is available at the Fort Bend County and Harlingen campuses.

### Telecommunications Technology Telecommunications Convergence Technology Associate of Applied Science

Semester 1		Credits
CETT 1303	DC Circuits	3
EECT 1303	Introduction to Telecommunications	3
ENGL 1301	Composition I	3
ACGM X3XX	Gen Ed Math/Natural Science Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 2		Credits
CETT 1305	AC Circuits	3
CETT 1325	Digital Fundamentals	3
EECT 1300	Technical Customer Service	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	3
	<b>Semester Totals</b>	<b>12</b>
Semester 3		Credits
EECT 2371	Fiber Optic Installer	3
EECT 1307	Convergence Technologies	3
EECT 1340	Telecommunications Transmission Media	3
EECT 1342	Telecommunications Outside Plant	3
	<b>Semester Totals</b>	<b>12</b>

Semester 4		Credits
EECT 2372	Data Cabling Installer	3
EECT 2335	Telecommunications	3
ITNW 1351	Fundamentals of Wireless LANs	3
ACGM X3XX	Gen Ed Social/Behavioral Science Course	3
	<b>Semester Totals</b>	<b>12</b>

Semester 5		Credits
EECT 1344	Telecommunications Broadband Systems	3
EECT 2330	Telecommunications Switching	3
EECT 2333	Telephone Systems	3
ACGM X3XX	Gen Ed Approved Elective	3
	<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>60</b>
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### Telecommunications Technology Telecommunications Specialist Certificate 1

Semester 1		Credits
CETT 1303	DC Circuits	3
EECT 1303	Introduction to Telecommunications	3
TECM 1303	Technical Calculations	3
	<b>Semester Totals</b>	<b>9</b>

Semester 2		Credits
CETT 1305	AC Circuits	3
CETT 1325	Digital Fundamentals	3
EECT 1300	Technical Customer Service	3
POFT 1301	Business English	3
	<b>Semester Totals</b>	<b>12</b>

Semester 3		Credits
EECT 2371	Fiber Optic Installer	3
EECT 1307	Convergence Technologies	3
EECT 1340	Telecommunications Transmission Media	3
EECT 1342	Telecommunications Outside Plant	3
	<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>33</b>
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## Tool & Die Technology

Tool & Die Technology students learn to operate milling machines, lathes, grinders, wire electrical discharge machines, and other machine tools, and learn to use hand tools for fitting and assembling gauges, and other mechanical and metal-forming equipment. In addition, they study metalworking processes, such as heat treating. Tool and Die makers increasingly must have good computer skills to work with CAD/CAM technology, CNC machine tools, and computerized measuring machines. Because Tools & Dies must meet strict specifications—precision to one ten-thousandth of an inch is common—the work of tool and die makers requires skill with precision measuring devices and a high degree of patience and attention to detail. Persons entering this occupation also should be mechanically inclined, able to work and solve problems independently, have strong mathematical skills, and be capable of doing work that requires concentration and physical effort. Tool and Die makers play a key role in building and maintaining advanced automated manufacturing equipment. For quicker entry into the industry, a Toolmaker certificate is also available.

Tool & Die Technology is available at the Harlingen campus.

### Tool & Die Technology Associate of Applied Science

Semester 1	Credits
MCHN 1302 Print Reading For Machining Trades	3
MCHN 1320 Precision Tools and Measurement	3
MCHN 1343 Machine Shop Mathematics	3
MCHN 1438 Basic Machine Shop I	<u>4</u>
<b>Semester Totals</b>	<b>13</b>
<b>Semester 2</b>	<b>Credits</b>
MCHN 1308 Basic Lathe	3
MCHN 1313 Basic Milling Operations	3
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
ACGM X3XX Gen Ed Elective	<u>3</u>
<b>Semester Totals</b>	<b>12</b>
<b>Semester 3</b>	<b>Credits</b>
MCHN 1305 Metals and Heat Treatment	3
MCHN 1452 Intermediate Machining I	4
MCHN 2335 Advanced CNC Machining	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>13</b>
<b>Semester 4</b>	<b>Credits</b>
MCHN 2337 Advanced Milling Operations	3
MCHN 2447 Specialized Tools and Fixtures	4
PLTC 1343 Mold Design and Maintenance	3
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>13</b>
<b>Semester 5</b>	<b>Credits</b>
MCHN 2372 Mold, Tool & Die Modification & Repair	3
MATH 1314 College Algebra	3
MATH 1332 or Contemporary Mathematics I	
ACGM X3XX Gen Ed Humanities/Fine Arts Course	<u>3</u>
<b>Semester Totals</b>	<b>9</b>
<b>Program Totals</b>	<b>60</b>

### Tool & Die Technology Toolmaker Certificate 1

Semester 1	Credits
MCHN 1302 Print Reading For Machining Trades	3
MCHN 1320 Precision Tools and Measurement	3
MCHN 1343 Machine Shop Mathematics	3
MCHN 1438 Basic Machine Shop I	<u>4</u>
<b>Semester Totals</b>	<b>13</b>
<b>Semester 2</b>	<b>Credits</b>
MCHN 1308 Basic Lathe	3
MCHN 1313 Basic Milling Operations	3
MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls	3
MCHN 2447 Specialized Tools and Fixtures	<u>4</u>
<b>Semester Totals</b>	<b>13</b>
<b>Semester 3</b>	<b>Credits</b>
MCHN 1305 Metals and Heat Treatment	3
MCHN 1452 Intermediate Machining I	4
MCHN 2335 Advanced CNC Machining	3
MCHN 2372 Mold, Tool & Die Modification & Repair	<u>3</u>
<b>Semester Totals</b>	<b>13</b>
<b>Program Totals</b>	<b>39</b>



## Turfgrass & Landscape Management

The Golf Course Superintendent's Association of America estimates there are nearly 15,000 golfing facilities in the United States, employing well over 300,000 people in the nation. At the golf course — and anywhere turfgrass and landscaping is highlighted — there's much going on behind the scenes to make it that way. The laboratory-intensive program includes extensive instruction in turfgrass management, golf course and landscape maintenance, landscape installation and plant knowledge. Within walking distance of the classroom, there is a four-hole golf course, including bunkers, greenhouses and native plant beds and turf plots, all designed to maximize your hands-on learning experience. For quicker entry into the industry, a certificate in Turfgrass & Landscape Management is also available.

Turfgrass & Landscape Management is available at the Waco campus.

### Turfgrass & Landscape Management Associate of Applied Science

#### Semester 1

HALT 1305	Horticultural Soils	Credits	3
HALT 1324	Turfgrass Science and Management		3
HORT 1401	Horticulture		4
ENGL 1301	Composition I		<u>3</u>
<b>Semester Totals</b>			<b>13</b>

#### Semester 2

HALT 1220	Horticultural Calculations	Credits	2
HALT 1325	Landscape Plant Material		3
HALT 1327	Horticultural Equipment Management		3
HALT 2318	Soil Fertility and Fertilizers		<u>3</u>
<b>Semester Totals</b>			<b>11</b>

#### Semester 3

HALT 1313	Economic Entomology	Credits	3
HALT 1333	Landscape Irrigation		3
HALT 2315	Landscape Management		3
HALT 2323	Horticultural Pest Control		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 4

HALT 1307	Plant Diseases	Credits	3
HALT 1322	Landscape Design		3
HALT 1346	or Specialized Turfgrass Management		
ACGM X3XX	Gen Ed Humanities/Fine Arts Course		3
ACGM X3XX	Gen Ed Elective		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Semester 5

HALT 1345	Golf/Sports Field/Park Management	Credits	3
HALT 1351	Landscape Business Operations		3
HALT 2312	Turfgrass Maintenance		3
ACGM X3XX	Gen Ed Social/Behavioral Science Course		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Program Totals

60

### Turfgrass & Landscape Management Certificate 2

#### Semester 1

HALT 1305	Horticultural Soils	Credits	3
HALT 1324	Turfgrass Science and Management		3
HORT 1401	Horticulture		4
WECM X3XX	Approved Technical Elective		<u>3</u>
<b>Semester Totals</b>			<b>13</b>

#### Semester 2

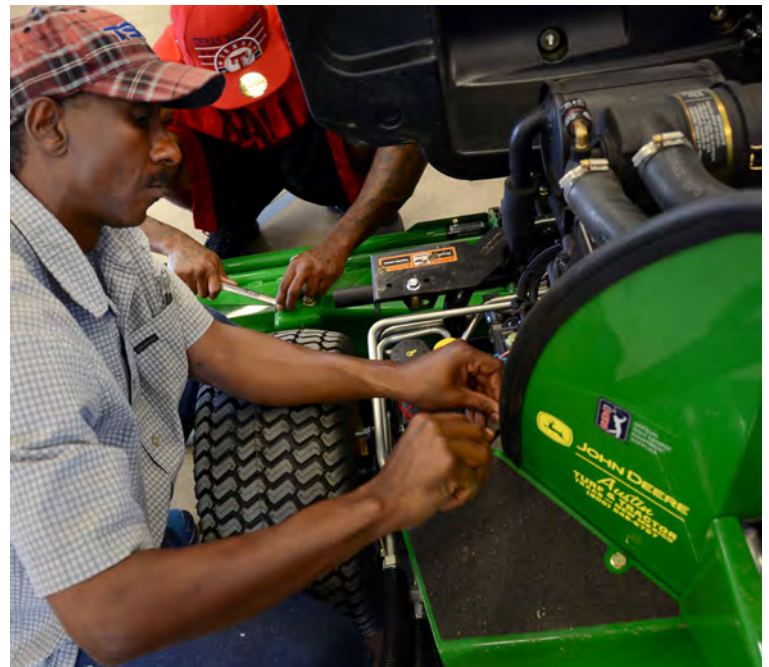
HALT 1220	Horticultural Calculations	Credits	2
HALT 1325	Landscape Plant Material		3
HALT 1327	Horticultural Equipment Management		3
HALT 2318	Soil Fertility and Fertilizers		<u>3</u>
<b>Semester Totals</b>			<b>11</b>

#### Semester 3

HALT 1313	Economic Entomology	Credits	3
HALT 1333	Landscape Irrigation		3
HALT 2323	Horticultural Pest Control		3
WECM X3XX	Approved Technical Elective		<u>3</u>
<b>Semester Totals</b>			<b>12</b>

#### Program Totals

36



## Visual Communication Technology

From concept to creation, designers and photographers must develop compelling work to stand out in today's competitive advertising market. To succeed in this field, you must be able to capture a viewer's attention not only in traditional mediums, such as newspapers and magazines, but also on the web and in publications on the Internet. TSTC takes students from the drawing board through the studio and to the computer with its Visual Communication program. Here students learn how to affect an audience through digital photography and design, whether on a billboard, in a magazine ad, in a brochure or on a post card. TSTC offers two, five-semester associate degrees paths in either Design or Digital Photography. The program emphasizes the technical and practical aspects of preparing camera-ready art for reproduction for both print and other mediums. Students learn many of today's electronic illustration, design, developing and retouching programs, including InDesign, Illustrator, Photoshop and others. All degrees include a solid framework of courses that lead to advanced design, imaging and advertising assignments. The Design track emphasizes in-depth print and E-publishing skills, while the Digital Photography track focuses on commercial photography, both in the studio and on location. The coursework for both tracks is taught using industry-standard software backed by experienced staff.

Visual Communication Technology is available at the Waco campus.

### Visual Communication Technology Design Specialization Associate of Applied Science

Semester 1	Credits
ARTC 1302 Digital Imaging I	3
ARTC 1305 Basic Graphic Design	3
ENGL 1301 Composition I	3
COMM 2327 Introduction to Advertising	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
ARTC 1313 Digital Publishing I	3
ARTC 2305 Digital Imaging II	3
ARTC 2317 Typographic Design	3
GRPH 1359 Vector Graphics for Production	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ARTC 1310 Design Concepts	3
ARTC 1349 Art Direction I	3
ARTC 2313 Digital Publishing II	3
ACGM X3XX Gen Ed Math/Natural Sciences Course	3
<b>Semester Totals</b>	<b>12</b>

Semester 4	Credits
ARTC 1317 Design Communication I	3
ARTC 1359 Visual Design for New Media	3
ARTC 2349 Art Direction II	3
ARTC 2388 Internship - Commercial and Advertising Art	3
<b>Semester Totals</b>	<b>12</b>

Semester 5	Credits
ARTC 2333 Publication Design	3
ARTC 2335 Portfolio Development for Graphic Design	3
ACGM X3XX Gen Ed Elective Course	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	3
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>60</b>

### Visual Communication Technology Graphic Design Specialization Certificate 1

Semester 1	Credits
ARTC 1302 Digital Imaging I	3
ARTC 1305 Basic Graphic Design	3
GRPH 1359 Vector Graphics for Production	3
BUSG 2309 Small Business Management/Entrepreneurship	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
ARTC 1310 Design Concepts	3
ARTC 1313 Digital Publishing I	3
ARTC 2305 Digital Imaging II	3
ARTC 2317 Typographic Design	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
ARTC 1317 Design Communication I	3
ARTC 1349 Art Direction I	3
ARTC 2313 Digital Publishing II	3
ARTC 2349 Art Direction II	3
<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>36</b>
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### Visual Communication Technology Photography Specialization Certificate 1

Semester 1	Credits
ARTC 1302 Digital Imaging I	3
ARTC 1305 Basic Graphic Design	3
PHTC 1311 Fundamentals of Photography	3
LAWT 1301 Copyright & Ethics	3
<b>Semester Totals</b>	<b>12</b>

Semester 2	Credits
PHTC 1345 Illustrative Photography	3
ARTC 2305 Digital Imaging II	3
PHTC 1391 Special Topics in Commercial Photography	3
BUSG 2309 Small Business Management/Entrepreneurship	3
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
PHTC 1340 Photographic Retouching I	3
PHTC 1343 Expressive Photography	3
PHTC 1353 Portraiture I	3
ARTC 2335 Portfolio Development for Graphic Design	3
<b>Semester Totals</b>	<b>12</b>

<b>Program Totals</b>	<b>36</b>
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## Vocational Nursing

The nursing profession is a large part of the high-demand healthcare field. In the Vocational Nursing program, students participate in an innovative learning environment that helps develop their caregiving skills. Instruction consists of classroom, simulation learning labs, interactive online sessions, virtual clinical and on-site healthcare clinical. In the simulation learning lab, students practice the skills and techniques introduced in their classes and they will be challenged to work through real-world scenarios. After time in the simulation learning labs, students move to clinical sites at hospitals, nursing homes and doctors' offices where they experience the reality and pace of the nursing profession. Graduates in the Vocational Nursing program have many employment opportunities to consider such as: Hospitals, nursing homes, home healthcare, doctors' offices and insurance companies.

Vocational Nursing is available at the Breckenridge, Harlingen and Sweetwater campuses.

### Vocational Nursing Certificate 2

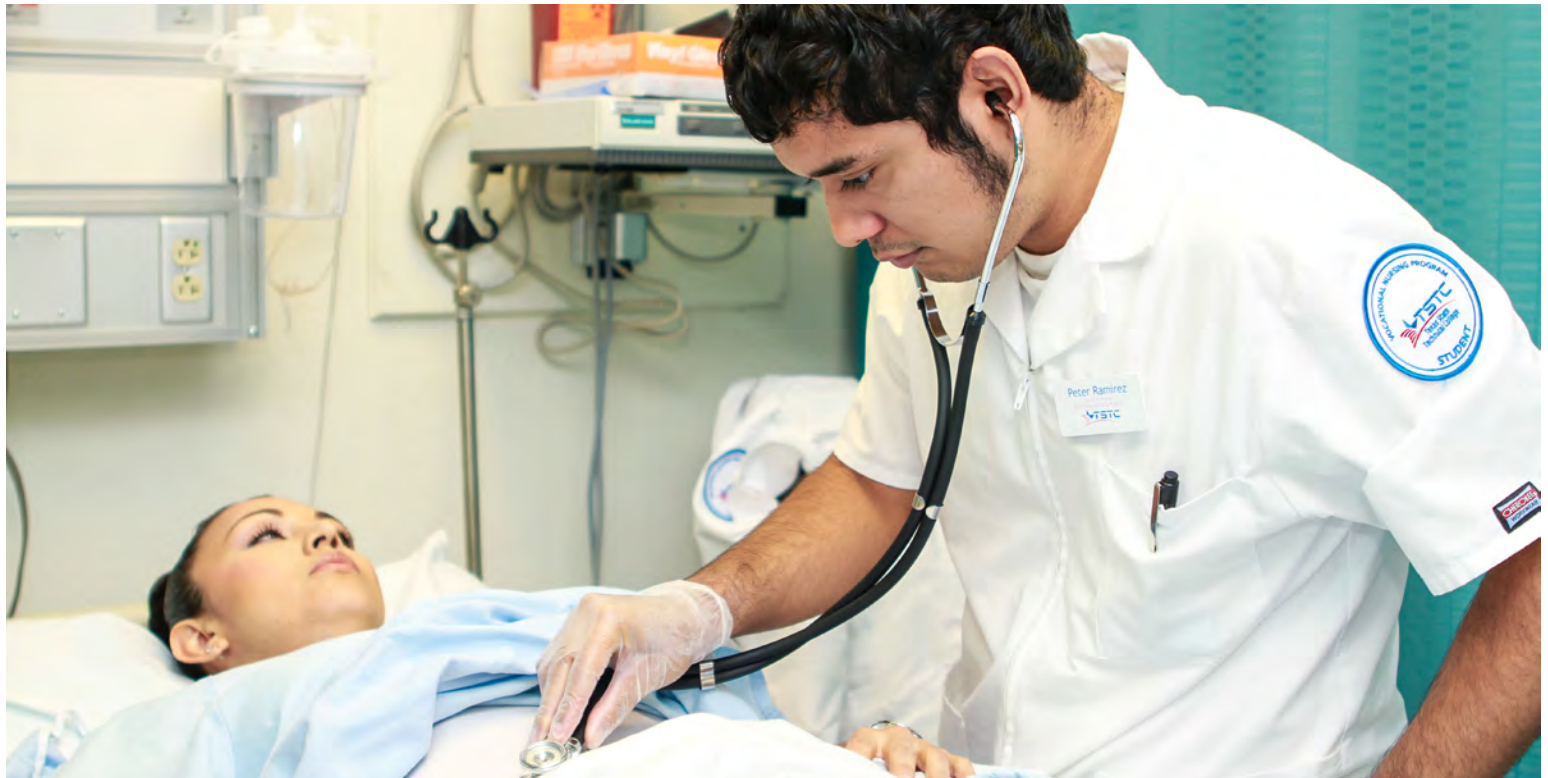
Semester 1	Credits
BIOL 2401 Anatomy & Physiology I	4
BIOL 2301 or Anatomy & Physiology I	
BIOL 2101 and Anatomy & Physiology I	
BIOL 2402 Anatomy & Physiology II	4
BIOL 2302 or Anatomy & Physiology II	
BIOL 2102 and Anatomy & Physiology II	
VNSG 1327 Essentials of Medication Administration	3
BIOL 1322 or Nutrition & Diet Therapy	
HPRS 1206 Essentials of Medical Terminology	2
HITT 1305 or Medical Terminology I	
<b>Semester Totals</b>	<b>13</b>

Semester 2	Credits
VNSG 1261 Clinical-Licensed Practical/Vocational Nurse Training	2
VNSG 1304 Foundations of Nursing	3
VNSG 1331 Pharmacology	3
VNSG 1402 Applied Nursing Skills I	4
<b>Semester Totals</b>	<b>12</b>

Semester 3	Credits
VNSG 1230 Maternal-Neonatal Nursing	2
VNSG 1329 Medical-Surgical Nursing I	3
VNSG 1462 Clinical-Licensed Practical/Vocational Nurse Training	4
VNSG 2413 Applied Nursing Skills II	4
<b>Semester Totals</b>	<b>13</b>

Semester 4	Credits
VNSG 1119 Leadership and Professional Development	1
VNSG 1334 Pediatrics	3
VNSG 1432 Medical-Surgical Nursing II	4
VNSG 2463 Clinical-Licensed Practical/Vocational Nurse Training	4
<b>Semester Totals</b>	<b>12</b>

**Program Totals 50**



## Web Design & Development

Designers and developers work within a variety of settings to gather information and program content and design a site that's effective and easy to use. The online two-year associate degree in Web Design & Development offers targeted coursework in website design, production, programming, applications and maintenance, as well as the practical hands-on experience needed to understand the technology. And since the program web-based you can take it from anywhere. The program includes curriculum specific to graphic and Web design, Web development, computer science and computer networking. The curriculum also covers languages and software including XHTML, HTML, JavaScript, PHP, CSS, ColdFusion, Adobe Flash, Fireworks and Dreamweaver. Students not only learn instruction in Web page design and composition, they develop a portfolio and participate in a real-world project that moves them to the top of the class when employers seek candidates. Students also learn basic and intermediate Web page programming, database theory and design, and even Internet commerce, among other subjects.

Web Design & Development is available at the Waco campus.

### Web Design & Development Associate of Applied Science

#### Semester 1

ARTC 1305	Basic Graphic Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 1329	Programming Logic and Design	3
ACGM X3XX	Approved Gen Ed Elective	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 2

ARTC 1302	Digital Imaging I	3
IMED 1316	Web Design I	3
ITSE 1303	Introduction to Database-MySQL	3
ACGM X3XX	Gen Ed Mathematics Course Elective	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 3

ITSE 1306	PHP Programming	3
ITSE 1359	Introduction to Scripting Languages	3
WEB X3XX	Approved Technical Web Course	3
ACGM X3XX	Approved Gen Ed Elective	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 4

IMED 2315	Web Design II	3
INEW 2334	Advanced Web Programming	3
ITSE 2313	Web Authoring	3
ACGM X3XX	Gen Ed Social Behavioral Sciences Course	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 5

IMED 2311	Portfolio Development	3
IMED 2351	Digital Media Programming	3
IMED 2388	Internship - Digital Communication and Media/Multimedia	3
ACGM X3XX	Gen Ed Humanities/Fine Arts Course	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

**Program Totals** **60**

## Web Design & Development Certificate 1

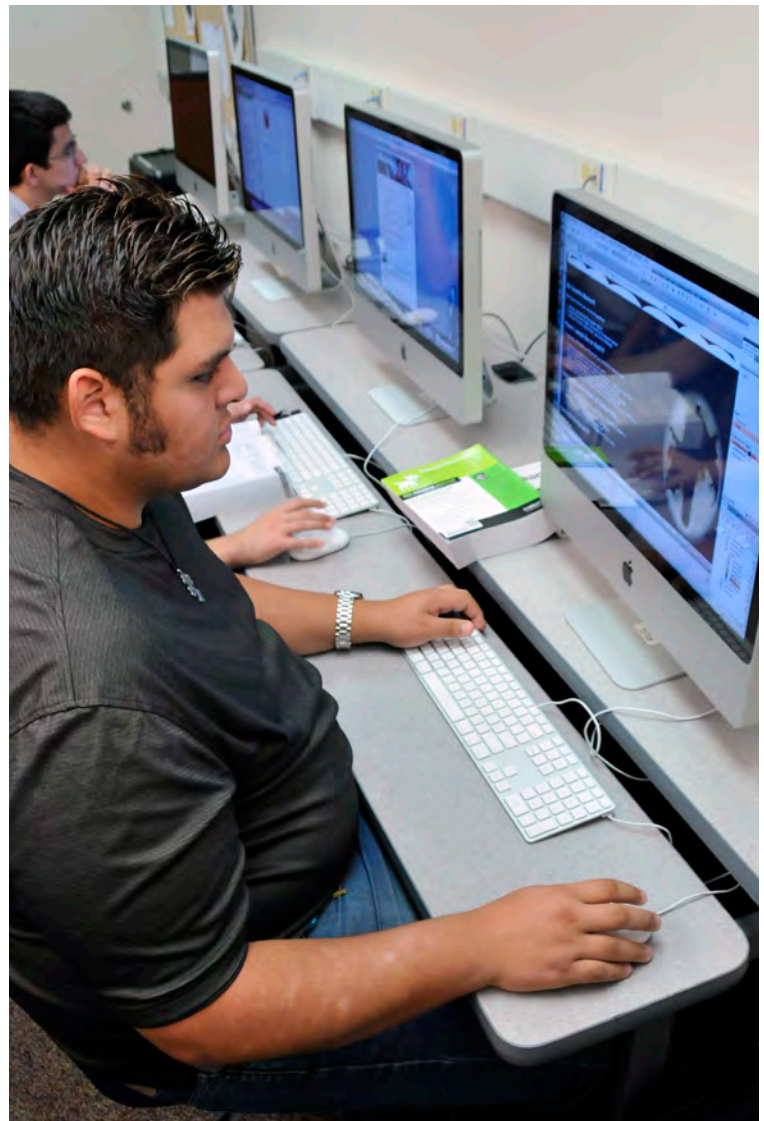
#### Semester 1

ARTC 1305	Basic Graphic Design	3
ITSE 1311	Beginning Web Programming	3
ITSE 1329	Programming Logic and Design	3
IMED 1316	Web Design I	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

#### Semester 2

INEW 2334	Advanced Web Programming	3
ITSE 1306	PHP Programming	3
ITSE 1359	Introduction to Scripting Languages	3
ITSE 2313	Web Authoring	<u>3</u>
	<b>Semester Totals</b>	<b>12</b>

**Program Totals** **24**





## Welding Technology

The welding programs at TSTC emphasize the development of real, hands-on welding, layout and fitting skills. With extensive exposure to welding practices and principles, students can better understand not only how welding processes work, but also why certain welding processes are used. Welding Technology offers Combination Welding students instruction on plasma torches for oxy-acetylene and air carbon arc cutting. Students also gain extensive skills and knowledge through simulated industrial welder qualification tests with the following processes: SMAW, GMAW, FCAW (gas and self-shielded), GTAW and SAW. With general welding or specialized programs such as Combination welding, Combination and Pipe welding, Multi-craft, Pipe welding, and Structural welding available, there are many different options for those wanting to enter the welding industry. For quicker entry into the industry, certificates are also available.

Welding Technology is available at the Breckenridge, Brownwood, Fort Bend County, Harlingen, Marshall, North Texas, Sweetwater, Waco, and Williamson County campuses.

### Welding Technology Associate of Applied Science -

Harlingen, Waco, East Williamson County, Fort Bend County

Semester 1	Credits
WLDG 1407 Introduction to Welding Using Multiple Processes	4
WLDG 1313 Introduction to Blueprint Reading for Welders	3
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4
ENGL 1301 Composition I	<u>3</u>
<b>Semester Totals</b>	<b>14</b>
<b>Semester 2</b>	<b>Credits</b>
WLDG 1417 Introduction to Layout and Fabrication	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	4
ACGM X3XX Gen Ed Elective Course	<u>3</u>
<b>Semester Totals</b>	<b>15</b>
<b>Semester 3</b>	<b>Credits</b>
WLDG 1435 Introduction to Pipe Welding	4
WLDG 2435 or Advanced Layout & Fabrication	
WLDG 1337 Introduction to Welding Metallurgy	3
WLDG 2413 Intermediate Welding Using Multiple Processes	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	<u>4</u>
<b>Semester Totals</b>	<b>15</b>
<b>Semester 4</b>	<b>Credits</b>
WLDG 1327 Welding Codes and Standards	3
WLDG 2355 or Advanced Welding Metallurgy	
WLDG 2406 Intermediate Pipe Welding	4
WLDG 2432 or Welding Automation	
MATH 1332 Contemporary Mathematics	3
ACGM X3XX Gen Ed Humanities/Fine Arts Course	3
ACGM X3XX Gen Ed Social/Behavioral Sciences Course	<u>3</u>
<b>Semester Totals</b>	<b>16</b>
<b>Program Totals</b>	<b>60</b>

## Welding Technology Combination Welding

**Certificate 1 - Harlingen, Waco, East Williamson County, North Texas, Fort Bend County**

Semester 1	Credits
WLDG 1407 Introduction to Welding Using Multiple Processes	4
WLDG 1313 Introduction to Blueprint Reading for Welders	3
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	<u>4</u>
<b>Semester Totals</b>	<b>11</b>
<b>Semester 2</b>	<b>Credits</b>
WLDG 1417 Introduction to Layout and Fabrication	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)	<u>4</u>
<b>Semester Totals</b>	<b>12</b>
<b>Semester 3</b>	<b>Credits</b>
WLDG 1435 Introduction to Pipe Welding	4
WLDG 2435 or Advanced Layout & Fabrication	
WLDG 2413 Intermediate Welding Using Multiple Processes	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)	<u>4</u>
<b>Semester Totals</b>	<b>12</b>
<b>Program Totals</b>	<b>35</b>





## Welding Technology Combination & Pipe Welding Certificate 2 - Waco only

Semester 1		Credits
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		11
Semester 2		Credits
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		12
Semester 3		Credits
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2435	or Advanced Layout & Fabrication	
WLDG 2413	Intermediate Welding Using Multiple Processes	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		12
Semester 4		Credits
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2435	Advanced Layout and Fabrication	4
WLDG 1435	or Introduction to Pipe Welding	
WLDG 2453	Advanced Pipe Welding	<u>4</u>
Semester Totals		12
Program Totals		47

## Welding Technology Multi-craft Welding Certificate 2 - Marshall

Semester 1		Credits
TECM 1303	Technical Calculations	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1313	Introduction to Blueprint Reading for Welders	3
DFTG 1325	or Blueprint Reading and Sketching	
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		14
Semester 2		Credits
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1453	or Intermediate Layout and Fabrication	
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		16
Semester 3		Credits
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4
WLDG 2452	Advanced Flux Cored Arc Welding	<u>4</u>
Semester Totals		16
Program Totals		46

## Welding Technology Pipe Welding Certificate 1 - Sweetwater only

Semester 1		Credits
TECM 1303	Technical Calculations	3
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1435	Introduction to Pipe Welding	<u>4</u>
Semester Totals		14
Semester 2		Credits
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 2331	Advanced Blueprint Interpretation and Cost Analysis	3
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2453	Advanced Pipe Welding	<u>4</u>
Semester Totals		15
Program Totals		29

## Welding Technology Advanced Pipe Welding Advanced Technical Certificate - Waco and Fort Bend County

Semester 1		Credits
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2435	Advanced Layout and Fabrication	4
WLDG 1435	or Introduction to Pipe Welding	
WLDG 2453	Advanced Pipe Welding	<u>4</u>
Semester Totals		12
Program Totals		12

## Welding Technology Structural Welding Certificate 1 - Breckenridge, Brownwood

Semester 1		Credits
TECM 1303	Technical Calculations	3
WLDG 1407	Introduction to Welding Using Multiple Processes	4
WLDG 1313	Introduction to Blueprint Reading for Welders	3
DFTG 1325	or Blueprint Reading and Sketching	
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		14
Semester 2		Credits
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
WLDG 1417	Introduction to Layout and Fabrication	4
WLDG 1453	or Intermediate Layout and Fabrication	
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	<u>4</u>
Semester Totals		16
Program Totals		30

# Course Descriptions



## Academic Courses

### ACCT

**ACCT 2301 Principles of Financial Accounting (3-0-3)** This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

**ACCT 2302 Principles of Managerial Accounting (3-0-3)** This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

### BCIS

**BCIS 1305 Business Computer Applications (3-0-3)** Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

### BIOL

**BIOL 1106 Biology-Science Majors Lab I (0-3-1)** This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

**BIOL 1107 Biology Science Majors II Lab (0-3-1)** This laboratory-based course accompanies Biology 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

**BIOL 1306 Biology for Science Majors I (3-0-3)** Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

**BIOL 1307 Biology for Science Majors II (3-0-3)** The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

**BIOL 1322 Nutrition & Diet Therapy (3-0-3)** This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

**BIOL 2101 Anatomy & Physiology Lab I (0-3-1)** The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

**BIOL 2102 Anatomy & Physiology II (lab) (0-3-1)** The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

**BIOL 2120 Microbiology Non Sci Major Lab (0-3-1)** This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

**BIOL 2301 Anatomy & Physiology I (3-0-3)** Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**BIOL 2302 Anatomy & Physiology II (3-0-3)** Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary including fluid and electrolyte balance, and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

**BIOL 2320 Microbiology Non Science Major (3-0-3)** This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

**BIOL 2401 Anatomy & Physiology I (3-3-4)** This lecture and lab course should combine all of the elements of BIOL 2301 Anatomy and Physiology I (lecture) and BIOL 2101 Anatomy and Physiology I (lab), including the learning outcomes listed for both courses.



**BIOL 2402 Anatomy & Physiology II (3-3-4)** This lecture and lab course should combine all of the elements of BIOL 2302 Anatomy and Physiology II (lecture) and BIOL 2102 Anatomy and Physiology II (lab), including the learning outcomes listed for both courses.

**BIOL 2404 Anatomy & Physiology (3-3-4)** Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

**BIOL 2420 Microbiology for Non-Science M (3-3-4)** This lecture and lab course should combine all of the elements of BIOL 2320 Microbiology for Non-Science Majors (lecture) and BIOL 2120 Microbiology for Non-Science Majors Laboratory (lab), including the learning outcomes listed for both courses.

## BUSI

**BUSI 1301 Business Principles (3-0-3)** This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**BUSI 2301 Business Law I (3-0-3)** The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

## CHEM

**CHEM 1105 Introductory Chemistry I Lab (0-3-1)** Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

**CHEM 1111 General Chemistry I Lab (0-3-1)** Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

**CHEM 1112 General Chemistry II Lab (0-3-1)** Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

**CHEM 1305 Introductory Chemistry I (3-0-3)** Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

**CHEM 1311 General Chemistry I (3-0-3)** Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states

of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

**CHEM 1312 General Chemistry II (3-0-3)** Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

**CHEM 1406 Introductory Chemistry I (3-3-4)** Survey Course Introducing Chemistry. Topics May Include Inorganic, Organic, Biochemistry, Food/Physiological Chemistry, and Environmental/Consumer Chemistry. Designed for Non-Science and Allied Health Students

**CHEM 1411 General Chemistry I (3-3-4)** This lecture and lab course should combine all of the elements of 1314 General Chemistry I Lecture and 1111 General Chemistry I Lab, including the learning outcomes listed for both courses.

## ECON

**ECON 2301 Principles of Macroeconomics (3-0-3)** An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

**ECON 2302 Principles of Microeconomics (3-0-3)** Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

## ENGL

**ENGL 1301 Composition I (3-0-3)** Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

**ENG L1302 Composition II (3-0-3)** Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**ENGL 2311 Technical & Business Writing (3-0-3)** Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

## ENGR

**ENGR 1201 Introduction to Engineering (2-0-2)** An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

**ENGR 2105 Electrical Circuits I Lab (0-3-1)** Laboratory experiments supporting theoretical principles presented in ENGR 2305 involving DC and AC circuit theory, network theorems, time, and frequency domain circuit analysis. Introduction to principles and operation of basic laboratory equipment; laboratory report preparation.

**ENGR 2301 Engineer Mechanics I - Statics (3-1-3)** Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: the first calculus-based physics course. Corequisite: a second course in calculus.

**ENGR 2304 Programming for Engineers (3-0-3)** Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

**ENGR 2305 Electrical Circuits I (3-0-3)** Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems

## GOVT

**GOVT 2305 Federal Government (3-0-3)** Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

**GOVT 2306 Texas Government (3-0-3)** Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas

## HIST

**HIST 1301 United States History I (3-0-3)** A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**HIST 1302 United States History II (3-0-3)** A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

## HORT

**HORT 1401 Horticulture (3-2-4)** Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants.

## HUMA

**HUMA 1301 Introduction to Humanities I (3-0-3)** This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

## MATH

**MATH 1314 College Algebra (3-0-3)** In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**MATH 1316 Plane Trigonometry (3-0-3)** In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

**MATH 1332 Contemporary Mathematics I (3-0-3)** Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

**MATH 2312 Precalculus Math (3-0-3)** In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

**MATH 2413 Calculus I (3-2-4)** Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

**MATH 2414 Calculus II (3-2-4)** Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

**MATH 2415 Calculus III (3-2-4)** Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

## PHYS

**PHYS 1310 Elementary Physics (3-0-3)** Conceptual topics and algebra-level problem solving in a survey course of basic physics principles intended for non-science majors. Will not include a laboratory.

**PHYS 1315 Physical Science (3-0-3)** Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology.

**PHYS 2125 University Physics Lab I (0-3-1)** Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

**PHYS 2126 University Physics Lab II (0-3-1)** Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

**PHYS 2325 University Physics I (3-0-3)** Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving.

**PHYS 2326 University Physics II (3-0-3)** Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics.

## PSYC

**PSYC 2301 General Psychology (3-0-3)** General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

**PSYC 2314 Lifespan Growth & Development (3-0-3)** Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

## SOCI

**SOCI 1301 Introductory Sociology (3-0-3)** The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

## SPCH

**SPCH 1315 Public Speaking (3-0-3)** Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

**SPCH 1318 Interpersonal Commun (3-0-3)** Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

## TECA

**TECA 1354 Child Growth & Development (3-0-3)** A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

## Developmental

For contact hour information developmental courses, please consult your adviser.

## DMTH

**DMTH 0009 Supplemental Math Activities** - Reviews fundamentals of mathematics, including operations with whole numbers, number theory, fractions, decimals, percents, basic geometry, ratios, proportions, units of measure, and problem solving. Provides the student an introduction to the fundamentals of algebra.

**DMTH 0010 Supplemental Math Activities** - A Study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

**DMTH 0050 Basic Mathematics** - A study of fundamental mathematics involving operations on whole numbers, fractions, decimals and percents, data analysis, real numbers, algebraic expressions, and elementary equations.

**DMTH 0100 Introductory Algebra** - A study of geometry and elementary algebra involving real numbers, algebraic expressions, equations, inequalities, graphs, slopes, and operations with polynomials.

**DMTH 0150 Accelerated Pathway for Math I** - Focuses on topics which draw together arithmetic and algebra. Arithmetic topics will be reinforced such as integer, fraction operations, and percents. Introduces the concepts of variables, mathematical expressions, and equation solving. Concepts will be applied to problems related to science, consumer math, and geometry.

**DMTH 0200 Intermediate Algebra** - This course is a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

**DMTH 0300 Math Emporium** Math Emporium





**DMTH 0350 Accelerated Pathway for Math II** - A study of topics such as arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number system, relations of functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic equations.

**DMTH 0800 Mathematics Lab** - This course is designed for students to participate in remedial studies on an individual basis. Course content is customized to each student's specific deficiencies. Semester credit hours vary depending on students' specific needs. Course may be repeated for credit.

**DMTH 0803 Mathematics Lab** - Designed for students to participate in remedial math studies on an individual basis. Customized to each student's specific needs; topics may include basic mathematics, geometry, introductory algebra, and/or intermediate algebra.

**DMTH 0804 Mathematics Lab** - Provides a review of the fundamentals of mathematics by stressing practical applications. Concepts include whole numbers, number theory, fractions, decimals, percents, English measures, scientific notation and the metric system. Geometry includes angles, lines and geometric figures, plane geometric figures, area volume, the Pythagorean Theorem, and similar and congruent triangles.

## DORI

**DORI 0100 College Success Skills** - Designed to build personal and academic success skills and provide students with self-knowledge essential for workplace success and life-long learning. Topics covered include: an overview of college resources, procedures and policies; the development of an enthusiasm for learning; study and test-taking skills; critical thinking; memory, reading, and note taking skills; self-analysis and self-discipline. (Developmental/No college credit granted)

## DVLA

**DVLA 0050 Developmental Language Arts** - A foundation literacy course that develops reading skills with an emphasis on comprehension and vocabulary development. In addition, it is designed to instruct students in essential written communication skills. It includes studies in the sentence and its parts, punctuation, capitalization, the parts of speech, spelling and language usage. Course will include writing and revision components on a regular basis throughout the semester.

## EQEP

**EQEP 0010 Embedded Reading, Writing, Math** - This course is designed to track student success in programs with contextualized reading, writing, and math skills in first semester technical course work.

## INRW

**INRW 0010 Integrated Reading and Writing** - This is a course designed to advance and integrate critical reading and academic writing skills. No college credit is granted for this course; however, load credit is allowed for determining financial aid for standards of progress. The course fulfills TSI requirements for reading and/or writing.

**INRW 0100 Integrated Reading and Writing I** - Focuses on development of a proficiency in basic forms of expository writing and critical reading skills in addition to vocabulary and the comprehension strands essential to success in academic and technical fields of study. Emphasis is placed on writing and revising paragraphs (progressing to essays) using standard English and development of fundamental writing skills such as idea generation, organization, style, and utilization. Additionally, students identify and analyze writing selections in the area of vocabulary, main idea, inference, patterns and relationships, and point of view.

**INRW 0200 Integrated Reading and Writing II** - Emphasis is placed on reading and writing skills that are essential to success in academic and technical/ occupational fields of study. (Developmental/No college credit granted)."

## MIRW

**MIRW 0150 Modular Integrated Reading and Writing** - Multi-level emporium model performance-based course designed to develop students' critical reading and academic writing skills. Focus is on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course fulfills TSI requirements for reading and writing at differing levels.

## NCBM

**NCBM 0050 Quick Review Mathematics Lab** - Students participate in remedial math studies on an individual basis. Customized to each student's specific needs. Semester credit hours vary depending on student's specific needs. Course may be repeated for credit. The last digit of the course number indicates the semester credit hours. With approval, this course may substitute for a course on the student's TSI plan.

**NCBM 0060 Mathematics Lab** - This course supplements MATH 1314 College Algebra and is designed for students to participate in remedial studies on an individual basis. Customized to each student's specific needs. (Developmental/No college credit granted.)

**NCBR 0050 Reading Lab** - Students participate in remedial reading studies on an individual basis. Customized to each student's specific needs. Semester credit hours vary. Course may be repeated for credit. The last digit of the course number indicates the semester credit hours. With approval, this course may substitute for a course of the student's TSI plan.

**NCBW 0050 Writing Lab** - Students participate in remedial writing studies on an individual basis. Customized to each student's specific needs. Semester credit hours vary. Course may be repeated for credit. The last digit of the course number indicates the semester credit hours. With approval, this course may substitute for a course of the student's TSI plan.

## READ

**READ 0050 Basic Reading Skills** - Provides intensive, diagnostic-based instruction in basic word attack skills, vocabulary development and basic comprehension strands; main idea, major and minor supporting details, information retention, fact/opinion identification, inferences, and critical reading. Individual and group tutoring, counseling, and computer-assisted learning are available.

**READ 0200 Reading Skills II** - A capstone course that reviews and expands basic reading skills with an emphasis on developing advanced reading skills with contextual application.

**READ 080X Reading Lab** - Students participate in remedial studies on an individual basis. Customized to each student's specific deficiencies. Semester credit hours vary depending on students' specific needs. Course may be repeated for credit. (Developmental/No college credit granted.)

## TECH

**TECH 1100 Foundations of Technical Career Success** - Examines factors that underlie success in learning and work environments for the students chosen career field. Topics covered include strategic learning, self-management, personal motivation, workplace diversity, and educational/career planning. Techniques such as time management, goal setting, communication strategies, research skills, report writing, and workplace safety practices are covered. Must be taken with three (3) of the following Career Success Seminars (CTEX):

- CTEX 1001 – Test Taking Strategies
- CTEX 1002 – Goal Setting & Time Management
- CTEX 1008 – The Power of Personal Change
- CTEX 1009 – Developing Personal Relations
- CTEX 1012 – Healthy Coping Strategies
- CTEX 1015 – Employment: During & After College
- CTEX 1018 – Personal Financial Management

## WRIT

**WRIT 0050 Basic Writing Skills** - Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. Provides instruction in writing standard English with emphasis on vocabulary, application of grammar, spelling, standard English usage, and organization of ideas. Individual and group tutoring, counseling, and computer-assisted learning are available.

**WRIT 0100 Writing Skills I** - Instruction in essential written communication skills. Review of grammar and mechanical skills, with emphasis on developing, organizing, and revising paragraphs.

**WRIT 0200 Writing Skills II** - A capstone course that reviews grammar and mechanical skills, with an emphasis on developing, organizing, and revising essays.

**WRIT 0804 Writing Lab** - Students participate in remedial studies on an individual basis. Customized to each student's specific needs. Semester credit hours vary depending on students' specific needs. Course may be repeated for credit.

## Technical Courses

### ABDR

**ABDR 1203 Vehicle Design and Structural (1-2-2)** An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.

**ABDR 1215 Vehicle Trim and Hardware (1-2-2)** A study of vehicle trim and glass service.

**ABDR 1307 Collision Repair Welding (2-4-3)** A study of industry and standard welding and cutting procedures.

**ABDR 1323 Front & Rear Wheel Alignment (2-4-3)** Study of vehicle steering components including alignment, tire rotation, and balancing.

**ABDR 1349 Auto Plastic & Sheet Mold Rpr (2-3-3)** A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives.

**ABDR 1359 Sheet Metal Fabrication I (2-3-3)** A study of the basic shaping techniques required for fabricating sheet metal parts and pieces. Discussion will include custom cars and street rods.

**ABDR 1371 Basic Paint Technqs, Eqpt Env (1-6-3)** An introduction to basic paint spray gun adjustments and application techniques. Substrate preparation with emphasis on featheredging, blocking, and metal treatment will be stressed. Emphasis will be placed on safety equipment and environmental practices.

**ABDR 1411 Vehicle Measure & Damage Repai (2-6-4)** Introduction to vehicle measurement and structural alignment equipment.

**ABDR 1419 Basic Metal Repair (2-6-4)** Covers basic metal principles and working techniques including proper tool usage and product application.

**ABDR 1431 Basic Refinishing (2-6-4)** An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts

**ABDR 1441 Struct Anal & Damage Rep I (2-6-4)** Expanded training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

**ABDR 1458 Intermediate Refinishing (2-4-4)** Training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques.

**ABDR 1542 Structural Analysis/Damage II (3-6-5)** Continuation of general repair and replacement procedures for damaged structural parts and collision damage.

**ABDR 2255 Collision Repair Estimating (1-2-2)** An advanced course in collision estimating and development of a damage report utilizing estimating software.



**ABDR 2270 Adv Appl Proc of Refinishing (0-8-2)** An advanced course in the practical application of acquired refinishing skills. Use industry relevant estimating programs and interpret work orders to create and implement a repair plan on live projects. Repairs will be completed by application of theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws and interactions with the instructor/customer; and will demonstrate ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of collision repair industry and the instructor/customer.

**ABDR 2345 Vehicle Safety Systems (2-4-3)** Theory and operation of air bags and other passive and non-passive restraint systems including automotive anti-lock systems and diagnostic methods used in the collision repair industry.

**ABDR 2357 Collision Repair Shop Mgmt. (2-3-3)** Examination of shop management functions and decision-making processes including planning, organizing, leading and staffing used in collision repair shops to ensure operational profitability.

**ABDR 2371 Refinish Process I (2-4-3)** The theory and practical application of spray booth and vehicle pre-spray preparation. Remove and perform final finishing. Apply decals and stripes with emphasis on paint problems and remedies.

**ABDR 2435 Structural Analysis/Damage IV (2-6-4)** Continuation of skills development in the repair and replacement of major body units.

**ABDR 2449 Advanced Refinishing (2-6-4)** Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques.

**ABDR 2453 Color Analysis/Paint Matching (2-6-4)** Advanced course in color theory, analysis, tinting, and blending techniques for acceptable paint matching.

**ABDR 2551 Specialized Refinishing Techni (3-6-5)** Advanced topics in specialty automotive refinishing. Emphasis on refinishing plastics, fiberglass, aluminum, and galvanized panels as well as custom graphics and current industry innovations.

## ACNT

**ACNT 1303 Introduction to Accounting I (2-4-3)** A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1311 Intro to Computerized Accounti (2-4-3)** Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

**ACNT 1325 Principles of Accounting I (2-4-3)** A study of accounting concepts and their application in transaction analysis and financial statement preparation. Emphasis on the accounting cycle for service and merchandising enterprises.

**ACNT 1329 Payroll & Business Tax Acct (2-2-3)** A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

**ACNT 2302 Accounting Capstone (2-2-3)** Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

## AERM

**AERM 1107 Aviation Mathematics (0-3-1)** Fundamentals of mathematics applied to aircraft principles and operations as required by the Federal Aviation Administration for airframe and powerplant mechanics.

**AERM 1109 Aviation Physics (0-2-1)** Fundamentals of physics applied to aircraft principles and operations as required by the Federal Aviation Administration for airframe and powerplant mechanics.

**AERM 1112 Aviation Drawings (0-2-1)** Fundamentals of aviation drawings applied to aircraft principles and operations as required by the Federal Aviation Administration for airframe and powerplant mechanics.

**AERM 1203 Shop Practices (1-4-2)** An introduction to shop safety, the correct use of hand tools, equipment and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

**AERM 1205 Weight & Balance (1-2-2)** An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

**AERM 1208 Federal Aviation Regulations (1-4-2)** A course in the use and understanding of Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

**AERM 1210 Ground Operations (1-3-2)** An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

**AERM 1240 Aircraft Propellers (1-4-2)** Fundamentals of propeller design, function, and construction. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers and fundamentals of safety are also addressed.

**AERM 1241 Wood, Fabric, & Finishes (1-3-2)** A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. Safety also addressed.

**AERM 1243 Instrms & Nav/Comm (1-2-2)** A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

**AERM 1247 Airframe Auxiliary Systems (1-4-2)** A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed.



**AERM 1253 Aircraft Welding (1-2-2)** Skill development in repair procedures for steel, magnesium, brass, and aluminum materials. Includes the selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures also addressed.

**AERM 1254 Aircraft Composites (1-4-2)** Comprehensive concepts of the inspection and repair of composite, fabric, core, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed.

**AERM 1314 Basic Electricity (2-4-3)** A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of electrical safety also addressed.

**AERM 1315 Aviation Science (2-4-3)** Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

**AERM 1345 Airframe Electrical Systems (2-4-3)** A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. Fundamentals of electrical safety also addressed.

**AERM 1350 Landing Gear Systems (2-3-3)** General principles of inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation, and fundamentals of safety procedures.

**AERM 1351 Aircraft Turbine Engine Theory (2-4-3)** General principles of theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. Fundamentals of safety procedures are also addressed.

**AERM 1357 Fuel Metering/Induction System (2-4-3)** Skill development in fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Fundamentals of safety procedures will also be addressed.

**AERM 1444 Aircraft Reciprocating Engines (3-4-4)** Reciprocating engines, their development, operating principles, and theory. Includes engine instruments, lubrication, and exhaust systems. Also addresses fundamentals of safety.

**AERM 1449 Hydraulic, Pneumatic, & Fuel S (3-4-4)** Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed.

**AERM 1452 Aircraft Sheet Metal (2-6-4)** Skill development in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Fundamentals of safety procedures also addressed.

**AERM 1456 Aircraft Powerplant Electrical (2-6-4)** General principles of theory, operation, and maintenance of powerplant electrical systems including ignition, starting, and fire protection systems. Fundamentals of safety procedures will also be addressed.

**AERM 2230 Faa Review- Airframe (1-3-2)** Review of Federal Aviation Administration subject matter in the General and Airframe curricula with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral and practical examinations.

**AERM 2231 Airframe Inspection (1-4-2)** In-depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including One Hundred Hour Inspections) in accordance with Federal Aviation Regulations and manufacturer's service information. Safety procedures will also be addressed.

**AERM 2234 Faa Review - Powerplant (1-3-2)** Federal Aviation Administration subject matter in the General and Powerplant curricula with an emphasis on enhancing knowledge and physical skills in preparing for the FAA-required computer, oral, and powerplant examinations.

**AERM 2333 Assembly & Rigging (2-3-3)** A comprehensive study of the assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems, and assembly of aircraft components. Fundamentals of safety procedures are also addressed.

**AERM 2341 Powerplant & Auxiliary Power U (2-2-3)** Advanced concepts of auxiliary power unit (APU) and powerplant systems and components. Safety procedures will also be addressed.

**AERM 2351 Aircraft Turbine Eng Overhaul (2-4-3)** Comprehensive study in inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components including operational troubleshooting, analysis, and safety.

**AERM 2352 Aircraft Powerplant Inspection (2-3-3)** In depth coverage of methods and procedures to perform powerplant conformity and airworthiness inspections (including one hundred hour inspections) in accordance with Federal Aviation Regulations and manufacturer's information. Safety procedures will also be addressed.

**AERM 2447 Aircraft Reciprocating Eng Ove (2-6-4)** A comprehensive study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, repair of engines, and safety procedures will also be addressed.

## AGAH

**AGAH 1347 Animal Reproduction (2-4-3)** Study of organs, functions, endocrinology, and common management practices related to reproduction.

**AGAH 1401 Animal Science (3-4-4)** An introductory survey of the scientific principles and applied practices related to livestock production. Topics include genetics, animal breeding and selection, anatomy and physiology, nutrition, reproduction, health, and marketing of livestock and livestock products.

**AGAH 2413 Principles of Feeds & Feeding (3-4-4)** Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.



## AGCR

**AGCR 1197 Natural Resources Con (spec T (0-3-1))** A study of the Rio Grande River and Chisos Mountain Basin's ecosystem and water supply.

**AGCR 1341 Forage and Pasture Management (2-4-3)** Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting.

**AGCR 1403 Crop Science (2-4-4)** Fundamentals of the development, production, and management of field crops. Topics include the classification and distribution of field crops, botany, soils, plant breeding, pest management, and harvesting.

**AGCR 2313 Soil & Water Conservation Mgmt (2-2-3)** Study of physical and chemical soil deterioration and loss, water conservation, and principles for protection and maintenance of these resources. Topics include plant/water relationships, water conservation methods, basic terrace engineering principles, sediment loss, and land use plans.

## AGME

**AGME 1353 Harvesting Equipment (2-4-3)** Operation and maintenance including adjustment techniques of harvesting equipment.

**AGME 1415 Farm and Ranch Shop Skills I (3-3-4)** Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

## AGMG

**AGMG 1311 Introduction to Agribusiness (3-0-3)** Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities.

**AGMG 1344 Agricultural Records Management (2-4-3)** Examination of the principles of agricultural records and bookkeeping with emphasis on utilization and interpretation of farm and ranch accounts.

**AGMG 1400 Agri Policies, Safety & Codes (3-3-4)** Study of safety standards, government regulations, and codes as they apply to agriculture. Emphasis on the application of current safety and health standards, and compliance with state and federal regulations.

## AIRP

**AIRP 1215 Private Flight (0-0-2)** Flight and ground training to prepare the student for the completion of the Federal Aviation Administration private pilot certificate.

**AIRP 1301 Air Navigation (2-2-3)** Instruction in Visual Flight rules navigation in the National Airspace System. Topics include, flight computers, plotters, and navigation logs and publications. Qualifies as part of a program leading to Federal Aviation Administration Private Pilot certification.

**AIRP 1307 Aviation Meteorology (3-0-3)** In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning.

**AIRP 1343 Aerodynamics (2-2-3)** Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight: lift, weight, thrust, and drag. Aircraft design, stability control, and high-speed flight characteristics are also included.

**AIRP 1345 Aviation Safety (3-0-3)** A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems, and aircraft technologies.

**AIRP 1372 Dispatch Resource Management (3-0-3)** Study of Human Factors in aviation and of the challenges of optimizing communication between diverse workgroups within an airline and the related interpersonal issues; while using available resources viewed from the Aircraft Dispatcher vantage point. Course will also look at operational control, decision-making, communication, and workload management related issues associated with the Aircraft Dispatcher profession. Lastly, Aircraft Dispatcher related aviation incidents and accidents will be explored.

**AIRP 1417 Private Pilot Ground School (3-2-4)** Basic ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

**AIRP 1451 Instrument Ground School (3-2-4)** A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration regulations. Qualifies as part of a program leading to Federal Aviation Administration certification.

**AIRP 2151 Multiengine Flight (0-0-1)** Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures.

**AIRP 2175 Human Factors in Aviation (1-0-1)** Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft flight deck, and aeromedical information of significance to flight crews.

**AIRP 2236 Certified Flight Instr-Airpla (0-0-2)** Flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane certificate.

**AIRP 2239 Commercial Flight (0-0-2)** Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student to perform commercial pilot maneuvers.

**AIRP 2250 Instrument Flight (0-0-2)** Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures.

**AIRP 2331 Advanced Meteorology (3-0-3)** Preparation for advanced aviation students to apply knowledge of varying meteorological factors including weather hazards to flight, techniques for minimizing weather hazards, and aviation weather services.

**AIRP 2337 Commercial Ground School (3-0-3)** A study of advanced aviation topics used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration Commercial Airplane Practical test.

**AIRP 2349 Instructor Ground School (2-2-3)** Skill development in the fundamentals of teaching and learning in an aviation- oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and Federal Aviation Regulations relating to the instructor rating.

**AIRP 2355 Propulsion Systems (3-1-3)** In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines. Topics include propellers, superchargers, engine accessories, controls, and instrumentation.

**AIRP 2452 Practical Dispatching I (3-2-4)** Study of advanced concepts in weight and balance, performance calculations, avionics, and engine and airplane specifications including Federal Aviation regulations. Preparation for the Federal Aviation Administration Aircraft Dispatcher written examination.

**AIRP 2453 Practical Dispatching II (3-2-4)** A study of the duties and responsibilities required of an aircraft dispatcher. Topics include instruction in Federal Aviation Administration regulations, flight planning, and company operations for both domestic and international operations. Preparation for the Federal Aviation Administration Practical Test.

## ARCE

**ARCE 1303 Arch Materials/Methods Constr (2-2-3)** Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

**ARCE 1342 Codes, Specs & Contract Docs. (2-3-3)** Study of ordinances, codes, and legal documents as they relate to specifications and drawing. Discussion of owner-architect-contractor responsibilities, duties, and legal relationships.

**ARCE 1352 Structural Drafting (2-4-3)** A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

**ARCE 2352 Mechanical & Electrical System (2-4-3)** The properties of building materials (assemblies), specifications, codes, vendor references, and uses of mechanical, plumbing, conveying, and electrical systems as they relate to architecture for residential and commercial construction.

## ARTC

**ARTC 1302 Digital Imaging I (2-4-3)** Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

**ARTC 1305 Basic Graphic Design (2-4-3)** Graphic design with emphasis on the visual communication process. Topics include basic terminology and graphic design principles.

**ARTC 1309 Basic Illustration (2-4-3)** Introduction to drawing techniques as they pertain to the commercial illustration industry.

**ARTC 1310 Design Concepts (2-4-3)** Fundamental techniques in conceptualizing. Includes all procedures from initial research to creating strategies to finalize a solution.

**ARTC 1313 Digital Publishing I (2-4-3)** The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**ARTC 1317 Design Communication I (2-4-3)** Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

**ARTC 1321 Illustration Techniques I (2-4-3)** A study of illustration techniques in various media. Emphasis on creative interpretation and the discipline of draftsmanship for visual communication of ideas.

**ARTC 1349 Art Direction I (2-4-3)** Creation of projects in art direction for advertising graphic campaigns for products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project.

**ARTC 1359 Visual Design for New Media (2-4-3)** Visual design elements as they relate to new media. Emphasizes aesthetics and visual problem solving such as typographic issues, color management, hierarchy of information, image optimization, and effective layout.

**ARTC 2301 Illustration Techniques II (2-4-3)** Advanced study of illustration media and techniques using digital and/or traditional tools. Emphasis on conceptualization and composition.

**ARTC 2305 Digital Imaging II (2-4-3)** Principles of digital image processing and digital painting. Emphasis on raster-based imaging and the creative aspects of electronic illustration for commercial or fine art applications.

**ARTC 2313 Digital Publishing II (2-4-3)** Includes layout procedures from thumbnails and roughs to final comprehensive and print output. Emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects.

**ARTC 2317 Typographic Design (2-4-3)** Exploration of typographic design including computer generated letterforms as elements of design. Includes theory and techniques of traditional, contemporary, and experimental typography.

**ARTC 2333 Publication Design (2-4-3)** Development of skills and advanced knowledge of publishing software, with emphasis on the maintenance of visual continuity in documents for publication.

**ARTC 2335 Portfolio Dev - Graphic Design (2-4-3)** Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.





**ARTC 2340 Computer Illustrations II (2-4-3)** Advanced use of software applications and/or various media with emphasis on output procedures, the resolution of complex design issues, and concept development.

**ARTC 2347 Design Communication II (2- 4- 3)** An advanced study of the design process and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

**ARTC 2349 Art Direction II (2-4-3)** Mastery of advanced art direction projects with emphasis on selected topics in advertising campaigns. Includes written, oral, and visual skills.

**ARTC 2366 Practicum Commercial/Advertisi (0-0-3)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**ARTC 2388 Internship-Commercial Art /Adv (0-0-3)** 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.

## ARTT

**ARTT 1201 Conceptual Figure Drawing (1-2-2)** Introduction to the techniques of drawing the technique. Topics include structure of the human form in relation to drawing body proportions; bone and muscle structure of the human form and the bone and muscle components of human hands and other appendages

**ARTT 1251 Interpretive Figure Drawing (1-2-2)** Study of the correct proportions of the human figure and its graphic interpretation. Includes basic human figure and head construction using standard division and proportion techniques. Topics include profile view, three-quarter view, and frontal view of the human head, male or female; head division and proportion techniques for eye, nose, mouth, and ear placement; and the eight head standing figures drawing technique.

## ARTV

**ARTV 1211 Storyboard (1-2-2)** Techniques of storyboarding including organizing a project's content and arranging it in a visual format.

**ARTV 1345 3-D Modeling & Rendering I (2-4-3)** Techniques of three-dimensional (3-D) modeling utilizing industry standard 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.

**ARTV 1351 Digital Video (2-4-3)** Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

**ARTV 2341 Advanced Digital Video (2-4-3)** Advanced digital video techniques for post-production. Emphasizes integration of special effects and animation for film, video, and the Internet. Exploration of new and emerging compression and video streaming technologies.

**ARTV 2345 3-D Modeling and Rendering II (2-4-3)** A studio course focused on advanced 3-D modeling and rendering techniques using industry standard software, modeling techniques, camera settings, lighting, and surfacing to develop detailed environments.

## AUMT

**AUMT 1166 Practicum-Automotive/Auto Mech (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**AUMT 1167 Practicum-Automotive/Auto Mech (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**AUMT 1201 Intro Theory of Automotiv Tech (1-3-2)** An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

**AUMT 1249 Automotive Electronics Theory (2-1-2)** A course in automotive technology including electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment.

**AUMT 1266 Practicum-Auto/Auto Mech Tech (0-0-2)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**AUMT 1305 Intro to Automotive Technology (2-4-3)** An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

**AUMT 1307 Automotive Electrical Systems (2-4-3)** An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. May be taught manufacturer specific.

**AUMT 1310 Automotive Brake Systems (2-4-3)** Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

**AUMT 1312 Basic Automotive Service (2-4-3)** Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.

**AUMT 1345 Aut Climate Control Systems (2-4-3)** Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

**AUMT 1380 Coop-Auto Mech Tech (1 0-3)** 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.

**AUMT 1416 Auto Suspension & Steering Sys (2-6-4)** Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

**AUM T1419 Automotive Engine Repair (2-6-4)** Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

**AUMT 2188 Internship-Automobile/Auto Mec (0-0-1)** 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.

**AUMT 2189 Internship-Auto/Auto Mechanics (0-0-1)** 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.

**AUMT 2266 Practicum-Automotive/Auto Mech (0-0-2)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**AUMT 2301 Automotive Management (3-0-3)** Study of human and customer relations, and customer satisfaction in the automotive service industry. Emphasis on management and building relationships between the service department and the customer.

**AUMT 2310 Automotive Service Consultant (2-2-3)** Automotive service consulting skills and procedures. Includes vehicle identification, product knowledge, shop operations, warranty service contracts, communications, customer relations, internal relations, and sales skills. Emphasizes courtesy, professionalism, and communications.

**AUMT 2321 Auto Electrical Diag/Repair (2-4-3)** Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

**AUMT 2328 Automotive Service (2-4-3)** Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.

**AUMT 2337 Automotive Electronics (2-4-3)** Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

**AUMT 2357 Automotive Alternative Fuels (2-4-3)** A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state regulations concerning fuels.

**AUMT 2407 Hybrid Systems Diagnostics (2-6-4)** An advanced study of hybrid vehicles and the unique characteristics of hybrid systems. Includes hybrid safety procedures and diagnosis and repair of hybrid systems.

**AUMT 2413 Automotive Drive Train & Axles (2-6-4)** A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.

**AUMT 2417 Auto Engine Perf Analysis I (2-6-4)** Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

**AUMT 2425 Auto Automatic Trans/Transaxle (2-6-4)** A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.

**AUMT 2434 Auto Engine Perf Analysis II (2-6-4)** Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

**AUMT 2470 Auto Compression Ign Eng/Fuel (2-6-4)** Diagnosis and repair of modern light-duty automotive compression ignition engines, air induction systems, fuel systems, and exhaust after treatment systems. Emphasis is placed on the differences between diagnosis and repair of spark-ignition engine systems and compression ignition engine systems.

## AVIM

**AVIM 1470 Fund of Air Traffic Control (4-0-4)** This course introduces the student to transportation management through a time based separation of vehicles. An overview of the organization of the Federal Aviation Administration, an introduction to the FAAO JO 7110.65, terms of reference, general control, flight data management, radio and interphone communications, the air traffic service route and NAVAID's used to manage the air traffic system. The course also includes the application of weather information in the air traffic system, altimeter settings, and automatic terminal information service procedures. The course will conclude with an introduction to clearance delivery procedures.

**AVIM 2337 Aviation Law (3-0-3)** A study of domestic and international aviation law.

## AVNC

**AVNC 1303 Intro to Aviation Elect Sys (3-0-3)** An introduction to the relationship between aviation electronic systems and aircraft flight and navigational systems with emphasis on the operation and function of the systems.

**AVNC 1306 FAA Regs/AVI Cert Rep Station (3-0-3)** This course provides practical experience in the day-to-day operations of a Federal Aviation Administration Certified Repair Station. Students will perform tasks which will include completion of repair station and FAA forms and records, maintenance of technical data and servicing equipment.

**AVNC 1343 Aviation Elect & Electronic (2-4-3)** A comprehensive study of and practical experience in the installation of avionic systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, selection of materials, and safety.

**AVNC 1353 Oper Test-Aviation Elect Sys (2-4-3)** Operation of ramp test equipment in common usage to test avionic systems. Emphasis on performance of functional checks of aviation electronic systems and any safety concerns.

**AVNC 1391 Instal & Opnl Tstg of Avionics (2-4-3)** A practical experience in the planning and execution, and testing of avionics and pitot-static installations. Advanced test equipment will be used where required.



**AVNC 2304 Founds-Avi Eqpt Comp Repair (2-4-3)** In-depth study of common circuit designs found in modern avionics equipment as well as a study of the electronics theory needed to troubleshoot these circuits.

**AVNC 2308 Avi Elect/Electrnc Sys Inst II (2-4-3)** A continuation of AVNC 1343. This course is designed as a study of practical experience in the installation of avionics systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, and selection of materials.

**AVNC 2345 Avi Nav Eqpt Comp Level Repair (2-4-3)** Skills development in component level repair of modern aviation navigational systems including Very High Frequency Omni Range (VOR) and Instrument Landing Systems (ILS). Emphasis on equipment block diagram and specialized test equipment will be covered in detail.

**AVNC 2350 Avi Puls Rf Eqpt Comp Lvl Rep (2-4-3)** Skills development in component level repair of modern aviation pulsed Radio Frequency (RF) systems. Emphasis on equipment block diagram and specialized test equipment will be covered.

**AVNC 2355 ADV Aviation Electr Trblshtg (2-4-3)** A capstone course designed for students to demonstrate acquired knowledge of avionics systems as well as display techniques required to troubleshoot those systems. The student will face component level repair scenarios.

**AVNC 2357 AVI Comms Comp Level Repair (2-4-3)** Skills development in component level repair of modern aviation communications and audio equipment. Emphasis on equipment block diagram and specialized test equipment will be covered.

## BIOM

**BIOM 1101 Biomedical Equipment Tech (1-0-1)** Introduction to current biomedical job responsibilities, salaries, and classifications in the health care industry.

**BIOM 1270 Shop Skills for Bet Technician (1-4-2)** Skill development in the common repair tools and repair techniques used by the Biomedical Equipment Technician in the healthcare.

**BIOM 1309 Applied Biomedical Equip Tech (2-4-3)** Introduction to biomedical instrumentation as related to anatomy and physiology. Includes medical devices for monitoring, diagnosis, and treatment of anatomical systems.

**BIOM 1315 Medical Equipment Networks (2-4-3)** Identification of basic principles of medical equipment networking. Hardware, software, and connectivity issues of medical equipment in healthcare facilities will be covered.

**BIOM 1341 Med Circuits/Troubleshooting (2-4-3)** Development of skills in troubleshooting of medical electronic circuits and utilization of test equipment.

**BIOM 1350 Diag Ultrasound Imaging Sys (2-4-3)** Diagnostic ultrasound imaging systems. Covers basic systems troubleshooting and problem solving.

**BIOM 1355 Medical Electronic Application (2-4-3)** Presentation of sensors, transducers, and supporting circuits used in medical instrumentation devices.

**BIOM 2215 Physiological Instruments I (1-4-2)** Theory of operation, circuit analysis, and troubleshooting physiological instruments.

**BIOM 2231 Biomedical Clinical Instrument (1-4-2)** A study of theory, application, and principles of operation of instruments commonly used in a medical laboratory.

**BIOM 2301 Sfty in Health Care Facilities (2-4-3)** Study of codes, standards and management principles related to biomedical instrumentation. Emphasizes application of safety test equipment, preventive maintenance procedures, and documentation of work performed.

**BIOM 2311 General Medical Equip I (2-4-3)** Analysis of selected current paths from a larger schematic. Discussion of equipment and disassembly and reassembly of equipment.

**BIOM 2319 Fund of X-Ray & Med Img Sys (2-4-3)** Radiation theory and safety hazards, fundamental circuits, and application of X-ray systems including circuit analysis and troubleshooting.

**BIOM 2333 Digital Radiography (2-4-3)** General principles of digital radiography systems. Fundamentals of problem solving, troubleshooting, and analysis of image quality are emphasized.

**BIOM 2343 General Medical Equipment II (2-4-3)** Theory and principles of operation of a variety of basic electro-mechanical equipment with emphasis on repair and service of actual medical equipment.

**BIOM 2345 Advanced Imaging Systems (2-4-3)** Principles of operation and repair of computerized tomography (CT), magnetic resonance imaging (MRI), single photon emission computerized tomography, and other advanced imaging modalities.

**BIOM 2347 Rf/X-Ray System (2-4-3)** Principles of radiographic and fluoroscopic systems.

**BIOM 2388 Internship-Biomed Eng Tech (0-0-3)** 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.

## BMGT

**BMGT 1301 Supervision (2-2-3)** The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

**BMGT 1306 Facilities Management (2-4-3)** General management and supervision of public buildings, business and industrial facilities, and other complexes requiring supervision and control. Includes fire alarm maintenance, plant maintenance, occupational safety, OSHA rules and regulations, management of maintenance supervisors, and hazardous materials awareness.

**BMGT 1309 Information & Project Mgmt (2-4-3)** Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision.



**BMGT 1325 Office Management (2-4-3)** Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

**BMGT 1327 Principles of Management (2-2-3)** Concepts, terminology, principles, theories, and issues in the field of management.

**BMGT 1331 Production and Operations Mgmt (2-2-3)** Fundamentals of techniques used in the practice of production and operations management. Includes location, design, and resource allocation.

**BMGT 1341 Business Ethics (2-2-3)** Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

**BMGT 1345 Communication Skills-Managers (2-4-3)** Comprehensive study of communication skills for managers. Includes techniques in reading, writing, listening, and speaking. Emphasizes clear, concise written and verbal/non-verbal communication. Also covers skills for time management.

**BMGT 2331 Principles of Quality Mgmt. (2-2-3)** Includes planning and implementing quality programs in an organization and analyzing cost/benefit of quality. Also covers the impact of employee empowerment.

**BMGT 2341 Strategic Management (2-4-3)** Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

**BMGT 2347 Critical Thinking/Problem Solv (2-2-3)** Interpreting data for problem solving and recommending corrective action. Emphasis on a structured approach to critical thinking and problem solving in a team environment.

**BMGT 2389 Internship-Business Admin&mgmt (0-0-3)** 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.

## BUSG

**BUSG 1302 E-Business Management (2-4-3)** Introduction to business. Includes the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales, and purchasing; legal, ethical, and tax issues; and management functions.

**BUSG 1315 Small Business Operations (2-4-3)** Operating a small business. Emphasizes management functions including planning, leading, organizing, staffing, and controlling operations.

**BUSG 2309 Small Business Mgmt/Entrepren. (3-0-3)** Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.



## CBFM

**CBFM 1303 Boiler Maintenance (2-2-3)** Boiler maintenance procedures with emphasis on the various components associated with boilers.

**CBFM 2313 Building Maintenance Mgmt. (2-4-3)** Management techniques required to direct operations of the engineering and maintenance department. Includes planning and scheduling, delegating responsibilities, purchasing, problem-solving, management by objectives, supervisory training, in-service training, and budget preparation.

## CDEC

**CDEC 1318 Wellness of the Young Child (2-3-3)** Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

**CDEC 1321 The Infant & Toddler (3-0-3)** A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

**CDEC 1356 Emergent Lit Early Childhood (2-4-3)** An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

**CDEC 1359 Children With Special Needs (2-4-3)** A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

**CDEC 2340 Instr/Children W/Special Needs (2-4-3)** Exploration of development and implementation of curriculum for children with special needs.

## CETT

**CETT 1302 Electricity Principles (2-4-3)** Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operations.

**CETT 1303 DC Circuits (2-4-3)** A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.

**CETT 1305 AC Circuits (2-4-3)** A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

**CETT 1307 Fundamentals of Electronics (2-4-3)** Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics.

**CETT 1321 Electronic Fabrication (2-4-3)** A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

**CETT 1325 Digital Fundamentals (2-4-3)** An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.

**CETT 1329 Solid State Devices (2-4-3)** A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.

**CETT 1331 Prog for Discrete Elect Device (2-4-3)** Introduction to a high level programming language. Includes structured programming and problem solving applicable to discrete electronic devices.

**CETT 1341 Solid State Circuits (2-4-3)** A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.

**CETT 1349 Digital Systems (2-4-3)** A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.

**CETT 1357 Linear Integrated Circuits (2-4-3)** A study of the characteristics, operations, and testing of linear integrated circuits. Applications include instrumentation and active filtering.

**CETT 2339 Amplifier Analysis (2-4-3)** Advanced study of electronic amplifier applications.

**CETT 2449 Research & Project Design (2-6-4)** Principles of electrical/electronic design, encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates.

## CHEF

**CHEF 1205 Sanitation and Safety (1-2-2)** A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

**CHEF 1340 Meat Preparation and Cooking (2-4-3)** Study of the preparation, storage, and cooking techniques for beef, pork, lamb, poultry, seafood, and game. Includes moist, dry, and combination heat preparation methods as related to both classical and modern methods of preparation of dishes.

**CHEF 1441 American Regional Cuisine (2-6-4)** A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems

**CHEF 1445 International Cuisine (2-6-4)** The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine's. Topics include similarities between food production systems used in the United States and other regions of the world.

## CJSA

**CJSA 1325 Criminology (3-0-3)** Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

**CJSA 1327 Fundamentals of Criminal Law (3-0-3)** A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

## CNBT

**CNBT 1300 Resdnt & Light Comm Blprt Rdg (2-4-3)** Introductory blueprint reading for residential and light commercial construction.

**CNBT 1302 Mech, Plumb, & Elect Sys in Cons (2-4-3)** A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.

**CNBT 1311 Construct Methods/Materials I (2-4-3)** Introduction to construction materials and methods and their applications.

**CNBT 1313 Concrete I (2-4-3)** Various techniques for concrete utilization in residential and light commercial construction.

**CNBT 1315 Field Engineeing I (2-4-3)** Surveying equipment, sketches, proper field note taking, methods of staking, layout of building site, and horizontal and vertical controls.

**CNBT 1316 Construction Technology I (2-4-3)** Introduction to site preparation, foundations, form work, safety, tools, and equipment.

**CNBT 1342 Building Codes & Inspections (2-4-3)** Building codes and standards applicable to building construction and inspection processes.

**CNBT 1346 Construction Estimating I (2-4-3)** Building codes and standards applicable to building construction and inspection processes.

**CNBT 1350 Construction Technology II (2-4-3)** Framing in residential and light commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.

**CNBT 1680 Coop Ed-Construction Eng Tech (1-0-6)** 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.

**CNBT 2310 Comm/Indus Blueprint Reading (2-4-3)** Blueprint reading for commercial/industrial construction.

**CNBT 2317 Green Building (2-4-3)** Methods and materials used for buildings that conserve energy, water, and human resources.

**CNBT 2337 Construction Estimating II (2-4-3)** Advanced estimating concepts using computer software for construction and crafts.

**CNBT 2339 Construction Technology IV (2-4-3)** Interior finish for residential and light commercial construction.

**CNBT 2342 Construction Management I (2-4-3)** Management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

**CNBT 2344 Construction Management (2-4-3)** A management course in contract documents, safety, planning, scheduling, production control, law and labor issues. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis.

## COMM

**COMM 2327 Introduction to Advertising (3-0-3)** Fundamentals of advertising including theory and strategy, copywriting, design, and selection of media.

## COSC

**COSC 1336 Programming Fundamentals I (3-1-3)** 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 assumes computer literacy.

**COSC 2325 Computer Organization (3-1-3)** The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance null metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

## CPMT

**CPMT 1304 Microcomputer System Software (2-4-3)** Skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers.

**CPMT 1307 Electronic & Computer Skills (2-4-3)** A study of electronic construction techniques using common hand tools in disassembly, repair, and re-assembly of electronics and computer components.

**CPMT 1311 Intro to Computer Maintenance (2-4-3)** Introduction to the installation, configuration, and maintenance of a microcomputer system.

**CPMT 1345 Computer Systems Maintenance (2-4-3)** A study of the components within a computer system. Development of testing and troubleshooting skills.

**CPMT 1347 Computer System Peripherals (2-4-3)** Theory and practices involved in computer peripherals, operation and maintenance techniques, and specialized test equipment.

**CPMT 1349 Computer Network Technology (2-4-3)** Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking concepts and networking installations and operations.

**CPMT 1371 Intro to Mac Operating Systems (2-4-3)** Introduction to MAC operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Emphasizes hands-on setup, administration, and management of a MAC computer system in a networked environment.

**CPMT 2302 Home Technology Integration (2-4-3)** A study of integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

**CPMT 2333 Computer Integration (2-4-3)** Integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition.

**CPMT 2345 Computer System Troubleshooting (2-4-3)** Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment.

**CPMT 2350 Industry Certification Pre (2-4-3)** Overview of the objectives for industry specific certification exam(s).

**CPMT 2370 Home Automation (2-4-3)** This course is designed to provide skills and knowledge necessary for the design, installation, and maintenance of home automation equipment. Emphasis is placed on lighting, appliance, and heating, ventilation and air conditioning (HVAC) controls.

**CPMT 2371 Audio/Video Networks (2-4-3)** This course is designed to provide the skills necessary to design, install, and maintain audio and video networks. Emphasis will be placed on residential audio systems, video networks, and other related home entertainment equipment.

## CRPT

**CRPT 1341 Exterior Finish System (2-4-3)** Installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the use, and maintenance of tools and equipment.

**CRPT 1371 Basic Framing (2-4-3)** Knowledge and skills required to erect wood and light metal frame structures with emphasis on layout, sequencing, strength of materials and construction; of floors, walls (interior and exterior), and roofs. Includes safety procedures for using hand tools, power tools, equipment and structural materials.

## CSIR

**CSIR 1341 Tranceiver Troubleshooting I (2-4-3)** Practice in performing testing procedures and troubleshooting radio communications systems.

**CSIR 1344 Gen. Communication Circuits I (2-4-3)** The basic theory of operation and troubleshooting of communication circuits used in radio communication electronics systems.

**CSIR 1355 Industry Certification (2-4-3)** Preparation for the certifications required by industry.

**CSIR 1359 Digital Data Communications (2-4-3)** Introduction to the theory and troubleshooting skills needed in the digital data communication field.

**CSIR 2301 Commun. Electronics Components (2-4-3)** Introduction to the theory of vacuum tubes and solid-state devices.

**CSIR 2343 Tranceiver Troubleshooting II (2-4-3)** A capstone course for the Radio Communication Electronics Specialized Certificate. Includes the advanced troubleshooting skills.



**CSIR 2359 Communication Antenna Systems (2-4-3)** A course in the testing and troubleshooting procedures for communication antennas systems including combiners, multi couplers, and duplexers. Topics include lightning and grounding requirements as well as troubleshooting radio frequency interference.

## CTEC

**CTEC 1113 Intro. to Chemical Technology (0-2-1)** Introduction to the educational and professional requirements of the chemical technician. Topics include safety, industrial site visits, chemical literature, and computer applications.

**CTEC 1205 Chemical Calculations I (0-4-2)** Calculations related to general chemistry emphasizing industry related laboratory skills and competencies.

**CTEC 1206 Chemical Calculations II (0-4-2)** Calculations related to general chemistry emphasizing industry related laboratory skills and competencies.

**CTEC 1345 Chemical Laboratory Safety (2-3-3)** Study of the safety problems encountered in the operation of a chemical laboratory. Topics include chemical and safety regulations, chemical hygiene plans, and safe laboratory procedures.

**CTEC 1441 Appl. Instrumental Analysis I (2-6-4)** Principles of instrumental chemical analysis that includes chromatography, spectroscopy, and electroanalytical chemistry.

**CTEC 2110 Process Equipment Trainer (0-2-1)** Operation of a product lab including normal operations and troubleshooting of a distillation system or other production lab.

**CTEC 2333 Comp. Studies in Chemical Tech (2-4-3)** Course requiring a special laboratory research project.

**CTEC 2386 Internship-Chemical Tech (0-0-3)** 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.

**CTEC 2387 Internship-Chemical Technology (0-0-3)** 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.

**CTEC 2431 Applied Instr Analysis II (3-3-4)** Advanced topics in instrumental analysis which includes atomic absorption, inductively coupled plasma, nuclear magnetic resonance, gas chromatography/mass spectrometry, liquid chromatography, and infrared spectroscopy.

**CTEC 2441 Polymers I (2-6-4)** Study of the concepts of polymer science which includes classification, structure, properties, synthesis, characterization, and industrial applications.

**CTEC 2445 Unit Operations (2-6-4)** Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant.

## CVOP

**CVOP 1301 Commercial Drivers Lic Drivers (2-3-3)** Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

## DAAC

**DAAC 1304 Pharmacology of Addiction (3-0-3)** Emphasizes pharmacological effects of addiction, tolerance, dependence, cross addiction, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

**DAAC 1305 Co-Occurring Disorders (0-0-3)** Provides students with an overview of co-occurring psychiatric and substance use disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness.

**DAAC 1309 Assess Sub Rel/Add Disorders (2-2-3)** Exploration of procedures and tools used to identify substance-related and addictive disorders and assess a client's problems, strengths, deficits, and needs.

**DAAC 1311 Counseling Theories (3-0-3)** An examination of major theories and current treatment modalities used in the field of counseling.

**DAAC 1317 Basic Counseling Skills (3-3-3)** An overview and application of the basic counseling skills.

**DAAC 1319 Substance Related-Add Disorder (3-0-3)** An overview of causes and consequences of substance-related and addictive disorders, the major drug classifications, and the counselor's code of ethics.

**DAAC 2301 Therapeutic Com. Criminal Just (2-2-3)** A study of therapeutic communities as an approach to rehabilitation of incarcerated substance users.

**DAAC 2306 Substance Abuse Prevention I (2-2-3)** Examination of substance use disorder prevention.

**DAAC 2307 Addicted Family Intervention (3-0-3)** Examination of family systems focusing on the effects of addiction and recovery.

**DAAC 2341 Counseling Alcoh/Drug Addic (3-0-3)** Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders.

**DAAC 2343 Current Issues (3-0-3)** Examination of current issues related to substance use and addictive disorders.

**DAAC 2354 Dynamics of Group Counseling (2-2-3)** Exploration of group counseling skills, techniques, stages of group development, and confidentiality and ethics.

**DAAC 2366 Pract Sub Abuse/Addi Counsel (0-0-3)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## DEMR

**DEMR 1225 Small Air Cooled Engines (1-2-2)** Fundamentals of air cooled engines including repair and testing.

**DEMR 1301 Shop Safety & Procedures (2-4-3)** A study of shop safety, rules, basic shop tools, and test equipment.

**DEMR 1305 Basic Electrical Systems (2-4-3)** Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

**DEMR 1316 Basic Hydraulics (2-4-3)** Fundamentals of hydraulics including components and related systems.

**DEMR 1317 Basic Brake Systems (2-4-3)** Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

**DEMR 1321 Power Train I (2-4-3)** Fundamental repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair.

**DEMR 1323 H.V.A.C. Troubleshooting & Rpr (2-4-3)** Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.

**DEMR 1327 Tractor Trailer Svc & Repair (2-4-3)** An introduction to and familiarization with components and systems related to tractor trailer service. Emphasis on records required by the Department of Transportation.

**DEMR 1329 Preventative Maintenance (2-4-3)** An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

**DEMR 1330 Steering & Suspension I (2-4-3)** A study of design, function, maintenance, and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components.

**DEMR 1380 Cooperative Education (1-0-3)** 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.

**DEMR 1410 Diesel Engine Testing/Repair I (2-4-4)** An introduction to testing and repairing diesel engines including related systems and specialized tools.

**DEMR 1447 Power Train II (2-4-4)** Continuation of fundamentals and theory of power train systems. Emphasis on disassembly, inspection, and repair of power train components.

**DEMR 1680 Coop-Diesel Mechanics Tech (1-0-6)** 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.

**DEMR 2332 Electronic Controls (2-4-3)** Advanced skills in diagnostic and programming techniques of electronic control systems.

**DEMR 2334 Adv. Diesel Tuneup & Trblstg. (2-4-3)** Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach.

**DEMR 2335 Advanced Hydraulics (2-4-3)** Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems.

**DEMR 2344 Auto Power Shift-Hydro Transmi (2-4-3)** Extended study of the operation, maintenance, and repair of automatic power shift hydrostatic transmissions.

**DEMR 2348 Failure Analysis (2-4-3)** An advanced course designed for analysis of typical part failures on equipment.

**DEMR 2412 Diesel Engine Testing & Rep II (2-4-4)** Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools.

## DFTG

**DFTG 1305 Technical Drafting (2-4-3)** Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

**DFTG 1309 Basic Computer-Aided Drafting (2-4-3)** An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

**DFTG 1310 Specialized Basic C.A.D. (2-4-3)** A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings.

**DFTG 1313 Dftg for Specific Occps (2-4-3)** Discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in specific or various occupational fields.

**DFTG 1317 Architectural Dftg-Residential (2-4-3)** Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

**DFTG 1325 Blueprint Reading & Sketching (2-4-3)** An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

**DFTG 1329 Electro-Mechanical Drafting (2-4-3)** A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches.

**DFTG 1333 Mechanical Drafting (2-4-3)** Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.



**DFTG 1341 Inter Tech Animation/Rendering (2-4-3)** 3-D modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasizes 3-D modeling building blocks using primitives to create simple and complex architectural/mechanical models.

**DFTG 1345 Parametric Modeling and Design (2-4-3)** Parametric-based design software for 3D design and drafting.

**DFTG 1357 Special Inter Comp-Aided Draft (2-4-3)** A continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. Emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data.

**DFTG 1358 Electrical/Electronics Drafting (2-4-3)** Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

**DFTG 1370 Tech Mathematics Apps in Dftg (2-2-3)** Algebraic and trigonometric applications utilized on drafting drawings; along with reading applications of the foot and decimal measuring tapes and the reading and applications of the architectural, engineering and metric scales and their scale factors utilized on respective drafting drawings.

**DFTG 2302 Machine Drafting (2-4-3)** Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes.

**DFTG 2306 Machine Design (2-4-3)** Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components.

**DFTG 2319 Inter Comp-Aided Drafting (2-4-3)** A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

**DFTG 2323 Pipe Drafting (2-4-3)** A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

**DFTG 2328 Architectural Drafting-Commercial (2-4-3)** Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods.

**DFTG 2330 Civil Drafting (2-4-3)** An in-depth study of drafting methods and principles used in civil engineering.

**DFTG 2331 Adv Tech in Arch Design & Dftg (2-4-3)** Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture.

**DFTG 2332 Advanced CAD (2-4-3)** Application of advanced CAD techniques.

**DFTG 2335 Adv Tech in Mech Design & Dftg (2-4-3)** Use parametric-based software for mechanical design for advanced modeling and analysis.

**DFTG 2338 Final Project-Advanced Draft (2-4-3)** A drafting course in which students participate in a comprehensive project from conception to conclusion.

**DFTG 2340 Solid Modeling/Design (2-4-3)** A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

**DFTG 2350 Geometric Dimensioning & Tolerancing (2-4-3)** Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.

**DFTG 2357 Adv Tech Pipe Design Dftg. (2-4-3)** Advanced design and production techniques using specialized process plant based design software.

**DFTG 2386 Internship - Drafting/ Design (0-0-3)** 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.

## DHYG

**DHYG 1207 General&Dental Nutrition (2-0-2)** General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

**DHYG 1211 Periodontology (1-3-2)** Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

**DHYG 1215 Community Dentistry (1-4-2)** The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.

**DHYG 1235 Pharmacology Dental Hygienist (1-2-2)** Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

**DHYG 1239 General and Oral Pathology (1-2-2)** General and Oral Pathology

**DHYG 1260 Clinical - Dental Hygiene/Hyg (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DHYG 1261 Cln-Dental Hygiene/Hygienist (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DHYG 1304 Dental Radiology (2-3-3)** Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

**DHYG 1319 Dental Materials (2-3-3)** Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.



**DHYG 2153 Dental Hygiene Practice (1-0-1)** Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

**DHYG 2201 Contemp Dental Hygiene Care I (1-3-2)** Dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques.

**DHYG 2360 Clinical - Dental Hygiene/Hygi (0-0-3)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**DHYG 2361 Clinical - Dental Hygiene/Hygi (0-0-3)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## DNTA

**DNTA 1213 Emergency Management (2-1-2)** Management of dental and medical emergencies. Maintenance of medical emergency kit, and recording of vital signs.

**DNTA 1245 Preventive Dentistry (1-3-2)** The study of nutrition and preventable dental disease and community dental health.

**DNTA 1305 Dental Radiology (2-3-3)** Introduction to radiation physics, radiation protection, and the operation of radiographic equipment. Instruction in exposure, processing and mounting of dental radiographs, and study of federal and state safety and standard practices.

**DNTA 1351 Dental Office Management (2-2-3)** Use computers/and or manual systems to process dental information and interpret and practice learned dental office management skills.

**DNTA 1415 Chairside Assisting (2-4-4)** A study of pre-clinical chairside assisting procedures, instrumentation, OSHA and other regulatory agencies' standards.

**DNTA 1453 Dental Assisting Applications (2-4-4)** The Procedures and Applications for the Specialties of Dentistry.

**DNTA 1660 Clinical - Dental Asst./Asst. (0-0-6)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## EDTC

**EDTC 1164 Practicum - Teacher Assistant (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EDTC 1301 Educational Systems (2-4-3)** A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and communication strategies. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools.

**EDTC 1307 Intro to Teaching Reading (2-4-3)** General 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.

**EDTC 1321 Bilingual Education (2-2-3)** An overview of bilingual education. Topics include awareness of cultural diversity, assessment strategies, teaching techniques, instructional activity development, and historical/philosophical concepts of bilingual/bicultural education.

**EDTC 1325 Multicultural Education (3-0-3)** An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups.

**EDTC 1341 Instructional Tech & Computer (2-4-3)** Examination of specialized educational technology. Topics include the integration of educational computer terminology, system operations, software, and multimedia in the contemporary classroom environment.

**EDTC 1364 Practicum-Teacher Assistant (0-0-3)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EDTC 1373 Writing Problems (3-0-3)** An in depth coverage of writing difficulties at the elementary level. Emphasis will be on the foundations and theories of writing at the elementary level, required curriculum to be taught, instructional techniques to utilize with students, models of teaching students, assessment techniques, and lesson planning strategies useful in working with the elementary student.

**EDTC 1374 Teaching Math & Science, Eleme (2-4-3)** Practical approaches for introducing math and science concepts in an elementary classroom lab environment with an emphasis on problem solving, inquiry, and critical thinking. Topics include basic math and science concepts and properties, diagnostic testing, pedagogy, and recognizing and recommending corrective teaching strategies.

**EDTC 1375 Issues in Special Needs Educat (3-0-3)** An examination of current research, federal and state regulations, and programs for students with exceptionalities within the public school environment. Topics address methods for supporting instructional planning and the implementation of program goals and objectives.

**EDTC 2305 Reading Problems (2-4-3)** In-depth coverage of reading difficulties. Emphasis on the theories, strategies, recognition, and remediation of reading problems. Topics include assessment, direct instruction, and motivational/interactive literacy activities.

**EDTC 2311 Instructional Practices & Effe (2-4-3)** General principles for selecting developmentally appropriate strategies in core curriculum areas, planning the classroom environment, and instructional accommodations and modifications.

## EECT

**EECT 1300 Technical Customer Service (2-2-3)** General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills.



**EECT 1303 Intro to Telecommunications (2-4-3)** An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations, and industry standards and protocols.

**EECT 1307 Convergence Technologies (2-4-3)** A study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

**EECT 1340 Telecomm. Transmission Media (2-4-3)** Fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics & connectorization.

**EECT 1342 Telecom Outside Plant (2-4-3)** A study of outside plant facilities with emphasis on cabling layout design, splicing, bonding, grounding and facility protection systems. Safety practices and procedures are included.

**EECT 1344 Telecomm Broadband Systems (2-4-3)** A survey of telecommunications broadband transmissions systems including protocols, testing, applications and safety practices.

**EECT 1371 Power Source Design (2-4-3)** Operation and design techniques of electronic power sources with emphasis on component ratings, calculations, and operational parameters of rectifiers, filters, regulators, both discrete and integrated variety.

**EECT 2275 Automatic Testing (1-4-2)** Automatic testing and acquisition of data. Includes topics related to virtual instruments, including applications, benefits, and limitations.

**EECT 2330 Telecommunications Switching (2-4-3)** The operation of telecommunications switching equipment and related software. Topics include installation, testing, maintenance, and troubleshooting.

**EECT 2333 Telephone Systems (2-4-3)** Installation and maintenance systems including telephone set, public switched networks, local exchange, networks, transmission media.

**EECT 2335 Telecommunications (2-4-3)** A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components.

**EECT 2371 Smart Grid Command & Control I (2-4-3)** An smart grid supervisory command and control system portion of the smart grid infrastructure and the individual components that make up this portion.

**EECT 2372 Smart Grid Command-Control II (2-4-3)** Evaluate and verify the smart grid command and control data acquisition system portion of the smart grid infrastructure. Construct a smart grid command and control data acquisition system.

**EECT 2373 Auto Metering Infrastr/Read I (2-4-3)** Introduction to the smart grid automatic metering infrastructure and automatic meter reading systems portion of the smart grid infrastructure and the individual components that make up this portion.

**EECT 2374 Smart Grid Distribution Automa (2-4-3)** Analyze, install, maintain, verify and troubleshoot smart grid distribution automation systems portion of the smart grid infrastructure and the individual components that make up this portion.

**EECT 2377 Auto Metering Infrastr Read II (2-4-3)** Analysis, installation, maintenance, verification, and troubleshooting for the smart grid automatic metering systems/automatic meter reading systems portion of the smart grid communications infrastructure.

**EECT 2378 Smart Grid Technology (2-4-3)** Construct and integrate the individual smart grid communications systems utilized for the smart grid communications infrastructure.

## EEIR

**EEIR 1307 Introductory Security Systems (2-4-3)** A study of security system components, maintenance, troubleshooting, and repair procedures. Emphasis on the installation of security systems as directed.

## ELMT

**ELMT 1301 Programmable Logic Controllers (2-4-3)** An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

**ELMT 1305 Basic Fluid Power (2-4-3)** Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls.

**ELMT 1491 Electromechanical Tech (st) (2-4-4)** This course is designed to familiarize the student with concepts in electro-mechanical technology specific to wind turbines.

**ELMT 2239 Adv Programmable Log Con (1-4-2)** Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

**ELMT 2333 Industrial Electronics (2-4-3)** Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.

**ELMT 2335 Cert Electronics Tech Train (2-4-3)** Review of electronics concepts and principles in preparation for sitting for a certification examination administered by an outside organization or agency.

**ELMT 2341 Electromechanical System (2-4-3)** Application of electromechanical systems. Emphasizes programmable control devices and solid state systems.

**ELMT 2480 Co-Op Electromechanical Tech (1-0-4)** 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.

## ELPT

**ELPT 1215 Electrical Calculations I (2-0-2)** Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry.

**ELPT 1221 Intro-Electrical Safety & Tool (1-3-2)** Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

**ELPT 1225 National Electrical Code I (0-4-2)** An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

**ELPT 1311 Basic Electrical Theory (2-4-3)** Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ELPT 1329 Residential Wiring (2-4-3)** Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

**ELPT 1340 Master Electrician Exam Rev I (2-4-3)** Electrical theory, code calculations, and interpretations applicable to becoming a Master Electrician. Emphasizes residential, commercial, and industrial installations using the current edition of the National Electric Code (NEC) and local ordinances.

**ELPT 1341 Motor Control (2-4-3)** Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

**ELPT 1345 Commercial Wiring (2-4-3)** Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**ELPT 1351 Electrical Machines (2-4-3)** Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.

**ELPT 1357 Industrial Wiring (2-4-3)** Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

**ELPT 1364 Prac-Elect & Power Trans Inst (0-0-3)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**ELPT 1680 Coop-Electrical & Pwr Install (1-0-6)** 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.

**ELPT 2305 Motors & Transformers (2-4-3)** Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

**ELPT 2319 Program. Logic Controllers I (2-4-3)** Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

**ELPT 2323 Transformers (2-3-3)** Transformer types, construction, connections, protection, grounding, and associated safety procedures.

**ELPT 2331 AC/DC Drives (2-4-3)** Installation and maintenance of alternating current (AC) and direct current (DC) variable speed drives with emphasis on application, operating characteristics, and troubleshooting techniques.

**ELPT 2335 Electrical Theory and Devices (2-3-3)** Electrical and electronic measuring devices and their applications to the use of electrical power. Includes calculating and balancing single-phase and three-phase systems.

**ELPT 2339 Electrical Power Distribution (2-2-3)** Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

**ELPT 2343 Electrical Systems Design (2-3-3)** Electrical design of commercial and/or industrial projects including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC).

**ELPT 2347 Elect. Testing & Maintenance (2-4-3)** Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

**ELPT 2355 Programmable Logic Contr II (2-2-3)** Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.

## EMSP

**EMSP 1261 Clinical - EMT (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 1355 Trauma Management (2-3-3)** Knowledge and skills in the assessment and management of patients with traumatic injuries.

**EMSP 1356 Patient Assessment/Airway Mgmt (2-4-3)** Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.

**EMSP 1438 Introduct to Advanced Practice (3-4-4)** Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

**EMSP 1501 Emergency Medical Technician (3-8-5)** Preparation for certification as an Emergency Medical Technician (EMT).

**EMSP 2143 Assessment Based Mgmt (0-4-1)** A summarative experience covering comprehensive, assessment-based patient care management for the paramedic level.





**EMSP 2161 Clinical EMT Paramedic (0-0-1)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2162 Clinical-EMT Paramedic (0-0-1)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2163 Clinical-Emt Paramedic (0-0-1)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**EMSP 2167 Practicum/Field Exp.-Emt Tech (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2168 Practicum/Field Exp.-Emt Tech (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2169 Practicum - EMT (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**EMSP 2205 Ems Operations (1-3-2)** Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

**EMSP 2237 Emergency Procedures (0-6-2)** Application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency.

**EMSP 2248 Emergency Pharmacology (2-1-2)** A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**EMSP 2330 Special Populations (2-3-3)** Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

**EMSP 2434 Medical Emergencies (3-4-4)** Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

**EMSP 2444 Cardiology (3-3-4)** Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

## ENER

**ENER 1430 Basic Mech Skills for Energy (2-6-4)** Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs.

**ENER 2325 SCADA and Networking (2-4-3)** Topics in Supervisory Control and Data Acquisition (SCADA) systems, Industrial Ethernet communications systems as they apply to industry.

## ENTC

**ENTC 1349 Reliability & Maintainability (2-4-3)** Equipment reliability and maintainability. Includes development and assessment of maintenance programs.

**ENTC 1371 Engineering Comp Graphics I (2-4-3)** This course covers the fundamental concepts associated with engineering computer aided design graphics; CAD. Emphasis will be placed on both dimensional analysis and design for manufacturing ability of 3D models. Solid Edge Modeling Software will be utilized.

**ENTC 2310 Machine Design (2-3-3)** Design considerations for machinery. Includes selection of mechanical components and machine construction principles.

## EPCT

**EPCT 1205 Environmental Regs Overview (1-4-2)** An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

**EPCT 1243 Treat, Remed & Disp Techs (1-4-2)** A Study of the Skills Required in Treatment, Remediation, and Disposal Processes of Solid Waste, Hazardous Materials, and Hazardous Waste. Emphasizes the Technologies Applicable in the Field.

**EPCT 1249 Env Regs, Intrpt & Apps (1-4-2)** An in-depth study of the major federal and state environmental regulations.

**EPCT 1301 Hazwoper Training & Rel Topics (2-3-3)** Minimum certification requirements in the Code of Federal Regulations (CFR) for a hazardous waste site worker as found in 29 CFR-1910.120 and 40 CFR-264.16.

**EPCT 1307 Intro to Env Safty & Health (2-3-3)** An historic overview of environmental safety and health. Emphasis on the use of occupational safety and health codes.

**EPCT 1311 Intro. Env Science (2-4-3)** An overview of environmental science and current global concerns, and a brief history of environmental ethics, resource use, and conservation. Discussion of fundamental principles of resource economics and environmental health.

**EPCT 1317 Env. Geology (2-4-3)** A study of the relationships between earth science and the environment. Emphasizes crustal geological influences on air, water, and soil focusing on the effects on human habitation.

**EPCT 1327 Basic Water Works Operation (2-3-3)** Study of conventional water treatment plants including administration and management. Emphasis on the operation of motors, pumps, and disinfection in small water plants.

**EPCT 1328 Basic Wastewater Operations (2-4-3)** Introduction to the information and operational skills needed for wastewater treatment plants.

**EPCT 1341 Princ. of Industrial Hygiene (2-3-3)** Concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration, and equipment use. A study of the control of occupational hazards and sample collection and evaluation methods.

**EPCT 1344 Env Sample/Field Analysis (2-3-3)** Sampling protocol, procedures, quality control, preservation technology, and field analysis. Emphasis on analysis commonly performed by the field technician.

**EPCT 1347 Waste Min & Pollution Prev (2-3-3)** Exploration of the options available for source reduction, waste minimization, and pollution prevention including regulatory standards applicable to these activities.

**EPCT 1472 Environmental Biology (2-4-4)** The relationship between life science and the environment. Emphasizes biological influences on the environment including air, water, and soil. Focuses on the effects on human habitation.

**EPCT 2233 Environmental Toxicology (2-3-2)** A review of the research determining the systematic health effects of exposures to chemicals. Discussion of risk factors, routes of entry, control measures, and acute and chronic effects.

**EPCT 2237 Site Assessment (1- 4- 2)** Research techniques required to perform site assessment. Emphasis on the American Society of Testing Materials (ASTM) and Comprehensive Environmental Response Compensation Liability Act (CERCLA) Super Fund Standards.

**EPCT 2331 Industrial Hygiene Apps. (2-3-3)** A study of the industrial environment and its relation to worker's health. This course provides training in anticipation, recognition, evaluation, and controlling health hazards--particularly chemical, physical, biological, and ergonomic factors existing in the workplace and having injurious effects on workers. The course also introduces training in instrumentation used in monitoring and measuring health hazards in the workplace and covers current issues in industrial hygiene.

**EPCT 2388 Internship - Environmental Tec (0-0-3)** 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.

## FITT

**FITT1196 ST Parks, Rec & Leisure Study (0-3-1)** A study of the Laguna Madre ecosystem and water and sea turtles.

## GAME

**GAME 1301 Computer Ethics (2-2-3)** A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.

**GAME 1303 Intro to Game Design and Dev (2-4-3)** 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.

**GAME 1306 Design and Creation of Games (2-4-3)** Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design.

**GAME 1314 Character Sculpting (2-4-3)** Creation of original characters from the drawing stage to sculpting clay status. Explores a variety of poses using clay.

**GAME 1336 Intro to 3D Game Modeling (2-4-3)** Architectural spaces and modeling in a real-time game editor. Includes techniques for building, texturing, and lighting a game level to function in realtime.

**GAME 1343 Graphics & Simulation Prog I (2-4-3)** Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

**GAME 1349 OpenGL Programming I (2-4-3)** Computer graphics with focus on the basic principles and techniques of graphics applications. Emphasizes 3D computer graphics and translating a task from design to suitable algorithms and program code. Combines principles and major techniques in computer graphics with third-party game and simulation technologies.

**GAME 1353 Multi-User Game Programming I (2-4-3)** Network topologies, architecture and protocols, and communication in game and simulation programming. Introduces sockets programming utilizing TCP and UDP protocols in a high-level language. Focuses on blocking and asynchronous modes.

**GAME 1359 Graphics & Simulation Prog II (2-4-3)** Design and development of game and simulation programs including user interface design, mathematical elements, image and file structure, and software development techniques.

**GAME 2303 Artificial Intelligence Prog I (2-4-3)** Basic techniques in artificial intelligence related to game and simulation programming. Includes knowledge representation and inference techniques, expert systems, pathfinding algorithms, and search techniques for problem solving.

**GAME 2333 Game & Simulation Prog III (2-4-3)** Advanced applications of game and simulation programming techniques. Includes advanced rendering techniques and BSP trees. Incorporates shadowing, lighting, collision detection, and 3D animation and motion.

**GAME 2336 Lighting, Shading, and Texture (2-4-3)** Lighting, shading, and texture painting for 3D models using digital painting techniques. Emphasizes lighting, shading, and texture creation of limited resolution to increase system performance for digital games and simulation models.

**GAME 2341 Game Scripting (2-4-3)** Scripting languages with emphasis on game concepts and simulations.

**GAME 2347 Advanced Game Programming (2-4-3)** Perform tuning, debugging, designing and testing of software; utilize object-oriented architecture design, implement practices for game play within the software; oversee asset management; and utilize best coding practices.

**GAME 2353 OpenGL Programming II (2-4-3)** Vector tools for graphics, transformation of objects, modeling shapes with polygon meshes, 3D viewing, rendering faces for realism, and color theory for game and simulation programming.



**GAME 2359 Game & Simul Grp Proj (2-4-3)** Creation of a game and/or simulation project utilizing a team approach. Includes the integration of design, art, audio, programming, and quality assurance.

## GISC

**GISC 1301 Cartography & Geog - Gis & Gps (2-4-3)** Introduction to the principles of cartography and geography. Emphasis on global reference systems and the use of satellites for measurements and navigation.

**GISC 1311 Introduction to GIS (2-4-3)** Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

**GISC 2320 Intermediate Gis (2-4-3)** This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory.

## GRPH

**GRPH 1359 Vector Graphics for Production (2-4-3)** A study and use of vector graphics for production.

## HALT

**HALT 1220 Horticultural Calculations (2-0-2)** Problem solving and use of formulas and calculations commonly used in the horticulture industry. Emphasis on mathematical, geometrical, financial, and chemical calculations.

**HALT 1305 Horticultural Soils (3-0-3)** A study of the physical properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants.

**HALT 1307 Plant Diseases (3-0-3)** An overview of the factors causing plant diseases. Topics include physiological disorders, fungi, bacteria, viruses, mollicutes, nematodes, parasitic plants, non-pathogenic factors, and control methods.

**HALT 1313 Economic Entomology (3-0-3)** An overview of insects and related organisms with an emphasis on destructive, predaceous, parasitic, and beneficial species. Topics include insect taxonomy, anatomy, morphology, physiology, and the application of Integrated Pest Management (IPM), mechanical, biological, and chemical control measures.

**HALT 1322 Landscape Design (2-2-3)** A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

**HALT 1324 Turfgrass Science & Mgmt. (2-4-3)** Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

**HALT 1325 Landscape Plant Material (2-3-3)** Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants.

**HALT 1327 Horticulture Equipment Mgmt. (2-4-3)** Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

**HALT 1333 Landscape Irrigation (2-4-3)** Coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and small business applications, troubleshooting, repair, and technological advances in irrigation systems.

**HALT 1345 Golf/Sports Fld/Park Mgmt. (2-2-3)** Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

**HALT 1346 Specialized Turfgrass Mgmt. (2-4-3)** An overview of the construction and management of specialized turf features such as putting greens, tee boxes, bunkers, and sand-based ball fields. Topics include the equipment and cultural practices utilized for intensively managed turf areas.

**HALT 1351 Landscape Business Operations (2-2-3)** Instruction in the structure of the landscape business including cost estimation; organization; equipment needs; interpretation of financial reports; and material, labor, and equipment management. Emphasis on the types of landscape operations, marketing, legal forms, construction law, and safety.

**HALT 2307 Horticultural Food Crops (2-3-3)** A study of commercial and home cultivated food crops including various vegetables, fruits, and nuts. Topics address planting, maintenance, harvest, and storage of the various crops.

**HALT 2315 Landscape Management (2-3-3)** A study of the procedures and practices used in the horticulture industry for proper landscape maintenance. Topics include landscape installation, lawn maintenance, shrub and tree care, and management practices.

**HALT 2318 Soil Fertility & Fertilizers (2-3-3)** An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

**HALT 2323 Horticultural Pest Control (2-4-3)** Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls.

## HART

**HART 1300 H.V.A.C Duct Fabrication (2-4-3)** Layout and fabrication of HVAC duct systems using common tools and equipment of the trade.

**HART 1301 Basic Electricity for Hvac (2-4-3)** Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.



**HART1303 Air Conditioning Cont Princps. (2-4-3)** A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

**HART 1307 Refrigeration Principles (2-4-3)** An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

**HART 1310 Hvac Shop Practices and Tools (2-4-3)** Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.

**HART 1341 Residential Air Conditioning (2-4-3)** A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

**HART 1345 Gas and Electric Heating (2-4-3)** Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

**HART 1351 Energy Management (2-4-3)** Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

**HART 1356 Epa Recovery Certification Pre (2-2-3)** Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

**HART 2301 Air Conditioning & Refrig Code (2-4-3)** HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes.

**HART 2331 Advanced Electricity for Hvac (2-4-3)** Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid state devices.

**HART 2334 Advanced A/C Controls (2-4-3)** Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

**HART 2336 Air Conditioning Troubleshoot (2-4-3)** An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

**HART 2338 A/C Installation and Startup (2-4-3)** A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

**HART 2341 Commercial Air Conditioning (2-2-3)** A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.

**HART 2342 Commercial Refrigeration (2-4-3)** Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.

**HART 2343 Industrial Air Conditioning (2-4-3)** A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity.

**HART 2345 Residential Ac Systems Design (2-4-3)** Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

**HART 2349 Heat Pumps (2-4-3)** A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

**HART 2350 Hvac Zone Controls (2-4-3)** Theory and application of HVAC residential Zone control devices, electromechanical controls, and/or pneumatic controls.

**HART 2357 Specialized Commercial Refrig (2-2-3)** An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems.

**HART 2358 Test, Adjust & Bal Hvac Sys (2-4-3)** A study in the process of checking and adjusting all the building environmental systems to produce the design objectives. Emphasis on efficiency and energy savings.

**HART 2380 Cooperative Education Hvac (1-0-3)** 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.

## HEMR

**HEMR 1304 Natural Gas Compression (2-4-3)** An introductory course in the principles of the operation of gas compressors and natural gas engines.

**HEMR 1401 Tracks and Undercarriages (2-4-4)** Concepts in operation and maintenance of final drive track systems and undercarriages used on track and wheel type equipment.

## HITT

**HITT 1204 It for Health Professions (1-4-2)** For students without an IT background, provides a basic overview of computer architecture, data organization, representation and structure, structure of programming, networking, and data communication. Includes basic terminology of computing.

**HITT 1253 Legal-Ethical Aspects (1-2-2)** Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**HITT 1266 Practicum Health Infor/Med Rec (0-0-2)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.



**HITT 1301 Health Data Content/Structure (2-4-3)** Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**HITT 1305 Medical Terminology I (2-4-3)** Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

**HITT 1311 Health Information Systems (2-4-3)** Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

**HITT 1341 Coding and Classification Sys (2-4-3)** Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

**HITT 1342 Ambulatory Coding (2-4-3)** Fundamentals of ambulatory coding rules, conventions, and guidelines.

**HITT 1345 Health Care Delivery Systems (3-1-3)** Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

**HITT 2166 Practicum - Health (0-0-1)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**HITT 2249 Rhit Competency Review (1-2-2)** Review Health Information Technology (HIT) competencies, skills, and knowledge.

**HITT 2266 Practicum - Health (0-0-2)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**HITT 2331 Medical Terminology - Advanced (2-4-3)** Study of advanced terminology in various medical and surgical specialties including disease processes.

**HITT 2335 Coding and Reimbursement Mth (2-4-3)** Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**HITT 2339 Health Info Org & Supervision (3-0-3)** Principles of organization and supervision of human, financial, and physical resources.

**HITT 2346 Advanced Medical Coding (2-4-3)** Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

**HITT 2366 Practicum - Health (0-0-3)** Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**HITT 2443 Quality Assessment & Perform (2-6-4)** Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting

through electronic systems. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

## HPRS

**HPRS 1206 Essentials Medical Terminology (2-0-2)** A study of medical terminology, word origin, structure, and application.

## HRPO

**HRPO 1311 Human Relations (3-0-3)** Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

**HRPO 2301 Human Resource Management (2-4-3)** Behavioral and legal approaches to the management of human resources in organizations.

## HYDR

**HYDR 1301 Rigging & Conveying Systems (2-4-3)** Introduction to directing and moving heavy objects, selecting the appropriate rigging equipment, in conjunction with the suitable hardware and lifting devices with an emphasis on inspection, care, and maintenance of rigging equipment.

**HYDR 1305 Basic Hydraulics (2-4-3)** Fundamentals of hydraulics including types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

**HYDR 1345 Hydraulics and Pneumatics (2-4-3)** Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system.

## IEIR

**IEIR 1371 Electrical Principles & Apps (2-4-3)** Major topics include safety; the engineering subset of metric prefixes; engineering notation; electronic abbreviations; schematic symbols; resistor color codes; wire size and composition; Ohm's Law, Watt's Law, and Kirchoff's Laws; analysis of simple direct current and alternating current circuitry; and basic electrical devices including direct current motors, transformers, and passive filters. Laboratory sessions will stress use of test equipment including the digital multimeter and oscilloscope, construction of simple circuits, and troubleshooting techniques to determine faults in simple circuits.

## IFWA

**IFWA 1205 Food Svc Equip. & Planning (1-3-2)** study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation.

**IFWA 1217 Food Production & Planning (1-2-2)** Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measures conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes.

**IFWA 1218 Nutri. for Food Serv. Professi (2-0-2)** An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

**IFWA 1401 Food Preparation 1 (2-8-4)** A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups, salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.

**IFWA 1427 Food Preparation II (2-8-4)** Continuation of the fundamental principles of food preparation. Emphasis on preparation of food items such as meats, poultry and fish.

## IMED

**IMED 1316 Web Design I (2-4-3)** Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

**IMED 1345 Interactive Digital Media I (2-4-3)** Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

**IMED 2311 Portfolio Development (2-4-3)** Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques.

**IMED 2315 Web Design II (2-4-3)** A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues.

**IMED 2351 Digital Media Programming (2-4-3)** Advanced topics in digital media programming including custom scripts for data tracking. Emphasis on developing digital media programs customized to the client's needs.

**IMED 2388 Internship-Digital Com & Multi (0-0-3)** 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.

## INDS

**INDS 1301 Basic Elements of Design (2-4-3)** A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion, and form.

**INDS 1319 Tech Drawing-Interior Designer (2-4-3)** Introduction to reading and preparing technical instruction drawing for interior design, including plans, elevation, detail, schedules, dimensions, and lettering.

## INEW

**INEW 1340 Asp.Net Programming (2-4-3)** Server side web programming concepts to implement solutions for common web programming tasks. Includes Basic ASP.NET web controls, user management and authentication, state management, and development of database-driven web applications.

**INEW 2330 Comp Software Pro Plan & Des (2-4-3)** A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree.

**INEW 2332 Comp SW Proj: Code,test,imp (2-2-3)** A comprehensive application of skills learned in previous semesters in a simulated workplace. Includes coding, testing, maintenance, and documentation of a

complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree.

**INEW 2334 Advanced Web Programming (2-4-3)** Web programming using industry-standard languages and data stores.

**INEW 2338 Advanced Java Programming (2-4-3)** A continuation of Java programming techniques such as servlets, and advanced graphical functions.

## INMT

**INMT 1305 Intro Industrial Maintenance (2-4-3)** Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

**INMT 1317 Industrial Automation (2-4-3)** Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system.

**INMT 1319 Manufacturing Processes (2-2-3)** Exploration of a variety of methods used in manufacturing. Theory and application of processes including but not limited to metal forming, welding, machining, heat treating, plating, assembly procedures, and process control considerations, casting and injection molding.

**INMT 1355 Industrial Power Plant Systems (2-4-3)** Study the principles of operation and maintenance of industrial power plants. Emphasis placed on component replacement, tune-up, and field adjustments of engine systems.

**INMT 2301 Machinery Installation (2-4-3)** Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.

**INMT 2303 Pumps, Compr, & Mech Drives (2-4-3)** A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

**INMT 2345 Industrial Troubleshooting (2-4-3)** An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

## INTC

**INTC 1305 Intro to Instrumentation (2-4-3)** A survey of the instrumentation field and the professional requirements of the instrumentation technician.

**INTC 1341 Principles-Automatic Control (2-4-3)** Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.

**INTC 1343 Apps-Industrial Auto Control (2-4-3)** Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.





**INTC 1348 Analytical Instrumentation (2-4-3)** Analytical instruments emphasizing utilization in process applications. Includes, but not limited to, chromatography, pH, conductivity, and spectrophotometric instruments.

**INTC 1350 Digital Measurement & Controls (2-4-3)** A Study of the Movement of Digital Data Through Common Systems Including Led Displays, Teletypes, and Cathode Ray Displays Employing Parallel and Serial Transfers Using Wire Lines, Fiber Optics Systems, and Radio Methods of Transfer.

**INTC 1355 Unit Operations (2-4-3)** Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.

**INTC 1356 Instrumentation Calibration (2-4-3)** Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.

**INTC 1357 Ac/Dc Motor Controls (2-4-3)** A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

**INTC 1380 Coop Ed-Instrumentation Tech. (1-0-3)** 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.

**INTC 1391 Spec Tops in Instrumentation: (2-4-3)** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**INTC 2330 Instrumentation Systems Troubl (2-4-3)** Techniques for troubleshooting instrumentation systems in a process environment. Includes troubleshooting upsets in processes.

**INTC2333 Instrument Sys Installation (2-4-3)** Synthesis, application, and integration of instrument installation components. Includes a comprehensive final project.

**INTC 2336 Distributed Ctrl & Prog Logic (2-4-3)** An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment.

**INTC 2339 Instrument and Control Review (2-4-3)** An overview of instrument and control technology in preparation for industry employment and national testing.

**INTC 2350 Fieldbus Process Control Sys (2-4-3)** A comprehensive view of fieldbus systems using theory, applications, and hands-on experiences.

## IRAD

**IRAD 1301 Radiation Detection Msrmts I (2-3-3)** Principles and methods utilized to detect and measure radiation with emphasis on gas-filled-ionization, proportional, and Geiger Mueller (G-M) detectors. Topics include statistics of counting, calculation of efficiencies, and performance of surveys.

## ITCC

**ITCC 1301 Network Fundamentals (cisco) (2-4-3)** A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

**ITCC 1304 Routing & Switching Es (cisco) (2-4-3)** This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

**ITCC 1340 Switching Basics (2-4-3)** Internet Protocol addressing techniques, command line interface configuration of switches, Ethernet switching, and protocols associated with Virtual Local Area Networks (VLANs).

**ITCC 2308 Lan Switching/Wireless (cisco) (2-4-3)** This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

**ITCC 2310 Accessing the Wan (cisco) (2-4-3)** This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS).

## ITDF

**ITDF 1300 Intro to Digital Forensics (2-4-3)** A study of the application of digital forensic technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations.

**ITDF 1305 Digital Data Storage Forensics (2-4-3)** Exploration, examination, and assessment of the characteristics and details of digital storage media used in computers systems and small-scale digital devices. Includes experimenting with various tools to reinforce identification of evidentiary data.

**ITDF 2320 Digital Forensics Collection (2-4-3)** A study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.

**ITDF 2325 Digital Forensics Tools (2-4-3)** Skills-based course in the applications of forensic analysis software. Tools used in this course may include EnCase, ILook, Forensic Tool Kit, write blockers, StegAlyzerSS, "X-Ways", ProDiscover Basic, and others.

**ITDF 2330 Digital Forensics Analysis (2-4-3)** Digital forensic analysis, report preparation, and evidence presentation. Emphasizes balancing legal and technical aspects of cases where digital forensics is employed.

**ITDF 2335 Comp Digital Forensics Project (2-4-3)** Comprehensive application of skills learned in previous digital forensics courses in a simulated crime scene or workplace investigation. Includes collection, analysis, and presentation of digital data and evidence in a problem-based case study format. This course is used as a capstone course for a certificate or degree.

## ITNW

**ITNW 1308 Implet & Support Client Os (2-4-3)** The fundamentals of managing and configuring network clients.

**ITNW 1313 Computer Virtualization (2-4-3)** Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

**ITNW 1325 Fundamentals of Networking (2-4-3)** Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

**ITNW 1345 Implementing Netwk Dir Svcs (2-4-3)** In-depth coverage of the skills necessary to install, configure, and administer Network Directory service.

**ITNW 1351 Fnds of Wireless Lans (2-4-3)** Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

**ITNW 1354 Imp and Sup Servers (2-4-3)** Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

**ITNW 1358 Network+ (2-4-3)** Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional.

**ITNW 2312 Routers (2-4-3)** Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.

**ITNW 2313 Networking Hardware (2-4-3)** Exploration of hardware devices including cables, servers, and workstations, network connectivity devices and uninterruptible power supplies.

**ITNW 2321 Networking with TCP/IP (2-4-3)** Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems.

**ITNW 2335 Ntwk Trblstng & Support (2-4-3)** 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.

**ITNW 2350 Enterprise Network (2-4-3)** A case study in Convergence Technologies requiring a network engineer to study a problem and design a network solution for an enterprise network.

**ITNW 2352 Administering SQL Server (2-4-3)** Administering SQL Server is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version.

**ITNW 2354 Internet/Intranet Server (2-4-3)** Advanced concepts in the designing, installing, and administration of an Internet/Intranet server.

**ITNW 2359 Web Server Support & Maint. (2-4-3)** Instruction in the installation, configuration, and implementation of web servers.

**ITNW 2376 Cloud Deployment & Infrastruct (2-4-3)** Deployment and management of scalable data centers, public and private cloud infrastructures, co-location strategies, energy consumption calculation, and disaster recovery planning using open source and commercial software.

## ITSC

**ITSC 1305 Intro to Pc Operating Systems (2-4-3)** A Study of Personal Computer Operating Systems. Topics Include Installation and Configuration, File Management, Memory and Storage Management, Control of Peripheral Devices, and Use of Utilities.

**ITSC 1309 Integrated Software Appls I (2-4-3)** Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

**ITSC 1315 Project Management Software (2-4-3)** Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

**ITSC 1316 Linux Installation & Config (2-4-3)** Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

**ITSC 1321 Interm Pc Operating Systems (2-4-3)** Custom operating system installation, configuration and troubleshooting. management of file systems, memory, storage, and peripheral devices.

**ITSC 1325 Personal Computer Hardware (2-4-3)** Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

**ITSC 2321 Integrated Software App II (2-4-3)** Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

**ITSC 2325 Advanced Linux (2-4-3)** Provides instruction in Advance Open-source Linux operating system. Develops LDAP directory services to all your clients, support users remotely, installing and configuring network services.

**ITSC 339 PC Help Desk (2-4-3)** Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

**ITSC 2370 Final Proj-Systms Adm (2-4-3)** Students Will Design and Implement a Systems Administration Plan For Specified Parameters Utilizing Knowledge and Skill Sets Learned in the Course of Instruction. the Students Will Be Given A Set of Desired Administrative Outcomes and Will Implement Current Or Impending Technologies to Obtain the Desired Administrative Outcomes.

**ITSC 2386 Internship Computer Infor Sci (0-0-3)** 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.

## ITSE

**ITSE 1301 Web Design Tools (2-4-3)** Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of tools available for creating and editing Web documents.

**ITSE 1302 Computer Programming (2-4-3)** Introduction to computer programming including design, development, testing, implementation, and documentation.

**ITSE 1303 Introduction to MySQL (2-4-3)** Introduction to fundamentals of SQL and relational databases.

**ITSE 1306 P.H.P. Programming (2-4-3)** Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.

**ITSE 1307 Intro to C++ Programming (2-4-3)** 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.

**ITSE 1311 Beginning Web Programming (2-4-3)** Skills development in web programming including mark-up and scripting languages.

**ITSE 1329 Programming Logic & Design (2-4-3)** Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation.

**ITSE 1345 Introduction Oracle S.Q.L. (2-4-3)** An Introduction to the Design and Creation of Relational Databases. Topics Include Storing, Retrieving, Updating, and Displaying Data Using Structured Query Language (sql) and Procedure Language (pl)

**ITSE 1347 Prog. W/ Visual Basic.Net (2-4-3)** 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.

**ITSE 1350 System Analysis & Design (2-4-3)** Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

**ITSE 1359 Intro to Scripting Languages (2-4-3)** Introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis.

**ITSE 1372 Mobile Application Development (2-4-3)** Builds on current programming skills. Students apply software design and logic principles while developing applications for mobile devices such as smart phones and tablets.

**ITSE 1392 Spec Topics-Computer Programmi (2-4-3)** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**ITSE 2310 IOS Application Programming (2-4-3)** Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SDK environment, and current programming issues in the iOS environment.

**ITSE 2313 Web Authoring (2-4-3)** Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

**ITSE 2317 Java Programming (2-4-3)** Introduction to object-oriented Java programming including the fundamental syntax and semantics of Java for applications and web applets.

**ITSE 2331 Advanced C++ Programming (2-4-3)** Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques.

**ITSE 2333 Impl Database Microsoft Sql (2-4-3)** Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system.

**ITSE 2334 Advanced Visual Basic Net Prog (2-4-3)** Continuation of Visual Basic.NET programming using advanced features.

**ITSE 2338 C# Database Dev With Ado.Net (2-4-3)** C# applications to access data from a database. Emphasizes Object-Oriented Programming (OOP) and database programming with ADO.NET.

**ITSE 2345 Data Structures (2-4-3)** Design an analysis of data structures and their operations.

**ITSE 2354 Advanced Oracle Pl/Sql (2-4-3)** A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation.

**ITSE 2358 Oracle Database Admin. II (2-4-3)** A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed.



**ITSE 2371 Advanced Ios Programming (2-4-3)** This course explores the creation and deployment of an application to an iOS device by building upon concepts in iOS Application Programming and utilization of the Cocoa/Cocoa Touch Framework.

**ITSE 2386 Internship - Computer Prog (0-0-3)** 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.

**ITSE 2409 Database Programming (2-4-4)** Database development using database programming techniques emphasizing database structures, modeling, and database access.

**ITSE2447 Advanced Database Programming (2-4-4)** Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access.

## ITSW

**ITSW 1304 Introduction to Spreadsheets (2-4-3)** Instruction in the concepts, procedures, and application of electronic spreadsheets.

**ITSW 1307 Introduction to Database (2-4-3)** Introduction to database theory and the practical applications of a database.

**ITSW 1310 Intro to Present. Grphs. Sftw. (2-4-3)** Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

**ITSW 2334 Advanced Spreadsheets (2-4-3)** Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.

**ITSW 2386 Internship Data Processing (0-0-3)** 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.

## ITSY

**ITSY 1300 Funds. of Information Security (2-4-3)** An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

**ITSY 1342 Information Tech Security (2-4-3)** Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

**ITSY 2301 Firewalls and Network Security (2-4-3)** 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.

**ITSY 2330 Intrusion Detection (2-4-3)** 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.

**ITSY 2343 Computer System Forensics (2-4-3)** 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.

**ITSY 2359 Security Assessment & Auditing (2-4-3)** 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 to assure regulatory compliance.

## LAWT

**LAWT 1301 Copyright & Ethical Issues (2-4-3)** Introduction to basic copyright law and related ethical issues as they apply to creation and use of copyrighted material. Emphasis on practical application of copyright law through case studies.

## LMGT

**LMGT 1325 Warehouse & Distr. Ctr. Mgmt. (2-2-3)** Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time, and continuous replenishment.

## LNWK

**LNWK 1211 Climbing Skills (1-4-2)** Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

**LNWK 1241 Distribution Operations (1-4-2)** A study of the theoretical and practical operation of electric utility distribution systems. Topics include customer service voltages, capacitors, and coordination of protection equipment.

**LNWK 1301 Orientation & Line Skill Fund. (2-4-3)** Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

**LNWK 1331 Transformer Connections (2-3-3)** An introduction to basic transformer connections and theory (including basic alternating current (AC) theory) and their direct application to single phase and three phase transformers. Students will study and practice basic transformer connections and fundamentals.

**LNWK 2321 Live Line Safety (2-4-3)** Study of cover-up procedures and safety requirements for work on energized electrical circuits. Includes use, care, and inspection of cover-up material, recognizing nominal voltages and energized parts, approach distances, and safety.

**LNWK 2322 Distribution Line Construction (2-4-3)** Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations.



**LNWK 2324 Troubleshoot. Distribution Sys (2-4-3)** Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints.

## LOTT

**LOTT 1271 Mathematics for Photonics Tech (1-4-2)** Need a mathematics course specific to the needs of photonics technician.

**LOTT 1344 Fund. of Lasers & Laser Safety (2-4-3)** An introduction to the general nomenclature of the laser including laser safety, light and its properties, lasing action, optical cavities, modes of oscillation, and laser characteristics and classifications.

**LOTT 1443 Geometrical Optics (3-4-4)** Theory of light as a geometric ray. Applications of the laws of reflection and refraction from the mathematical, graphical, and experimental aspects.

**LOTT 2432 Laser Maintenance and Repair (2-6-4)** A course in planning, disassembling, testing, and troubleshooting various systems. Emphasis on practical utilization of support test equipment.

**LOTT 2435 Electro-Optic Devices (2-6-4)** Theory and operation of special purpose devices to measure laser output parameters, manipulate laser beams, modulate and Q-switch lasers, photo detectors, and special techniques in photography and holography.

**LOTT 2436 Wave Optics (3-4-4)** Principles and theory of light and its wave nature including origin of light, spectral characteristics of light, radiometry, photometry, reflection, refraction, propagation of light, interference, diffraction, and polarization.

**LOTT 2445 Continuous Wave & Pulsed Laser (2-6-4)** A mathematical and conceptual study of continuous wave (CW) and pulsed lasers, including ion, solid state, diode pumped solid state (DPSS) and molecular. Emphasis on the operation and maintenance of these systems and the measurement of their output characteristics and data analysis.

## MAIR

**MAIR 1349 Refrig, Freezers, Window Air C (2-4-3)** Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems.

## MCHN

**MCHN 1301 Beginning Machine Shop (2-4-3)** Fundamental machine shop safety, math, and measurement.

**MCHN 1302 Print Reading-Machining Trades (3-0-3)** A study of blueprints for machining trades with emphasis on machine drawings.

**MCHN 1305 Metals and Heat Treatment (2-4-3)** Designed for students going into the workforce as manual machinists, tool designers, or heat treat operators. Topics include properties of metals and heat treatment of metals.

**MCHN 1308 Basic Lathe (2-4-3)** An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory.

**MCHN 1313 Basic Milling Operation (2-4-3)** An introduction to the common types of milling machines, part nomenclature, basic machine operations and procedures, safety, machine mathematics, blueprint reading, and theory.

**MCHN 1320 Precision Tools & Measurements (2-4-3)** An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

**MCHN 1326 Introduction to CAM (2-4-3)** A study of Computer-Aided Manufacturing (CAM) software which is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library.

**MCHN 1343 Machine Shop Mathematics (2-4-3)** Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

**MCHN 1416 Machine Tool Repair (2-6-4)** Basic repair of machine tools, disassembly, parts fabrication, and assembly of machine types, including related math, blueprint reading, and safety.

**MCHN 1438 Basic Machine Shop I (2-6-4)** A course that introduces the student to machining fundamentals. The student begins by using basic machine tools including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance.

**MCHN 1452 Intermediate Machining I (2-6-4)** Operation of drilling machines, milling machines, lathes, and power saws. Select and use appropriate precision measuring tools.

**MCHN 2303 Funds. of C.N.C. Machine Ctrls (2-4-3)** Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment.

**MCHN 2335 Advanced CNC Machining (2-4-3)** The study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers.

**MCHN 2337 Adv Milling Operations (2-4-3)** Study of advanced milling machine operations. Identification and/or use of milling cutters and accessories.

**MCHN 2338 Advanced Computer-Aided Manuf (2-4-3)** A study of advanced techniques in Computer-Aided Manufacturing (CAM).

**MCHN 2341 Advanced Machining I (2-4-3)** A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification.

**MCHN 2344 Comput Number Ctrl Programming (2-4-3)** An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

**MCHN 2372 Mold, Tool & Die Mod & Repair (2-4-3)** Rebuilding mold sections using tungsten arc welding and grinding/polishing. Computation of cam blocks, angle pins, and shrinkage. Repairing or manufacturing of

die parts which perform trimming, notching, piercing, blanking, piloting or forming. Quality assurance principles and geometric dimensioning will be included.

**MCHN 2434 CNC Machining Centers (2-6-4)** A study of CNC operations with an emphasis on vertical machining centers.

**MCHN 2447 Specialized Tools & Fixtures (2-6-4)** An advanced course in the designing and building of special tools, such as jigs, fixtures, punch press dies, and molds. Machining and assembling of a production tool using conventional machine shop equipment. Application of production tool theory, care, and maintenance.

**MCHN 2471 Specialized Eqpt and Processes (2-6-4)** An advanced course that incorporates conventional and computer numerical control equipment. Design and fabricate fixtures. Use metrology equipment and reverse engineering. Manufacture a project that shows proficiency in a variety of machining equipment and processes.

## MDCA

**MDCA 1154 Medical Assist Cred Exam Rev (0-3-1)** A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

**MDCA 1302 Human Disease/Pathophysiology (2-4-3)** A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

**MDCA 1313 Medical Terminology (2-3-3)** A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**MDCA 1321 Administrative Procedures (2-3-3)** Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

**MDCA 1343 Medical Insurance (2-4-3)** Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings.

**MDCA 1348 Pharmacology & Admin of Medica (2-4-3)** Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

**MDCA 1352 Medical Asst Lab Procedures (2-4-3)** Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.

**MDCA 1417 Procedure in a Clinic Setting (2-6-4)** Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

**MDCA 1460 Clinical-Med/Clinic Assistant (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## MFGT

**MFGT 1406 Mech Princ Automated Mfg (2-4-4)** Overview of mechanical principles used in automated manufacturing. Includes common measurement methods, engineering drawings, and mechanical methods used in automated manufacturing.

**MFGT 2459 Industrial Automation II (3-4-4)** Advanced topics in automated manufacturing. Includes electrical and electronic principles, electro-pneumatic and electro-hydraulic controls, logic control methods, and basic programming techniques.

## MRKG

**MRKG 1301 Customer Relationship Mgmt. (2-2-3)** General principles of customer relationship management including skills, knowledge, attitudes, and behaviors.

**MRKG 2349 Advertising & Sales Promotion (3-0-3)** Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

## MRMT

**MRMT 1307 Medical Transcription I (2-4-3)** Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

**MRMT 2433 Medical Transcription II (2-4-4)** Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports

## NANO

**NANO 1205 Nano Technology (1-4-2)** Introduction to nano sciences. Includes terminology, current and future uses, and the impact of nano technology on biology, solid-state manufacturing, material science, and chemistry.

## NUCP

**NUCP 1319 Radiation Physics (2-3-3)** A study of atomic structure, radioactivity (primarily alpha, beta, gamma), and the interaction of radiation with matter. Topics include radioactive decay law, gamma attenuation equation, and inverse square law.

**NUCP 1391 Nuclear Power Technology (st) (2-2-3)** Topics Address Recently Identified Current Events, Skills, Knowledges, And/Or Attitudes and Behaviors Pertinent to the Technology Or Occupation and Relevant to the Professional Development of the Student.



**NUCP 2301 Radiation Protection I (2-3-3)** Introduction to the field of radiation protection: the art and science of protecting human beings from injury by radiation. Topics include dose and exposure measurements and units, permissible exposure limits, and internal exposure evaluations.

**NUCP 2302 Radiation Protection II (2-4-3)** Continued study in the field of protecting humans from unwarranted radiation exposure. Topics include the use of personnel monitoring devices, radiation dose assessment, bioassay techniques, and record keeping.

## NURA

**NURA 1360 Clinical - Nursing Asst Aide/P (0-0-3)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**NURA 1401 Nurse Aide for Health Care (2-4-4)** Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

## OSHT

**OSHT 1209 Physical Hazards Control (1-4-2)** A study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

**OSHT 1213 Accident Prevention/Inspect/In (1-4-2)** Provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

**OSHT 1221 Fire Protection Systems (1-4-2)** Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

**OSHT 1305 Osha Regulations - Constr Indu (2-4-3)** A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

**OSHT 1316 Material Handling (2-3-3)** Proper methods for material handling and storage including safety practices, proper equipment usage, engineering controls, and personal protective equipment.

**OSHT 1320 Energy Industrial Safety (2-2-3)** An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects.

**OSHT 2209 Safety Program Management (1-4-2)** Examine the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.

**OSHT 2320 Safety Train Presentation Tech (2-4-3)** Principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles of teaching including use of teaching aids and presentation skills.

**OSHT 2370 Safety & Health First Aid Cert (2-3-3)** This course is designed to offer the student certification in standard First Aid and Cardio-Pulmonary Resuscitation (CPR) along with a full understanding of the principles of emergency care. The student will learn on-scene planning as well as actions necessary to deal with accidents and injuries in an industrial setting. The student will learn physiology of the human body and the principles behind pressure points and actions taken in splint application and body immobilization.

**OSHT 2388 Internship - Osha Tech/Tech (0-0-3)** 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.

**OSHT 2401 Osha Regulations - General Ind (2-4-4)** A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

## PFPB

**PFPB 1321 Plumbing Maintenance & Repair (2-4-3)** Instruction in the practices and procedures employed by a plumber including public relations.

**PFPB 1323 Plumbing Codes I (2-4-3)** State and local plumbing codes and the application of potable water, waste water, and gas systems relating to residential and light commercial settings.

**PFPB 1347 Backflow Prevention (2-4-3)** Principles, practices, and regulations of backflow. Includes backpressure, public health, laws and responsibilities, mechanics and use of backflow devices, and equipment testing used in backflow devices.

**PFPB 2308 Piping Standards & Materials (2-4-3)** Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

**PFPB 2309 Residential Constr Plumb I (2-4-3)** Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home.

**PFPB 2336 Commercial Const & Fixture Set (2-4-3)** Practices and procedures employed by a plumber in the common construction in a commercial building including drain, waste, and vent systems, water systems, and fixture installations.

**PFPB 2343 Advanced Pipe Practices (2-4-3)** Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping.

**PFPB 2349 Field Meas, Sketching, & Layou (2-4-3)** Field dimensioning, measuring, sketching, and layout of future process piping and the use, care, and setup of transit and level.

## PHRA

**PHRA 1202 Pharmacy Law (2-0-2)** Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

**PHRA 1205 Drug Classification (1-4-2)** A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration.

**PHRA 1209 Pharmaceutical Mathematics I (0-4-2)** Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

**PHRA 1243 Pharmacy Tech Cert Review (2-0-2)** A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE).

**PHRA 1247 Pharmaceutical Math II (0-4-2)** Advanced concepts of Pharmaceutical Mathematics.

**PHRA 1301 Introduction to Pharmacy (3-0-3)** An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.

**PHRA 1313 Community Pharmacy Practice (2-3-3)** Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters.

**PHRA 1345 Compounding Sterile Prep (2-4-3)** The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

**PHRA 1349 Institutional Pharmacy Practic (2-3-3)** Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

**PHRA 1441 Pharmacy Drug Therapy/Treatmen (3-2-4)** Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

**PHRA 2461 Clinical - Pharmacy Tech/Asst. (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**PHRA 2462 Clinical - Pharmacy Tech/Asst. (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## PHTC

**PHTC 1311 Fundamentals of Photography (2-4-3)** An introduction to camera operation and image production, composition, flash usage, and use of exposure meters and filters.

**PHTC 1340 Photographic Retouching I (2-4-3)** An overview of retouching techniques to enhance photographic media. Includes restoration and coloration.

**PHTC 1343 Expressive Photography (2-4-3)** A study of formal, professional, and individual uses of photography by applying photographic technology to personalized needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision.

**PHTC 1345 Illustrative Photography I (2-4-3)** Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising.

**PHTC 1353 Portraiture I (2-4-3)** Skill development in the photographic principles of portrait lighting, posing, and subject rapport.

**PHTC 1391 Commercial Photography (2-4-3)** The study and utilization of professional commercial photography techniques, including the use of industry standard software, professional lighting techniques, and the emulation of an industry environment utilizing sample employers and clients.

## PLAB

**PLAB 1323 Phlebotomy (2-3-3)** Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

## PLTC

**PLTC 1343 Mold Design and Maintenance (2-3-3)** A study of the basic design parameters of plastic injection molds including mold flow, nominal walls projection, depressions, ejector systems, runners, gates, parting lines, and general mold configurations. Emphasis on maintenance techniques on in house molds.

## POFI

**POFI 1301 Computer Applications I (2-4-3)** Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 1349 Spreadsheets (2-4-3)** Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 2301 Word Processing (2-4-3)** Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 2331 Desktop Publishing (2-4-3)** In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 2340 Advanced Word Processing (2-4-3)** Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.



## POFT

**POFT 1301 Business English (2-2-3)** Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**POFT 1319 Records & Info Mgmt I (2-4-3)** Introduction to basic records information management systems including manual and electronic filing.

**POFT 1321 Business Math (2-4-3)** Fundamentals of business mathematics including analytical and critical thinking skills.

**POFT 1325 Business Math Using Technology (2-2-3)** Skill development in business math problem-solving using electronic technology.

**POFT 2331 Administrative Systems (2-4-3)** Advanced concepts of project management and office procedures integrating software applications.

## PSTR

**PSTR 1301 Fundamentals of Baking (2-4-3)** Fundamentals of baking including dough, quick breads, pies, cakes, cookies, and tarts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

**PSTR 2431 Advanced Pastry Shop (2-6-4)** A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

## PSYT

**PSYT 1313 Psychology Personal Adjustment (2-2-3)** Overview of personal, social, and work adjustment skills.

## PTAC

**PTAC 1302 Introduction to Process Tech (2-2-3)** An introduction overview of the processing industries.

**PTAC 1308 Safety, Health, & Environ I (2-4-3)** An overview of safety, health, and environmental issues in the performance of all job tasks.

**PTAC 1310 Process Technology I - Eqpt. (2-4-3)** Introduction to the use of common processing equipment.

**PTAC 1332 Process Instrumentation I (2-4-3)** Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting.

**PTAC 2314 Principles of Quality (2-2-3)** Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

**PTAC 2336 Process Instrumentation II (2-2-3)** Continued study of the instruments and control systems used in the process industries including terminology, process variables, symbology, control loops, and troubleshooting.

**PTAC 2346 Process Troubleshooting (2-4-3)** Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

**PTAC 2420 Process Technology II -Systems (2-4-4)** A study of various process systems including related scientific principles.

**PTAC 2438 Process Tech III - Operations (2-6-4)** This course emphasizes activities associated with the hands-on operations of process equipment.

## PTRT

**PTRT 1301 Intro to Petroleum Industry (2-4-3)** An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

**PTRT 1307 Recovery & Production Methods (2-4-3)** Petroleum recovery and production methods.

**PTRT 1413 Industrial Safety (2-6-4)** An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R 1910, 1926 standards.

**PTRT 1471 Downhole Tool Redressing (2-6-4)** Topics address recently identified skills and knowledge pertinent to working in the oil and gas shop environments. This course has been designed to prepare a student for redressing the downhole tools used in the oil well servicing industry.

## RBPT

**RBPT 1370 Building Envelope Inspection (2-4-3)** Outlines procedures for improving the comfort, durability and energy efficiency of residential homes shell or envelope. Emphasis on air leakage and sealing measures, insulation types, proper installation of doors and windows, moisture fundamentals, indoor pollutants, and health and safety issues encountered when making energy improvements. The material covered will prepare the student to be able to take the Building Envelope Professional Certification exam offered through BPI.

**RBPT 2325 Energy Rating Systems for Home (2-4-3)** Use of computer software and rating criteria to evaluate and score homes using residential energy rating systems. Emphasizes gathering data from building plans, manufacturers' specifications, and onsite testing.

**RBPT 2329 Residential Verif & Rating (2-4-3)** A summary of the skills needed to be an energy rater and a green rater for homes. Emphasizes onsite building testing, use of rating software and criteria, producing reports, and presenting recommendations to improve building performance scores.

**RBPT 2335 Residential Environ Quality (2-4-3)** Methods for improving the indoor and outdoor environmental quality associated with homes. Emphasizes identifying materials, building practices, and human behavior both inside and outside the home that impact environmental quality. Includes best-practice strategies.

## RBTC

**RBTC 1309 Pneumatics (2-4-3)** A study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems.

**RBTC 1341 Vision Systems (2-4-3)** An overview of machine vision systems, including terminology and components. Topics include optics, sensors, lighting, image analysis, and user interfaces.



**RBTC 1343 Robotics (2-4-3)** Principles and applications of robots. Includes installation, interfacing, programming, maintenance, and safety of robots and robotic cells.

**RBTC 1345 Robot Interfacing (2-4-3)** A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing.

**RBTC 2339 Robot Programming & Diagnostic (2-4-3)** Emphasis on the programming of industrial robots, the development of programming techniques, and the diagnosis of faults in systems.

**RBTC 2345 Robot Application Set-Up /Test (2-4-3)** A capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance.

**RBTC 2347 Computer Integrated Mfg (2-4-3)** The principles of computer integrated manufacturing, including case studies and implementation of process control techniques, CAD/CAM, operations, software, and networking for CIM systems.

## RNSG

**RNSG 1207 Nursing Jurisprudence (1-2-2)** A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. This course lends itself to either a blocked or integrated approach.

**RNSG 1210 Intr Community-Based Nursing (2-0-2)** Overview of the delivery of nursing care in a variety of community-based settings to promote health; application of systematic problem-solving processes and critical thinking skills, focusing on the examination of concepts and theories relevant to community-based nursing; and development of judgment, skill, and professional values within a legal/ethical framework

**RNSG 1227 Trans to Professional Nursing (1-3-2)** Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach.

**RNSG 1261 Clinical - Registered Nursing (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 1300 Health Assess Across Lifespan (2-2-3)** Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

**RNSG 1301 Pharmacology (2-2-3)** Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

**RNSG 1343 Complex Concepts Adult Health (2-2-3)** Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 1412 Nurscare-Childbear/Rear Family (3-4-4)** Study of the concepts related to the provision of nursing care for childbearing and childrearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 1463 Clinical - Registered Nursing (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2162 Clinical - Registered Nursing/ (0-0-1)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2213 Mental Health Nursing (2-3-2)** Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach.

**RNSG 2221 Prof Nursing: Leadership/Mgmt. (2-0-2)** Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 2230 Prof Nursing Rev & Licensure P (1-2-2)** Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. This course lends itself to either a blocked or integrated approach.

**RNSG 2262 Clinical Reg Nursing/Reg Nurse (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 2432 Enhanced Concepts-Adult Health (3-2-4)** Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients/families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach.

## RSTO

**RSTO 1304 Dining Room Service (1-7-3)** Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

**RSTO 1313 Hospitality Supervision (2-2-3)** Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws and regulations. Emphasis on leadership development.

**RSTO 2407 Catering (2-4-4)** Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

**RSTO 2505 Mgmt of Food Production & Srvc (2-9-5)** A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

## SCIT

**SCIT 1318 Applied Physics (2-4-3)** Introduction to physics for industrial applications including vectors, motion, mechanics, simple machines, matter, heat, and thermodynamics.

**SCIT 1407 App Human Anatomy/Physiology I (2-6-4)** An applied systematic study of the structure and function of the human body. Includes anatomical terminology, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, and endocrine. Emphasis on homeostasis.

**SCIT 1414 Applied General Chemistry I (3-3-4)** Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including atomic and molecular structure, nomenclature, chemical reactivity, gas laws, acids and bases, solutions, and an overview of organic chemistry.

**SCIT 1415 Applied General Chemistry II (3-3-4)** Applications of general chemistry emphasizing industry-related laboratory skills and competencies including laboratory safety and report writing. Addresses supporting chemical theories including covalent bonding, thermodynamics, equilibrium, reaction rates, electrochemistry, nuclear chemistry, and organic compounds.

**SCIT 1543 Applied Analytical Chemistry I (3-6-5)** Principles of quantitative analysis as related to industrial applications. Includes gravimetric and titrimetric analysis of practical samples by classical and standard methods.

**SCIT 2401 Applied Organic Chemistry I (3-3-4)** Applications of the chemistry carbon emphasizing industry-related laboratory skills and competencies.

**SCIT 2402 Applied Organic Chemistry II (3-3-4)** Continuation of the applications of the chemistry of carbon compounds emphasizing industry-related laboratory skills and competencies. Includes reaction mechanisms, spectroscopy, and synthetic methods.

## SMER

**SMER 1434 Small Engine 2 Stroke Overhaul (2-4-4)** Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for overhaul of two stroke small engines.

**SMER 1437 Small Engine 4 Stroke Engine (2-4-4)** Overhaul procedures for four stroke small engines. Emphasis on shop procedures for overhauls.

## SMFT

**SMFT 1471 Vacuum Technolgy (3-4-4)** Introduction to and skill development of Vacuum Technology, Vacuum Principles, Pumping Systems, Gauging, Leak Detection, and Safety Practices.

**SMFT 2450 Vacuum Thin Films (2-6-4)** Physical vapor deposition (PVD), chemical vapor deposition (CVD), and related systems. Includes planning, repairing, maintaining, and testing various systems such as evaporators, electron guns, ion plating, direct current (DC) and radio frequency (RF) sputtering systems. The course is intended to enhance and apply knowledge gained in previous vacuum-related classes. Other topics include the planning, repairing, maintaining, and coating of various chemical depositions used as coatings in manufactured optics and semiconductors.

## SOLR

**SOLR 1273 Found of Solar Thermal Systems (1-4-2)** Discusses industry terminology, safety issues, solar thermal systems design and installation procedures.

**SOLR 1371 Intro to Solr & Alt Enrgy Tech (2-4-3)** Introduction to Renewable Energy is an overview to the most common types of renewable energy with an emphasis on solar system types and applications. This course introduces solar system types, components, safety issues, and history.

**SOLR 1372 Founds of Solr Photo Pwr Gener (2-4-3)** Solar electrical power generation using photovoltaic (PV) equipment. Includes calculation of power generation and demand requirements, installation process for solar system components, and strategies for optimizing system performance and reliability.

**SOLR 2275 Solar System Design, Installat (1-4-2)** Design considerations including site assessment and desired system operation, installation, commissioning, maintenance, operation, troubleshooting, repair and decommissioning. Review of safety issues, personal protection equipment, and tools of the trade associated with installation, operation, maintenance, troubleshooting and repair of solar systems.

**SOLR 2276 Spec Proj-Solar Energy Systems (1-4-2)** This course will provide the student with opportunities for solar installations and hands on experience. Photovoltaic Systems as well as Solar Thermal Systems will be addressed. Individual students will be given the responsibility of supervising the planning and installation of their own systems.

**SOLR 2377 Codes; Alt Energy/Efficiency/C (2-4-3)** Apply various building and energy codes to solar and other alternate energy system installations. Emphasis will be on safety features of the codes and how the installation methods affect installers, occupants as well as any emergency responders that may have contact with the system and the structure on which it is installed. Energy efficiency, energy conservation, and the concept of a whole structure approach will be covered.

## SRGT

**SRGT 1244 Tech Sci for the Surg Tech (2-0-2)** Specialized surgical modalities covered include endoscopy, microsurgery, therapeutic surgical energies, and other integrated science technologies.

**SRG T1405 Intro to Surgical Technology (3-2-4)** Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts.

**SRGT 1409 Fund.Perioperative Conc/Tech (3-2-4)** In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing and creation and maintenance of the sterile field.

**SRGT 1441 Surgical Procedures I (3-3-4)** Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1442 Surgical Procedures II (3-3-4)** Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1460 Clinical-Surgical Technology (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**SRGT 1461 Clinical - Surgical Tech/Tech (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**SRGT 2462 Clinical Surgical Tech (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## SRVY

**SRVY 1235 Land Surveying Applications (1-4-2)** Structured experience with the equipment, techniques and hardware necessary to measure horizontal and vertical angles and distances used in surveying.

**SRVY 1301 Introduction to Surveying (3-0-3)** An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure.

**SRVY 1309 Surveying Measurement (2-4-3)** Covers the equipment and hardware necessary to measure horizontal and vertical distances in accordance with prevailing professional standards.

**SRVY 1315 Surveying Calculations (2-2-3)** Review and application of mathematics used in surveying and mapping.

**SRVY 1341 Land Surveying (3-0-3)** A study of the measurement and determination of boundaries, areas, shapes, location through traversing techniques. Instruction in a variety of adjustment methods using calculators and computers. Addresses methods of traversing and adjustment of errors according to prevailing professional standards.

**SRVY 1342 Gps Techs for Srvy & Mapping (2-4-3)** Introduction to the Global Positioning System (GPS) in surveying and mapping activities. Major topics include structuring a GPS system, designing a GPS data collection project, using GPS data collection equipment, collecting and processing GPS data, and correcting data errors.

**SRVY 2309 Computer Aided Mapping (2-4-3)** Production of survey maps using appropriate computer aided drafting software. Includes plats, civil engineering design drawings and topographic maps.

**SRVY 2335 Geodetic Srvy & Mapng Applica (2-4-3)** Emphasis on the field techniques of making astronomic observations, recovering control monuments, setting control monuments, and the planning and use of Global Positioning System receivers in data collection.

**SRVY 2343 Surveying-Legal Principles I (3-0-3)** The study of location, conveyance, ownership and transfer of real property under the laws of the State of Texas. Emphasis on the history of disposition of public land, interpreting written descriptions, dignity of calls and evidence, and record search of public and private land records.

**SRVY 2348 Plane Surveying (2-4-3)** Surveying instruments, basic measuring procedures, vertical and horizontal control, and traverse closure.

**SRVY 2455 Advanced Boundary Project (2-6-4)** Designed for students to perform boundary surveying of large tracts of land using an environmental approach to determine real-time boundary lines. Students will interact with private citizens and public agencies in assessing boundary lines and limitations. Course includes the use of the latest, state-of-the-art Geographic Positioning Systems (GPS), total stations, historical data, and deed references.

## TECM

**TECM 1301 Industrial Math (2-2-3)** Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

**TECM 1303 Technical Calculations (3-0-3)** Specific mathematical calculations required by business, industry, and health occupations.

## VNSG

**VNSG 1119 Leadership & Prof Developmnt (1-0-1)** Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1230 Maternal-Neonatal Nursing (2-0-2)** study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

**VNSG 1261 Cln-Lic Prt/Voc Nurs Trng (0-0-2)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.





**VNSG 1304 Foundations of Nursing (3-0-3)** Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

**VNSG 1327 Essentials of Medication Admin (3-0-3)** General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**VNSG 1329 Medical-Surgical Nursing I (3-0-3)** Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

**VNSG 1331 Pharmacology (3-0-3)** Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1334 Pediatrics (3-0-3)** Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

**VNSG 1402 Applied Nursing Skills I (3-3-4)** Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

**VNSG 1432 Medical-Surgical Nursing II (3-2-4)** Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

**VNSG 1462 Clin-Lic Pract/Voc Nurse Trng (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 2413 Applied Nursing Skills II (3-2-4)** Application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles.

**VNSG 2463 Clinical-Lic Pract/Voc Nurse T (0-0-4)** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## WIND

**WIND 1300 Introduction to Wind Energy (3-0-3)** Introduction of wind technology, wind farm design, and wind power delivery.

**WIND 1302 Wind Safety (2-2-3)** Introduction to safety procedures and practices relating to turbine towers. Includes first aid training and CPR certifications

**WIND 1491 Special Topics in Wind Energy (2-4-4)** Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**WIND 2310 Wind Turbine Mat & Electro Eq (2-2-3)** Identification and analysis of the components and systems of wind turbine.

**WIND 2455 Wind Turbine Trbshooting & Rep (2-4-4)** Operation, maintenance, troubleshooting, and repair of wind turbine electro-mechanical systems.

**WIND 2459 Wind Power Delivery System (3-2-4)** Components, equipment, and infrastructure used in the production and transmission of electricity as related to wind turbine power.

## WLDG

**WLDG 1313 Intro to Blueprint Read-Weldrs (3-0-3)** A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

**WLDG 1327 Welding Codes and Standards (2-4-3)** An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

**WLD G1337 Intro to Welding Metallurgy (2-4-3)** A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

**WLDG 1407 Intro. to Welding Using Mult. (2-6-4)** Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

**WLDG 1412 Intro to Flux Cored Arc Weld (2-6-4)** An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment.

**WLDG 1417 Intr to Layout & Fabrication (2-6-4)** A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**WLDG 1428 Intro-Shielded Metal Arc Wldng (2-6-4)** An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

**WLDG 1434 Intro to Gas Tungsten Arc Wldg (2-6-4)** Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

**WLDG 1435 Intro Pipe Welding (2-6-4)** An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes.

**WLDG 1453 Intermediate Layout & Fab (2-6-4)** An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications

**WLDG 1457 Interm Shielded Metal Arc Wldg (2-6-4)** A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

**WLDG 2331 Adv Blueprint Inter & Cost Ana (2-4-3)** A continuation of the Blueprint for Welders course. Emphasis placed on inspection, cost analysis, and estimating.

**WLDG 2355 Advanced Metallurgy (2-4-3)** Advanced study of metallurgy as it applies to welding. Includes structure, identification, and testing of metals. Also covers temperature changes and their effect on welded metals, properties of metals, and factors affecting weldability of ferrous and nonferrous metals.

**WLDG 2406 Intermediate Pipe Welding (2-6-4)** A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

**WLDG 2413 Inter Welding Multi Processes (2-6-4)** Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: Oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

**WLDG 2432 Welding Automation (2-6-4)** Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment

**WLDG 2435 Advanced Layout & Fabrication (2-6-4)** An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

**WLDG 2443 Adv Shld Mtl Arc(SMAW) (2-6-4)** Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

**WLDG 2451 Adv Gas Tung Arc(tig) (2-6-4)** Advanced Topics in GTAW welding, including positions and directions.

**WLDG 2452 Advanced Flux Cored Arc Weldin (2-6-4)** Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development of multi-pass fillet and v-groove welding.

**WLDG 2453 Advanced Pipe Welding (2-6-4)** Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

## WMGT

**WMGT 1305 Introduction to Wildlife Manag (3-0-3)** History of wildlife management based on its economic and ecological impact. Includes basic wildlife and habitat management techniques and discussion of threatened and endangered species.



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# Faculty

TSTC faculty bring to the classroom years of industry experience and education. To view a complete list go to [www.tstc.edu/currvitae/cv](http://www.tstc.edu/currvitae/cv).



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