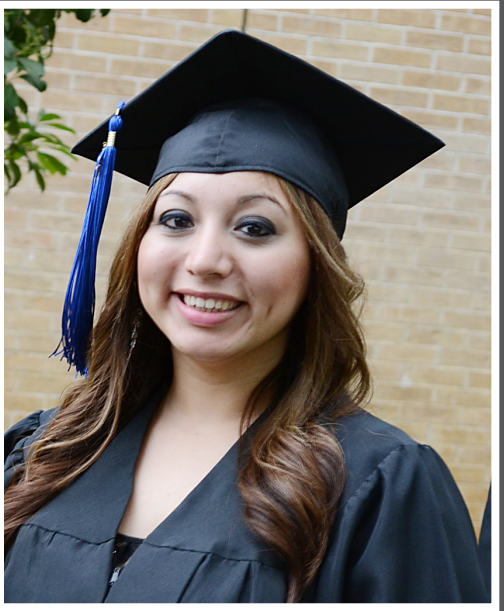

COASTAL BEND COLLEGE

CATALOG & STUDENT HANDBOOK

2014-2015 Course Catalog

Subject to Changes

Coastal Bend College hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this publication at any time and from time to time, without notice, in any manner that the Administration or the Board of Trustees of Coastal Bend College deems to be in the best interest of Coastal Bend College.

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2014-2015 Academic Calendar

Fall 2014

Drop Date for Non-payment of Tuition & Fees	August 11
Faculty Resumes Work	August 14
State-mandated Bacterial Meningitis Vaccination Deadline	August 15
Last Day for On Campus & Campus Connect* Registration	August 22
Classes Begin (Monday)	August 25
Last Day for Schedule Changes (ADD/DROP)	August 29
Labor Day Holiday September 1	
First Quarter Grades Due	September 22
Last Day to Apply for December Graduation	October 1
Mid-term Grades Due	October 20
Last Day to Drop Classes with a "W" 12:00 Noon	November 14
Third Quarter Grades Due	November 17
Thanksgiving Holiday	November 26-28
Last Day for Day & Evening Classes	December 5
Final Exams	December 5-11
All Grades Due in Registrar's Office 12:00 Noon	December 12
Winter Break Leave (Begins 5:00 p.m.)	December 17

WinterMester 2014

Classes Begin	December 12
Holiday	December 24, 25
Classes End/Final Exams	December 30
Grades Due In Registrar's Office	January 5

New Student Orientation Schedule—Fall 2014

BEEVILLE (Gertrude R. Jones Auditorium)

- August 26 12:00 p.m. – 1:00 p.m.
- August 27 9:30 a.m. – 10:30 a.m.
- August 28 2:00 p.m. – 3:00 p.m.
- August 29 11:00 a.m. – 12:00 p.m.
- September 2 5:30 p.m. – 6:30 p.m.
- September 3 10:00 a.m. – 11:00 a.m.
- September 3 2:00 p.m. – 3:00 p.m.
- September 4 8:30 a.m. – 9:30 a.m.

ALICE (Room 206)

- August 26 1:30 p.m. – 2:30 p.m.
- August 28 9:30 a.m. – 10:30 a.m.
- September 3 2:30 p.m. – 3:30 p.m.
- September 4 8:30 a.m. – 9:30 a.m.
- September 5 9:30 a.m. – 10:30 a.m.
- September 8 2:00 p.m. – 3:00 p.m.
- September 9 11:00 a.m. – 12:00 p.m.
- September 11 8:30 a.m. – 9:30 a.m.

KINGSVILLE (Room 120)

- August 27 1:30 p.m. – 2:30 p.m.
- August 29 9:00 a.m. – 10:00 a.m.
- September 2 9:00 a.m. – 10:00 a.m.
- September 5 1:30 p.m. – 2:30 p.m.
- September 9 1:30 p.m. – 2:30 p.m.
- September 11 1:30 p.m. – 2:30 p.m.
- September 2 6:00 p.m. – 7:00 p.m.
- September 12 9:00 a.m. – 10:00 a.m.

PLEASANTON (Room 130)

- August 26 9:30 a.m. – 10:30 a.m.
- August 27 12:00 p.m. – 1:00 p.m.
- August 27 5:30 p.m. – 6:30 p.m.
- August 28 2:00 p.m. – 3:00 p.m.
- September 2 10:00 a.m. – 11:00 a.m.
- September 3 12:00 p.m. – 1:00 p.m.
- September 4 2:00 p.m. – 3:00 p.m.

*CBC's web-based registration system at www.coastalbend.edu
**Fridays of each month are reserved for college related meetings.

Spring 2015

State-mandated Bacterial Meningitis Vaccination Deadline	January 2
Administrative Offices Open	January 5
Faculty Resumes Work	January 5
Drop Date for Non-payment of Tuition & Fees	January 6
Last Day for On Campus & Campus Connect* Registration	January 9
Classes Begin (Monday)	January 12
Last Day for Schedule Changes (ADD/DROP)	January 16
Martin Luther King Holiday	January 19
First Quarter Grades Due	February 2
Last Day to Apply for May Graduation	February 12
Mid-term Grades Due	March 2
Spring Break	March 9-13
Spring Holiday	April 3, 6
Third Quarter Grades Due	April 7
Last Day to Drop Classes with a "W" 12:00 Noon	April 10
Last Day for Day and Evening Classes	May 1
Finals for Day and Evening Classes	May 1-7
All grades Due in Registrar's Office 12:00 Noon	May 8
Annual Commencement	May 8
Faculty In-Service & Professional Development	May 11-13

MayMester 2015

Classes Begin	May 11
Memorial Day Holiday	May 25
Classes End/Final Exams	May 28
Grades Due in Registrar's Office 12:00 Noon	June 1

New Student Orientation Schedule-- Spring 2015

BEEVILLE (Gertrude R. Jones Auditorium)

- January 13 9:45 a.m. – 10:45 a.m.
- January 14 12:45 p.m. – 1:45 p.m.
- January 14 6:15 p.m. – 7:15 p.m.
- January 15 2:15 p.m. – 3:15 p.m.
- January 20 8:15 a.m. – 9:15 a.m.

2014-2015 Academic Calendar

- January 20 5:15 p.m. – 6:15 p.m.
- January 21 11:15 a.m. – 12:15 p.m.
- January 22 12:45 p.m. – 1:45 p.m.

ALICE (Room 206)

- January 15 8:30 a.m. – 9:30 a.m.
- January 19 8:30 a.m. – 9:30 a.m.
- January 21 11:00 a.m. – 12:00 p.m.
- January 23 11:00 a.m. – 12:00 p.m.
- January 27 2:00 p.m. – 3:00 p.m.
- January 29 2:00 p.m. – 3:00 p.m.
- February 3 8:30 a.m. – 9:30 a.m.
- February 4 11:00 a.m. – 12:00 p.m.

KINGSVILLE (Room 119 or 120)

- January 22 1:30 p.m. – 2:30 p.m.
- January 26 11:00 a.m. – 12:00 p.m.
- January 28 6:00 p.m. – 7:00 p.m.
- January 30 10:00 a.m. – 11:00 a.m.
- February 3 1:30 p.m. – 2:30 p.m.
- February 5 1:30 p.m. – 2:30 p.m.
- February 6 10:00 a.m. – 11:00 a.m.
- February 10 9:30 a.m. – 10:30 a.m.

PLEASANTON (Room 130)

- January 13 9:00 a.m. – 10:00 a.m.
- January 14 12:00 p.m. – 1:00 p.m.
- January 14 5:30 p.m. – 6:30 p.m.
- January 15 2:00 p.m. – 3:00 p.m.
- January 20 10:00 a.m. – 11:00 a.m.
- January 20 5:30 p.m. – 6:30 p.m.
- January 21 12:00 p.m. – 1:00 p.m.
- January 22 1:30 p.m. – 2:30 p.m.

*CBC's web-based registration system at www.coastalbend.edu
**Fridays of each month are reserved for college related meetings.

Summer Sessions 2015

Summer Session I

Drop Date for Non-payment of Tuition & Fees	May 18
State-mandated Bacterial Meningitis Vaccination Deadline	May 22
Memorial Day Holiday	May 25
Last Day for On Campus & Campus Connect* Registration	May 28
Classes Begin (Monday)	June 1
Last Day for Schedule Changes (ADD/DROP)	June 2
Last Day to Apply for Summer Graduation	June 15
Last Day to Drop Classes with a "W" 12:00 Noon	June 18
Last Day of Classes	July 1
Final Exams	July 2
Independence Day Holiday	July 6
Grades Due in Registrar's Office 12:00 Noon	July 7

Summer Session II

Drop Date for Non-payment of Tuition & Fees	June 24
State-mandated Bacterial Meningitis Vaccination Deadline	June 28
Last Day for On Campus & Campus Connect* Registration	July 7
Classes Begin (Wednesday)	July 8
Last Day for Schedule Changes (ADD/DROP)	July 9
Last Day to Drop Classes with a "W" 12:00 Noon	July 30
Last Day of Classes	August 10
Final Exams	August 11
Grades Due in Registrar's Office 12:00 Noon	August 1

9 Week and 12 Week Summer Session

Drop Date for Non-payment of Tuition & Fees	May 18
State-mandated Bacterial Meningitis Vaccination Deadline	May 22
Last Day for On Campus & Campus Connect* Registration	May 28
Classes Begin (Monday)	June 1
Last Day for Schedule Changes (ADD/DROP)	June 4
Last Day to Apply for Summer Graduation	June 15
Last Day to Drop 9 Week Classes with a "W" 12:00 Noon	July 9
Last Day of Classes for 9 Week Session	July 22
Final Exams for 9 Week Classes	July 23
Last Day to Drop 12 Week Classes with a "W" 12:00 Noon	July 23
Grades Due in Registrar's Office @ 12:00 Noon (9 Week Classes)	July 27
Last Day of Classes for 12 Week Session	August 10
Final Exams for 12 Week Classes	August 11
Grades Due in Registrar's Office @ 12:00 Noon (12 Week Classes)	August 12

*CBC's web-based registration system at www.coastalbend.edu

General Information

General Information

Where to Write or Call

Beeville Campus
3800 Charco Road
Beeville, Texas 78102
(361) 358-2838
1-866-722-2838
Beeville@coastalbend.edu

Alice Site
704 Coyote Trail
Alice, Texas 78332
(361) 664-2981
1-866-891-2981
Alice@coastalbend.edu

Kingsville Site
1814 S. Brahma Blvd.
Kingsville, Texas 78363
(361) 592-1615
1-866-262-1615
Kingsville@coastalbend.edu

Pleasanton Site
1411 Bensdale Road
Pleasanton, Texas 78064
(830) 569-4222
1-866-361-4222
Pleasanton@coastalbend.edu

www.coastalbend.edu

Coastal Bend College Catalog

This is the 2014-2015 catalog. This catalog describes programs and activities of Coastal Bend College (CBC).

The administration and faculty of CBC believe college programs in this catalog are effective and valuable, and provide knowledge and skills in keeping with the subject matter of each program. The results of programs offered, however, are dependent on the commitment of each student, governmental or institutional regulations, and market conditions. Therefore, except as specifically stated herein, CBC makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to a baccalaureate degree program, or licensing for a particular profession or occupation.

It is sometimes necessary to change programs offered. The college retains rights to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, this catalog, and other aspects of its programs without prior notice.

Accreditation

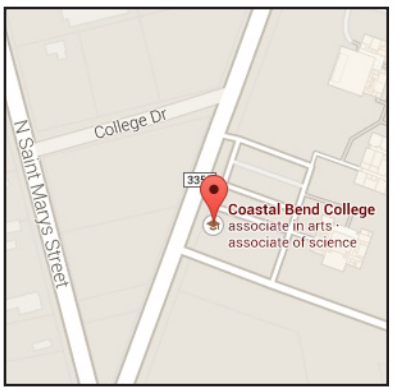
Coastal Bend College (CBC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of CBC.

Standing

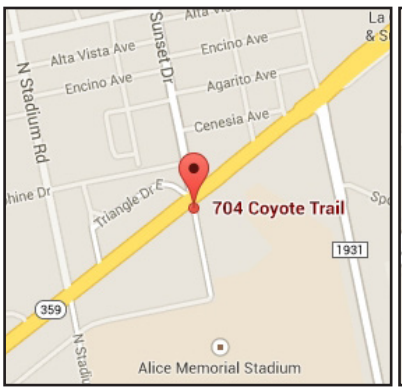
CBC is recognized by the Texas Higher Education Coordinating Board.

Statement of Equal Opportunity

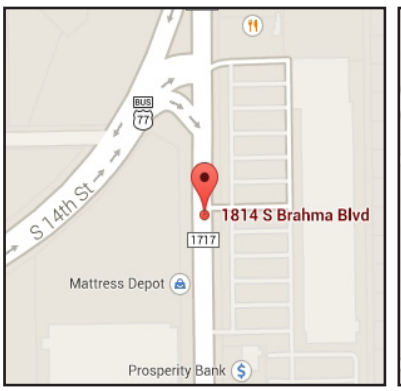
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability in the recruitment and admission of students; the availability of grants and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; the recruitment and employment of faculty and staff; and the operation of any programs and activities as specified by federal laws and regulations. No qualified disabled person shall, on the basis of being disabled, be subjected to discrimination in education, training, or employment. The equal employment opportunity coordinator and coordinator for compliance with Section 504 of the Vocational Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 is the Dean of Student Services. The Dean of Student Services coordinates the Americans with Disabilities Act programs.



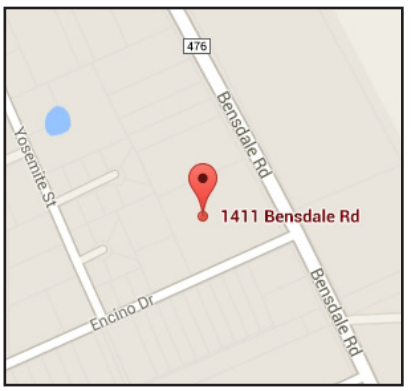
Beeville Campus



Alice Site



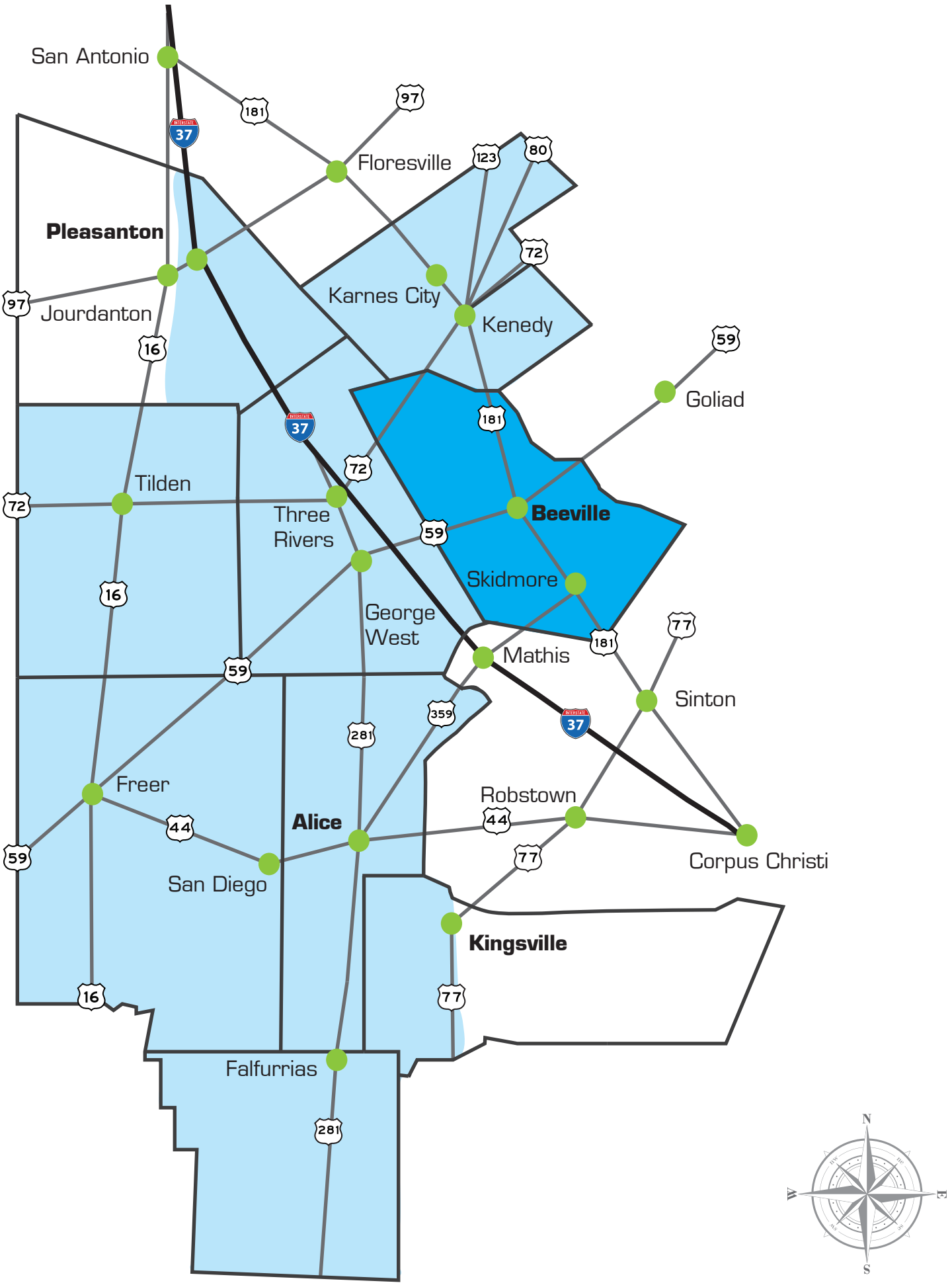
Kingsville Site



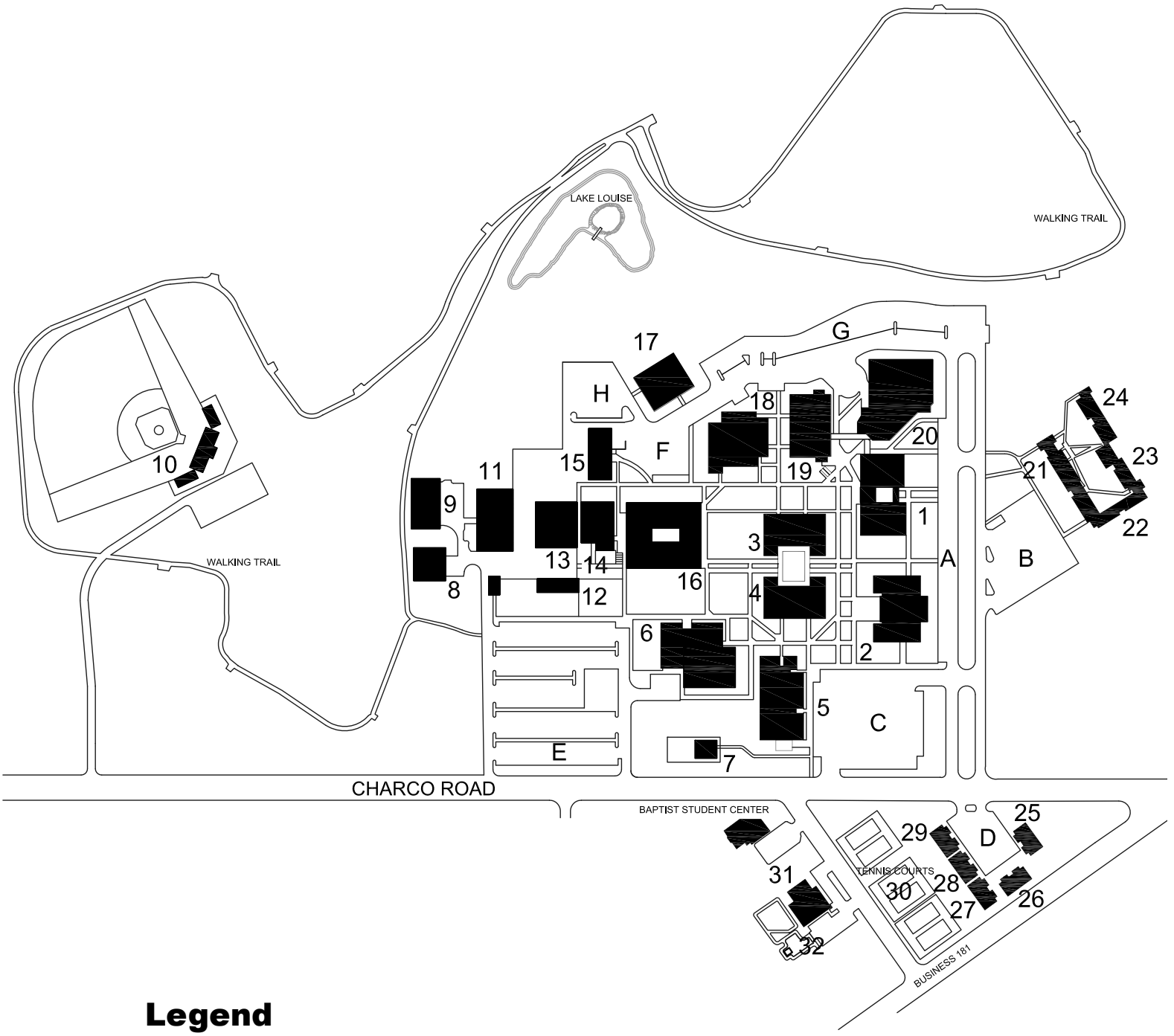
Pleasanton Site

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Service Area Map



Beeville Campus Map



Legend

1. ROBERT J. BEASLEY JR.-–ADMINISTRATION
2. GERTRUDE RUSSELL JONES-–AUDITORIUM
3. FRED C. LATCHAM JR.-—ACADEMIC
4. FRED C. LATCHAM JR.-—SCIENCE
5. FRANK JOSTES VISUAL ARTS / SIMON MICHAEL ART GALLERY
6. PETER S. MARECEK-–PHYSICAL FITNESS CENTER
7. GLASS BLOWING STUDIO
8. MULTI-PURPOSE BLDG. - A / OIL & GAS TECHNOLOGY
9. MULTI-PURPOSE BLDG. - B / AIRFRAME & POWER TECHNOLOGY
10. JOE HUNTER FIELD
11. MULTI-PURPOSE BLDG. - C
12. CENTRAL PLANT
13. MULTI-PURPOSE BLDG. - D / EAST - AUTOMOTIVE TECHNOLOGY
    WEST - AIRFRAME & POWER TECHNOLOGY
14. JAMES R. DOUGHERTY JR.- 2nd FLOOR - DENTAL TECHNOLOGY
    1st FLOOR - MAINTENANCE OFFICE
15. INDUSTRIAL TRADES / CRIMINAL JUSTICE - LAW ENFORCEMENT
16. GEORGE F. ELAM-–TECHNICAL - VOCATIONAL
17. DAN A. HUGHES - PETROLEUM / HEALTH SCIENCES
18. R.W. DIRKS STUDENT SERVICES
19. JAMES R. DOUGHERTY -- STUDENT UNION (SUB)
20. GRADY C. HOGUE-—LEARNING RESOURCE CENTER
21. BENTON HALL - DORMITORY A
22. BENTON HALL - DORMITORY B
23. BENTON HALL - DORMITORY C
24. BENTON HALL - DORMITORY D
25. COLLEGE APARTMENTS - E
26. COLLEGE APARTMENTS - D
27. COLLEGE APARTMENTS - C
28. COLLEGE APARTMENTS - B
29. COLLEGE APARTMENTS - A
30. TENNIS COURTS
31. CHILD DEVELOPMENT
32. CHILD DEVELOPMENT STORAGE

PARKING AREAS: A, B, C, D, E, F, G, AND H

Beeville Named Campus Facilities

Robert J. Beasley, Jr. Administration Building

This is one of five original CBC buildings dedicated in 1968. In the west wing are offices of the president, admissions/registar, board of trustees conference room and human resources. In the east wing is the business office, the computer center, institutional advancement, and institutional research. This building is named in honor of the late Robert J. Beasley, Jr., an original member of the board of trustees and a community leader in Beeville.

Gertrude R. Jones Auditorium

This center for college and community cultural programs contains an auditorium, classrooms, and offices. Rooms for private practice in voice and instrumental music are also available. Drama productions, musicals, and other cultural programs are presented in the auditorium each semester. The late Gertrude Russell Jones was a longtime college supporter and Bee County civic leader.

Fred C. Latcham, Jr. Academic-Science Building

The academic building holds classrooms, laboratories, and offices of faculty in the social sciences, languages, sciences and mathematics. It was completed in 1968 and named in honor of the late Fred C. Latcham, Jr., a member of the original board of trustees who played a key role in organizing the College District.

Peter S. Marecek Physical Fitness Center

The fitness center includes the gymnasium and modern Nautilus-brand training equipment. A veteran public schools educator, the late Peter S. Marecek was a proponent of physical activities in education. He was instrumental on the original board of trustees to start a college in Beeville.

George F. Elam Technical-Vocational Building

The structure is named in honor of the late George F. Elam, who first served the college as a member of the original board of trustees, and later Dean of Student Services. It was completed in 1968 and contains offices of health services and business technology instructors. It also houses workforce education classrooms including cosmetology, computer, and vocational nursing laboratories.

James R. Dougherty Student Center

Campus student life in Beeville finds its focus in the James R. Dougherty Student Center, completed in the spring of 1969, and constructed with the assistance of a generous gift to the college from the James R. Dougherty family of Beeville. This building contains the bookstore, cafeteria, a game area, lounges, TRiO programs, and the CBC Student Government Association.

Joe Hunter Field

Coastal Bend College and A.C. Jones High School athletes use the baseball field and six tennis courts for club sports, recreation, and University Interscholastic League competitions. Built in 1971, the sports facilities were built through contributions from Louise W. Hunter as a memorial to her husband, Joseph R. Hunter.

Benton Hall

First occupied in 1972, the two-story residence hall has two wings and houses 140 students. Its name honors the late Roy M. Benton, longtime dean of fiscal affairs and former executive vice president.

James R. Dougherty, Jr. Dental Technology Building

This building was completed in the fall of 1973 and houses the CBC Dental Hygiene Program. It was dedicated by the Dougherty family in memory of the late James R. Dougherty, Jr., who lost his life in combat.

Grady C. Hogue Learning Resource Center (Library)

Dedicated in November, 1978, the Learning Resource Center, commonly known as the library, contains more than 43,000 volumes. A sunken area houses reference materials, records, atlases, the PLE collection, newspapers, and back issues of periodicals (bound and microfilm). AV equipment, and microfilm readers are adjacent to the respective materials. Current periodicals, the main circulating book collection, the Texana collection, Internet computers, older newspapers, and microfilm reader/printers are housed on the upper level. The Reference desk and Circulation desk are located near the security entrance with staff available to assist students. Our online catalog is available on computers scattered throughout the facility. Electronic resources are accessible via the library website. The late Dr. Grady C. Hogue was the first president of Coastal Bend College, serving from 1965 to 1984.

Frank Jostes Visual Arts Building / Simon Michael Art Gallery

Named in honor of the late CBC Board Trustee Frank Jostes of Tynan, the visual arts building was completed in 1982. It houses programs in art, child development, and drafting and design. Mr. Jostes, on the original CBC board, is one of the men responsible for creating a college in Beeville. The structure, built for northern solar lighting, also houses the Simon Michael Art Gallery. Dedicated in 1982 in honor of the late South Texas artist and retired art instructor, the Simon Michael Art Gallery provides opportunities for students and the community to view the work of professional and student artists. A 2,000-square foot glass studio with state-of-the-art equipment and facilities was added to the visual arts program in 1989. CBC was the first community college in Texas to construct such a facility, now the oldest academic educational glass blowing facility in the state.

Dan A. Hughes Petroleum Technology Building

Dedicated in November, 1983, this building contains laboratories, classrooms, and offices. It was constructed with the assistance of a gift from Dan A. Hughes, oil and gas businessman, and owner of Hughes Texas Petroleum Limited of Beeville. The building houses radiologic technology and nursing programs and facilities.

R.W. Dirks Student Services Building

Completed in the fall of 1990, the student services building and its 19,000 square feet of space is a showcase of services available to CBC students. It houses counseling, advising, job placement, a career center, computer-assisted and tutorial instruction, testing, classrooms, and the financial aid office. The building was named in honor of R.W. "Bill" Dirks, a longtime member and former board chairman of the CBC Board of Trustees.

Coastal Bend College Board of Trustees

Carroll W. Lohse
Chairman

Laura Fischer
Vice Chairwoman

Victor Gomez
Secretary

Dee Dee Bernal

Bryce Carrillo

Jeff Massengill

Martha Warner

Dr. Beatriz T. Espinoza
President

College History

Bee County Junior College District was created by election on November 2, 1965. The election resulted from several years of work to establish a community college for Bee County. Support was shown by residents in an overwhelming five-to-one majority for the creation of the district. The desire for a community college was again demonstrated on December 7, 1965, when district citizens approved a tax to support Bee County College (BCC), and bond issues to build the college.

The Board of Trustees changed the college name from Bee County College to Coastal Bend College on September 1, 1998. The name change was made because the service area was extended by an act of the Texas Legislature in 1995. The Coastal Bend College service area includes Bee, Brooks, Duval, Jim Wells, Karnes, Live Oak, and McMullen counties, and parts of Atascosa and Kleberg counties.

The original board of trustees was Robert J. Beasley, George F. Elam, Jr., Frank Jostes, Fred C. Latcham, Jr., Peter S. Marecek, Paul A. Schulz and George Spikes. The board, elected in November, selected Grady C. Hogue as the first BCC President. Its second chief executive, Dr. Norman E. Wallace, became president in 1984. Dr. John M. Brockman, became the college's third president on September 1, 1999. CBC's fourth president, Dr. Thomas B. Baynum came to the college in 2007. The current president is Dr. Beatriz Espinoza.

Bee County College opened in September 1967 with 790 students, 24 full-time instructors and 11 part-time teachers. Enrollment in academic, workforce education, and continuing education classes during the spring of 2010 was 3,992.

Beeville and Bee County

Bee County was organized in 1858, and Beeville, the county seat, was developed in 1860. The City of Beeville was incorporated in 1908. Today, major segments of the economy are farming, ranching, oil, and the Texas Department of Criminal Justice. The county has many active oil and gas wells.

Beeville is in the center of Bee County. The terrain ranges from level to gently rolling slopes. The temperature is warm. It is influenced by the nearby Gulf of Mexico. There are prevailing southerly winds of 8 to 10 miles per hour. Annual rainfall is about 30 inches and is evenly distributed throughout the year.

Coastal Bend College is located at 3800 Charco Road. The main campus is in Beeville.

Dual enrollment courses are offered on the Beeville campus. Customized and Continuing Education classes and workshops are also available.

Alice Site

The CBC Alice site is located at 704 Coyote Trail. University transfer courses and workforce education programs in accounting, automotive technology, computer information technology, child development, general office management, law enforcement, office automation technology, machinist, nursing, and welding technology are offered in Alice. The site has an on-site library with print, microfilm, video, and electronic resources. Library staff provides reference assistance to individuals and classes. Customized and Continuing Education classes and workshops are also available.

Dual enrollment courses are offered on the Alice site.

Kingsville Site

The CBC Kingsville site is located at 1814 S. Brahma Boulevard. Students in Kingsville can complete academic courses that make up a university-transfer core curriculum, workforce education certificates, and degree programs in accounting, child development, computer information technology, cosmetology, general office management, law enforcement, office automation technology, and vocational nursing. Customized and Continuing Education classes and workshops are also available.

Dual enrollment courses are offered on the Kingsville site.

Pleasanton Site

The CBC Pleasanton site at 1411 Bensdale Road offers academic-transfer courses and workforce education programs in accounting, child development, computer information technology, cosmetology, general office management, law enforcement, office automation technology, welding, auto mechanics and nursing. This site has a centrally located library with print, microfilm, video, and electronic resources and part-time staff to provide reference assistance to individuals and classes. Customized and Continuing Education classes and workshops are also available.

Dual enrollment courses are offered on the Pleasanton site.

Correctional Unit Classes

CBC offers courses and programs in the Federal Prison in Three Rivers. Courses lead to degrees and certificates in several major areas of study.

Board of Trustees

Carroll W. Lohse	1999-
Laura Fischer	2008-
Victor Gomez	2010-
Martha Warner	2013-
Bryce Carrillo	2014-
Dee Dee Bernal	2014-
Jeff Massengill	2014-

President

Dr. Beatriz T. Espinoza	2012-

Former Presidents

Dr. Grady C. Hogue	1965-1984
Dr. Norman E. Wallace	1984-1999
Dr. John M. Brockman	1999-2007
Dr. Thomas B. Baynum	2007-2011
Dr. Jimmy L. Goodson (Interim)	2011-2012

Former Board of Trustees

George F. Elam, Jr.	1965-1967
George Spikes	1965-1971
Paul A. Schulz	1965-1972
Fred C. Latcham, Jr.	1965-1978
Peter S. Marecek	1965-1988
Frank Jostes	1965-1999
Robert J. Beasley, Jr.	1965-2002
Joseph Obregon	1967-1968
Jessy Garza	1968-1972
R.W. "Bill" Dirks	1971- 2008
Henry J. Medina	1972-1982
Dr. E.C. "Buck" Spellman	1972-1997
Louise W. Hall	1978-2014
Paul A. Jaure	1982-2014
Rickey De Leon	1988-1997
Dr. Grady C. "Sam" Hogue, Jr.	1997-2009
Emilia H. Dominguez	1998-2013
Fred C. Morón	2002-2010
Doug Arnold	2009-2013

Mission, Goals and Values

Purpose

The goals of the College District shall be to, per AD(LOCAL) Policy:

1. Provide technical/vocational programs leading to associate degrees or certificates;
2. Provide postsecondary freshman and sophomore courses in arts and sciences that transfer to senior postsecondary institutions and that lead to associate degrees;
3. Support local and statewide needs for occupational upgrading and workforce development through adult literacy, education, and retraining programs;
4. Provide access to postsecondary education with an open admissions policy that includes developmental education programs;
5. Enhance the learning environment by providing support services to meet the requirements of educational programs, faculty, and students;
6. Maintain a campus conducive to learning; that is environmentally and functionally safe, accessible, attractive, and well-equipped;
7. Provide counseling, educational advising, job placement and guidance programs to assist students in achieving their educational, personal, and career goals.

Role

Coastal Bend College is a two-year institution primarily serving its local taxing district and service area and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, remedial and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. The College District shall insist on excellence in all academic area—instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of the College District is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes, and other local revenue. Education Code 130.0011

Mission

Coastal Bend College is a comprehensive, public community college serving a diverse South Texas area. It is a student-centered institution committed to the highest integrity and to the development of an educational culture that supports creativity, encourages professional development, and promotes excellence in all areas.

Core Values

Learning	Respect
Innovation	Service
Excellence	Integrity
Leadership	Collaboration
Diversity	Communication

Vision

Coastal Bend College is a leader in providing quality education for lifelong learning by dedicating its resources to promoting a learning-centered environment that empowers its students to reach their highest potential and become responsible members of the global community.

Strategic Plan: Vision 2020 Goals

Keeping Student Success In Sight:

- Coastal Bend College will offer a quality educational experience for all students.
- Coastal Bend College will provide comprehensive student services to increase overall student success.
- Coastal Bend College will engage students and staff in support of our communities.
- Coastal Bend College will effectively and efficiently use resources to benefit our students.

Institutional Effectiveness

The Institutional Effectiveness process ensures that faculty, staff, and administration are actively involved in accomplishing the mission of Coastal Bend College. Each year every educational program and administrative and educational support unit has identified student learning outcomes or support objectives that are linked to the college strategic goals and objectives, assesses these outcomes and objectives, and uses the results to continuously improve instruction and support for its students. Assessment reports are submitted annually by each unit as a means of providing evidence of improvement based on analysis of assessment results. It is this continuous, institution-wide evaluation and resulting improvement process that provides CBC direction in its commitment to excellence in education.

Advantages Offered by CBC

1. College education at a reasonable cost:

a. CBC is tax supported by the State of Texas and Bee County. Students pay for only a part of the cost of their college education.
b. Tuition and fees are comparatively low.
c. Students may live at home while attending college.
d. Scholarships and part-time jobs are available.

2. Various types of programs available:

a. Academic work toward a bachelor's degree.
b. Academic work for a general education.
c. Specialization through workforce education programs.
d. Education through part-time study for people who cannot attend college full-time.
e. Continuing Education, contract training, mirror classes, and avocational programs.

3. Immediate leadership development:

a. CBC students may take part in extracurricular activities during the first year in college without having to compete with juniors and seniors.
b. Students are encouraged to participate in student government, intramural sports, interest clubs, pre-professional groups, performing groups, honorary societies, religious organizations, and club sports.

4. Suitable size and type of institution:

a. CBC stresses personal attention. Students know other students, administrators, and the faculty.
b. CBC is a normal step of progression from high school to a senior college or university.
c. Individual attention is available in the Student Success Center (SSC).
d. Students are given opportunities to become better acquainted with growing responsibilities.
e. Students have opportunities for closer acquaintance with teachers and receive more guidance from the faculty.

Coastal Bend College Foundation

Mission Statement

The mission of the Coastal Bend College Foundation is to generate and distribute resources to provide opportunities for excellence in education, promote innovative teaching, and partner with the community to enhance the quality of education for all students.

Goals

- Enhance and enrich educational opportunities for students;
- Support staff for innovative efforts and recognize staff for exemplary teaching;
- Involve the community in assuring a quality education for the leaders and workers of tomorrow; and,
- Increase the number of student support dollars for CBC students.

Funding Priorities

- Student Scholarships
- Industry Initiatives
- Academic Initiatives
- Recognition of Academic Achievement
- Recognition of Teaching Excellence

Donations

Solicitation of gifts by any department, faculty, staff, or campus organization must be conducted through the CBC Foundation.

Gifts (monetary or other) received by departments, employees and/or students must be reported to the CBC Foundation to ensure donor appreciation and recognition standards are met as well as ensuring CBC can legally accept the gift. For more information, please logon to www.coastalbend.edu/Foundation_Gift_Policy

CBC Employee Donations

Coastal Bend College faculty and staff can contribute to the fund of their choice, including the general fund, through payroll deduction. Faculty and staff can enroll anytime during the year. For a payroll deduction enrollment form, call the Foundation Office at (361) 354-2348 or the Payroll Department at (361) 354-2218.

Board of Directors

President	Bridget O'Brien Gayle, Goliad
Secretary	
VP Marketing & Events	Jim Kirkpatrick, Kleberg
VP Finance & Governance	Daren Wilder, Live Oak
VP Development	John W. Galloway, Bee
VP Programs	June Hurley, Atascosa
Director Emeritus	Bill Findley, Jim Wells
Director Emeritus	R. W. Dirks, Bee
Director Emeritus	Dan Hughes, Bee
Board of Trustees Representative	Laura Fischer
CBC President	Beatriz T. Espinoza
Director	Diana Bautista, Atascosa
Director	Deborah Shearrer, Atascosa
Director	Tres Beck, Bee
Director	Shambryn Huie, Bee
Director	Chip Latcham, Bee
Director	Lou Adele May, Bee
Director	Darryl Martin, Bee
Director	Debbie Parsons, Bee
Director	Clare Atkinson Wonders, Jim Wells
Director	Ofelia Hunter, Jim Wells
Director	Maggie Hunt, Karnes
Director	Blant Miller, Live Oak
Director	Dave Underwood, McMullen

CBC Alumni & Friends Association

The purpose of the Association is to encourage a lifelong interest in and support of Coastal Bend College, its alumni, former students and friends.

Contact Us:

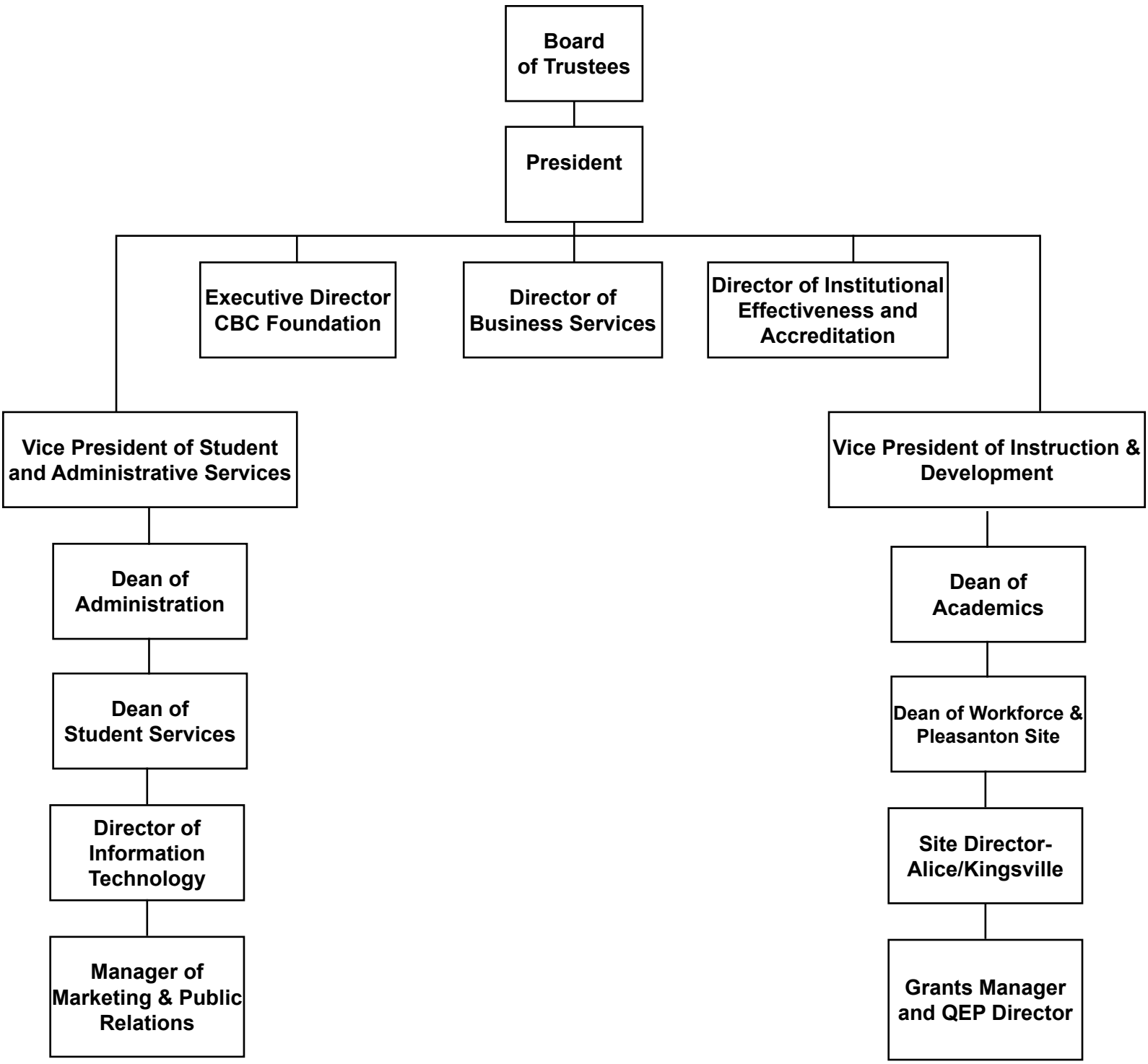
Coastal Bend College Foundation and
Alumni & Friends Association
3800 Charco Rd.
Beeville, TX 78102
foundation@coastalbend.edu

Patricia Patel, Executive Director
patelp@coastalbend.edu
(361) 354-2447

Katryna Rincon, Development Assistant
katryna@coastalbend.edu
(361) 354-2348

www.coastalbend.edu/foundation

Organizational Chart



Organizational Chart

President (361) 354-2200

Espinoza, Beatriz (Ph. D.)	President
Meyers, Debra	Assistant to the President
Heil, Daria	Executive Assistant/Secretary to the Board of Trustees

Site Administration

Alice Site (361) 664-2981

Branstetter, Deborah	Director
Ramirez, Maria	Administrative Assistant
Cadena, Debbie	Continuing Education Clerk
Martinez, Sylvia	Bookstore Specialist/Account Specialist

Kingsville Site (361) 592-1615

Branstetter, Deborah	Director
Gutierrez, Mary	Administrative Assistant
Martinez, Sylvia	Bookstore Specialist/Account Specialist

Pleasanton Site (830) 569-4222

Garcia, Julia	Dean/Director
Mayberry, Sharon	Workforce Facilitator
Villa, Vanessa	Administrative Assistant

CBC Foundation (361) 354-2348

Patel, Patricia	Executive Director
Rincon, Katryna	Development Assistant

Business Services (361) 354-2220

Moron, Susana	Director of Business Services
Benavidez, Daniel	Business Analyst
Bhakta, Kiran	Staff Accountant
Moreno, Fela	Payroll Coordinator
Richards, Dolores	Accounts Payable Accountant
Charles, Esther	Accounts Receivable Accountant
Johnson, Amberlee	Grants Reporting Accountant
Tillman, Anna	Business Office Technician

Institutional Effectiveness & Accreditation (361) 354-2730

TBA	Director
Oliver, Thelma	Institutional Research Assistant

Student & Administrative Services (361) 354-2304

Chavez, Michael (Ed.D.)	Vice-President of Student & Administrative Services
TBA	Administrative Assistant

Bookstore (361) 354-2290

Blankenship, Roxanne	Manager
Trevino, Norma	Assistant Manager
Martinez, Sylvia	Specialist -- Alice & Kingsville

Child Development Center (361) 358-0421

Mendez, Yolanda	Director/Instructor

Custodial/Grounds/Maintenance (361) 354-2559

TBA	Physical Plant Director
DeLaGarza, Della	Environmental, Health, Safety & Custodial Supervisor
Bennett, Timothy	Grounds Supervisor

Human Resources (361) 354-2224

Hadwin, Denice	Human Resources Director
Olivares, Ana-Alyse	Human Resources Technician
Magyer, Colette	Human Resources Records Technician

Mail and Information Services (361) 354-2371

Alvarado, Erlinda	Supervisor

Management Information System Services (361) 354-2523

Cook, Evelyn	Programmer
Diaz, Rolando	Programmer Technician

Dean of Student Services (361) 354-2266

Trevino, Pete	Dean
Flores, Tammy	Administrative Assistant

Admission/Registrar's Office (361) 354-2245

TBA	Director
Ramoz, Rachael	Senior Specialist
Casarez, Tina	Specialist
Rosas, Valerie	Specialist
Trevino, Cynthia	Specialist

Student Development (361) 354-2266

Abrigo, Angie	Recruiter, Beeville
TBA	Counselor, Alice
Barrera, Amanda	Student Development Specialist, Kingsville
Hagen, Lindsey	Career Development and Special Needs Advisor
Kroll, Brittney	Student Development Specialist, Pleasanton
Vela, Tommie	Recruiter, Pleasanton

Financial Aid (361) 354-2238

Morales, Nora	Director
Fuller, Candy	Financial Aid Advisor
Gonzales, Estella	Financial Aid Advisor
Tamez, Yvonne	Financial Aid Advisor
Streicher, Rosie	Veterans Affairs Specialist/Financial Aid Advisor

Student Life/Housing (361) 354-2772

Martinez, Domingo	Coordinator

Intramurals/Athletics (361) 354-2721

Vasquez, Estevan	Director

Testing/Student Success Center (SSC) (361) 354-2244

Kreis, Roberta	Coordinator, Beeville
Salinas, Stephanie	Testing Specialist

Title V: Celebrando Educación (361) 354-2426

Jones, Santos	Coordinator
Arreaga, Travis	Student Success Coordinator, Beeville
Silvas, Emma	Student Success Coordinator, Kingsville

TRiO Educational Talent Search -- Alice (361) 664-2981

Schuenemann, Josie	Program Director
Arismendez, Dee Dee	Secretary/Tutor Coordinator

TRiO Educational Talent Search -- Beeville (361) 354-2706

Ganceres, Guadalupe	Program Director
Malone, Lara	Administrative Assistant
Brown, Renee	Counselor
Muñoz, Belinda	Counselor

TRiO Student Support Services (361) 354-2718

Morton, Jeri	Program Director
Walsh, Sandie	Administrative Assistant
Adkins, Vanessa	Counselor

Organizational Chart

TRiO Upward Bound (361) 354-2715
Baird, Cheryl Program Director
Ramirez, Amanda Academic Advisor
Fernandez, Janice Administrative Assistant

TRiO Upward Bound -- G.O.S.T. (361) 354-2724
Baird, Cheryl Program Director
Flores, Cristela Academic Advisor
Villegas, Enedina Administrative Assistant

Network Services (361) 354-2522
Ramirez, Amador Director of Information Technology
Cantu, Robert Computer Services Technician
Castillo, Erica Technical Services Technician
Franco, Ryan Computer Technician

Marketing & Public Relations (361) 354-2258
Cruz, Monica Manager of Marketing & Public Relations

Instructional Services (361) 354-2268
Wagner, Kyle (Ph. D.) Vice-President of Instruction and Economic Development
Gaskins, Brenda Administrative Assistant

Dean of Academics (361) 354-2245
Johnson, Twila (Ed. D.) Dean
Trevino, Cynthia Administrative Assistant

Learning Resources/Library (361) 354-2737
TBA Director
Benavides, Ray Circulation Specialist
Jimenez, Jennifer Reference/Instruction Librarian -- Alice, Kingsville

Mathematics/Communications Division (361) 354-2575
Cuyley, Kathleen Division Chair
Lee, Cheon-Sig Coordinator

Science/Fine Arts/Kinesiology Division (361) 354-2406
Williams, Ronika Division Chair
Gifford, Katy Coordinator

Social Sciences (361) 354-2401
Rea, Kelly Division Chair
Guidry, George Coordinator

STEM Grant: Project Oasis (361) 354-2581
Secord, Mark Director
Gonzales, Amy Assistant Director/Science Case Manager
Beltran, Iris Science Case Manager, Alice
Lopez, Joel Science Case Manager, Kingsville
Benson, Robert (Ph. D.) Science Case Manager/Physics Instructor
Yeck, Laura Every-Other-Weekend Coordinator

Dean of Workforce (830) 569-4222
Garcia, Julia Dean

Pleasanton Site (830) 569-4222
Garcia, Julia Dean/Director
Mayberry, Sharon Workforce Facilitator
Villa, Vanessa Administrative Assistant

Dental Hygiene Division (361) 354-2555
Griffin, Connie Director
Flores, Belinda Administrative Assistant

Dual Enrollment (361) 354-2714
Jones, Kayla D. Director
Aguilar, Miguel Dual Enrollment Specialist
Payne, Laura Dual Enrollment Specialist

Human Services/Business Division (361) 354-2505
Atkins, Donna Division Chair
Aguilar, Noemi Coordinator

Nursing/Pharmacology Division (361) 354-2768
Flynn, Mercy Interim Director, LVN Program
Mills, Karyn Interim Director, RN Program

Professional and Public Services/Industrial (361) 354-2505
Behr, Kevin (J.D.) Division Chair
Young, Jack Coordinator

Radiologic Technology Division (361) 354-2302/2514
Skaife, Timothy Director
Tyran, Ludie Faculty

Continuing Education (830) 569-4222 Ext. 1203
Sherman, Katie Director
Cadena, Debbie Clerk -- Alice

Adult Basic Education (361) 362-6095
TBA Director

Technology Learning Center (361) 354-2506
Abrigo, Yolanda Learning Management System Coordinator

Grants Manager & Quality Enhancement Plan (QEP) (361) 354-2276
Anderson, Heather Director

Student Handbook

Admission Procedures

The learning community that is Coastal Bend College (CBC) is pleased with the choice that each new student makes to begin the college experience with this institution. Students are welcomed and valued.

Every student should become thoroughly familiar with the contents of this Student Handbook which is intended to provide an overview of rules, regulations, procedures, and general policy information. The Student Handbook should serve as a quick reference, however, the Coastal Bend College Policy Manual is the official governing document. The policy manual is available online at http://pol.tasb.org/Home/Index/155

The following requirements must be met and procedures completed before admission to the college is granted. To be admitted to the dental hygiene, nursing and radiologic technology programs, specific requirements in the "Workforce Programs" section of this catalog must be followed.

Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new incoming students who are under the age of 22 to show proof of a meningitis vaccination at least 10 days prior to the first day of classes. This includes returning students who have had a fall or spring semester lapse in enrollment and are 22 years of age or younger. Students who fail to comply with this requirement may have holds placed on registration and may be unable to attend classes until proof of vaccination is provided as noted on the Admissions/Registrar Office webpage under Student Services at www.coastalbend.edu.

There are exemptions, waivers, and fees to this requirement. This includes exemptions due to health reasons or reasons of conscience. Forms and additional information is available on the Admissions/Registrar Office webpage under Student Services at www.coastalbend.edu.

Vaccination Locations

The meningitis vaccination is available at local pharmacies, health care providers and health clinics in your area.

Important facts about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the Symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How Is Bacterial Meningitis Diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.
- How is the disease transmitted?
- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Getting Bacterial Meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the Possible Consequences of the Disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the Disease be Treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your health care provider.

How Can I Find Out More Information?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at (361) 888-7762.

Housing Students

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than 10 days prior to moving in or be qualified for an exemption. More information is available in the Housing Handbook which can be found online at www.coastalbend.edu under "Publications & Marketing." Exemptions as noted above may also apply.

Admission Procedures

Immunization Requirements

CBC is concerned for the health of its students. Immunization is an integral part of health care and disease prevention. Students can take an active role in staying healthy by making sure that all immunizations are current. State law requires that students be informed regarding the consequences of not being adequately immunized.

Measles (rubeola, red measles, hard measles, 10-day measles) is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. It is strongly recommended that students of institutions of higher education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with vaccines for mumps and rubella, which are also caused by viruses.

1. Tetanus (Lockjaw): The illness caused by tetanus results from the poison produce by bacteria. Again, this is a very difficult illness to treat once it occurs, and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that time. It is now common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10 year boosters. The Tetanus vaccine should be given in combination with the diphtheria vaccine.
2. Poliomyelitis: In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

Immunizations Needed

Students enrolled in health related courses that have or will have any direct patient contact should have the following immunizations:

1. One does of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
2. Students born on of after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.
    - Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine.
    - Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.
3. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatities B virus. This requirement only applies to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids.
4. Each student is required to have receive one dose of varicella (chickenpox) vaccine on after the student's first birthday or, if the first dose was administered on or after the student's 13th birthday, two doses of varicella (chickenpox) vaccine are required. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the form on TDSHS's website at www.dshs.state.tx.us/immunize/docs/c-9.pdf]

Students should verify immunization requirements with specific department advisors. To find out who the contact person is for a specific department, contact the Vice President of Instruction and Economic & Workforce Development at (361) 354-2268.

Drug Screening and Background Checks

Each individual student is considered to be a responsible adult and is expected to act accordingly. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management.

Any student entering a field that requires background criminal checks and/or drug screening by respective employers and/or clinical sites will follow standards established by Coastal Bend College. A student is considered to be "on the job" for the purposes of this policy wherever he or she is acting on behalf of the college, i.e., going to and from clinical sites or child care centers as part of a course or curriculum of study.

Timing of Pre-Screening Requirements

All drug screen tests and criminal background checks will be conducted upon notification of acceptance into the program. Verification of satisfactory results must be received by the participating facilities, like hospitals, clinics, and child development centers. If there is a break in the enrollment, students must re-submit for drug screenings and/or criminal background checks according to program policy. Any criminal and/or drug substance abuse history will disqualify an individual from consideration in the following programs:

- Child Development
- Dental Hygiene
- Radiology Technology
- Registered Nursing
- Vocational Nursing

Criminal Background Checks

Criminal background checks will be conducted before admission to a program or during orientation. Criminal histories will include the following:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances;
- Registered sex offenders; and,
- Any acts of omission or commission by a person, as stated in the Minimum Standards and Guidelines for Day Care Center.

Notes:

1. Director of Licensing for the Coastal Bend Region will provide the required documentation to allow each student to participate in lab experiences in the child development center.
2. If licensing/registry body approves an individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.
3. Nursing students must complete the Board of Nursing background check. A student who is required to complete a Declaratory Order is not eligible for admission until the process is completed and documentation is in the Nursing Department.
4. All drug screening test checks will be conducted upon notification of acceptance into a program and/or during orientation.

Pre-Assignment Drug Screening

I. Method of Testing
    - A hair shaft analysis or any other drug screening procedure will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.
    - A student may have drug testing "for cause" at the discretion of the college or clinical/lab affiliate/program. Failure to comply will result in immediate expulsion from the above named programs.

II. Allocation of Cost
    - Each student must bear the cost of required tests.

III. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student's name and social security number will be the only information provided to the college administration.

Admission Procedures

Confidentially will be ensured. In the event that the student feels that an error has been made in the results of the criminal background and/or drug testing, it is the responsibility of the student to contact the external vendor for verification at the student's expense.

New Students

Students enrolling in college for the first time may qualify for admission by any one of the following:

- Graduation from an accredited high school;
- Possession of a Certificate of High School Equivalency based on the General Educational Development (GED) examination (see Testing); or
- Individual approval as provided for below: This is for those who cannot meet the requirements in (a) or (b), and who exhibit the aptitude, interest and motivation to profit from the course of study they propose to enter. Students who enroll under individual approval are ineligible for federal financial aid. See a counselor or advisor for more details.

Beginning Freshmen Must:

- Submit admissions form completed online at www.coastalbend.edu/applynow/;
- Submit an official transcript of high school grades and credits. When the documents show proof of high school graduation, no further admission certifications are required. Applicants who have not graduated from high school may show that they have Certificates of High School Equivalency based on GED examinations. These examinations may be taken at CBC's Student Success Center. Applicants who have neither high school diplomas nor equivalency certificates may be granted individual approval depending on the chosen program of study;
- Students who are under the age of 18 and have graduated from an accredited high school or completed the equivalent of high school in a non-traditional setting (i.e., home-schooled) may be admitted provided they present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion;
- Official copy of TSI Assessment scores, if not exempt. For additional information, see the "Testing" section of this catalog.
- Check with individual department for additional requirements:

Admissions/Registrar's Office	(361) 354-2245 or 1-866-722-2838 Ext. 2245
Beeville Student Development Office	(361) 354-2334
Alice Counselor	(361) 664-2981 Ext. 3025/3034
Kingsville Advisor	(361) 592-1615 Ext. 4074/4036
Pleasanton Advisor	(830) 569-4222 Ext. 1203
Nursing Education- Beeville	(361) 354-2786
Nursing Education- Alice	(361) 664-2981 Ext. 3022
Nursing Education- Kingsville	(361) 592-1615 Ext. 4039
Nursing Education- Pleasanton	(830) 569-4222 Ext. 1209
Radiology	(361) 354-2302
Dental Hygiene	(361) 354-2555
Cosmetology- Beeville	(361) 354-2521
Cosmetology- Kingsville	(361) 592-1615 Ext. 4083
Cosmetology- Pleasanton	(830) 569-4222 Ext. 1215

Transfer Students

Students who have previously attended other colleges or vocational schools may qualify for admission by submitting official transcripts of earned grades and credits, showing proof of good standing at the most recent school attended. Students falsely claiming good standing may be dropped from all classes.

Transfer students must submit:

- Admission form completed online at www.coastalbend.edu/applynow/;
- An official transcript of grades and credits from all colleges previously attended. Students on scholastic or disciplinary suspension from other institutions are additionally required to contact the CBC Admissions/Registrar's Office to schedule an interview with the CBC Admissions Committee which makes a decision concerning acceptance; and
- TSI Assessment scores, if not exempt.

Transcripts of students with transfer credit are evaluated by the Vice-President of Instruction and Economic & Workforce Development. Transcripts offered for evaluation must be official.

Transient Summer Students

A student enrolled in another college who expects to return to that school may register for CBC summer classes when CBC receives a transcript which includes TSI Assessment or other acceptable placement exam scores, developmental status, and a statement of good standing. Students falsely claiming good standing may be dropped from all classes.

Academic Fresh Start

Those who have interrupted their undergraduate careers for at least 10 consecutive calendar years may request an Academic Fresh Start. All college-level work covered by this policy is eliminated from computation of the GPA and none of the work is applied toward a degree. Such work, however, will not be removed from the student's records. Academic Fresh Start will be granted to eligible students only once during their CBC academic careers and is irrevocable. Those interested in requesting an Academic Fresh Start should inquire at the Admissions/Registrar's Office. Once a student is granted an Academic Fresh Start, then all courses are marked with the percent symbol (%) and no longer considered in the computation of the student's GPA.

Former Students

Students who previously attended CBC, and who have not attended any other institution, may enroll if in good standing. Former students who have attended other colleges since their last attendance at CBC are under the same requirements as college transfer students.

Former students and former transient summer students who have not registered with CBC within the last calendar year must complete an admissions form online at www.coastalbend.edu/applynow/. Former students who have not registered within the last three years are required to re-submit official educational documents such as a high school transcript, GED, or college transcripts. CBC adheres to a state approved records retention schedule. All students who are not exempt must have TSI Assessment scores upon reentry regardless of THEA/TSI Assessment requirements when previously enrolled.

Home Schooled Students

Students in a non-traditional high school may concurrently enroll if the following conditions are met:

1. Have completed the equivalent of the junior year of high school (16 units);
2. Provide a notarized record of the school subjects completed (consistent with TEA minimum requirements);
3. Comply with College testing requirements.

For additional information, please contact the Office of Dual Enrollment at (361) 354-2714.

High School Students

High school students may enroll at CBC as either a concurrent student, articulated credit student, or a dual enrollment student.

Concurrent Enrollment

Concurrent enrollment means that a student is attending high school and college at the same time. A concurrently enrolled student receives applicable college credit for their courses but not high school credit.

Admission Procedures

Dual Enrollment Student

A dual enrollment student receives both college and high school credit for courses at the same time. Please contact the Office of Dual Enrollment at (361) 354-2714 or visit us online at www.coastalbend.edu/dualenrollment for eligibility information.

Articulated Credit Student

Articulated credit is a way to earn college credit for eligible career and technical courses completed in high school, after successfully completing at least 6 semester hours of coursework at CBC. (See catalog section "Admission Procedures, Articulated High School Credit".)

Dual Enrollment

Dual enrollment courses offer an opportunity for eligible high school students to earn both college and high school credit at the same time. The benefits offered by CBC's dual enrollment program include the following:

- Expanded academic options for college-bound high school students;
- Minimized duplication of courses taken in high school and college;
- Shortened time required to complete an undergraduate degree;
- Significantly reduced cost of higher education;
- Allows students taking workforce courses the opportunity to earn a marketable skills certificate while still in high school.

The decision to grant or not grant high school credit for college courses rests solely with the individual high school.

Dual Enrollment Eligibility Requirements

- Be currently attending high school (public, private or home school);
- Be classified as a junior or senior (exceptions must be approved by the Vice President of Instruction based on documentation of demonstrated outstanding academic performance);
- Complete an online CBC admissions application at www.coastalbend.edu/applynow/;
- Achieve college readiness scores on the TSI Assessment, SAT, ACT, or applicable state-approved high school assessment (TAKS, STAAR-EOC) to enroll in academic transfer courses or applicable high school standard to enroll in workforce courses.
- Submit an official high school transcript to the CBC Admissions/Registrar's Office; and,
- Submit a completed Dual Enrollment Permission Form with required signatures and indicating requested CBC courses.

For additional information, please contact the Office of Dual Enrollment at (361) 354-2714.

Articulated High School Credit

Articulated high school credit allows students to begin a college career while still in high school by earning college credit for certain career and technical courses completed while still in high school. Students should inform the assigned advisor at first registration of career and technical credit from high school, provide a copy of the high school transcript, and ask for the transcript to be evaluated for articulated high school credit. Students can often earn up to 12 college hours from high school courses without paying college tuition. Application for articulated high school credit must be made within two years of high school graduation.

To obtain articulated high school credit at Coastal Bend College for high school career and technical courses a student must:

- Complete courses approved for articulation at the high school with the minimum final course grade included in the articulation agreement between Coastal Bend College and the student's local high school.
- Complete all college entrance requirements, be accepted to Coastal Bend College, and enroll in courses at the college
- Enroll in a college program that includes courses included in an articulation agreement with the high school.
- Complete and submit an Articulation Credit Request Form. Forms are available by contacting the Vice President of Instruction and Economic & Workforce Development at (361) 354-2268.
- Successfully complete six semester hours of other coursework at Coastal Bend College.

International Students

International students must comply with the following:

1. An admissions form completed online at www.coastalbend.edu/applynow must be submitted at least 90 days prior to the beginning date of registration;
2. A valid "Certificate of Immunization," signed by a physician or public health official, must be submitted. It must give evidence of immunization against tetanus, diphtheria, poliomyelitis, measles, and rubella;
3. An official original transcript of grades and credits for the final four years of secondary school and a certified English translation must be submitted;
4. Evidence of proficiency in the English language must be submitted and a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) and a score range of 173-187 on the computer-based TOEFL, or a 71 on the Internet based version;
5. Applicants who have attended schools, colleges, or universities since secondary school graduation must also submit official original transcripts, translated into English, of grades and credits at colleges attended, showing good standing at the school most recently attended;
6. Proof must be submitted showing that the applicant has sufficient financial resources for support during the entire period of study in the United States. Such proof may be in the form of a letter of credit from a bank, a notarized statement from the person providing financial support, a certificate from a bank showing sufficient funds on deposit, or similar documentation.

The U.S. Immigration and Customs Enforcement Form I-20 will not be issued until admission procedures are completed to the satisfaction of the college.

International students are required to purchase illness and accident medical insurance coverage specified by the college during their entire period of study at CBC unless they are already covered by health insurance that covers medical costs incurred in the U.S. After acceptance by CBC, and before registration, the college requires international students to take a series of assessment tests in English, mathematics, and reading if they have not taken the TSI Assessment. Results of these tests will determine courses for which a student may register.

International students are subject to TSI Assessment requirements as are all students at CBC. For additional information see TSI Assessment, "Indicators of Readiness".

Non-Degree Seeking Students

Students are considered non-degree seeking if either of the following conditions are met:

1. Students are taking course work for personal enrichment and are not seeking a degree or certificate. These students are limited to enrollment in a maximum of 12 semester credit hours. Students reaching the 12-hour limit must meet CBC assessment requirements before proceeding.
2. Students are regularly enrolled in another college or university. The students must provide documentation verifying enrollment during the preceding semester.

Admission Inquiries

CBC Admissions Office: Phone: (361) 354-2245 or 1-866-722-2838 Ext. 2245
Access additional information via our Help Desk, which is available via the "Chat" link located on the Coastal Bend College website at www.coastalbend.edu.

Testing

TSI Assessment

CBC uses the TSI Assessment as its primary assessment test. The TSI Assessment is a system designed to provide placement, advisement, and guidance information for students. Tests are presented in a computer adaptive mode. Test scores and diagnostics can be provided immediately after testing.

Test scores are used to determine placement and need for college preparatory education. Details on test dates and fees are available at the Student Success Center, (361) 354-2334.

Advising Component

Students are advised and placed in courses based on their college placement test scores. Advisors place students in college preparatory classes if test results indicate the need.

Mandatory Pre-Assessment Activity

1. The importance of this assessment, [Based upon your scores on the TSI Assessment – this will decide whether you are eligible for a college level course or if you will need to take a developmental or preparation course – which will not give you college credit. A developmental course will help you build your skills so that you will eventually be able to take a college level course. The TSI Assessment exam is very important and we want you to do as well as you possibly can.]
2. Sample questions, [go to: http://www.coastalbend.edu/tsiresource/ for sample questions and other resources to help you prepare for the TSI Assessment]
3. Course options, and [Coastal Bend College offers various course options: NCBO - Non-Course Based course - which is a non-semester length course delivered in an intense workshop setting, Integrated Course - which is a course that integrates two areas - such as Reading and Writing together so that a student gets two courses for the time and price of one course, Lecture courses (class-room style course with instructor – face-to-face); Distance Learning courses (class-room setting, but video cameras and microphones link you to other sites with other students. The instructor may move around from site-to-site to have face time with each area); Internet courses (do your course work from home, but some courses may have you take a proctored exam at a CBC site); Accelerated Learning Program courses (go to: http://www.coastalbend.edu/weekend/)]
4. Resources for students:
   - Tutoring: http://www.coastalbend.edu/tutoring/
   - Financial Aid: http://www.coastalbend.edu/FinAid/
   - Laptop Computer/Calculator Loan program: http://www.coastalbend.edu/tech_request/
   - Library: http://lrc.coastalbend.edu/about
   - Student Development Advisors: http://www.coastalbend.edu/Counseling/
   - Testing: http://www.coastalbend.edu/testing/
   - Housing/Student Activities: http://www.coastalbend.edu/StudentLife/

For more information call the Testing Department at (361) 354-2334 or go to http://www.coastalbend.edu/per

Testing Requirements

The Coastal Bend College Student Success Initiative is a plan which incorporates the approved College Preparatory Studies program and the Texas Success Initiative (TSI) legislative changes. The intent of the Student Success Initiative is to help students succeed in reaching their educational goals. The 2011 Texas legislature revised the Texas Success Initiative (TSI) with passage of House Bill 1244. The TSI requires:

1. Student assessment;
2. An individualized plan for academic success;
3. A minimum college readiness state standard; and,
4. A report indicating student success and effectiveness of the college preparatory studies program.

Evaluation

The Coastal Bend College Student Success Initiative program of activities will be evaluated each year. The Institutional Research Office will track each cohort of developmental students. Data will be supplied to all divisions and to the Instructional Deans as to the success rates of all students enrolled in all developmental courses. In each succeeding semester, additional data will be generated that tracks each cohort until the students successfully complete the sequence of courses or terminate their program of study.

The results of the evaluation will be used to improve course offerings. The college preparatory division will analyze all data to discern areas of concern. Particular attention will be paid to areas of low success and strategies will be implemented to increase student success rates in the indicated courses and programs.

Exceptions to the TSI Requirements

The following students shall be exempt from TSI requirements:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   - ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
   - SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   - On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
   - STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. 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.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. 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.
8. 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.

Testing

9. 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.
    - An institution may exempt a non-degree-seeking or non-certificate-seeking student.
    - ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.
    - Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Minimum Passing Standards

The following minimum passing standards shall be used to determine a student's readiness to enroll in freshman-level academic coursework:

TSI Assessment:

- Reading Skills- 351
- Math- 350
- Writing Skills- Essay Score 5 OR Essay Score 4 & Writing Multiple Choice- 363

Determination of Readiness to Perform

Freshman-Level Academic Coursework

Coastal Bend College shall determine when a student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student.

Indicators of Readiness

Coastal Bend College shall consider when a student is ready to perform freshman-level academic work using:

1. Developmental Education coursework and/or intervention learning outcomes developed by the Board based on the Texas College and Career Readiness Standards.
2. Performance in developmental education.
3. Performance in appropriate non-developmental coursework.
4. Performance on an assessment instrument described in § 4.56 of this title (relating to Assessment Instruments) or performance on an institutionally selected assessment.
5. Other indicators of readiness, as determined by the institution may be required.

College Preparatory Placement

Students can be placed in courses based on either assessment test scores or successful course completion. Completion of IRW 0311, IRW 0312, MATH 0321 and MATH 0322 with a grade of A, B, or C will meet the reading, writing, and mathematics prerequisites for most college level courses.

Sequence of College Preparatory Courses

Based on their performance on the state approved assessments, students are referred to a sequence of developmental courses. All first time college students are classified into four groups for each type of developmental education: 1) no developmental education, 2) developmental education one level below the entry-level college course, and 3) two levels below.

Adopted Sequence of Courses for Certificates and Degrees:

Level II Certificates

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321

Associate of Applied Sciences

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321 and/or MATH 0322*

Associate of Arts and/or Science

Integrated Reading and Writing	IRW 0311 and IRW 0312
Mathematics	MATH 0321 and/or MATH 0322*

Texas Success Initiative (TSI) Graduation Requirements

Level I Certificates

TSI compliance not required.

Level II Certificates

Completion of following courses:	IRW 0312
	MATH 0321
Or Placement Scores Above:	IRW 0312
	MATH 0321

Associate of Applied Sciences

Completion of following courses:	IRW 0312
	MATH 0321
Or Placement Scores Above:	IRW 0312
	MATH 0321

Associate of Arts

Completion of following courses:	IRW 0312
	MATH 0322
Or Placement Scores Above:	IRW 0312
	MATH 0322

Associate of Science

Completion of following courses:	IRW 0312
	MATH 0322
Or Placement Scores Above:	IRW 0312
	MATH 0322

Program Stipulations

All first time freshmen students enrolling in an academic program at Coastal Bend College will be required to complete a pre-assessment activity prior to taking the TSI Assessment.. Go to www.coastalbend.edu/tsiresource for more information.

All students whose assessment scores indicate a lack of satisfactory preparation in mathematics and/or English/reading are required to complete a prescribed program in remediation. Students will be placed in the appropriate class(es) as indicated by the assessment results. Students entering into a sequence of developmental education courses are required to continue each semester in the prescribed series of courses until the sequence has been completed. Or they may retake the TSI Assessment and if the scores are high enough, be placed in a higher developmental education course or college level course.

Advisors are aware that students requiring remediation in reading should be enrolled in the prescribed reading course and should only take courses approved for students requiring reading remediation. These students need to complete the reading sequence before enrolling in academic classes that require reading as a prerequisite. Students may take remediation courses in more than one area during a semester.

Testing

Labs

CBC faculty members are present at all lab activities to assist students and to closely monitor their progress on the developmental activities. Portions of labs require assigned computer courseware activities. Completion of the prescribed labs is required for all students enrolled in developmental mathematics and/or English/reading classes.

Online Registration

To prevent students from registering for the wrong sequenced course or a course that requires a prescribed sequence, students that are not TSI compliant (require remediation courses) will be blocked from online registration.

Pre-Requisites

Appropriate prerequisites have been established for all courses at Coastal Bend College. All college level academic courses with very few exceptions have college level reading, writing, or mathematical prerequisites. These prerequisites will assure that students have the ability to read, write, and perform mathematical skills at a level which will enable them to succeed in courses taught at a college level.

Waivers from TSI Requirements

Students who are non-degree seeking, or are enrolled in a Marketable Skills or Level I Certificate program of study, are waived from TSI requirements, but must meet the course prerequisites. Additionally, Level I Certificate students are counseled by their advisors to determine if any remedial courses would be of benefit as they seek to develop workforce skills. The students will lose their waived status if they enroll in classes outside of the Level I Certificate or if they no longer qualify as non-degree seeking.

Re-Testing

A student may retake an assessment instrument as often as they would like – subject to availability - it is strongly recommended that the student review the exam material at http://www.coastalbend.edu/tsiresource/ before they re-test, to determine the student's readiness to perform freshman-level academic coursework.

Other Placement Examinations

Placement in Foreign Language Courses

Students who have had two or more years of foreign language should enroll in an intermediate course. Students will take assessment examinations during the first week of class to ensure proper placement.

It is recommended that students should not advance from one course to the next without having earned at least a "C" in the previous course.

Department Entry Tests

Certain workforce education programs at CBC use special pre-entrance tests to select students. Descriptions of the various workforce education programs specify when such tests are required.

Other Tests

Students referred to a counselor, or who request assistance, have opportunities to take a variety of tests used in counseling and advising. Appropriate tests are determined after interviews between students and counselors and may include measures of aptitudes, interests, and various personality factors; call (361) 354-2728 for details. Correspondence testing is available at a nominal cost. Call (361) 354-2244 for details.

College Level Examination Program (CLEP)

Students may be eligible to receive a maximum of 18 semester hours of credit from the courses listed below. Official copies of CLEP scores must be presented before credit may be awarded. Go to www.collegeboard.com/student/testing/clep/about.html to find a testing center near you. Note that CBC is not a test center for this exam.

Course	Number	Course Title	Minimum Scores Subject Area	General
HIST	1301 or 1302	American History	53	
HUMA	1301	Humanities		450
MATH	1314	College Algebra	51	
MATH	1316	College Trigonometry	54	
GOVT	2306	American Government	55	
PSYC	2301	General Psychology	55	
SOCI	1301	Introductory Sociology	52	
SPAN	1411	Elementary Spanish Language	50 (8 sem hrs)	
SPAN	1412	Elementary Spanish Language	50 (8 sem hrs)	
SPAN	1411	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN	1412	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN	2311	Intermediate Spanish Language	66 (14 sem hrs)	
SPAN	2312	Intermediate Spanish Language	66 (14 sem hrs)	

Credit by Examination

CBC allows students to earn credit for some courses by passing examinations rather than by enrolling in them. The following options are available:

1. College Board Advanced Placement (AP),
2. College Level Examination Program (CLEP),
3. Defense Activity for Non-Traditional Educational Support (DANTES), and
4. CBC Subject Competency Examinations. Credit granted will be transcripted at the end of the first semester.

Subject Competency Examinations

Course credit may be awarded on the basis of CBC subject competency examinations according to the following policies and procedures.

- Credit may not be acquired in any course, or its equivalent in which a student has been previously enrolled for credit, nor for a subject in which the student has earned credit in a more advanced course.
- No credit by examination is applicable until an equivalent number of hours of credit in residence at CBC have been earned.
- A subject competency examination will be given only under certain circumstances. A student should have obtained, either through academic preparation or experiences, competencies equal to those ordinarily attained through completing a particular course.
- Credit by examination is not permitted for university transfer lab courses.
- Credit by examination is not available for all courses.
- A petition to request subject competency examination must be approved by a faculty advisor; the chair of the division in which the course is offered, and the Dean of Academics or the Dean of Workforce.
- Satisfactory performance with a grade of "A" or "B" on the examination will earn credit for the course. The instructor will send a signed memo with the grade to the Admissions/Registrar's Office.
- The deadline for application is the third day of classes each semester.
- A $110 fee per semester credit hour must be paid before the examination can be given. Out-of-district students will pay $140 per semester hour.
- There is no requirement for enrolling in a higher level course in the same subject after receiving credit by examination.

Testing

College Board Advance Placement (AP)

Entering freshmen who have participated in advanced placement courses in an accredited secondary school and who present scores of 3, 4, or 5 on the appropriate Advanced Placement Examination may be granted credit for comparable courses at CBC. Students may earn a maximum of 24 semester hours of credit-by-examination. The course number, course title, and number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours of credit at CBC.

The College Board Advanced Placement examinations are offered in May each year and are administered by the College Board. All requests for information on AP courses or AP examinations should be directed to the Advanced Placement program of the College Board, P.O. Box 977, Princeton, NJ 08541.

AP Examination	CBC Equivalent Course
Art History	ARTS 1303
Biology	BIOL 1411, 1413
Chemistry	CHEM 1411, 1412
Economics, Macro	ECON 2301
Economics, Micro	ECON 2302
English Language and Composition	ENGL 1301
English Composition and Literature	ENGL 1302
Government/Politics, U.S.	GOVT 2305
Mathematics: Calculus AB	MATH 2413
Mathematics: Calculus BC	MATH 2413, 2414
Music Theory	MUSI 1301
Physics B	PHYS 1401, 1402
Physics C: Mechanics	PHYS 2425
Physics C: Electricity and Magnetism	PHYS 2426
Psychology	PSYC 2301
Spanish Language	SPAN 1411, 1412
U.S. History	HIST 1301

National Testing Programs

CBC is a center for certain national and state testing programs including ACT, GED, and SAT examinations.

College Placement Test: See TSI Assessment**.**

American College Testing Program Student Assessment (ACT): This is widely used for high school seniors planning to go to college. Arrangements for the test are made directly with its headquarters in Iowa City, Iowa, and it may be taken at CBC on regular national test dates. For more information, go to www.actstudent.org.

General Education Development Tests (GED): This is a nationally-recognized examination to determine equivalency for a high school diploma. The GED is administered year-round in Beeville on Mondays and Thursdays in the Student Success Center. Please check the testing website for details: www.coastalbend.edu/gedtesting or call (361) 354-2244 for details.

Scholastic Aptitude Test (SAT): CBC is a test site for the Scholastic Aptitude Test (SAT) program which consists of the SAT I: Reasoning Test, and the SAT II: Subject Tests. SAT scores may be used along with other criteria to predict students' ability to do college level work. For additional information, go to the website at http://sat.collegeboard.org.

Hours Earned from Testing Programs

There is a limit to how many hours can be applied from the tests in this section/transfer hours from another institution towards a degree or certificate at CBC.

For an Associate Degree, a minimum of 16 semester hours of course work prior to graduation must be earned at CBC; for a Certificate of Achievement, 15 semester hours of course work prior to graduation must be earned at CBC. At least 25% of total hours required for an Associate Degree or certificate must be earned at CBC.

Tuition and Fees

Residency

Tuition is charged based on a student's residency status. An In-District-Student is defined as a resident of the Bee County taxing district. An Out-of-District Student is defined as a resident of Texas residing outside the Bee County taxing district. To qualify for in-district tuition a student must have legally resided in Bee County for the 12 month period immediately preceding his/her initial enrollment at CBC. For questions on residency status, see the CBC website: www.coastalbend.edu/Residency_Information/

If a student does not attend CBC for a period of 12 consecutive months, residency must be reestablished. Out-of-district students who want to be reclassified, should submit a written application and supporting documentation prescribed by CBC to the Admissions/Registrar's Office prior to the official census date.

Tuition is the same for both day and evening courses and charges are subject to change due to action by the State Legislature and/or the CBC Governing Board.

Installment Plan

An installment payment plan is available to all students at the time of initial registration. The plan, which is administered by FACTS Tuition Management, is only available online via Campus Connect and requires the use of a bank account number or a credit card. There is a $25 fee for this service.

Charges by Semester

In-District Tuition	$70 per semester hour
Out-of-District Tuition	$132 per semester hour
Out-of-Texas Tuition	$147 per semester hour
Benton Hall (Resident Hall) Deposit	$250

Fees are subject to change.

Non-Refundable Fees

Credit Card Fee	2%
General Use Fee	$15 per semester hour
Dental Hygiene Program Application Fee	$50
Health Science Fee (per semester: Dental Hygiene, Nursing, Pharmacy, Radiology)	$250
Internet-Based Course Fee (in addition to regular course fees)	$53
Installment Service Fee	$25
Installment Plan Late Fee	$15
Late Registration Fee	$50
Pre-registration (Dental Hygiene), non-refundable deposit	$200
Pre-registration (LVN) non-refundable deposit	$50
Professional Nursing non-refundable deposit	$50
Registration	$48
Schedule Change Fee	$5
Three-Peat Fee	$147 per semester hour

Fees are subject to change.

Other Charges for Services

Non-Course Based Remediation Fee	$50
TSI Assessment	$29
Correspondence Tests	$25
Credit-by-Exam Tests	$60 per semester credit hour
Returned Checks	$20
Conversion from Continuing Education class to credit course	$25 per course
Printing Fees	$0.10-$0.30 per page

Fees are subject to change.

Tuition Refund Policy

Fall and Spring Semesters

Prior to the first class day	100%
During the first fifteen class days	70%
During the sixteenth-twentieth class days	25%
After the twentieth class day	**No refund**

Summer Sessions

Prior to the first class	100%
During the first four class days	70%
During the fifth and sixth class day	25%
After the sixth class day	**No refund**

The count of class days begins the first day that classes are held in the term (not an individual's first class). Each calendar day on which classes normally are conducted (i.e., Monday through Friday) are included. Holidays do not count as class days.

Tuition and fees paid directly to CBC by a sponsor, donor, or in a scholarship are refunded to the sources, not directly to the students. If CBC has to return federal funds they will be returned in the following order: William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and other Title IV funded programs.

Credit Balance Refund Policy

Coastal Bend College offers students the option of receiving refunds of credit balances via their Cougar Card or paper check. Students who wish to receive their refunds via Cougar Card must opt-in through Campus Connect prior to receiving their Cougar Card. Students who do not opt-in will by default receive their refunds via paper check. Students who wish to change their refund preference after receiving their Cougar Card may do so by completing a Refund Preference Status Change Form and submitting it to the business office. The form can be found online at www.coastalbend.edu/business_office.

All credit balances will be refunded in accordance with federal and state mandates, scholarship/sponsor requirements, and the College District policies. Students will be issued refunds dated no later than 14 calendar days after the date in which their account results in a credit balance provided the student does not have a financial aid hold on their account. Once the financial aid hold is removed, a refund will be sent out within 14 calendar days.

Excess Hours

Students who first enrolled in the 1999 fall semester or later who exceed the number of hours required for the degree being sought by 45 semester credit hours will have to pay out-of-state rates. Students who enrolled in the 2006 fall semester or later, who exceed the number of hours required for the degree being sought by 30 semester credit hours, will have to pay out-of-state rates.

Effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements are not included in the calculation of excess hours. For purposes of excess hours, resident undergraduate student includes a non-resident student who is permitted to pay resident tuition.

For questions on Excess Hours contact the Admissions/Registrar's office at (361) 354-2245 or refer to the following website: www.coastalbend.edu/Admissions/ and click on "Excess Hours".

On-Campus Housing Fees

On-Campus Housing Fees

Housing costs shown below are for one semester. The estimates do not include personal expenses. Apartment residents must contract with local companies for telephone, Internet connections and television cable services.

Activity Fee ..... $50 per term
Residence Hall Room Only $900
Room only, 6-Week Summer Session $450
Housing deposit $250
Apartment monthly rental fee (per apartment) $600

(Covers water, electricity, sewage and garbage collection fees)

Cost of Attendance 2014-2015

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	$2,646	$4,956
Books and Supplies	$2,000	$2,000
Total	**$4,646**	**$6,956**

Meal Plan Fees

	Fall	Spring
15 Meals per Week	$1550	$1550
19 Meals per Week	$1650	$1650

Residence hall students are required to purchase either the 15 or 19 meal plan for fall and spring semesters. Meal plans are available to all students. There are no meal plans available during summer semesters. Meals do not carry forward from week to week under either plan. Those who purchase the 15 meal plan can eat 15 of the 19 meals offered each week. The meal plan prices are subject to change.

Tuition and Fees

Tuition for Dual Enrollment Students

No. of Hours	Registration Fee	Out-of-District Fee	Out-of-District Student Total
1	48	33	81
2	48	66	114
3	48	99	147
4	48	132	180
5	48	165	213
6	48	198	246
7	48	231	279
8	48	264	312
9	48	297	345
10	48	330	378
11	48	363	411
12	48	396	444
13	48	429	477
14	48	462	510
15	48	495	543
Per Hour		33	
Minimum	48	33	

Tuition and Fees 2014-2015

No. of Hours	Registration Fee	Tuition	Out-of-District Fee	Out-of-State Fee	In-District Total	Out-of-District Total	Out-of-State Total
1	48	70	62	15	118	180	195
2	48	140	124	30	188	312	342
3	48	210	186	45	258	444	489
4	48	280	248	60	328	576	636
5	48	350	310	75	398	708	783
6	48	420	372	90	468	840	930
7	48	490	434	105	538	972	1077
8	48	560	496	120	608	1104	1224
9	48	630	558	135	678	1236	1371
10	48	700	620	150	748	1368	1518
11	48	770	682	165	818	1500	1665
12	48	840	744	180	888	1632	1812
13	48	910	806	195	958	1764	1959
14	48	980	868	210	1028	1896	2106
15	48	1050	930	225	1098	2028	2253
Per Hour		70	62	15			
Minimum	48	70	62	15			

Financial Aid

Financial Aid Overview

Monetary assistance available through the financial aid office offers qualifying students government grants, scholarships, and college work-study. To apply for financial aid, a student should apply online using the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.gov **Students who qualify for a scholarship and graduate from a high school 50 or more miles away could be eligible for a free Benton Hall room (meal plan excluded)**. This is subject to conditions authorized by the financial aid office and the Dean of Student Services.

Anyone interested in applying for additional financial aid (i.e. SEOG, Texas Grant, or college work-study including community services work-study) should observe the May 1 priority deadline. Not all applicants will qualify for additional aid/grants.

Students interested in student loans must attend a student loan session every academic year. To find out when the next loan session will be held, contact the Financial Aid Office at (361) 354-2238 or (866) 722-2838 Ext. 2238.

The CBC federal school code for the FAFSA application is 003546.

Application Procedure

To apply for a Federal Pell Grant award, or to be considered for additional financial aid based upon need, students have to complete the Free Application for Federal Student Aid. Students must apply for financial aid online at www.FAFSA.gov. Students interested in Direct Loans (student loans) or college work-study programs also must complete the FAFSA application. Please check with the financial aid office for details on financial aid deadlines for grants, loans, and scholarships at (361) 354-2238 or toll free at (866) 722-2838 Ext. 2238.

Eligibility for Financial Aid

To be eligible for financial assistance, students must (1) be in good standing and maintain satisfactory progress in their course of study; (2) not be in default on any loan made, insured or guaranteed under a government student loan program for attendance at any institution; (3) not owe a refund on grants previously received under the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG) programs; (4) be enrolled to obtain a degree or certificate; (5) have a high school diploma or GED; (6) be a U.S. citizen or eligible non-citizen; (7) have a valid Social Security number; (8) register with the Selective Service if required; and (9) demonstrate financial need.

Students receiving funds from William D. Ford Federal Direct Loan Program, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work-Study, Texas Public Educational Grants, and TEXAS Grants are monitored for satisfactory progress.

Maximum Eligibility

Students must complete their program of study within 150% of the length of the degree or certificate program measured in semester hours. All courses taken, including transfer courses and courses in which grades of "I", "W", "Q" or "F" were earned, apply toward the 150% rule. Transfer hours accepted into the institution count towards the 150% rule.

Furthermore, a student may only receive the Federal Pell Grant for a maximum of 12 full-time semesters, or 600%, per the Department of Education. This limit applies to all institutions (i.e. trade schools, technical schools, community colleges, universities) that a student has attended and received a Pell Grant award.

Grants

Federal Pell Grant

The Federal Pell Grant is a federal financial aid program providing eligible students with a "foundation" of financial aid to help defray the cost of post-secondary education. The amount of the grant is dependent upon the student's (or student's parents) ability to pay.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. The amount of financial assistance a student may receive depends upon need, based on financial resources (those of the student or parents), and the cost of attending college.

Texas Public Educational Grant (TPEG)

Under the authority of HB43 of the 62nd legislature, CBC sets aside a portion of each semester's paid tuition into a tuition grant fund for needy students. Applicants must demonstrate financial need on the basis of family income, size of family, and financial demands of the individual college program.

Texas Educational Opportunity Grant (TEOG)

The TEOG is a need-based grant available to Texas residents enrolled at least half-time in an Associate degree or Certificate program who have not accumulated 30 or more semester hours and have not been convicted of a felony or a crime involving a controlled substance. The student must complete the FAFSA to apply for this grant.

Child Care Grant

A limited amount of assistance is available for child care. The financial aid staff provides information on financial assistance for child care in Beeville, Alice, Kingsville, and Pleasanton. Our contact number is (361) 354-2238 or 1-866-722-2238 ext. 2238. Students requiring child care should contact the financial aid office for additional information and application.

Student Loans

William D. Ford Federal Direct Loan Program

Coastal Bend College cooperates with the Department of Education in the administration of the Direct Loan Program, which provides low-interest loans to eligible students, and repayment may be deferred until a student ceases to be enrolled at least halftime (6 hours) in an institution of higher education.

All students who wish to apply for the Direct Loans must complete the Free Application for Federal Student Aid (FAFSA) and meet the following requirements:

1. Students must be currently enrolled for at least 6 credit hours.
2. Students must declare a major with the Admissions/Registrar's Office.
3. Students must be enrolled in courses that count toward their degree plan or certificate program.
4. Courses that do not count toward the degree plan or certificate program cannot be included in the enrollment status of students for the purpose of determining whether students are full-time or part-time.
5. Students must meet the Satisfactory Academic Progress (SAP) requirements to be eligible to receive any type of financial aid (loans, grants, scholarships, work-study, etc.).

Students' loan eligibility amounts will be calculated based on financial need, the number of semester credit hours they are enrolled in each semester as of the 12th class day during the fall and spring semesters and the 4th class day during the summer semesters, grade level, and other financial aid from all resources they may receive (grants, scholarships, work-study, WIA benefits, tuition waivers, etc.).

Student loans funds are requested from the Department of Education 30 days after the first class day of the fall, spring and summer semesters. Refund checks will be mailed out to students approximately 14 days after the funds are requested. A correct mailing

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address must be on file with Coastal Bend College. Loans are disbursed in two equal payments in accordance with federal regulations. For loans covering one semester, the second disbursement cannot be made until at least 50 percent of the student's enrollment has elapsed.

If anything about the student's financial circumstances changes (including the receipt of additional financial aid funds such as grants, scholarships, work-study, WIA benefits, tuition waivers, etc.) his/her loan eligibility amount may change.

Loan recipients must complete loan entrance counseling in person and online at www.studentloans.gov prior to being certified to receive a loan. Students must also complete their Master Promissory Note (MPN) online at www.studentloans.gov prior to receiving funds. Loan recipients must also complete loan exit counseling before transferring to another college, university, graduating from Coastal Bend College, dropping below half-time status, or withdrawing completely. Loan recipients not completing loan exit counseling will have a hold placed on their records at Coastal Bend College. Exit counseling can be completed at www.mappingyourfuture.org

For more information call (361) 354-2238 or toll free (866) 722-2838 Ext. 2238 or email financialaid@coastalbend.edu.

Scholarships

Academic Scholarships

Students who graduate in the top 10 percent of their class in Texas Education Agency accredited high schools are eligible if they are beginning their college education. This scholarship is an award of $500 per semester for four consecutive regular semesters, and recipients from high schools further than 50 miles from CBC may also receive a free room at the residence hall. Each semester the scholarship recipient must successfully complete 12 semester hours and maintain a 3.0 GPA.

Coastal Bend College Scholarship

These scholarships are offered to a limited number of students, providing an award of $400 per semester, and recipients from high schools further than 50 miles from CBC may receive a free room at the residence hall*. **A mandatory $250 dorm room deposit and meal plan are not included with the free dorm room.** These scholarships are open to all majors and are renewable for three semesters if the recipient successfully completes 12 semester hours each semester and maintains a 2.5 GPA.

*Dorm scholarships will not be available after the 2014-2015 academic year.

Outreach Scholarships

Outreach scholarships are available for a limited number of students majoring in Visual/Performing Arts, Language, Kinesiology, Science/Agriculture, Math/Physics, Social Sciences/Humanities, Protective Services, Public Services, Industrial, Business Technology. These scholarships provide an award of $400 per semester, and recipients from high schools further than 50 miles from CBC may receive a free room at the residence hall. Students receiving an academic scholarship may also be entitled to an additional $200 outreach scholarship per semester. Each is renewable for three additional semesters if the recipient successfully completes a minimum of 12 semester hours each semester, maintains the GPA required by the division and is recommended for renewal by the appropriate division chairperson. Contact the appropriate division chairperson for additional information, toll free at (866) 722-2838.

Teacher Certification Scholarship

The CBC Board of Trustees has established a scholarship program for out-of-state teachers attending CBC to complete their Texas certification requirements. The applicant must reside and teach in a Bee County school district and present a letter from his/her superintendent stating the required course(s) for TEA Certification. This scholarship provides the difference between out-of-state tuition and the tuition paid by Bee County residents for the course(s) needed for TEA Certification only. The financial aid office provides additional details.

Donor Scholarships

The financial aid website at www.coastalbend.edu contains a current list of donor scholarships, application procedures, application forms, and deadlines. The scholarship application and financial aid brochure is also available at the Alice, Beeville, Kingsville, and Pleasanton sites. For additional information contact the financial aid office at (361) 354-2237 or toll free at (866) 722-2838 Ext. 2237.

Dreamkeepers Emergency Financial Aid Program

The purpose of the Dreamkeepers Emergency Financial Aid Program is to provide monetary relief to students for sudden, unexpected, unforeseen circumstances demanding immediate action and attention of the student which significantly interferes with student's ability to continue to access higher education. For more information, guidelines, or application please visit our website or contact the Financial Aid Office at 361-354-2238.

Employment and Work-Study Programs

Federal College Work-Study Program

The FCWS program is a federal, campus-based aid program. It provides jobs for students who have documented financial need, and who wish to earn part of their educational expenses. Jobs average 10-15 hours per week and range from clerical worker to lab assistant. Working hours are flexible to fit class schedules. Students in FCWS are paid the minimum wage monthly. FCWS program students must first report to the financial aid office for interviews and assignments.

Texas Work-Study Program

The Texas Work-Study Program is a need-based program. It provides jobs for students who wish to earn part of their education expenses. Jobs are located on a CBC campus or site. Students are paid minimum wage. Students must be Texas residents. Available work-study opportunities are posted online at www.coastalbend.edu/workstudy.

Satisfactory Progress for Financial Aid

Federal regulations require standards of satisfactory academic progress for students who receive federal funds. Students must meet the following minimum standards at Coastal Bend College each semester:

GPA Requirements	
Total Hours Attempted:	**Minimum GPA:**
0 - 11	n/a
12 - 20	1.50
21 - 40	1.75
41 - Graduation	2.00

67% or Higher Requirement:
A student must have a *cumulative* course completion rate of 67% or higher in order to receive financial aid and maintain appropriate timeframe/pace.
Formula:
Hours Earned / Hours Attempted= >67%

For Students Who Do Not Meet Satisfactory Progress

A student who does not meet the satisfactory progress requirements after one semester will be placed on financial aid **warning**. The student may receive financial aid for one semester after they are placed on warning. Students who are on financial aid warning and who improve their academic performance as defined by the qualitative standards will be

Financial Aid

placed back in good standing and may be eligible to continue to receive financial aid for the following semesters. If after one semester the student does not meet the satisfactory progress requirements, the student's financial aid will be suspended. Students whose aid is suspended are not eligible for any type of financial aid/student loans until they have met the satisfactory progress requirements. Students may appeal this suspension if there are extenuating circumstances contributing to the lack of academic progress.

Maximum Eligibility

Students must complete their program of study within 150% of the length of the degree or certificate program measured in semester hours. All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the 150% rule. Also, a student may only receive the Pell grant for 12 full-time semesters. Once this eligibility has been exceeded, a student is no longer Pell eligible. All semesters a student received a Pell grant award are counted towards the 12 semester maximum.

Appeals Process

Students on financial aid suspension may appeal for reinstatement of financial aid due to documented, extenuating circumstances such as illness, death in family, or undue hardship. Appeals will be processed by the financial aid director and reviewed by the financial aid committee. All appeals must be in writing. Appeal forms are available in the financial aid office or online at www.coastalbend.edu/appeals. Copies of all supporting documentation should be attached to this form.

Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record. The student will receive notification from the Financial Aid Office within a week after appeal meeting which are held once a month.

Approval of Appeal

A student who has a successful appeal is placed on Financial Aid probation and eligible to receive Title IV aid for the next payment period. If a student's appeal is approved and requires more than one payment period to meet satisfactory progress he/she will be placed on an Academic Plan for one payment period. The Financial Aid Representative will review academic plan at the end of payment period to determine if the student is meeting the requirements of the academic plan. Student will continue to receive Title IV aid as long as the student continues to meet requirements. Failure to adhere to the conditions of the Academic Plan will result in the cancellation of all future financial aid assistance.

Denial of Appeal

If appeal is denied the student will be ineligible for future aid until they have met the minimum required standards. No future appeals will be accepted. Decision made by the financial aid committee is final.

Return of Title IV Financial Aid

Withdrawing while on Financial Aid

A student who is withdrawing and has received financial aid assistance for the current semester should visit the financial aid office to see if the amount of aid received is more than the actual assistance that he or she has earned. All students must complete the Notice of Withdrawal form in the Admissions/Registrar's Office. For more information contact the financial aid office at (361) 354-2238 or toll free (866) 722-2838 Ext. 2238.

According to federal regulation (HEA, Section 484B34CFR668.22), when a student withdraws during a payment period the amount of financial aid assistance earned up to that point is determined by a specific federal formula. Students receiving less assistance than the amount earned will be able to receive those additional funds. Students receiving more assistance than the amount actually earned must pay back the excess funds.

The percentage of the refund is equal to the number of days attended divided by the number of days in the semester. For example, students who complete 30 percent of the payment period earn 30 percent of the assistance they were originally scheduled to receive. Students who complete more than 60 percent of the payment period have earned all of their assistance.

Coastal Bend College must return a portion of the excess funds equal to the lesser of:

- Student institutional charges multiplied by the unearned percentage of student funds; or,
- The entire amount of the excess funds.

If CBC is not required to return all of the excess funds, the student must return the remaining amount. Coastal Bend College will return the unearned aid for which the school is responsible by repaying funds to the following sources in order, up to the total net amount disbursed from each service:

- William D. Ford Federal Direct Unsubsidized Loan;
- William D. Ford Federal Direct Subsidized Loan;
- Federal Pell Grant; and,
- Federal Supplemental Education Opportunity Grant (FSEOG).

Students who receive more financial aid than they have earned must return the excess funds. Students are allowed 45 days to return the excess funds in full or make arrangements with Coastal Bend College or the Department of Education to return the funds. Any unreturned amount is considered a grant overpayment. A student having an overpayment is no longer eligible for federal financial aid at CBC or any other institution. A hold will be placed on the student's account preventing them from ordering transcripts and registering until the federal funds are repaid in full.

Veteran Students

See the Veteran's Affairs section on page 47.

Vocational Rehabilitation Assistance

The Texas Department of Assistive and Rehabilitative Services (DARS) offers financial assistance (tuition and non-refundable fees), to students who have certain disabling conditions, if their vocational objectives have been met by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist student with disabilities to become employable. Applications should be made to the Texas Department of Assistive and Rehabilitative Services, Beeville District Office, 3811 N. St. Mary's Street, Beeville, Texas 78102.

Academic Advising

New Student Orientation

Orientation is one of the components of Coastal Bend College's Quality Enhancement Plan (QEP). New Student Orientation is mandatory for all First Time in College Students (FTIC) (less than 12 hours successfully completed), transfer students with less than 12 hours successfully completed, and students seeking Level I, Level II, or Associate's degree. Orientation is essential in supporting students' overall institutional knowledge, confidence and awareness of resources; it will introduce students not only to their new life in higher education, but will begin the process of alerting them early on to the associated expectations and self-discipline required in becoming and remaining successful students. Information is presented to increase familiarity with registration procedures and develop a working familiarity of the availability of college resources and how to utilize those resources both at CBC and via our web page. Student will also learn about developing time management and study skills, knowledge of student activities and clubs available, importance of deadlines, classroom etiquette, and what to expect on their first day.

To meet the needs of all our newly admitted students as they make their transition into higher education, we provide three types of orientation programs: Cougar Days (held in the summer prior to the fall semester), face-to-face orientation, and online orientation (www.coastalbend.edu/newstudentorientation/). For a schedule of upcoming Cougar Days events, please visit www.coastalbend.edu/cougardays/. For a schedule of face-to-face orientations, please visit www.coastalbend.edu/newstudentorientation/. All new students are encouraged to complete an admission form online at www.coastalbend.edu/Apply_Texas_Application/ and report entrance testing results to the Admissions/Registrar's Office prior to orientation.

Advising

Coastal Bend College recognizes that advising is an essential part of student success. As part of the CBC Smart Start, Quality Enhancement Plan (QEP) advising is a top priority and the process is outlined in the Coastal Bend College Advising Model and Manual. It was developed with the institution's "student-centered focus" and "mandate to promote excellence" as its foundation.

The focal point of the advising model is student success. Our mission is to "Create a cooperative effort between a student and advisor that establishes an on-going partnership focused on a well-defined plan of student success leading to associate degrees and/or certificates". The student and advisor will map the course from admission to the college to the ultimate attainment of an associate degree or certificate for all Coastal Bend College students.

The model emphasizes collaboration amongst the student, the Student Development staff, and the Faculty Advisor to develop strategies for educational and personal development. The advising and case management style will ensure students are on a degree/certificate seeking track and guided through their college experience.

Advising Services:

- All new students are required to meet with a Student Development Advisor.
- Student Development Advisor's (SDA) will review admissions policies and procedures, educational goals, testing/TSI requirements, financial aid, and/or special needs. Student Development Advisor's (SDA) are located at each Coastal Bend College site at the Student Development Department. After a thorough pre-registration meeting with a Student Development Advisor (SDA), the student will now be assigned and introduced to his Dedicated Faculty Advisor.
- Dedicated Faculty Advisors will be assigned contingent to a student's selection of major and degree. The Academic/Workforce Faculty Advisors are advisors specific to departmental programs of study and workforce programs. Once a student has been assigned an Academic /Workforce Faculty Advisor, they will work in collaboration until the student obtains a degree and/or certificate or if the student should change majors.

The Role of the Dedicated Faculty Advisor

- Assist in finalizing admission requirements
- Clarify educational goals
- Explain and complete a sign degree plan
- Establish a projected graduation date
- Evaluate TSI requirements
- Review for transfer credit
- Explain mandatory CBC educational requirements (orientation/cougar success course, advising)
- Develop a meaningful Cooperative Educational Plan
- Collaborate, identify, and develop a plan to address barriers to success
- Case management style advising
- Utilize Student Success Support Services
- Refer to financial aid and admission for policy and procedure (Add/drop courses)
- Encourage student course evaluation and course selection

Student Responsibility in the Advising Process:

- To be knowledgeable about college policies, procedures, and requirements as outlined in the course catalog.
- To be knowledgeable and adhere to academic deadlines as outlined in the Academic Calendar.
- To understand academic performance standards, academic probation, academic dismissal, and to know GPA requirements.
- To review their degree plan and course availability options prior to meeting with their advisor.
- To contact their advisor in a timely manner for registration and other academic needs.
- To keep their advisor informed about changes in their academic progress, course selection, and academic/career goals.
- To keep a personal record of their progress towards their degree. Organize official college documents in a way that enables them to access them when needed.
- To participate fully in the courses for which they are registered by completing assignments on time and attending class.
- To communicate with instructors and faculty advisors throughout the semester regarding progress and barriers to student success.
- To notify the admission department of demographic changes.

Degree Audit

Coastal Bend College uses the Degree Audit Reporting System. This system provides the student and advisor a computer generated analysis of degree requirements for a particular degree, major, minor, or concentration. The audit is a valuable tool for academic planning and course selection, because it matches the courses that the student has taken with the requirements of his/her degree program or anticipated program. The degree audit monitors the student's progress towards a degree and/or allows him or her to consider other degrees as options by matching coursework with the requirements for those degrees. Students log on to the degree audit system through their Campus Connect account.

Changing a Major

Students must visit the Student Development Office to change their major. Students are assigned to the appropriate faculty advisor based on their major. For assistance in contacting your faculty advisor based on your major, contact the Dean of Academics at (361) 354-2529 or the Dean of Workforce at (830) 569-4222 ext. 1201.

Registration

Auditing Courses

When space is available, permission to audit a course may be granted by the Dean of Academics or the Dean of Workforce. Auditing students are not required to meet course prerequisites. Students auditing a course may not claim credit for the course. A student who registers for a course may not change from audit-to-credit nor credit-to-audit status after the scheduled add-drop period. Charges for auditing are the same as for enrollment for credit.

Evaluation of Transfer Credits

CBC accepts coursework earned at accredited colleges and universities and gives consideration to formal studies completed at accredited vocational schools, military service schools, and trade and industrial training programs. Previous education and training are evaluated for similarity to CBC courses. Credit toward CBC degrees and certificates may be awarded when equivalent courses are in the CBC curricula. Courses taken more than five years prior to entry into CBC may not transfer if content and/or technology in the subject area has changed significantly. Requests for evaluation of previous education and training should be made to the Vice President of Instruction at (361) 354-2238 or 1-866-722-2838 ext. 2238.

Credit will be awarded provided that the student is officially enrolled at CBC and the student has furnished the Admissions/Registrar's Office an official transcript from the institution attended showing satisfactory completion.

Student Load and Classification

Full-time students in the fall and spring semesters usually take course loads which range between 12 and 18 semester credit hours, with 12 semester credit hours the minimum for full-time classification. Students who wish to enroll in more than 19 semester hours must obtain approval from the Dean of Academics or the Dean of Workforce.

The course load of a student on scholastic probation is limited to 13 semester hours. Students who wish to enroll in more than 6 credit hours per summer session must obtain approval by the Dean of Academics or the Dean of Workforce. A student is a sophomore at CBC after successful completion of 29 semester credit hours.

Adding a Class

To add a class, obtain an Add-Drop form from the Admissions/Registrar's Office, from the Student Development Office, or online at the CBC website at www.coastalbend.edu/forms. The completed form is signed by the advisor and presented at the Admissions/Registrar's Office where the record is corrected. Any additional charges are then paid at the Business Office. No courses may be added later than the last date listed to do so in the school calendar. Students must make up any work missed due to late course additions.

Dropping a Class

The following steps are for students who want to drop classes with a "W" on their permanent records:

1. To drop a class at any campus/site, students need to go to the Student Development office to pick up a drop form or obtain one online at the CBC website at www.coastalbend.edu/forms. The students are required to seek advice from the Student Development Office on the options and consequences of dropping classes in order to complete the process.
   A.- At the Student Development Office, the students will receive advising assistance. The counselor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and the Department of Education if they withdraw from all classes or stop attending classes before the semester is over.
   B.- All Kinesiology or Music department equipment checked out to students must be returned before students are allowed to withdraw. The students must present a signed receipt from the appropriate department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.
2. Once the school official signs the form, students are sent to the Admissions/Registrar's Office in order for the registrar to record the drop in the student data system.
3. The registrar will advise the respective faculty members to inform them of the dropped classes.
4. Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(es). The student should include his or her student identification number, course name and number, instructor's name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

Limitation on Number of Course Drops (Senate Bill 1231)

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. Exemptions may apply. Contact the Admissions/Registrar's Office for more information or go to www.coastalbend.edu/admissions.

Accelerated Learning Academy

What can you accomplish attending our Accelerated Learning Academy? Enrolling in Coastal Bend College's Accelerated Learning Academy program can help you accomplish earning credits that will ultimately lead to a college degree. Whether you plan on attending our Accelerated Learning Academy or utilizing the Accelerated Learning Academy as a way to fit in more classes into your schedule, we have a variety of course options for you. Our new and improved Accelerated Learning Academy format allows you to take most of our courses from any CBC location.

The Accelerated Learning Academy focuses on providing the entire Coastal Bend College service area with high quality education that fits into a convenient schedule. Our new distance learning course delivery model gives students more choices, more flexibility, and more opportunities to graduate with their degree and help provide for themselves and their families.

Students who wish to obtain more information about Accelerated Learning Program can visit the Accelerated Learning Academy website at www.coastalbend.edu/weekend or contact the Accelerated Learning Academy Coordinator at (361) 354-2570 or via email at layeck@coastalbend.edu. Accelerated Learning Academy courses may be delivered in a combination of formats such as face-to-face, hybrid, online, and distance learning. The Accelerated Learning Academy is part of Project OASIS, which is a Science, Technology, Engineering and Mathematics (STEM) grant focusing on increasing the number of Hispanics and low income students obtaining degrees in STEM fields.

Registration Schedule

Coastal Bend College offers courses in the fall, spring, summer I, summer II, and on weekends as part of Accelerated Learning Program. All CBC sites offer online and face-to-face class options. Schedules can be found online at www.coastalbend.edu.

Course Cancellation

When enrollment is insufficient to justify holding a class, that class will be cancelled. If students need such courses to complete graduation requirements within a semester, they should consult with their advisors to seek appropriate courses of action to graduate. Students will receive a 100% refund for cancelled classes.

Quality Enhancement Plan (QEP)

QEP Mission Statement

Coastal Bend College, through the implementation of its Quality Enhancement Plan, CBC Smart Start, will empower students by developing an innovative educational culture geared to promote excellence and success in college.

View Student Interview Videos for CBC Smart Start at http://www.coastalbend.edu/QEP.

QEP CBC Smart Start Components

- Mandatory Orientation
  - Covers Topics Important to all CBC Students' Success including:
  - Financial Aid, Tutoring, Online Tutoring, Special Needs Career Counseling, Blackboard, Business Office, CBC Email
  - Classroom Etiquette, Deadlines, Faculty Advisors
  - Campus Connect, Student Success Center
  - Student Development
  - Student Rights & Responsibilities
  - What to Expect on the First Day
- Dedicated Faculty Advisor
  - Covers Topics Important to all CBC Students' Success including:
  - Degree Plan, Grades, Goals, Attendance
  - Financial Aid, Resources, Registration for Following Semester
  - Transfer, and Graduation
- My Cougar Course (EDUC 1300/PSYC 1300)
  - A three-hour, college credit course that will transfer to a university!
  - Covers Topics Important to all CBC Students' Success including:
  - Pathway to Success, Time Management, Communication
  - Learning Theories, Learning Styles. Choosing a Major
  - Careers, Goals/Degree Plan, Stress/Wellness
  - Note Taking, Critical Thinking, Conflict
  - Diversity, Financial Literacy, and Personal Assessment

My Cougar Course Exemptions

- Mandatory for students seeking Level I or II Certificate or Associate's degree.
- If My Cougar Course is required as part of a specific degree plan, the student will not be exempt unless the student has taken a similar transferable course from another Institution of Higher Education, which, upon review of the transcript and course syllabus*, is approved as satisfying the requirements of the Academic Course Guide Manual (ACGM) for EDUC 1300 **.
- Mandatory for students with no proven history of success in college level course work:
  - i. First time college students (FTIC) (less than 24 hours successfully completed)
  - ii. Transfer students with less than 24 hours successfully completed
  - iii. For all first-time students who have achieved less than 24 college level hours upon their arrival at Coastal Bend College
- Students who have 24+ hours but have made a "D" or "F" in any of their courses are not exempt unless they have re-taken the course and made a "C" or higher.
- Students who have attended CBC in the past, but have not attended CBC in one year or more will be placed on the current degree plan which requires that they take My Cougar Course if seeking Level I or II Certificate or Associate's degree. The only way they may exempt the course is if they meet one of the other exemption criteria listed.
- Dual Enrollment students may be exempt depending on the agreement with Coastal Bend College and their Independent School District.
- If a CBC dual enrolled student attends CBC after graduating high school and did not take My Cougar Course, they will be required to take it unless they meet other exemption criteria.
- Students pursuing a Marketable Skills Certificate are exempt.
- Students who are enrolled in the New Mathways Project course are exempt.
- A student may request an exemption through CBC's Appeals Process which is available through the Dean of Academics Office.

* CBC will keep an updated list of Institutions of Higher Education (IHE) that offer a similar transferable course that is approved by the ACGM. If the course was taken at an IHE that is not on the list, the student may request an exemption through CBC's Appeals Process.

** A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) (NOTE: While traditional study skills courses include some of the same learning strategies – e.g., note-taking, reading, test preparation etc. – as learning framework courses, the focus of study skills courses is solely or primarily on skill acquisition. Study skills courses, which are not under-girded by scholarly models of the learning process, are not considered college-level, and, therefore, are distinguishable from Learning Framework courses.) –Texas Higher Education Coordinating Board, Lower-Division Academic Course Guide Manual, Spring 2014, page 93.

Student Development Office

Student Development Office

CBC's Student Development Specialists strive to help students derive the maximum benefits from their college experience and to add enrichment and satisfaction to their personal development. CBC staff gives special attention to students needing assistance with personal, developmental, social, and career issues. Staff teaches strategies which help students learn to solve problems, make decisions, change behaviors and accept responsibilities. Counselors and staff work to improve the college environment by minimizing educational obstacles while maximizing personal and scholastic success of students.

A wide range of services are designed to supplement a student's total college experience. These services include working with students in planning college and career goals, identifying or changing a college major, explaining testing requirements and results, assisting with registration and advising processes, selecting class schedules, providing special needs and disability services, establishing degree plans, helping with financial aid or suspension appeals, improving academic standing through targeted advising, providing intrusive advising by checking on student progress throughout the semester; providing transfer assistance, orientation, hosting transfer and recruitment events, providing personal counseling and referrals, providing career and job placement services, and offering online and face to face workshops and special events designed for student success.

Workshop topics include student orientations, communication skills, financial aid opportunities, study skills, time management, note taking, avoiding plagiarism, research paper writing, resume writing, money matters, financial literacy, mental health issues, drug and alcohol abuse, etc.

A list of scheduled events is available through the CBC website at www.coastalbend.edu by clicking on Student Services, Counseling and Calendar of Events. Contact information as well as an online chat option is available via the website or to be directed to appropriate CBC personnel, call 361-354-2266 or 1-866-722-2838 ext. 2266.

Staff strives to assure the best services are provided to each student creating the ideal learning environment to ensure success in educational programs, career goals, and life decisions.

Career Counseling

Counselors, advisors, and a career development advisor assist students in locating career fields best suited to their personalities and interests by administering online assessments. An online career interest inventory, MyPlan is available to all enrolled CBC students free of charge. Students needing one-on-one career guidance are encouraged to contact their respective campus/site counselor/advisor or the Career Development Advisor.

During a students' enrollment at Coastal Bend College, a variety of career development focused workshops and special events are offered. These events include (but are not limited to): resume workshops, cover letter workshops, job interviewing techniques workshops, etiquette dinners, workplace attire, and mock job interviews. Workshops and events may be offered outside and inside of the classroom. Services are available to workforce students and academic transfer students at all CBC locations.

An annual city-wide career fair is held in Beeville every spring semester to assist students with their job search process. For our academic students, representatives from many area universities are present at this event. For information about the career fair, or other career development opportunities, please visit www.coastalbend.edu/careerdevelopment.

Job Placement

CBC students who need assistance in finding full or part-time employment are encouraged to meet with the Career Development Advisor and set up a student account via the online CBC Works- the College's online job portal. Creating an account with CBC Works will enable students to upload a resume and other job search tools, as well as connect with prospective employers. Employment assistance is available to students seeking full-time and part-time job opportunities. This service is free to currently enrolled students and CBC alumni. Please contact the Career Development Advisor at (361) 354-2728 or careerservices@coastalbend.edu for additional information and/or support.

Workforce Solutions of Coastal Bend

Workforce Solutions of the Coastal Bend has partnered with CBC and is located in the Grady C. Hogue Learning Resource Center. Workforce Solutions provides comprehensive human resource services for businesses and residents of the 12-county region. Their network of partners and providers offers a wide range of no-cost and low-cost opportunities for employers and job seekers. They offer recruitment services, job search assistance, training, child care support, educational initiatives, and much more. They have developed innovative opportunities that bring together economic development, education and employment. This results in a high-quality workforce system that ensures economic viability for the Coastal Bend community.

Students with Special Needs/Disabilities

Coastal Bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. CBC counselors and advisors offer services to help students with disabilities to participate fully in college. They consider individual needs of students in career, academic, and personal counseling. Specialized learning equipment may be arranged for use by disabled students, and special needs students also receive orientation, admissions and registration assistance unique to their requirements. Peer tutoring is available for students on a limited basis, and as is determined by individual need. Special Needs Counselors or advisors at each campus/site will explain the process for requesting services and reasonable accommodations.

However, it is the student's responsibility to self identify and to provide the required disability documentation to:

Beeville Special Needs Advisor, Lindsey Hagen
(361) 354-2728 - lhagen@coastalbend.edu
Alice Advisor, TBD
(361) 664-2981 Ext. 3025
Kingsville Advisor, Amanda Barrera
(361) 592-1615 Ext. 4074 - amanda@coastalbend.edu
Pleasanton Advisor, Brittney Kroll
(830) 569-4222 Ext. 1225 - bkroll@coastalbend.edu

For more information contact the Student Development Office or visit the student services special needs website at www.coastalbend.edu/specialneeds.

On-Campus Housing

Housing

The CBC community seeks to promote a safe and comfortable living environment. To be eligible for campus housing, a student must be enrolled and must maintain full-time status. Full-time status is defined as 12 or more semester hours in the fall and spring semesters and 9 or more semester hours in the summer sessions. CBC offers two housing options at its Beeville campus: college apartments and Benton Hall (residence hall).

Apply For Housing

Contact the Housing Coordinator at (361) 354-2563 or 1-866-722-2838 Ext. 2563, for an application or click here to obtain one from our website. Return the completed application along with a check or money order for the $250 deposit to:

Coastal Bend College
Housing Coordinator
3800 Charco Road
Beeville, Texas 78102

Housing Refund/Cancellation Deadlines

Fall Semester:.....August 15
Spring Semester .....December 15
Summer Session .....May 14

Housing Deposit Fee

Apartment and residence hall fees and deposits will be forfeited if:

- A student fails to submit a written cancellation notice to the student life coordinator by the required cancellation deadline;
- A student fails to occupy the assigned facility by the second class day of each semester;
- A student vacates his/her assigned facility before the end of the semester;
- A student is suspended or withdraws as a full-time student at CBC;
- A student is evicted from campus housing for disciplinary reasons;
- There is damage to the dorm room or apartment, or furnishings;
- A student fails to clean his/her assigned facility; and,
- If a student fails to pay rent, the student may be evicted.

A withdrawing student attending CBC and receiving Title IV financial assistance will receive credit to a refund based on Department of Education regulations. For more information, see the "Financial Aid" section of the catalog.

College Apartments

CBC has 20 one-bedroom apartments next to the campus. Each apartment is supplied with an electric stove, refrigerator, bed (twin or queen size), dresser, end tables (some units), kitchen table and two chairs, love seat and lounge chair. One unit is designed for students and/or their dependents with physical disabilities.

A maximum of one dependent minor child is allowed for married or single parent students. Two single students of the same gender may share an apartment. Married students are required to submit a notarized copy of their marriage license along with the housing application and deposit.

Assignments

Apartments are assigned based on the following priorities:

- Returning apartment residents;
- Married or single students needing a unit designed for those with physical disabilities;
- Married or single students with children;
- Married students;
- International or non-Texas citizens;
- Single students age 21 or older; and,
- Single students under age 21.

Cost

A $250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. The monthly rental fee of $600 per resident is due on the first day of each month. Water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area companies for cable and telephone service. A $25 late fee will be assessed beginning on the sixth day of the month until payment in full is made. Failure to pay the rent as due or to make arrangements for payment with the Business Office within the month rent is due could result in eviction.

Benton Hall/Residence Hall

Benton Hall is an air-conditioned, coed residence hall which houses 134 male and female students. Each room is designed as a suite. Two suites are designed for students with physical disabilities.

Benton Hall Summer Sessions

Students will be charged $100 per week to reside at Benton Hall during the summer if they are taking special short courses. There is a $20 per day charge for additional days including Saturdays and Sundays. Payment is due before occupying Benton Hall.

Cost

A $250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. Benton Hall residents are required to purchase at minimum a 15 meal plan for fall and spring semesters as noted below. The following rental plans and payment options are available to the Benton Hall residents. Fall and Spring semesters are $900 per semester.

Payment Options

A. One Payment Plan: Amount Due: $900
Due Date: Before occupying Benton Hall room
B. Installment Plan:
First Payment Amount Due:..... $360
Due Date: Before occupying Benton Hall room
Second Payment Amount Due:..... $270
Due Date: 30 days after the first payment.
Final Payment Amount Due $270
Due Date: 60 days after first payment.

Summer Benton Hall Fees

Mini Session:.....$225
Six-Week Session:.....$450
Nine-Week Session:.....$725
Twelve-Week Session:.....$900

All rental fees are subject to change.

Benton Hall Meal Plans

	Fall	Spring
15 Meals per Week	$1550	$1550
19 Meals per Week	$1650	$1650

Residence hall students are required to purchase either the 15 or 19 meal plan for fall and spring semesters. Meal plans are available to all students. There are no meal plans available during summer semesters. Meals do not carry forward from week to week under either plan. Those who purchase the 15 meal plan can eat 15 of the 19 meals offered each week. The meal plan prices above are subject to change.

Success Support Services

Computer Services

Coastal Bend College provides student access to computers in Alice, Beeville, Kingsville, and Pleasanton, most of which have Internet connections. In the Student Success Centers, current students may borrow a laptop for up to two weeks at a time. In addition, all currently enrolled students are given an E-mail address and access to Campus Connect, the web based program that allows students to check their grades, transcripts, class schedule, etc. online.

Laptop Check Out for Students

In the Student Success Centers at each CBC site, current students may borrow a laptop for up to a week at a time and borrow graphing calculators for up to two weeks at a time. Laptop and calculator check outs are free for CBC students. Students must provide copies of their Driver's License, CBC Cougar Card, and a current class schedule.

Student Success Centers

Student Success Centers (SSC) at our Beeville, Alice and Pleasanton campus/sites offer numerous opportunities for students such as tutoring, computer usage, limited printing services, laptop loans, TI-83 Plus Graphing Calculator loans, and testing options for students or prospective students. Testing services vary by location, but may include correspondence testing, make-up exams, college placement tests, and other Internet exams. Check individual locations for operating hours.

Electronic Devices

Cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction must be switched off while in CBC classes, labs, and clinical settings. Check course syllabus for requirements.

Closed Campus/Site Information

Good weather in South Texas keeps CBC's classes in session, but if a hurricane or a snowstorm threatens safety, or a campus/site emergency is reported, the President may close classes. This does not happen often, but during bad weather or emergencies, it is best to tune to local radio stations for details: 106 FM or 97.9 FM, 105.9 FM and to regional television stations for instructions. Details will also be available at www.coastalbend.edu, and on CBC's social media sites at www.facebook.com/coastalbendcollege and www.twitter.com/cbcfuture.

Health Services

CBC does not employ resident physicians or nurses. Anyone needing medical attention should contact their physician or seek treatment at the nearest medical facility. In case of a medical emergency, call 911.

Student Insurance

Housing residents are encouraged to purchase their own renter's insurance. CBC does not provide insurance coverage. CBC, its governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guest which occurs on CBC property. Students not covered by their parent's medical insurance may purchase a student health plan. Applications for insurance coverage may be obtained from the Student Development Office.

Child Development Center

This model center, located at the Beeville campus, provides care for children of CBC students, faculty, staff, and the community. It serves children from the ages of 18 months to five years. The center is staffed by certified and degreed child care providers and students enrolled in child development courses. Child development students work with and observe the children to integrate practical experience with skills learned in the classroom.

The child development program, the staff, and facility meet state and federal requirements. Financial support may be available for qualified students. Hours of operation: 7 a.m.-5:30 p.m. Monday-Thursday, Friday 7 a.m.- 5:15 p.m.

Posting Announcements & Lockers

Students wishing to post announcements or flyers on campus/site bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2563 in Beeville or the center director/coordinator in Alice, Kingsville, and Pleasanton. Lockers are available in the student center in Beeville. Locks are the individual's responsibility. Lockers in other buildings are assigned for specialized courses.

Parking Zone Restrictions

- No parking by curbs painted red—Fire/Hazard Zones.
- No parking by curbs painted yellow—Loading Zones.
- No student or employee parking by curbs painted white—Visitors Only.
- No non-disabled parking by curbs painted light blue - Disabled Only.
- No student parking by curbs painted dark blue - Employees Only.
- No parking except in residence hall or apartment lots, for non-disabled students living on campus.
- No parking on grounds, medians, drives, sidewalks, or anywhere outside of marked parking lot spaces.

Cougar Card

The Cougar Card is the new identication (ID) card for CBC students. Cards are free when students register, but are subject to a $10 fee for a replacement card, if lost. A Cougar Card offers the same privileges available in a student ID including for admission to certain events on campus, for using library resources, and for using certain college facilities. It also has the added convenience of being a reloadable debit card. The Cougar Card can be loaded with your CBC financial aid refunds, and since it's reloadable, funds can be added as needed.

The Cougar Card may be used anywhere Discover card is accepted, rest assured that this is not a credit card and your funds are safe and FDIC insured. Plus you can access your money through ATMs and Money Network checks! Cougar Cards are available at all CBC sites. Please visit www.coastalbend.edu/cougarcard for more information including Cougar Card personnel for each of our CBC sites.

Activating the Cougar Card

After the card is received, wait 24 hours and call 1-800-822-4283. (NOTE: You will receive an error message if you do not wait 24 hours prior to activation.) Students will be prompted to create a four-digit PIN number. This PIN will be used at the ATM and to access an account online.

Loading Financial Aid Refunds onto the Cougar Card

Go to www.coastalbend.edu and click "Campus Connect" in the upper right hand corner. Once you login you will be prompted to complete your electronic consent. Select "Yes" if you want your refund on the card, or select "No" if you prefer to receive a check. Students who load their financial aid refunds on the Cougar Card have access to their refunds sooner than those who get checks mailed to them. If the electronic consent option/screen is not seen, an option may have already been selected. You can change your preference by updating your demographic information under the "Student Information" menu.

Cougar Card Fees

The ATM machine at each CBC site is free of charge. ATMs on the Allpoint Network are free as well. You can also cash Money Network checks for free at participating Walmart locations. Fees may apply if not used at the above locations. Please see the fee schedule in your welcome kit, which is mailed to you after you activate your Cougar Card, for additional information regarding fees, or call the number on the back of your Cougar Card.

Success Support Services

Cougar Card Printing Fees

Coastal Bend College is excited to announce that students will now be able to print and pay for color and/or black & white single or double-sided pages from any CBC computer laboratory effective immediately. CBC is excited to offer this service to students so that they may print full color diagrams/charts, PowerPoint presentations, and other documents and photos for class projects.

The 2014-2015 Printing Fees are:
Black & White Pages
- .10 for a single sided page
- .16 for a double side page

Color Pages
- .20 for a single sided page
- .30 for a double sided page

Students may load money into their Cougar Card at the CBC Business Office or at the front office at any site. The print management system will not allow a student to print without funds in their student account.

Students will be prompted to login with their Cougar ID when they want to print. The total cost will display for the student before they commit to print the pages. If you have any questions, please contact Amador Ramirez, Director of Information Technology, at (361) 354-2554.

Textbooks

Textbooks must be ordered online at CoastalBend.tbcOnCourse.com using a credit card or financial aid. A link to the textbook site is also available through the college website at www.coastalbend.edu and clicking on "Bookstore" in the upper right hand link section. Bookstore employees and kiosks are available to assist students in-person with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other supplies/merchandise:

Alice Bookstore	(361) 664-2981 Ext. 3040
Beeville Bookstore	(361) 354-2290
Kingsville Bookstore	(361) 592-1615 Ext. 4041
Pleasanton Bookstore	(830) 569-4222 Ext. 1213

Books may be returned online or through the bookstore for full refunds if they are returned before the end of the 12th day in the fall and spring semesters or the 4th day of the summer session. Receipts are required to return books and the shrink wrap must NOT be broken. Books may be sold back to the college through CoastalBend.tbcOnCourse.com. Assistance is available at the bookstore.

Campus Connect

Students at Coastal Bend College have access to a student information account system called Campus Connect. Through this portal, students have access to grades, course schedules (availability), unofficial transcripts, student accounts with billing information, and returning CBC students can utilize Campus Connect to register for courses. Students may also change their address and make installment payment arrangements through FACTS Tuition Management by signing into Campus Connect. Campus Connect is available on the college website at www.coastalbend.edu.
Students may contact the student help desk for assistance with Campus Connect. Contact information for the student help desk is as follows:
E-mail Support: helpdesk@coastalbend.edu
Telephone Support: 866-722-2838 ext. 2506 (Toll Free)
361-354-2506 (Direct line)
Live Chat: Fall/Spring Hours: Monday-Fridays 8 a.m. to 5 p.m.
Summer Hours: Monday-Thursday, 7:30 a.m. to 6:00 p.m.

Project OASIS

Project OASIS (Optimizing Academic Success in the Sciences) is federally funded under the Department of Education's Title III HSI STEM and Articulation Program. Starting Spring 2013, OASIS began providing tutoring and supplemental instruction services to students in science courses that have consistently had "D", "W", and "F" grade rates of 30% or higher. To find out which services are available on your campus/site, please contact :

Beeville:
Amy Gonzales
gonzalesa@coastalbend.edu
(361) 354-2581

Beeville/Pleasanton:
Dr. Robert Benson
benson@coastalbend.edu
(361) 354-2409

Alice:
Iris Beltran
beltran@coastalbend.edu
(361) 664-2981 ext. 3049

Kingsville:
Joel Lopez
Joel.Lopez@coastalbend.edu
(361) 592-1615 ext. 4100

Title V "Celebrando Educación"

Title V "Celebrando Educación" is a Cooperative Grant between Coastal Bend College and Del Mar College that is funded through the U.S. Department of Education: Developing Hispanic-Serving Institutions Program. The purpose of this grant is to improve the Colleges' retention and completion rates and increase enrollment in technical and/or professional occupational fields of study by developing Student Success Centers and providing outreach and information on vocational and technical programs offered at Coastal Bend College to dual enrollment students.

Class Attendance

Regular class attendance is fundamental to success. Students must report regularly and promptly to classes. Failure to do so is cause for being dropped and receiving a grade of "F" or "Q." See the catalog section "Registration", "Adding and Dropping Courses" or the "Scholastic Performance" section of this catalog. Failure to meet attendance policies in some programs, such as dental hygiene or professional and vocational nursing, will result in the students being dropped from the entire program.

Early Alert Program

The Early Alert Program was developed by Cooperative Title V "Celebrando Educacion." The focus is student success and retention. In partnership with Student Success Coordinators, the faculty refers students that are showing signs of difficulty in their courses. The program is designed to identify these students at the early stages and partner them with the Student Success Coordinators to provide support services that would improve their academic performance. Learn more online at www.coastalbend.edu/earlyalert.

Tutoring Services

eTutoring

Coastal Bend College is a partner in the Northeast eTutoring Consortium, enabling us to provide free online tutoring suport for all of our students. Students have ongoing access to online professional tutoring services in the following areas: writing, math, accounting, biology, chemistry, information literacy, and statistics. Visit www.coastalbend.edu/etutoring for more information.

Tutoring

Free tutorial services may be obtained by contacting the Student Development Offices or may be coordinated through the Student Success Center (SSC). Professional and student tutoring is available in many subject areas through the SSC, Student Development Offices, and the TRiO Student Support Services program (Beeville only). High school students who participate in TRiO Educational Talent Search (Alice and Beeville only), and TRiO Upward Bound (Beeville only) are also provided tutorial services. Some students may also be employed by the college as tutors.

Supplemental Instruction

Supplemental Instruction (SI) is also available in various classes including some sections of intermediate and college level algebra and biology. SI is an academic assistance program that increases student performance and retention. It targets traditionally difficult academic subjects and provides regularly scheduled, out-of-class, peer facilitated sessions. SI does not identify high risk students, but rather identifies historically difficult classes. For more information, visit www.coastalbend.edu/si.

For more information about tutoring, contact any of the personnel below:

Alice Student Development Specialist
(361) 664-2981 Ext. 3025
Kingsville Student Development Specialist
(361) 592-1615 Ext. 4077
Kingsville Student Success Coordinator
(361) 592-1615 Ext. 4032
Pleasanton Student Development Specialist
(830) 569-4222 Ext. 1225
TRiO Educational Talent Search Program- Alice
(361) 664-2981 Ext. 3087 - josiels@coastalbend.edu
TRiO Educational Talent Search Program
(361) 354-2712
TRiO Upward Bound Program & Upward Bound GOST
(361) 354-2716
TRiO Student Support Services Program
(361) 354-2713

Online Learning Student Resources

Coastal Bend College students are provided with numerous resources needed for Distance/Online Learning by going to the CBC website at www.coastalbend.edu and going to the Distance Learning link and clicking on Student Resources. These include the following:

- A list of various downloads from Internet Browsers to free plug-ins such as Acrobat Reader and Java as well as Online Tutorials.
- Various ways to communicate with technical support staff including email, toll-free phone support, and online chat.
- A distance learning internet orientation covering various topics including Internet Test Policies, Campus Connect, student email, and Library Resources
- An “Online Tutorials” section with short videos on how to use Blackboard, CBC’s course management system; Campus Connect, and student email.
- An Internet Testing Policies provides information on CBC Testing Center testing policies.
- How to “Purchase Books” with a link to access CBC Bookstore online.
- Step-by-step instructions in written format as well as video format on how to use the various programs as mentioned above.
- Information on dates and times for face-to-face orientation sessions for students feel they need more one-on-one training.
- An Internet orientation as a course in Blackboard is also offered to all students who enroll at CBC. A “Program Login Info” section notes what information is needed such as a student’s user name and password to log in to the Blackboard platform. Once logged in, click the “Online Student Orientation” course link to enter the course. Read over the syllabus and use the course menu to navigate through the different units to learn how to use the Blackboard platform.
- Free online tutoring support for all students (eTutoring).

Students may contact the student help desk for assistance. Contact information for the student help desk is as follows:

E-mail Support:	helpdesk@coastalbend.edu
Telephone Support:	866-722-2838 ext. 2506 (Toll Free)
	361-354-2506 (Direct line)
Live Chat:	Fall/Spring Hours: Monday-Friday, 8 a.m. to 5 p.m.
	Summer Hours: Monday-Thursday, 7:30 a.m. to 6:00 p.m.

NJCAA Athletics & Student Organizations

NJCAA Athletics

Coastal Bend College is proud of its association with the National Junior College Athletic Association (NJCAA) Division I. Coastal Bend College competes in six National Junior College Athletic Association (NJCAA) Division I and III sports, in addition to providing recreation and intramural sports. Our physical education program underlines the carry-over value of athletics as well as the importance of the physical development of the individual.

Coastal Bend College currently sponsors six intercollegiate teams: men's soccer, men's basketball, women's volleyball, men's baseball and women's softball. The college is beginning its sixth year of intercollegiate athletics. The teams compete in the Division I and III category of the National Junior College Athletics Association (NJCAA) which is allowable for athletic scholarships. The college belongs to the Region 14, a conference of twenty one community colleges throughout half of the state of Texas.

We are committed to the recruitment and retention of highly motivated student-athletes. We are also committed to the recruitment and retention of coaches and athletics staff that represent multicultural diversity and who can contribute to the success of our student-athletes by emphasizing the positive value of physical activity, learned skills, competition, good sportsmanship, and teamwork. The Athletic Program represents an exemplary model of intercollegiate athletics where athletic excellence is pursued within the framework of full support for the institution's academic mission. Our goal is to attract, retain and graduate the finest student-athletes who sequentially become loyal, supportive and proud alumni.

Intramural Sports

Kinesiology instructors and/or Student Services staff offer a variety of recreational activities for CBC students taking at least one semester hour. Activities are in three categories, according to demand and participation: men's, women's, and/or co-ed. Activities may include flag football, volleyball, basketball, softball, bowling, and tennis. For information about scheduled events or information, please call (361) 354-2721.

Clubs and Organizations

CBC encourages the formation of student organizations. Each organization should have a faculty advisor, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Students interested in starting a new organization may contact the Student Activity Coordinator at 361-354-2772or visit www.coastalbend.edu/clubs.

Fund Raising by Student Organizations

Fund raising activities include the solicitation of external funding by anyone for the benefit of Coastal Bend College or any agency thereof. All solicitation of gifts from all sources by Coastal Bend College faculty and staff members, or individual or organizations soliciting gifts on behalf of the College, will be coordinated with the Coastal Bend College Foundation Office. The Coastal Bend College Foundation Office is responsible for planning, organizing, and conducting programs to obtain private support for academic endeavors.

All gifts received by departments, employees and students must be reported to the Coastal Bend College Foundation Office which will ensure that both the donor and the College are operating within the framework of the Internal Revenue Code as well as federal and state laws and College policy.

Outreach Programs

TRiO Educational Talent Search— Beeville

Educational Talent Search is a 100% federally funded program designed to identify and assist 671 individuals who have the potential to succeed in higher education. The program encourages participants to graduate from high school and continue on to the post-secondary institution of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. To be eligible, students must be from a target high school listed below and must meet federal guidelines. Contact TRiO ETS at (361) 354-2706.

Educational Talent Search -- Beeville has 12 target high schools: A.C. Jones, George West, Karnes City, Kenedy, Mathis, Odem, Pettus, Refugio, Runge, Skidmore-Tynan, Taft and Three Rivers. ETS services include tutoring, campus tours, assistance with completion of admissions paperwork, and financial aid. Additional services include access to academic and career opportunities.

TRiO Student Support Services— Beeville

TRiO SSS is a supportive academic community working together towards academic excellence and achievement. TRiO SSS assists first generation, low-income students and students with disabilities reach their full potential and achieve academic success. Student success is at the center of everything we do in our program! TRiO programs have been providing comprehensive support services at CBC for over 30 years. TRiO SSS paves the way to graduation for underrepresented students. We are committed to providing a welcoming learning environment that fosters intellectual, personal and professional growth of all program participants.

Student Support Services is a100% federally funded TRIO Program designed to identify college students with academic potential from disadvantaged backgrounds (low-income, first generation, and disabled). The program strives to increase students' retention, graduation, and transfer rates. SSS offers a wide range of free services and activities. These services include: personal counseling, academic advising, transfer advising, financial aid assistance (FAFSA, scholarship search, etc), campus tours of a variety of universities, cultural awareness activities, enrichment and financial literacy workshops.

TRiO Educational Talent Search— Alice

Educational Talent Search— Alice is a 100% federally funded program with the same objectives as the Beeville program. ETS Alice serves 616 high school students, grades 9-12, in Alice, Benavides, Falfurrias, Freer, Premont, Orange Grove, and San Diego. In addition, high school dropouts, veterans and returning older students up to the age of 27 are served by the program. The target population is students who are economically disadvantaged and/or first generation college (neither parent has a bachelor degree) in the target counties of Brooks, Duval and Jim Wells. Call (866) 722-2838 Ext. 3081 or locally (361) 664-2981 Ext. 3081 for details.

TRiO Upward Bound & Upward Bound G.O.S.T.

Upward Bound is a 100% federally funded program designed to identify and assist high school students with academic potential. The program generates the skills and motivation necessary for students to complete a program of secondary education and to enter and graduate from a program of postsecondary education. Upward Bound has an academic and a summer component. There is no charge for this program and participants are awarded small stipends for attendance throughout the year.

During the academic component (September-May), students meet on designated Saturdays. Students meet either at the college for instructional classes or volunteer activities such as Special Olympics Bowling and Track or Adopt-A-Beach as well as college field trips to various universities during these Saturdays. Upward Bound motivates students by offering the following services: Tutoring assistance, academic, career and personal counseling, cultural/educational enrichment outings; campus tours and career exploration opportunities; admissions, financial aid, and scholarship technical assistance and Leadership conferences.

During the summer component (June-July) students reside on campus for a six-week session. The program offers a wide range curriculum including English, math, science, world geography, computer skills, drama, art, as well as the option for students to take dual enrollment classes during the day. Each night students participate in various team building activities, career talks, study hall, cooking classes, sporting tournaments, and cultural outings to various towns throughout the six week program. Students who pass their summer courses go on the end of the year trip to various towns such as Dallas, Brownsville, Houston, Austin, Waco and San Antonio for an extended period to tour campuses, attend theater events, missions, and other educational and cultural events.

Participants who have graduated from high school participate as bridge students and enroll in six hours of college credit classes at CBC. Their first summer session will serve as their initial exposure to college credit classes. Other opportunities may include an additional work-study stipend for junior and senior participants during the summer component. Applications are available from your school counselor or contact the Upward Bound office at (361) 354-2715 and Upward Bound G.O.S.T. may be reached at (361) 354-2746.

Veterans Affairs Services

Military Friendly School

Victory Media, the media entity for military personnel transitioning into civilian life, has named Coastal Bend College to the coveted Military Friendly Schools® list. The 2014 Military Friendly Schools® list honors the top 20 percent of colleges, universities and trade schools in the country that are doing the most to embrace America's military service members, veterans, and spouses as students and ensure their success on campus.

Veteran's Affairs

Coastal Bend College recognizes the sacrifice made by service men and women and their families. The college is committed to meeting their educational needs. For information relating to basic eligibility, benefits, enrollment certifications, special problems and needs contact the Veteran's Affairs Specialist, located in the financial aid office, at (361) 354-2421.

The admissions/registrar's office staff, all counselors and advisors also provide support services for all veterans and eligible dependents. Courses in this catalog are approved by the Texas Workforce Commission for training veterans and eligible dependents. The Veteran's Affairs Specialist provides information on qualifying for financial help under the G.I. Bill.

Standards of Progress for Veterans

Students receiving VA educational benefits, herein referred to as "veteran students," are placed on scholastic probation if the following minimum standards are not met: Probation is removed at the end of the regular semester, or 12-week summer term, in which the student achieves the cumulative grade point average required for classification. If both the term and cumulative grade point average of a student on probation do not meet the minimum GPA requirements for such classification, the student is placed on scholastic suspension. More information can be found on the V.A. section of the CBC Financial Aid website.

Grade	Interpretation	Prognosis
A	Excellent	Proceed to next level course
B	Good	Proceed to next level course
C	Average	Consider repeating course
D	Poor	Repeat the course
F	Failing	Repeat the course

In accordance with government regulations, the veteran student on probation who fails to achieve a 2.00 term grade point average at the end of the first probationary semester, or 12-week summer session, will be reported to the Veterans Administration Regional Office (VARO) as making unsatisfactory progress.

Semester Hours Attempted	Minimum GPA
0-11	NA
12-20	1.50
21-40	1.75
41-graduation	2.00

A veteran student who fails to achieve the required cumulative grade point average based on the number of hours attempted at the end of the second consecutive probationary period will be reported to the VARO as making unsatisfactory progress.

Hazlewood Act

Established by the State of Texas in 1959, this act exempts veterans who received an honorable discharge or a general discharge under honorable conditions from paying tuition and fees. Students who are eligible for this exemption are required to pay student service fees and any non-refundable fees charged to them.

Eligible students are those who served at least 181 days of active military duty, excluding training, since the conclusion of the Korean War; who were legal residents of Texas at the time of entering such service and meet state requirements for being considered Texas residents at the time of registration (also children of Texas veterans who were killed in action or who died while in service), and who are not eligible for education or training benefits under federal legislation in force at registration. A completed Hazlewood application must be submitted to the Veteran's Affairs Specialist at least 30 days prior to the start of registration in order for the exemption to be in effect on registration date.

Transferability of Hazlewood Benefits (Legacy Program)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

- Be a Texas resident, be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year, be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and Make satisfactory academic progress in a degree, certificate, or continuing education program** as determined by the institution in accordance with their financial aid policy.
- If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

Veterans Services

Re-Admission After Military Service

This section applies only to a student who withdraws from the College District to perform active military service as a member of the United States Armed Forces or the Texas National Guard, except that this section does not apply to a student who withdraws from the College District solely to perform one or more training exercises as a member of the Texas National Guard. For any academic term that begins after the date a student described above is released from active military service but not later than the first anniversary of that date, the College District from which the student withdrew shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes at the College District. On readmission of the student under this subsection, the College District Shall:

1. Provide to the student any financial assistance previously provided by the College District to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's services, such as continuous enrollment or another similar timing requirement; and,

2. Allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the College District.

The College District requires all veteran students to provide a copy of form DD-214 as reasonable proof from a student of the fact and duration of the student's active military service.

Military Transfer Credit

Students receiving GI benefits should submit military transcripts to the CBC registrar's office before the end of their first semester. Links to military websites are located on the can be found on the V.A. section of the CBC Financial Aid website.

Credit for Military Training

CBC grants credit for service schools completed by military and retired military personnel in accordance with the American Council on Education's (ACE) Guide to the Evaluation of Educational Experience in the Armed Services, provided:

- The student is officially enrolled at CBC;
- The student furnishes official documents indicating satisfactory completion of service schools for which credit at CBC is requested; and,
- CBC has in its curricula equivalent courses for which the ACE Guide recommends that credit be given, or if a recommended course can reasonably be counted as an elective in a given program.

Defense Activity For Non-Traditional Education Support (DANTES)

Course credit may be awarded for military education experiences as covered by the DANTES program. Official reports must be sent to the Admissions/Registrar's Office. To find a test center, go to the following web address at http://www.dantes.doded.mil/DANTES_Homepage.html. Note that CBC is not a test center for this exam.

Additional Veterans Benefits

Senate Bill 297 entitles persons who are eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans, the spouse of qualified persons and the qualifying child of qualified persons to pay resident tuition and fees regardless of the length of time the prospective student has resided in Texas. The individual must file a letter of intent to establish residency in the state and must reside in the state while enrolled in the College District. For more information about utilizing V.A. benefits at Coastal Bend College, please email veterans@coastalbend.edu.

Scholastic Performance

Scholastic Performance

To be in scholastic good standing, students must have cumulative grade point averages sufficient for the classification to avoid scholastic probation or suspension.

Students on probation are placed on scholastic suspension if they fail to meet the minimum grade point average for classification on both the cumulative grade point average and the current semester grade point average at the end of the semester or summer term. This is based on the cumulative grade point average, and the current semester grade point average at the end of the semester or summer term.

Semester Hours	Attempted Minimum GPA
0 - 11	N/A
12 - 20	1.50
21- 40	1.75
41 - graduation	2.00

Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. For more information about Phi Theta Kappa, contact the Phi Theta Kappa sponsor for your campus/site:

Beeville: Laura Yeck at (361) 354-2570 or layeck@coastalbend.edu
Alice: Jennifer Jimenz at (361) 664-2981 ext. 3063 or jimenezj@coastalbend.edu
Kingsville: Donna Atkins at (361) 592-1615 ext. 4075 or datkins@coastalbend.edu
Pleasanton: Darien Leiker at (830) 569-4222 ext/ 1208 or djleiker@coastalbend.edu

Dean's List

At the end of each fall and spring semester, CBC students with outstanding scholastic records are identified and recognized by the college. For inclusion in the scholastic leadership roll/Dean's List students must:

a. Successfully complete at least 12 non-developmental semester hours;
b. Earn passing grades in all courses completed; and,
c. Earn a semester grade point average of at least 3.50 on the 4.00 scale.

Student Progress

During the fall and spring semesters, students can expect to receive quarterly grades. Their dedicated Faculty Advisor will review quarterly grades with the student and if required, recommend success support services to ensure course completion.

Grading System

Grade Reports

At the end of each semester, students' standings in courses are reported by instructors to the registrar. Grades can be accessed from any personal computer by going to the CBC website: www.coastalbend.edu, then link to Campus Connect (students).

The grade of "I" is assigned when an unforeseen emergency prevents a student from completing course work. A course with a grade of "I" becomes a permanent entry on a student's transcript, but is not included in the calculation of the grade point average. To obtain credit for the course, the work must be completed within the subsequent regular semester or it must be repeated.

After the 12th class day in a regular semester and the 4th class day in a summer session, a student officially dropping a class will receive a "W." To drop a course, the student must complete an Add-Drop Form and return it to the Admissions/Registrar's Office prior to the drop deadline. The deadline for receiving a "W" is the end of the 12th week in a regular semester, and the end of the 3rd week in a summer session. A course with a grade of "W" becomes a permanent transcript entry, but is not included in the calculation of the grade point average. After the withdrawal deadline, the student will receive a performance grade.

The grade of "Q" may be assigned when a student is dropped from a class roll because of excessive absences. This is not an automatic procedure. Students with excessive absences can be assigned a grade of "F." Students are advised that the only sure method of withdrawing from a class without penalty is to complete an Add-Drop Form and return it to the Admissions/Registrar's Office prior to the drop deadline. A course with a grade of a "Q" becomes a permanent transcript entry, but it is not included in the calculation of the grade point average.
All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the student's maximum eligibility and satisfactory progress standards for financial aid. For more information, please refer to page 32 of this catalog under "Satisfactory Progress for Financial Aid."

Grades in College Preparatory Courses

Courses with numbers that begin with "0" are college preparatory courses. Grades in college preparatory courses do not impact your GPA, but the grades you receive in college preparatory courses do indicate how well prepared you are to go on to the next level course.

Students required to enroll in college preparatory courses because of TSI Assessment requirements may not be permitted to drop those courses without dropping all courses. Please consult with your advisor before dropping any course.

Grading System

Grade	Interpretation	Point Value
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Poor	1 point per semester hour
F	Failing	0 points per semester hour
I	Incomplete	Not calculated in GPA.
W	Withdrawal	Not calculated in GPA.
Q	Quit/Admin. Drop	Not calculated in GPA.
C	Credit	Not calculated in GPA.
NC	No Credit	Not calculated in GPA.
NR	In Process	Not calculated in GPA.

CBC uses the 4.00 scale for computing grade point averages (GPA). The term "4.00 scale" is the highest grade point value assigned: An "A" is 4.00. The GPA is computed by dividing the total number of grade points earned by the number of non-college preparatory semester hours attempted. Some examples follow.

Example 1:

The student completes 4 courses. All 4 courses have a semester hour value of 3, for a total of 12 semester hours, and the student earns an "A" in all four courses.
Computation:

4 (courses) x 3 (semester hours) x 4 (value of "A's") = 48 grade point
48 (grade points) divided by 12 (semester hours completed) = 4.00 GPA

Scholastic Performance

Example 2:

The student completes 4 courses. Three courses have a semester hour value of 3 and 1 course has a semester hour value of 4, for a total of 13 semester hours. The student earns "B's" in all 3 semester hour courses and a "C" in the 4 semester hour course.
Computation:

3 (courses) x 3 (semester hours) x 3 (value of "B's") = 27 grade points
+1 (course) x 4 (semester hours) x 2 (value of "C's") = 8 grade points
35 (grade points) divided by 13 (semester hours completed) = 2.69 GPA

Example 3:

The same student in example number 2 completes the same courses for a total of 13 semester hours, but with different grades, as follows:
The student earns "C's" in all 3 semester hour courses and an "F" in the 4 semester hour course.

Computation:

3 (courses) x 3 (semester hours) x 2 (value of "C's") = 18 grade points
1 (course) x 4 (semester hours) x 0 (value of "F") = 0 grade points
18 (grade points) divided by 13 (semester hours completed) = 1.38 GPA

The student in the first example is an outstanding honor student; the one in the second example is average. The student in the third example is failing, and should expect to be placed on scholastic probation or suspension.

Scholastic Probation

A student is scholastically deficient and placed on scholastic probation for the following semester if the cumulative grade point average does not equal or exceed the minimum grade point average established for each of the various classifications listed below:

A student on scholastic probation may not register for more than 13 semester hours in any regular semester (no more than four semester hours in any summer session), without approval from the Dean of Academics or the Dean of Workforce.

Removal of Scholastic Probation

A student on scholastic probation will be removed from such probation at the end of the regular semester or the summer term in which the student achieves the cumulative grade point average required for classification.

Please refer to the "Grading System" section under "Scholastic Performance" for important information regarding grade point averages.

Scholastic Suspension

A student on scholastic suspension is ineligible to enroll in the program from which suspended for one regular semester. A student on suspension for the first time may appeal the suspension before the admission committee. A student on scholastic suspension from a program for the second time is not automatically eligible for readmission to the same program of study.

Removal of Scholastic Suspension

A student on scholastic suspension is removed from such suspension, placed on scholastic probation, and readmitted to the same program at the end of the one regular semester period of suspension.
A student on scholastic suspension in the spring semester is eligible to attend the succeeding summer term, but may not register for more than four hours in any summer session. If the student has achieved the current term grade point average for his/her classification, after successfully completing at least six semester credit hours during the summer term, the student may be readmitted for the fall semester under probationary status. A suspended student who changes programs of study may be readmitted under probationary status by the Dean of Academics or the Dean of Workforce.

A student suspended the first time may submit a request for waiver of the one semester waiting period and appear before the Admissions Committee for review. (A student suspended again after having appeared before the committee may not request a waiver of the period of suspension and will be suspended from enrollment in the ensuing semester.) The committee considers each request on its merit. A student readmitted by the committee may enroll for a maximum of 13 semester hours in the fall or spring semesters. The admission committee is chaired by the Director of Admissions/Registrar,

Scholastic Performance

and students wishing to appear before the committee should contact the Admissions/ Registrar's Office. Please refer to the "Grading System" section under "Scholastic Performance" for important information regarding grade point averages.

Scholastic Suspension for Dental Hygiene and Nursing Students

Any dental hygiene, professional or vocational nursing student who fails to achieve an average grade of at least 75 in a program course is put on scholastic suspension from the program. A dental hygiene, professional or vocational nursing student on scholastic suspension may reenter the program only after favorable approval of the program's admission committee.

A dental hygiene, professional or vocational nursing student who fails to maintain conduct in accordance with the legal and ethical standards of the profession or who abuses college facilities will be placed on immediate provisional suspension pending further action.

Laboratory, Clinical, and Practicum Probation and Suspension

Whenever it is determined that a student remaining in a laboratory, clinical, or practicum experience creates a detrimental situation to the student, clients, or the college, that student will be placed on suspension or probation depending on the nature of the situation.

Repeating Courses/Change of Programs

The official transcript shows all work attempted at CBC, and when students complete their first regular semester, it reflects transferred hours which count toward their degrees. In computing cumulative grade point average (GPA's), only credit earned at CBC is included.

If a student repeats a course that may NOT be taken for additional credit, CBC counts only the highest grade received as part of the student's cumulative GPA, even though the lower grade(s) remain on the transcript. The lower grade(s) is placed in parentheses and the higher grade(s) is marked with an asterisk (*).

If a student makes a complete change in programs of study, course grades only for those courses acceptable in the new program of study will be counted in that student's GPA. The student changing programs of study will be required to complete a change of program form.

Once the form is completed, then the grades for courses that no longer count in a student's GPA will be marked with the pound symbol (#). A student receiving a CBC certificate or degree with courses thus marked cannot request that courses be unmarked. A student may only exercise the change of program option once, and once exercised it is irrevocable.

More information about repeating courses or changing your program of study can be obtained through the Vice President of Instruction and Economic & Workforce Development. The office may be reached at (361) 354-2268 or VPI@coastalbend.edu.

Complaint Procedures Concerning Grades

All grade appeals must be concluded no later than the semester following the award of the grade. Appeals of grades awarded for the summer sessions must be concluded in the fall semester following the award. Grades awarded in the spring semester must be appealed and resolved in the fall semester following the award.

1. Student appeals grade in writing by completing and submitting a Complaint and Appeal Form to the instructor. The instructor responds to the appeal in writing within ten calendar days. If there is no resolution the student may proceed to Step 2.

2. Student appeals in writing to the division chair of the instructor within ten calendar days of receiving a decision from the instructor awarding the disputed grade. The division chair will investigate the appeal. The decision made by the division chair must be in writing and given within ten calendar days of receiving the student's written appeal. If appeal is not resolved, the student can proceed to Step 3.

3. Student appeals in writing to the Dean of Academics or the Dean of Workforce within seven calendar days of receiving the divisions chair's written decision. The Dean of Academics or the Dean of Workforce investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was biased. If the Dean of Academics or the Dean of Workforce finds justification for changing the grade, the instructor and division chair are consulted and the grade is changed as required. If no justification is found, the appeal process is exhausted. The Dean of Academics or the Dean of Workforce will provide a written response within ten calendar days of receipt of the student's written appeal.

Graduation Procedures

Graduation Procedures

Application for Graduation

During the final semester of a student's degree or certificate program, a graduation application must be filed with the Admissions/Registrar's Office in partial fulfillment of graduation requirements. Deadlines are October 1 for December graduation, February 12 for May graduation and June 15 for August graduation. Students may apply for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which the student entered CBC (if that catalog is dated no more than five years before graduation). The candidate must declare the catalog of choice on the degree plan. Applications are available on the CBC website at www.coastalbend.edu/graduation.

No formal commencement is held in August or December. Students completing graduation requirements during the summer and fall may elect to participate in the formal May ceremony.

Graduation Fees

Students who plan to participate in the graduation ceremony are required to purchase a cap and gown. Students who wear prescribed uniforms are not required to order a cap and gown.

Graduation with Honors

A candidate for an associate's degree who has maintained one of the following cumulative GPAs on all work presented for graduation will receive the corresponding designation:

Minimum GPA	Designation
3.90	Graduate with highest honor
3.70	Graduate with high honor
3.50	Graduate with honor

For programs where the candidate completes requirements for a certificate and then takes additional courses to qualify for the Associate in Applied Science Degree, the candidate must meet minimum GPA requirements for honors in certificate courses and in additional courses taken above the certificate level.

Transcript Request

Admissions/Registrar's Office

1. A Coastal Bend College transcript may be requested in person at the Admissions/Registrar's Office in Beeville, or at the Alice, Kingsville or Pleasanton main offices.
2. A written request may also be submitted by completing the Transcript Request form available online at the CBC website at www.coastalbend.edu/forms/. Mail the completed form to the following address:

   Coastal Bend College
   Admissions/Registrar's Office
   3800 Charco Road
   Beeville, TX 78102
   ATTN: Transcripts
3. A fax request may be sent to (361) 354-2254. CBC does not accept requests by telephone.
4. A signed and scanned request may be emailed to register@coastalbend.edu.

Transcripts are usually ready to be picked up/mailed within two business days after the request is received at the Admissions/Registrar's Office in Beeville. During busy periods, requests may take up to five business days to process. For an immediate copy of your (non-official) transcript, please use our online service. This service is accessible from any personal computer by going to our website: www.coastalbend.edu and clicking on "Campus Connect" in the upper right hand corner.

The requesting student may pick up the transcript at the Admissions/Registrar's Office in Beeville or may submit a signed statement to authorize a third party (who must present proper I.D.) to pick it up within two to five business days after the request is received.

Requests should include the following information:

- Name under which you attended CBC;
- CBC student identification number;
- Date of birth;
- Dates of attendance;
- Forwarding address; and,
- Your signature.

Student Rights

Student Rights

At Coastal Bend College, students have rights with which they should familiarize themselves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed below. These and other rights may be found in CBC's policy manual which can be accessed at www.coastalbend.edu/Publications/. Student rights include complaint procedures included in this section on page 56. For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services at 361-354-2266 or studentservices@coastalbend.edu.

Equal Educational Opportunities

No officer or employee of CBC will, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. Policy GL (LEGAL).

Social Security Numbers

It shall be unlawful for a College District to deny to any individual any right, benefit, or privilege provided by law because of the individual's refusal to disclose his or her Social Security number.

Exceptions

The above provision does not apply to:

1. Any disclosure that is required by federal statute. The United States Internal Revenue Code provides that the Social Security number issued to an individual for purposes of federal income tax laws shall be used as the identifying number for taxpayers;
2. Any disclosure to a College District maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted before such date to verify the identity of an individual; or,
3. Any use for the purposes of establishing the identity of individuals affected by any tax, general public assistance, driver's license, or motor vehicle registration law within a College District's jurisdiction.

Statement Of Uses

A College District that requests disclosure of a Social Security number shall inform that individual whether the disclosure is mandatory or voluntary, by what statutory authority such number is solicited, and what uses will be made of it.

Individuals With Disabilities

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)

Request for Reasonable Modification

The College District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the College District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. 28 CFR 35.130(b)(7)

Access to Communications

The College District shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the College District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the College District. In determining what type of auxiliary aid or service is necessary, the College District shall give primary consideration to the requests of the individual with disabilities. 28 CFR 35.160

Auxiliary Aids And Services

1. Qualified interpreters, note-takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments;
2. Qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments;
3. Acquisition or modification of equipment or devices; and.
4. Other similar services and actions. 28 CFR 35.104

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Position: Dean of Student Services
Address: 3800 Charco Road, Beeville, TX 78102
Contact Information: (361) 354-2266 or studentservices@coastalbend.edu

Religious Freedom

The College District may not substantially burden a person's free exercise of religion, unless it is acting in furtherance of a compelling governmental interest and has used the least restrictive means of furthering that interest.

Religious Holidays

Written notification about a proposed absence should be submitted to instructors when observance of a religious holy day conflicts with any class. Notification should be delivered in person (or by certified mail), before the 15th class day of each semester. Recognized religions are those exempt from taxes under Section 11.20, U.S. Tax Code.

Challenge To Education Records

The College District shall give a student, on request, an opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the records is inaccurate, misleading, or in violation of the privacy rights of the student. [See "Student Records Policy" section.]

Freedom From Discrimination, Harassment, & Retaliation

Statement Of Nondiscrimination

CBC prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Examples

Examples of prohibited harassment may include gender bias, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Student Rights

Expression/Freedom of Speech

The College District will take no action respecting an establishment of religion; or prohibiting the free exercise thereof; or abridging the freedom of speech; or of the press; or the right of the people peaceably to assemble; and, to petition the Board for a redress of grievances.

Freedom Of Speech

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

Protected Speech

Activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment.

Limitations On Expression

The College District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or,
3. The College District can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

The College District will not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

Time, Place, And Manner Limitations

The College District may limit student expression in manner, place, or time by means of reasonable and equally applied regulations.

Interrogations and Searches

CBC respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school.

If no search warrant is obtained:

1. Any prohibited item within "plain view" is subject to seizure; and,
2. Residence hall rooms may be searched if probable cause exists and only if exigent circumstances justify not obtaining a search warrant.

Areas such as lockers and desks, which are owned and controlled by the District, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by Board policy are contained in the area to be searched. Indiscriminate searches in the nature of "fishing expeditions" shall be prohibited. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

Limitation

The above policies shall not apply in the event that law enforcement authorities are involved in a search. School searches conducted with assistance from law enforcement authorities are governed by the Fourth Amendment standards that are applicable in the criminal law context.

Student's Right To Know

CBC reports statistics for the three most recent calendar years concerning the occurrence on campus/sites, in or on non-campus/non-site buildings or property, and on public property of the following that are reported to local police agencies or to a campus /site security authority:

1. Criminal homicide;
   a. Murder and non-negligent manslaughter.
   b. Negligent manslaughter.
2. Sex offenses;
   a. Forcible sex offenses.
   b. Non-forcible sex offenses.
3. Robbery;
4. Aggravated assault;
5. Burglary;
6. Motor vehicle theft;
7. Arson; and,
8. Other crimes;
   a. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
   b. Persons not included in item 8a who were referred for campus/site disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

CBC must report, by category of prejudice, any crime it reports pursuant to items 1–7 above and any other crime involving bodily injury reported to local police agencies or to a campus/site security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Information is provided annually to students. The student may request a current report from the Dean of Administration at (361) 354-2224.

Family Educational Rights & Privacy Act (FERPA) Policy

Introduction

The Family Educational Rights and Privacy Act (FERPA) guarantees students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. This request should be in writing to the Dean of Student Services. The appropriate form may be requested by calling (361) 354-2266.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. If, upon review, students desire to challenge any portion of their records, they should contact the Dean of Student Services in writing using the FERPA Request for Amendment of Official Student Records Form.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A partial list of situations where CBC may disclose information without a student's consent are listed below.

Disclosure Without Consent

Coastal Bend College will not disclose information from a student's education records without the written consent of the student. To request an exception, please contact the Admissions/Registrar's Office at (361) 354-2245.

Student Directory Information

This is information which may be released to the general public without the written consent of the student.

- Name;
- Current and permanent address;

Student Rights

- Telephone number;
- Major(s) or minor(s);
- Date of birth;
- Status (full or part-time registration);
- Classification;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Date of attendance;
- Degrees and awards received; and,
- All previous educational agencies or institutions attended.

Student Records Policy

Students have certain rights in regard to their educational records. Coastal Bend College (CBC) provides students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and in compliance with the provision of Section 438 of the General Education Provisions Act Title IV of Public Law 90-247, as amended). It does so by publishing the following concerning the rights of students with respect to their student records. Policy FJ (LOCAL).

Students have the right to:

1. Inspect and review his or her education records;
2. Seek amendment of his or her education records that the student believes to be inaccurate, misleading, or otherwise in violation of his or her privacy rights;
3. Consent to disclosures of personally identifiable information contained in his or her education records, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent; and,
4. File with the United States Department of Education a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by CBC to comply with the requirements of the Act and 34 CFR part 99.

CBC provides this notice in a number of ways including this document, on the CBC website, and via student email in order to inform students of their rights. For more on student rights and related polices refer to the CBC website www.coastalbend.edu, click on the "Publications & Marketing" link and then click on the "Policy Manual" link.

For access to your student records, please contact:

Coastal Bend College Registrar
Robert J. Beasley Jr. Administration Building
3800 Charco Road
Office Room Number 125
Beeville, Texas 78102
admissions@coastalbend.edu
361-354-2245

Right Of Complaint

Students suspecting that their rights regarding the disclosure of their records to themselves or others have been violated may contact the Family Policy and Compliance Office, U.S. Department of Education, Washington, D.C. For more information go to: www.ed.gov/policy/gen/guide/fpco/index.htm.

Consumer Complaints

Consumer complaints may begin in the office or department in which they originated and may be reported to the appropriate supervisor. If complaints are not resolved at the level of origin, the student complaint/grievance and appeals procedure may be used. Student grievance and appeals are outlined in the policy manual under "Publications & Marketing" from the CBC website and in the college catalog.

Complaint Procedures

Coastal Bend College Internal Student Complaints and Process – FLD (LOCAL)

Coastal Bend College Board of Trustees affirms the right of each student to seek relief from conditions which the student believes to be unfair, inequitable, or discriminatory. All students enrolled in Coastal Bend College are expected to conform to the ordinary rules of society, the laws of the State of Texas, and the Coastal Bend College's Student Conduct and Responsibilities. Students are assured the right to file legitimate complaints and follow the policy and procedures without reprisal. In this policy, the terms "complaint" and "grievance" have the same meaning. The College District encourages students to discuss all concerns and complaints through informal conferences with the appropriate instructor or CBC Administrator. If the complaint fails to reach an equitable resolution, a student can file a formal complaint in writing. The Complaint form is provided by the College District www.coastalbend.edu/ssr/complaintprocess/. All student complaints are logged for final decision and will follow the procedures outlined in writing on the Coastal Bend College Board Policy Manual FLD(LOCAL).

Student on student complaints shall be filed with the office or department of origin. Student complaints shall contain a written statement of the complaint, a statement of what the student considers a sufficient remedy of the complaint, and any documentation that supports the complaint should be attached. Forms must be filed within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. Complaints shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. Resolutions to complaints must be reached through the participation of all parties involved. The procedures outline in the policy will be applied in an equitable and non-discriminatory manner that protects the rights of all parties involved.

1. Level One - The appropriate administrator shall investigate as necessary, hold a conference within reasonable time limits, and shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
2. Level Two – If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate dean to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, www.coastalbend.edu/uploadedFiles/CBC/Content/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The Level Two administrator shall hold a conference and provide a written response within ten days following the conference. The written response shall set forth the basis of the decision.
3. Level Three -If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision. The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
4. Level Four- If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. The College President or designee shall inform the student of the date, time, and place

Student Conduct

of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

Exceptions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See Policy FFD in the CBC Policy Manual available online at www.coastalbend.edu/Publications/];
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFD http://www.coastalbend.edu/Publications/];
3. Complaints concerning disciplinary decisions. [See Policy FMA in the CBC Policy Manual available online at http://www.coastalbend.edu/Publications/]; and,
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See Policy CHA in the CBC Policy Manual available online at http://www.coastalbend.edu/Publications/]

Alcohol Use

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Drug And Alcohol Testing Requirements

Drug Testing

College District students are required to be alcohol and drug-free while on campus/site, acting on behalf of Coastal Bend College, at clinical sites, student activities, and traveling to and from laboratory sites. Students entering a field that requires drug screening by respective employers and/or at clinical sites shall follow the standards established by Coastal Bend College. Drug or alcohol testing may be administered if one or more of the following conditions exist:

1. There is reasonable suspicion of impairment based upon evidence of erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
2. A student is criminally charged with selling drugs or charged with illegal or alcohol consumption or illegal possession of drugs.
3. A student has violated this policy that prohibits the use, possession, sale, or transfer of drugs.
4. A student is enrolling or is enrolled in a program involving public health and/or safety.

Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply shall be treated as insubordination and may lead to expulsion from Coastal Bend College.

Students shall be afforded an opportunity to provide notification of any information that he or she considers relevant to the drug test, including identification of currently or recently used prescription or non-prescription drugs or other relevant medical information.

Policy on Use of Tobacco

In order to protect and promote the health, safety, and welfare of employees, students, and the public, Coastal Bend College provides an environment free from exposure to tobacco smoke. The use of tobacco products (cigars, cigarettes, pipes, chewing tobacco, and snuff) is not permitted in college facilities or in college owned vehicles.

Students Conduct Rights & Responsibilities

Each student is considered to be responsible and abide by all rules, regulations, and policies set forth by the Coastal Bend Policy Manual, catalog, and handbook. A full description of Coastal Bend College's Student Conduct, Student Rights and Responsibilities is available at the office of the Dean of Student Services, Pete Trevino, Jr., R. W. Dirks Student Services Building Room 126 or at the college's website at http://pol.tasb.org/Home/Index/155.

The following types of misconduct will result in disciplinary action:

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook.
2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval. [See FLBF]
3. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician.
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance.
5. The use, possession, control, manufacture, transmission, or sale, or being under the influence, of alcohol or other intoxicating beverage without the permission of the College District.
6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District.
7. "Disorderly conduct" or disruptive behavior. [See FLB]
8. Threatening another person, including a student or employee.

Student Conduct

9. Intentionally, knowingly, or negligently causing physical harm to any person.
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DOA, FFD, and FFE as appropriate]
11. Hazing with or without the consent of a student. [See FLBC]
12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
13. Endangering the health or safety of members of the College District community or visitors to the premises.
14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others.
15. Stealing from the College District or others.
16. Failure to comply with directives given by College District personnel.
17. Failure to provide identification when requested to do so by College District personnel.
18. Possession or use of tobacco products on College District premises without authorization.
19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
21. Attempting to alter, destroy, or disable College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system.
22. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
24. Using e-mail or Web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors.
25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.
26. Scholastic dishonesty. [See FLB]
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
30. Gambling. [See FLB]
31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.
32. "Crimes of Violence" as defined in [FJ(EXHIBIT)]

Student Discipline Procedures

Coastal Bend College maintains a positive and pro-social learning environment. Students who cause disorder and disrupt the positive learning environment are subject to disciplinary action. Breaches of the code of conduct and the College District's policies and procedures including the rules outlining expectations for student conduct [see FLB] shall be reported in writing to the Dean of Student Services or designee. The Dean of Student Services or designee will investigate allegations, hold a conference (if applicable), and provide a written notice of the penalty and the student's right to appeal the disciplinary appeals committee. Penalties for infractions may include the following:

- Reprimand
- Restitution
- Scholastic Penalties
- Conditional Probation
- Suspension
- Expulsion

A student may appeal the penalty by filling an appeal form provided by the College District, www.coastalbend.edu/uploadedFiles/CBC/COntent/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf. If the Dean of Student Services or designee determines a penalty of Suspension or Expulsion the student must be notified in writing of the determination and a hearing shall be scheduled for consideration by the disciplinary appeals committee. A student may be imposed an interim disciplinary action, including suspension pending a hearing if the continued presence of the student poses a danger to the persons or property or an ongoing threat of disruption to the educational environment. If the student does not find remedy, the student may petition in writing the College President and ultimately appeal to the Board of Trustee's. For a complete explanation of the policy and procedures see FM and FMA.

Evidence

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the Hearing Chairperson may admit evidence and may exclude irrelevant, immaterial, and unduly repetitious evidence.
- At the hearing, the designated CBC official shall be required to prove by a preponderance of the evidence that the charges are true.
- A student may not be compelled to testify.
- The Committee shall determine if a violation has occured and assess an appropriate penalty based solely on the evidence presented at the hearing.

The Hearing Committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The director shall administer the penalty, if any.

Campus Security

Communicable Disease Procedures

I. These administrative guidelines apply to all communicable diseases including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), Hansen's Disease (leprosy), and tuberculosis. For the purpose of these administrative guidelines, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

II. It is recognized that certain communicable diseases are serious. These serious communicable diseases include, but are not limited to, Hepatitis-A, Hepatitis-B,Tuberculosis, HIV infection, and Hansen's disease (leprosy). These administrative guidelines are mandatory for serious infectious diseases.

- An educational pamphlet about HIV infection developed by the Texas Department of State Health Services is available in the Student Development Office by request.

III. Any time any employee or student of the college receives information that a student has or is suspected of having a communicable disease, the employee or student shall immediately report this information to the Dean of Student Services. The administrator shall convene a meeting of appropriate individuals (Behavioral Intervention Team) to determine the accuracy of the information and the response by the college. The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus/site activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

Campus Security and Safety Measures

Coastal Bend College is an open campus. Students, faculty, staff, and citizens at large have access to the campus grounds, and when open to college facilities. The college does not have its own security department and relies on the local police and sheriff's departments for law enforcement services. Campus security may occasionally be available.

As a community of concerned and caring people who want to provide a study or work experience that is enjoyable and rewarding, every student and employee must take responsibility for security and safety. For security measures to be effective, everyone's support and awareness is needed. The following provide information on key processes to help maintain a safe environment.

Reporting Campus Crime and Institutional Response

All faculty, staff, and students are to report any campus crimes to the Dean of Student Services or the campus/site director/coordinator either prior to or immediately after notifying the police department. The administrator will contact the appropriate law enforcement authority, if he/she is the initial contact, and initiate a campus investigation of the crime. If and when a person is or persons are identified and charged with the crime, the CBC administrator will initiate appropriate suspension where warranted. All persons subjected to disciplinary proceedings shall be allowed the benefits of the due process procedure outlined in the Coastal Bend College Policy Manual. Victims of any crime of violence will have access to the institutional disciplinary proceedings against the alleged perpetrator of the crime.

Reporting Unusual or Concerning Behaviors

In a response to national concerns regarding at-risk behavior Coastal Bend College created a Behavior Intervention Team (BIT) designed to proactively provide early identification, support, and intervention for CBC students and employees who are deemed at-risk, with the goal of ensuring a safe environment for an optimal educational experience. If you are concerned about someone's behavior please complete and submit a BIT reporting form. The form may be used by CBC faculty, staff, and students. Many times concerns are minor and may not amount to anything; however a series of small concerns reported by different people may require attention. Information on the BIT and on completing the form is at http://www.coastalbend.edu/bit/. In the case of an emergency, contact emergency personnel, campus directors, or the on-call BIT representative: Pete Trevino at studentservices@coastalbend.edu or 361-354-2266 as the situation permits.

Important Phone Numbers

Emergency.....911
Physical Plant Service Desk.....(361) 354-2347
Dean of Student Services.....(361) 354-2266
President's Office ..... (361) 354-2200
Housing Coordinator.....(361) 354-2772
Alice Site Director..... (361) 664-2981 ext. 3030
Kingsville Site Director..... (361) 592-1615 ext. 4076
Pleasanton Site Director..... (830) 569-4222 ext. 1202

Emergency Notification System

Students are encouraged to participate in the college's emergency notification system, so they may be advised in the event of an emergency or an important event. To receive notification by e-mail, telephone communication and/or other methods such as text messaging, students may go to the CBC website www.coastalbend.edu and login to Campus Connect then click "Student Information," "Update Demographic" and "Emergency Notification Survey."

Emergency Procedures/Safety Plan

For emergency procedures, students may refer to the Coastal Bend College Safety Plan which is available on the CBC website at www.coastalbend.edu under "Publications & Marketing". The Plan is comprised of many individual safety plans. The following are some of the topics found covered by the CBC Safety Plan: Active Shooter Protocol; Aggressive or Violent Behavior; Emergency Action Plan; Emergency First Aid; Evacuation for Person with Disabilities; Explosive Devise Threat Procedures; Fire Drill Procedures; Fire Protection Plan; Hurricane Plan and Building Evacuation Routes.

Crime Statistics

The Student-Right-To-Know and Campus Security Act of 1990, as amended, requires colleges to share information concerning crime policies and statistics with students and employees. The complete set of crime statistics for Coastal Bend College can be viewed at the following web address: http://ope.ed.gov/security.

Institutional Response to Crime

CBC, in compliance with the Crime Awareness and Security Act of 1990, continuously collects statistics on campus/site crimes. An annual report is available to students and employees and is disseminated via the Dean of Student Services.

A student commits an offense if the student intentionally, knowingly, or recklessly possesses or goes onto the physical premises of a community college, any grounds or building on which an activity sponsored by a community college is being conducted, or a pas-senger transportation vehicle of a community college with any fire-arm, illegal knife, club, or prohibited weapon unless pursuant to written regulations or written authorization of the College District. Penal Code 46.03(a) FLBF (LEGAL).

Students, faculty, and staff should be aware of and understand the law. Extreme caution should be exercised so as not to "forget" and bring a weapon onto a campus/site in a vehicle or in an individual's possession while attending classes, programs, or other events. Law enforcement officials will enforce violations of the "Places Weapons Prohibited" law to insure the safety of students, faculty, and staff. Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone by a

Campus Security

person 17 years of age or older. For purposes of the College District, a gang-free zone includes a location in, on, or within 1,000 feet of any College District-owned or leased property.

Sexual Violence and Sexual Harassment

Students should not be subjected to conduct of a sexual nature that is inappropriate and unlawful. Such behavior will not be tolerated by the Coastal Bend College (CBC) District. CBC encourages students to report violations. Students should not engage in conduct constituting sexual harassment or violence. Coastal Bend College officials or their agents will investigate all allegations of such offenses and officials shall take prompt and appropriate action against students found to engage in conduct constituting sexual harassment or violence.

CBC provides web-based training to help students recognize this inappropriate conduct. The "Preventing Sexual Harassment" training is accessible via the following link: http://training.newmedialearning.com/psh/coastalbendc/index.htm. The system is user friendly. Students may choose to follow additional links within the session for more information. The CBC community strongly advises students to avail themselves of this training. Support Services: Counseling is also provided in the Student Development Office as are referrals to supporting agencies.

Additionally Coastal Bend College has several policies that define sexual harassment and sexual violence, describe processes in reporting violations and processes on how the college is required to react. These policies and any referenced below may be found at the CBC website on www.coastalbend.edu, under "Publications & Marketing" from the "Policy Manual" link. Policies related to these matters include, but may not be limited to, FDE (LOCAL and LEGAL), FJ (EXHIBIT) and FLBG (LEGAL).
The complaint procedure is outlined in the following section. For any questions or for assistance in filing a complaint contact the Title IX Coordinator:

Dean of Student Services
3800 Charco Road
Beeville, Texas 78102.
361-354-2266
studentservices@coastalbend.edu

Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or other college employee.
Alternatively, a student may report prohibited conduct directly to the college official below.

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the American Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name:.....Mr. Pete Trevino
Position:.....Dean of Student Services
Address:.....3800 Charco Road, Beeville, TX 78102
Telephone:.....(361) 354-2266

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name:.....Mr. Pete Trevino
Position:.....Dean of Student Services
Address:.....3800 Charco Road, Beeville, TX 78102
Telephone:.....(361) 354-2266

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 Coordinator or the Title IX Coordinator may be directed to the college president.

A report against the college president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

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Investigation of the Report

CBC may request, but shall not insist upon, a written report. If a report is made orally, the CBC official shall reduce the report to written form. Upon receipt or notice of a report, the CBC official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the CBC official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, CBC shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.
The investigation may be conducted by the CBC official or a designee or by a third party designated by CBC, such as an attorney.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten CBC business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the CBC official overseeing the investigation.

College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, CBC shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings:

- Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.
- Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to post-secondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.

Appeals

A student who is dissatisfied with the outcome of the investigation may appeal through Policy FLD(LOCAL) as noted in the policy manual, beginning at the appropriate level.
A student also has a right to file a complaint with the United States Department of Education Office for Civil Rights. Procedures are outlined at www.hhs.gov/ocr/office/file/index.html, the regional office information is listed below.

Region VI - Dallas (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Ralph Rouse, Regional Manager
Office for Civil Rights
U.S. Department of Health and Human Services
1301 Young Street, Suite 1169
Dallas, TX 75202
Voice Phone (214)767-4056
FAX (214)767-0432
TDD (214)767-8940

Internet/Media Policies

Internet Use Policy

Acceptable Use of the Internet and College Email

The college encourages the use of the Internet and email because they make communication more efficient and effective. However, Internet service and E-mail are college property, and their purpose is to facilitate college business. Every person has a responsibility to maintain and enhance the college's public image and to use college email and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following guidelines have been established for using email and the Internet. Any improper use of the Internet or email is not acceptable and will not be permitted.

Unacceptable Use of the Internet and College Email

The college email and Internet access may not be used for transmitting, retrieving, or storing of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the college's email or Internet system. Electronic media may also not be used for any other purpose which is illegal or against college policy or contrary to the college's best interest. Solicitation of non-college business or any use of the college email or Internet for personal gain is prohibited.

Communications

Each person is responsible for the content of all text, audio or images that they send over the college's email/Internet system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the college's email/Internet system should contain the person's name. Any messages or information sent by a person to an individual outside of the college via an electronic network (e.g., bulletin board, online service, or Internet) are statements that reflect on the college. While some users include personal "disclaimers" in electronic messages, there is still a connection to the college, and the statements may be tied to the college. All communications sent by persons via the college's email/Internet system must comply with this and other college policies and may not disclose any confidential or proprietary college information.

Software

To prevent computer viruses from being transmitted through the college's email/Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the college. Persons should contact the CBC Computer Center if they have any questions.

Copyright Issues

Copyrighted materials belonging to entities other than this college may not be transmitted by persons on the college's email/Internet system. All persons obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission, or as a single copy for reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

Security

The college routinely monitors usage patterns for its email/Internet communications. The reasons for monitoring are many, including cost analysis/allocation and the management of the college's gateway to the Internet. All messages created, sent, or retrieved over the college's email/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college's email/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.

Violations

Any person who abuses the privilege of college facilitated access to email or the Internet will be subject to corrective action up to and including expulsion. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations. Any student violating this policy shall be subject to discipline, including suspension.

Once the form is completed, then the grades for courses that no longer count in a student's GPA will be marked with the pound symbol (#). A student receiving a CBC certificate or degree with courses thus marked cannot request that courses be unmarked. A student may only exercise the change of program option once, and once exercised it is irrevocable.

Photographic and Audio Recordings

Coastal Bend College and its representatives occasionally make photographic or audio recordings in public spaces on college grounds for the college's use in print, web, and electronic publications, including area media outlets. Photos may be informal (candids of campus/site scenes, performance groups, large groups or activities) or formal (graduation, planned visits to classrooms, laboratories or offices; directory shots or headshots with professional backgrounds; or video shoots) or audible (video or voice recordings) in nature. All such recordings become the property of Coastal Bend College.

Photography for purely personal and private use is permitted, as long as care is taken to respect the rights of Coastal Bend College students, employees, and visitors not to be photographed without their knowledge and permission. Care should also be taken not to disrupt classes, other college functions, or the work of institution-sponsored photographers and videographers.

Photographic and audio recordings of any Coastal Bend College campus or site, classrooms, faculty or student for any other use is expressly forbidden without permission, which can be obtained through the Office of Marketing/Public Relations.

This policy serves as public notice of the college's intent to use photographic and audio recordings to promote Coastal Bend College. It also serves as your permission for the college to use such recordings for these purposes.

If you prefer that your image or voice not be used, it is your responsibility to fill out a form withholding permission. The form is available at the Office of Marketing/Public Relations, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102.

Social Media @ CBC

Coastal Bend College uses social media to alert students about important deadlines, news, and potential emergency situations. The official social media networks used by CBC are:

- www.facebook.com/coastalbendcollege
- www.twitter.com/CBCFuture
- www.youtube.com/coastalbendcollege
- www.instagram.com/coastalbendcollege

Students who wish to engage in social media with CBC can use the hashtag #CBCRocks. The College encourages all students to utilize social media in an appropriate manner by refraining from posting obscene, vulgar, or illegal activities to social media sites.

Core Curriculum: Associate of Arts/Science

Instructional Divisions

Instructional Divisions

CBC has instructional divisions under a chairperson or director supervised by the Dean of Academics or the Dean of Workforce.

Human Services/Business
Donna Atkins, Division Chair
Noemi Aguilar, Coordinator

Mathematics/Communications
Kathleen Cuyler, Division Chair
Cheon-Sig Lee, Coordinator

Professional and Public Services/Industrial
Dr. Kevin Behr, Division Chair
Jack Young, Coordinator

Science/Fine Arts/Kinesiology
Ronika Williams, Division Chair
Katy Gifford, Coordinator

Social Sciences
Kelly Rea, Division Chair
George Guidry, Coordinator

Dental Hygiene
Connie Griffin, Director

Nursing/Pharmacology
Karyn Mills- Interim Director, Professional Nursing
Mercy Flynn- Interim Director, Licensed Vocational Nursing

Radiologic Technology
Timothy Skaife, Director

Requirements for Degrees and Certificates

Types of Programs

Coastal Bend College offers the Associate of Arts Degree; the Associate of Science Degree; the Associate of Applied Science Degree, Certificates of Achievement in specialized workforce education fields, workforce certificates, career foundation core certificates, continuing education, and marketable skills achievement awards.

The Associate of Arts Degree is designed for students planning to transfer to senior colleges or universities, or for those seeking general education offered by the first two years of college. The curriculum provides the foundation of a liberal arts education drawn from humanities, fine arts and sciences. The Associate of Science Degree is also designed for transfer students, but the curriculum permits more specialization than that of the Associate of Arts Degree. Workforce classes cannot count as electives for academic degrees.

Students enrolled in workforce education programs must have declared program majors toward Associate of Applied Science Degrees or workforce certificates. The Associate of Applied Science Degree is awarded for successful completion of a two-year prescribed workforce education curriculum.

The Certificate of Achievement is awarded for successful completion of a specialized curriculum in any of a number of workforce education fields. It is possible to earn both an Associate of Applied Science Degree and a Certificate of Achievement.

Requirements

Requirements for graduation from CBC must be met by all students without regard to degree or certificate to be granted. Final responsibility for meeting requirements rests with the student.

- At least 25% of the total hours required for an Associate Degree or certificate must be earned at Coastal Bend College.
- The number of grade points must equal at least twice the number of semester hours presented for graduation. The number of grade points earned at CBC must equal at least twice the number of semester hours taken at CBC. For programs in which the candidate completes requirements for a certificate and then takes additional courses to qualify for the Associate of Applied Science Degree, the candidate must have earned at least twice the number of grade points as the number of semester hours presented for graduation for both the certificate courses and the additional courses taken for the Associate of Applied Science Degree.
- Degree requirements contained in this catalog are in effect for five years.
- In Associate of Arts and Associate of Science degree programs, there are no “majors.” Students “major” after transferring to four-year colleges and universities. Students may select an area of interest at CBC that aligns with 4-year college and university majors for CBC advising purposes.

Core Curriculum

The Texas Higher Education Coordinating Board approved a core curriculum requirement consisting of an approved general education course inventory for all undergraduate students in Texas.

Statement of Purpose:

Students attending Coastal Bend College will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advanced intelligent and practical skills that are essential for all learning.

Core Objectives:

- Critical Thinking Skills: Student Learning is to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information
- Communication Skills: Student Learning is to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Empirical and Quantitative Skills: Student Learning is to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork: Student Learning is to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility: Student Learning is to include the ability to connect choices, actions and consequences to ethical decision – making
- Social Responsibility: Student Learning is to include intercultural competence, knowledge of civil responsibility, and the ability to engage effectively and regional, national, and global communities

Foundational Component Areas:

- Communication
- Mathematics
- Life and Physical Sciences
- Language, Philosophy and Culture
- Creative Arts
- American History
- Government/Political Science
- Social and Behavior Sciences
- Component Area Options

Core Curriculum Courses Inventory			
Core Component	**Course Numbers**	**Course Titles**	**Credit Hours**
Communications			
ENGL	1301	Composition I	3
		And Choose 1 of the Following:	
ENGL	1302	Composition II	3
SPCH	1311	Speech Communication	3
SPCH	1315	Public Speaking	3
Mathematics			
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business	3
MATH	1332	Contemporary Mathematics I	3
MATH	1350	Fundamentals of Mathematics I	3
MATH	1442	Statistics	4
MATH	2412	Precalculus Mathematics	4
MATH	2413	Calculus I	4
Life & Physical Sciences			
BIOL	1408	General Biology	4
BIOL	2304	Introductory Anatomy and Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	1322	Fundamentals of Nutrition	3
BIOL	2306	Environment Science	3
BIOL	2420	Introduction to Microbiology	4
CHEM	1406	Essentials of General and Biological Chemistry	4
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1305	Environmental Geology	3

Core Curriculum

Core Curriculum Courses Inventory (Continued)			
Core Component	**Course Numbers**	**Course Titles**	**Credit Hours**
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
PHYS	1401	General College Physics I	4
Language, Philosophy & Culture			
ENGL	2322	British Literature I	3
ENGL	2323	British Literature II	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
SPAN	2311	Intermediate Spanish	3
Creative Arts			
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
MUSI	1306	Music Appreciation	3
DRAM	1310	Introduction to the Theatre	3
American History			
HIST	1301	United States History Before 1865	3
HIST	1302	United States History After 1865	3
Government/Political Science			
GOVT	2305	American Government	3
GOVT	2306	State Government and Federalism	3
Social & Behavioral Science			
ECON	2301	Principles of Economics I	3
PSYC	2301	General Psychology	3
PSYC	2314	Human Growth and Development	3
SOCI	1301	Principles of Sociology	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
Component Area Option			
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
KINE	1304	Personal Health	3
KINE	1338	Concepts of Fitness	3
KINE	1346	Drug Education	3

Overview: Associate of Arts & Associate of Science

The Associate of Arts (AA) and Associate of Science (AS) degrees are generally utilized by students as a foundation of a Bachelors of Arts (BA) or Bachelors of Science (BS) degree. The degrees provide students with the required knowledge of the freshman and sophomore level courses that can be transferred to a four-year college or university of the student's choice. Students choosing to transfer to a four-year college or university must carefully plan all course work with the student's CBC assigned dedicated faculty member, and the degree plan chosen by the student from the four-year college or university they will be attending. A well-planned, successfully completed two-year course of study will transfer with the credential of an AA or AS degree.

The Associate of Arts (AA) and Associate of Science (AS) degrees can also provide students with the required knowledge to perform an Excel in a particular profession. When the 42 credit hours of general education requirements and 3 credit hours of degree designation are paired with 15 credit hours utilizing Career Technical Education opportunities such as: Marketable Skills Achievement Awards, Certificate Level I, and Industry Certification identified as transferable college credit provide the student with coursework that can be transferred to a four-year college or university and industry recognized skills for employment. Students choosing to utilize general education and Career Technical Education opportunities to meet their career goals, must carefully plan all course work with the student's CBC assigned dedicated faculty member, Career Technical Education faculty member, and the degree plan chosen by the student from the four-year college or university they will be attending.

AA and AS Core Curriculum Courses- General Studies - Academic Transfer Requirements		
Core Component	**Course Selection**	**Minimum Credit Hours Required**
Communication		6
	Select ENGL 1301	
	Select 1 Course: ENGL 1302, SPCH 1311, SPCH 1315	
Mathematics		3
	Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413	
Life and Physical Sciences		6
	Select 2 Courses: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.	
Language, Philosophy & Culture		3
	Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311.	
Creative Arts		3
	Select 1 Course: ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.	
American History		6
	Select 2 Courses: HIST 1301, HIST 1302	
Government/Political Science		6
	Select 2 Courses: GOVT 2305, GOVT 2306	
Social & Behavioral Science		3
	Select 1 Course: ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319	
Component Area Option		6
	Select 2 Courses: EDUC 1300, BCIS 1305, KINE 1304, KINE 1338, KINE 1346.	
Core Total Required Semester Hours:		42
Degree Designation Course		3
	Select 1 course for AA Degree	
	Select 1 course for AS Degree	
Courses in Major, Minor or Electives		15
Total AA or AS Degree Required Semester Hours		60

University Transfer

Academic Transfer:

Liberal arts and science degrees earned at Coastal Bend College are designed to transfer to a Texas four-year college and/or university of student's choice. Students that have earned these associates degree by completing planned curricula of freshman and sophomore academic courses, approved by the Texas Higher Education Coordinating Board will be guaranteed transferability of the coursework completed in the planned curricula. Students choosing to transfer to a Texas four-year college or university must carefully plan all course work with the student's CBC assigned dedicated faculty member and utilize the CBC articulation agreement guidelines and transfer guarantee policies (See transfer guarantee section of this catalog). CBC maintains contact with Texas four-year colleges and universities to ensure that CBC academic courses are equivalent to those at the four-year college to maximize transferability.

The following areas of study are popular choices for CBC students who plan to transfer to a university.

- Art
- Art (Commercial, Studio in proceedings
- Biology
- Business Administration
- Chemistry
- Computer Information Systems
- Computer Science
- Criminal Justice
- Education
- Engineering
- English
- Geography
- General Studies
- Government
- History
- Interdisciplinary Studies
- Kinesiology
- Mathematics
- Nursing
- Physics
- Pre-Dental/Pre-Medical
- Pre-Law
- Pre-Speech Pathology
- Psychology
- Science
- Secondary Education (by major)
- Sociology
- Spanish and Bilingual Education
- Speech Communication
- Teaching

Enrollment:

Students choosing CBC Associate of Arts or Associate of Science degrees must first meet requirements for entrance to CBC. CBC is committed to the concept of open door admission, this does not comply admission with any program and course offered. CBC is committed to quality education, and understands the rigors required to fulfill some programs' and courses' prerequisite requirements. In cases where academic deficiencies are identified, students must overcome these deficiencies before taking college-transfer courses. Students entering CBC with academic deficiencies or low scores on THEA or the local placement exam may be required to enroll in developmental courses. For programs that require prerequisites, students must complete all prerequisites identified by the program before being accepted into that program. See programs for details of prerequisites, placement scores requirements, and grade point average for acceptance. Students are encouraged to contact CBC advisors with questions.

Advising:

Students enrolled in university-transfer programs generally plan to seek bachelor's degrees at a university, the selection of courses to complete the freshman and sophomore years should be done with the assistance of the CBC assigned dedicated faculty member and/or CBC college advisor. Each four-year college and university does not agree on the same list of courses for meeting requirements for the same degree. Students must select a major field of study and identify the senior institution for transfer, and the CBC dedicated faculty member and/or CBC college advisor will assist the student in developing a degree plan consistent with that institution's requirements. This partnership between the student, CBC assigned dedicated faculty member, CBC college advisor, CBC identified AA and AS degree plans, and the student's choice of a Texas four-year college and university will work together to ensure the maximum transfer credit for CBC courses and CBC graduates.

Courses taken at CBC shall follow the degree plan. If a student's degree goal or career plans change, the student must initiate the process to develop a revised degree plan. Students may take courses not listed in degree plan with the understanding that some may not be acceptable for the CBC degree or acceptable for transfer by the Texas four-year college or university.

Graduation and Degrees:

Associate of Arts and Associate of Science degrees are granted to students who successfully complete CBC's degree plan and university - transfer programs in accordance with approved degree plans, and meet the requirements of the degree indicated on the degree application. Refer to requirements for degrees and certifications sections of this catalog.

$1000 Tuition Rebate:

Students entering college during the fall semester 1997 and thereafter may become eligible for $1000 tuition rebate to apply toward their baccalaureate degree. To be eligible, students must be a Texas resident and complete their first baccalaureate degree from a Texas public university. Students must have attempted no more than three semester hours more than the required for the degree. Contact the counseling office at the degree-granting university for additional details.

Associate of Arts

Program Description:
The Associate of Arts degree program is a two-year course of study that covers the core materials needed to complete the first two years of a Texas four-year college or university's Bachelor's of Arts (BA) degree program. The AA program is designed to parallel the student's choice in a bachelors program at a specific Texas four-year college or university. Upon successfully completing the program at Coastal Bend College, the credits students earn can be then transferred as an Associate of Arts credential upon graduation to the Texas four-year college or university that the student identified.

What will I learn?
Students will develop knowledge of the foundation component areas through course activities that engage the student. These activities can include: Service Learning Projects, Community Service, Group and Team Activities, development of a E-portfolio, self-evaluation, peer evaluation, and cultural events.

Students will engage in:
- Critical thinking skills that can include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information;
- Communication skills that can include effective development, interpretation and expression of ideas through written, oral and visual communication;
- Empirical and quantitative skills that can include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- Teamwork skills that can include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- Personal responsibility skills that can include the ability to connect choices, actions and consequences to ethical decision–making.
- Social responsibility skills that can include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

How long will it take?
The AA degree at Coastal Bend College is a comprehensive educational stackable program consisting of a minimum of 60 credit hours. The AA degree is based on a four semester rotation of courses consisting of 15 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores, the courses needed for transfer, and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?
Please see the tuition and fee schedule in this catalog. In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabuses and based on the average student completing the course. Contact course instructor for more information on lab fees.

How will my Associate of Arts Degree transfer?
The AA degree is a selection of courses that complete the freshman and sophomore years. The student should request the assistance of the CBC assigned dedicated faculty member and/or CBC College Advisor for help in determining the course selections. Each four-year college and university do not agree on the same list of courses for meeting requirements for the same degree. Students must select a major field of study and identify the senior institution for transfer, the CBC dedicated faculty member and/or CBC College Advisor will assist the student in developing a degree plan consistent with that institutions requirements. This partnership between the student, CBC assigned dedicated faculty member, CBC College Advisor, CBC identified AA degree plans, and the student's choice of a Texas four-year college and university will work together to ensure the maximum transfer credit for CBC courses and CBC graduates.

Courses taken at CBC shall follow the degree plan. If student's degree goal or career plans change, the student must initiate a revised degree plan to be developed. Students may take courses not listed in degree plan with the understanding that some may not be acceptable for the CBC degree or acceptable for transfer by the Texas four-year College or university.

Associate of Arts

Associate of Arts - General Studies Degree Plan			
Course Discipline	**Course Numbers**	**Course Titles**	**Credit hours**
***Communications**			**6**
ENGL	1301	Composition I	3
		And Choose 1 of the Following:	
ENGL	1302	Composition II	3
SPCH	1311	Speech Communication	3
SPCH	1315	Public Speaking	3
***Mathematics**			**3**
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business	3
MATH	1332	Contemporary Mathematics I	3
MATH	1350	Fundamentals of Mathematics I	3
MATH	1442	Statistics	4
MATH	2412	Precalculus Mathematics	4
MATH	2413	Calculus I	4
***Life & Physical Sciences**			**6**
BIOL	1408	General Biology	4
BIOL	2304	Introductory Anatomy and Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	1322	Fundamentals of Nutrition	3
BIOL	2306	Environment Science	3
BIOL	2420	Introduction to Microbiology	4
CHEM	1406	Essentials of General and Biological Chemistry	3
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1305	Environmental Geology	3
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
PHYS	1401	General College Physics I	4
***Language, Philosophy & Culture**			**3**
ENGL	2322	British Literature I	3
ENGL	2323	British Literature II	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
SPAN	2311	Intermediate Spanish	3
***Creative Arts**			**3**
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
ARTS	1311	Art History II	3
ARTS	1316	Drawing I	3
MUSI	1306	Music Appreciation	3
DRAM	1310	Introduction to the Theatre	3

Associate of Arts

***American History**			**6**
HIST	1301	United States History Before 1865	3
HIST	1302	United States History After 1865	3
Associate of Arts - General Studies Degree Plan (Continued)			
Course Discipline	**Course Numbers**	**Course Titles**	**Credit hours**
***Government/Political Science**			**6**
GOVT	2305	American Government	3
GOVT	2306	State Government and Federalism	3
***Social & Behavioral Science**			**3**
ECON	2301	Principles of Economics I	3
PSYC	2301	General Psychology	3
PSYC	2314	Human Growth and Development	3
SOCI	1301	Principles of Sociology	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
***Component Area Option**			**6**
***EDUC	1300	My Cougar Course	3
****BCIS	1305	Business Computer Applications	3
KINE	1304	Personal Health	3
KINE	1338	Concepts of Fitness	3
KINE	1346	Drug Education	3
***Degree Designation Course**			**3**
		Select 1 Course: From the Creative Arts, Humanities, English, Language, or Philosophy and Culture. (Not used to meet core requirement)	3
***Courses in Major, Minor or Electives**			**15**
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
Total AA Degree Requirements:			**60**

*Be sure to choose the specific course(s) required by the Texas four-year college or university department (major) in which the student is planning to transfer.

** Be sure to choose the specific elective course (s) required by the Texas four-year college or university department (major) in which the student is planning to transfer or the specific elective course (s) required by the students goals or career plans.

*** EDUC 1300 Is required for all first-time in college students attending Coastal Bend College

**** BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.

Associate of Science

Program Description:
The Associate of Science degree program is a two-year course of study that covers the core materials needed to complete the first two years of a Texas four-year college or university's Bachelor's of Science (BS) degree program. The AS program is designed to parallel the student's choice in a bachelors program at a specific Texas four-year college or university. Upon successfully completing the program at Coastal Bend College, the credits students earn can be then transferred as an Associate of Science credential upon graduation to the Texas four-year college or university that the student identified.

What will I learn?
Students will develop knowledge of the foundation component areas through course activities that engage the student. These activities can include: Service Learning Projects, Community Service, Group and Team Activities, development of a E-portfolio, self-evaluation, peer evaluation, and cultural events.

Students will engage in:
- Critical Thinking Skills that can include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information;
- Communication Skills that can include effective development, interpretation and expression of ideas through written, oral and visual communication;
- Empirical and Quantitative Skills that can include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- Teamwork that can include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- Personal Responsibility: that can include the ability to connect choices, actions and consequences to ethical decision-making.

How long will it take?
The AS degree at Coastal Bend College is a comprehensive educational stackable program consisting of a minimum of 60 credit hours. The AS degree is based on a four semester rotation of courses consisting of 15 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores, the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabuses and based on the average student completing the course. Contact course instructor for more information on lab fees.

How will my Associate of Science Degree transfer?
The AS degree is a selection of courses that complete the freshman and sophomore years. The student should request the assistance of the CBC assigned dedicated faculty member and/or CBC College Advisor for help in determining the course selections. Each four-year college and university does not agree on the same list of courses for meeting requirements for the same degree. Students must select a major field of study and identify the senior institution for transfer, the CBC dedicated faculty member and/or CBC College Advisor will assist the student in developing a degree plan consistent with that institutions requirements. This partnership between the student, CBC assigned dedicated faculty member, CBC College Advisor, CBC identified AS degree plans, and the student's choice of a Texas four-year college and university will work together to ensure the maximum transfer credit for CBC courses and CBC graduates.

Courses taken at CBC shall follow the degree plan. If student's degree goal or career plans change, the student must initiate a revised degree plan to be developed. Students may take courses not listed in degree plan with the understanding that some may not be acceptable for the CBC degree or acceptable for transfer by the Texas four-year College or university.

Associate of Science

Associates of Science Degree – General Studies Degree Plan			
Course Discipline	**Course Numbers**	**Course Titles**	**Credit Hours**
***Communications**			**6**
ENGL	1301	Composition I	3
		And Choose 1 of the Following:	
ENGL	1302	Composition II	3
SPCH	1311	Speech Communication	3
SPCH	1315	Public Speaking	3
***Mathematics**			**3**
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business	3
MATH	1332	Contemporary Mathematics I	3
MATH	1350	Fundamentals of Mathematics I	3
MATH	1442	Statistics	4
MATH	2412	Precalculus Mathematics	4
MATH	2413	Calculus I	4
***Life & Physical Sciences**			**6**
BIOL	1408	General Biology	4
BIOL	2304	Introductory Anatomy and Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	1322	Fundamentals of Nutrition	3
BIOL	2306	Environment Science	3
BIOL	2420	Introduction to Microbiology	3
CHEM	1406	Essentials of General and Biological Chemistry	4
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1305	Environmental Geology	3
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
PHYS	1401	General College Physics I	4
***Language, Philosophy & Culture**			**3**
ENGL	2322	British Literature I	3
ENGL	2323	British Literature II	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
SPAN	2311	Intermediate Spanish	3
***Creative Arts**			**3**
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	3
MUSI	1306	Music Appreciation	3
DRAM	1310	Introduction to the Theatre	3

Associate of Science

Associates of Science Degree – General Studies Degree Plan (Continued)			
Course Discipline	**Course Numbers**	**Course Titles**	**Credit Hours**
***American History**			**6**
HIST	1301	United States History Before 1865	3
HIST	1302	United States History After 1865	3
***Government/Political Science**			**6**
GOVT	2305	American Government	3
GOVT	2306	State Government and Federalism	3
***Social & Behavioral Science**			**3**
ECON	2301	Principles of Economics I	3
PSYC	2301	General Psychology	3
PSYC	2314	Human Growth and Development	3
SOCI	1301	Principles of Sociology	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
***Component Area Option**			**6**
***EDUC	1300	My Cougar Course	3
****BCIS	1305	Business Computer Applications	3
KINE	1304	Personal Health	3
KINE	1338	Concepts of Fitness	3
KINE	1346	Drug Education	3
***Degree Designation Course**			
		Select 1 Course: From the Science, Mathematics, or Computer Science. (Not used to meet core requirement)	3
***Courses in Major, Minor or Electives**			
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
Total AS Degree Requirements:			**60**

*Be sure to choose the specific course (s) required by the Texas four-year college or University department (major) in which the student is planning to transfer.

** Be sure to choose the specific elective course (s) required by the Texas four-year college or University department (major) in which the student is planning to transfer or the specific elective course (s) required by the students goals or career plans.

*** EDUC 1300 Is required for all first-time in college Students attending Coastal Bend College

**** BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.

Associate of Applied Science Degrees

Associate of Applied Science Degrees

Overview:
The Associate of Applied Science (AAS) degrees are generally utilized by students as a foundational mix of general education, industry driven certification, and lecture/laboratory experiences, consisting of theory, practices, and knowledge focused in the specific career pathways. The degrees provide students with the required knowledge and skills to be a competent participant within the industry of the AAS degree's focus. It provides industry recognized skills for employment through industry recognized certifications, best practices, and industry driven lab experiences. Students choosing an Associate of Applied Science degree must carefully plan all course work with the student's CBC assigned dedicated faculty member, and the degree plan chosen by the student to complete all requirements for industry placement and certifications. A well-planned, successfully completed two-year course of study will provide the students with the credential to have industry driven skills and certification needed for successful career engagement.

The Associate of Applied Science (AAS) degree can also provide students with the required knowledge to perform and excel in a particular profession. When the 18 credit hours of general education requirements and 3 credit hours of institutional requirement "My Cougar Course" are paired with the 39 to 66 credit hours identified in the degree pathway. The student can utilize Career Technical Education opportunities such as: Marketable Skills Achievement Awards, Certificate Level I, Certificate Level II, Enhanced Skills Certificate, with embedded industry certification to provide coursework that can be transferred through articulations to a Texas four-year college or university into a Bachelor of Applied Arts and Sciences (BAAS) degree. Students choosing to utilize general education and Career and Technical Education opportunities to meet their career goals, must carefully plan all course work with the student's CBC assigned dedicated faculty member, Career and Technical Education faculty member, and the degree plan chosen by the student from the four-year college or university they will be attending.

The Associate of Applied Science Degrees at Coastal Bend College are housed in the Workforce Education area of the college. Workforce Education is any form of education, training, or retraining that prepares persons to enter or continue employment in any recognized occupation. The primary responsibility for providing post-secondary workforce education in Texas has been given to the community colleges of Texas. Coastal Bend College accepts responsibility for providing high-quality workforce education programs tailored to meet the needs of people in its geographic area.

The inventory of workforce education programs offered at CBC includes: technical programs and occupational programs in the field of business, industry, and study in health and public services. To ensure these programs continue to provide relevant training, the college users advisory committees. Each area of an AAS degree, certificate, or marketable skills achievement award has been reviewed, recommended, and adjusted on an annual basis by the advisory committee. The Advisory Committees are made up of professionals in the industry who are actively engaged in the industry.

Enrollment:
Students choosing the CBC Associate of Applied Science degree, Level II Certificate, Enhanced Skills Certificate, and Advanced Technical Certificate must first meet requirements for entrance to CBC. Students choosing CBC Marketable Skills Achievement Award, Level I Certificate, and Level I Certificate Career Foundation Core (CFC) are not required to take the Texas Success Initiative (TSI) Assessment as long as the student does not take any more than six credit hours outside of the curriculum in a certificate program. CBC is committed to the concept of open door admission. CBC is committed to quality education and understands the rigors required to fulfill some programs and courses prerequisite requirements. In cases where academic deficiencies are identified, students must overcome these deficiencies before taking college-transfer courses or workforce courses with academic requirements. Students entering CBC with academic deficiencies or low scores on TSI Assessment or the local placement exam may be required to enroll in developmental courses. For programs that require prerequisites, students must complete all prerequisites identified by program before being accepted into that program. See programs for details of prerequisites, placement score requirements, and grade point average for acceptance. Students are encouraged to contact CBC advisors with questions.

Advising:
Students enrolled in workforce programs generally plan to seek employment after completion. Students must select courses relevant to the career or industry of interest. Selection of these courses should be done with the assistance of the CBC assigned dedicated faculty member and/or CBC college advisor. Each workforce program requires different courses to complete its industry requirements. Certificates are awarded for satisfying completion of programs of two years or less. "To be eligible for degrees, or certificates, students must maintain satisfactory grades, complete competency profiles and pass capstone experiences." Student are encouraged to utilize the CBC dedicated faculty member and/or CBC college advisor to assist the student in developing a degree plan consistent with the students' interest. This collaboration between the student, CBC assigned dedicated faculty member, CBC college advisor, CBC identified AAS degree plans, and the student's interest of workforce education and industry requirements will work together to ensure the maximum utilization of the AAS degree, Certificate Programs, and Marketable Skills Achievement Awards.

Programs of study taken at CBC shall follow the degree plan. If student's degree goal or career plans change, the student must initiate a revised degree plan to be developed. Students may take courses not listed on the degree plan with the understanding that some may not be acceptable for the CBC degree and may not be covered by financial aid.

Graduation and Degrees:
Associate of Applied Science degrees are granted to students who successfully complete CBC's degree plan and meet the requirements of the program indicated on the degree application. Refer to requirements for AAS degrees and certifications sections of this catalog.

$1000 Tuition Rebate:
Students entering college during the fall semester, 1997 and later, may become eligible for $1000 tuition rebate to apply toward a baccalaureate degree. To be eligible, students must be a Texas resident and complete their first baccalaureate degree from a Texas public university. Students must have attempted no more than three semester hours beyond those required for the degree. Contact the counseling office at the degree-granting university for additional details.

Associate of Applied Science Degrees

$5000 Bachelor's Degree Option:
The University of Texas of the Permian Basin (UTPB) offers some graduates from Coastal Bend College with Associate of Applied Arts and Associate of Applied Science degrees the opportunity to achieve a bachelor's degree online at the total cost of $5000.

UTPB offers this agree to any Texas resident who is an AAA or AAS graduate of Coastal Bend College with majors in technology or engineering fields. Once the student is accepted, the student takes 60 semester hours of online courses and is required to complete 15 hours per semester for a total of 30 hours in a year. The tuition of $2500 per year is paid the first semester the student registers. After the student completes the first 30 hours, the student pays another $2500 to take and complete the next 30 hours of work. Normal financial aid opportunities are available to assist qualified students. This program is intended to benefit students by only costing $5000 for the first two full years of university work, including tuition and fees. The second benefit is that the student does not have to relocate to complete the degree. The complete curriculum to complete the bachelor's degree is offered online. Students interested in this program and degree may contact UTPB for more information from Dr. Raj Desai Email: desai_r@utpb.edu Phone: 432-552-2215 or Office of Admissions Phone: 432-552-2605 - Fax: 432-552-3605 - admissions@utpb.edu.

Guaranteed for Job Competency:
A student that graduates from Coastal Bend College with an Associate of Applied Science (AAS) or Certificate in Workforce Education who is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific degree program will be provided with nine tuition-free credit hours of additional skills training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the AAS degree or Certificate in Workforce Education identified in the college catalog;
2. The graduate must have completed the AAS degree or Certificate in Workforce Education at the district (with 75% of the credits being awarded at the district) and must have completed the degree within a four-year time span;
3. Graduates must be employed full-time in the area directly related to the area of program concentration as certified by the college;
4. Employment must commence within 12 months of graduation;
5. The employer must certify in writing that the employee is lacking in entry-level skills identified by Coastal Bend College as the employer's program competencies and must specify the areas of deficiency within 90 days of the graduates initial employment;
6. The employer, graduate, VP of Instruction and Economic Development, Dean of Workforce Education, Division Chair, and appropriate faculty member will develop a written education plan for retraining;
7. Retraining will be limited to nine semester hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan;
8. All retraining must be completed within one year from the time the educational plan is agreed upon. The graduate and/or employer is responsible for the cost of the books, insurance, uniforms, fees, and other course – related expenses;
9. The guarantee does not imply that the graduate will pass any licensing or qualifying exam for a particular career;
10. Student's sole remedy against the district and its employees for skills deficiencies shall be limited to nine credit hours of tuition–free education under conditions described above.

The program can be initiated through a written contract with the Office of the College President.

Coastal Bend College Programs Offering AAS Degree Only

Dental Hygiene
Radiologic Technology
Forensic Science

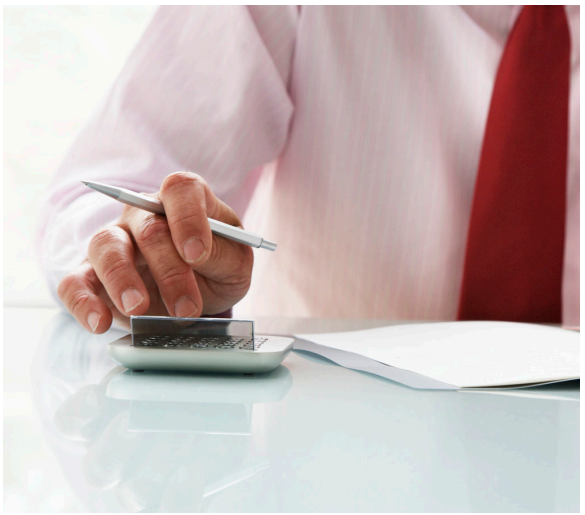
AAS Degree and Certificate Options

Accounting
Airframe Powerplant Technology
Automotive Technology
Administrative Assistant
Administrative Assistant Medical Office Specialization
Computer Information Technology
Computer Information Technology Web Design/Game Design Specialization
Cosmetology
Drafting and Design
Early Development and Education
Health Information Technology Medical Records Coating
Law Enforcement
Machinist
Nursing
Oil and Gas Technology
Pharmaceutical Technician
Welding

Associate of Applied Science Degrees

AAS Core Curriculum Courses - CBC General Education Requirements		
Core Component	**Course Selection**	**Minimum Credit Hours Required**
Communication		3
	Select 1 Course: **ENGL** 1301, **ENGL** 1302, **SPCH** 1311, **SPCH** 1315	
Mathematics		3
	Select 1 Course: **MATH** 1314, **MATH** 1324, **MATH** 1332, **MATH** 1350, **MATH** 1442, **MATH** 2412, **MATH** 2413	
Natural Sciences		3
	Select 1 Course: **BIOL** 1408, **BIOL** 2304, **BIOL** 2401, **BIOL** 1322, **BIOL** 2306, **BIOL** 2420, **CHEM** 1406, **CHEM** 1411, **CHEM** 1412, **GEOL** 1305, **GEOL** 1403, **GEOL** 1404, **PHYS** 1401.	
Humanities/Fine Arts		3
	Select 1 Course: **ENGL** 2322, **ENGL** 2323, **HUMA** 1301, **PHIL** 1301,**SPAN** 2311, **ARTS** 1301, **ARTS** 1303, **MUSI** 1306, **DRAM** 1310.	
Social & Behavioral Science		3
	Select 1 Course: **HIST** 1301, **HIST** 1302, **GOVT** 2305, **GOVT** 2306, **ECON** 2301, **PSYC** 2301, **PSYC** 2314, **SOCI** 1301, **SOCI** 2301, **SOCI** 2319	
Computer		3
	Select 1 Course: **BCIS** 1305	
Institutional Requirement		3
	Select 1 Course: **EDUC** 1300.	
Core Total Required Semester Hours:		21
Program Specific Courses:		39-66
Total AAS Degree Required Semester Hours		**60-87**

Accounting



Program Description:
Accounting, AAS degree seeking students will receive an industry driven foundation of accounting theory, practices, and knowledge of accounting processes. Graduates from the program will be competent in basic accounting knowledge so they may enter the profession at a junior level in business and/or government entities. To achieve this goal, students will develop proficiency in accumulating, recording, classifying and interpreting financial data for an economic entity. In addition to preparing/ maintaining accounting records from the date of the original transaction through a full accounting cycle, students will learn the theory and practice of statement preparation and presentation. Other areas in which students will become proficient include: the why and how of accounting systems, professionally established accepted principles, journal transactions and accrual versus cash. Managerial concerns are addressed extensively: cash flow, taxes, budgets, balance sheet and income statement relationships, analysis of changes in assets/revenues/expenses, and the use of standard costs for planning and control.

Accounting areas are examined in the context of different organizational forms (corporations, partnerships, and sole proprietorships) as well as differences and similarities between manual and computer-based accounting systems. To provide crucial career skills, microcomputers and software such as electronic spreadsheets and general ledger packages are used in the program. In addition, a strong emphasis is placed on demonstrating proficiency in the essential skill areas of reading, writing, mathematics, verbal communication, critical thinking, and personal growth. This program will introduce courses in other program areas such as social science, humanities and arts, physical science and mathematics.

Accounting is an articulated high school credit program. Students who have successfully completed appropriate accounting courses in high school may be able to receive college credit for those courses.

What will I learn?
Students will develop knowledge of the accounting profession through activities that encourage the student to think critically about the impact of business and accounting in the global environment. Students will engage in activities and projects to develop their communication and quantitative thinking skills as applied to accounting standards, practices, procedures and processes. Students will learn the business vocabulary as it pertains to their being able to understand and communicate financial information to both internal and external parties as needed to make financial decisions regarding the business organization. Students will review and discuss social responsibility of the accounting profession as it pertains to the environment, employees, customers and the community. The student will identify ethical policies and will practice personal and social responsibility by developing skills in maintaining a professional work environment and practicing personal ethics. Students will develop skills to pass the NOCTI (National Occupational Competency Testing Institute) Advanced Accounting Skills computerized exam. These skills will be enhanced through the knowledge student's gain through the computer, business and accounting classes. The student will gain experience working on accounting projects where all skills will be applied, demonstrated, and evaluated through a process of self-evaluation, peer evaluation, and faculty evaluation.

Student training will include:
- Using Microsoft Office – Word, Excel, Access and PowerPoint.
- Using Accounting software such as Peachtree to maintain an accounting system
- Use of Office filing and management procedures to manage an office
- Knowledge of and use of Generally Accepted Accounting Principles (GAAP)
- Completion of the accounting cycle
- Preparation of financial statements
- Preparation of financial budgets
- Complete financial statement analysis
- Understanding accounting terminology

How long will it take?
The AAS degree with an emphasis in Accounting is a comprehensive educational stackable pathway consisting of 60 credit hours that includes: a one semester Marketable Skills Achievement Certificate in Accounting; building to a Level I Certificate: Accounting. Students may complete the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course". The program has a Level II Certificate: Accounting that includes course work in the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?
Total Program/Course Fees- in addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
In the Coastal Bend Local Workforce Development Area Labor Market Report, 2013 Data, indicates a growth market for bookkeepers of 16.9% with an entry wage of $10.31 Hour and $17.39 with experience. State of Texas Labor Market Report, 2013 Data, indicates a statewide growth market for bookkeepers of 21.5% and an average wage of $17.08 Hour.

Accounting

Associate of Applied Science in: Accounting

Associate of Applied Science in: Accounting			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer **Competency Exam			
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**18**
Accounting Requirements:			**Credits**
ACCT	2301	*Principles of Financial Accounting	3
ACCT	2302	*Principles of Managerial Accounting	3
ACNT	1303	Introduction to Accounting I	3
ACNT	1311	Intro to Computerized Accounting	3
ACNT	1313	Computerized Accounting Applications	3
ACNT	1329	Payroll & Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	2302	Accounting Capstone	3
ACNT	2330	Governmental & Not for Profit	3
		Or	
BMGT	1382	Cooperative Education	
POFT	1313	Professional Workforce Prep	3
BUSI	1301	*Business Principles	3
POFI	1301	Computer Applications I	3
POFI	1341	**Computer Applications II	3
POFT	1319	Records & Information Management	3
Total			**60**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI1341 at the time of registration

All student completing the AAS Accounting Degree must also pass a capstone exam for graduation. This will be administered as part of the ACNT 2302/ACNT 1313 co-requisite course.

Accounting

My Degree Plan: AAS Accounting

My Degree Plan: AAS Accounting				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer **Competency Exam					
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**18**		
Accounting Requirements:				**Course Taken**	**Term Taken**
ACCT	2301	*Principles of Financial Accounting	3		
ACCT	2302	*Principles of Managerial Accounting	3		
ACNT	1303	Introduction to Accounting I	3		
ACNT	1311	Introduction to Computerized Accounting	3		
ACNT	1313	Computerized Accounting Applications	3		
ACNT	1329	Payroll & Business Tax Accounting	3		
ACNT	1331	Federal Income Tax: Individual	3		
ACNT	2302	Accounting Capstone	3		
ACNT	2330	Governmental & Not for Profit	3		
		Or			
BMGT	1382	Cooperative Education			
POFT	1313	Professional Workforce Prep	3		
BUSI	1301	*Business Principles	3		
POFI	1301	Computer Applications I	3		
POFI	1341	**Computer Applications II	3		
POFT	1319	Records & Information Management	3		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Accounting

Certificate Options: Accounting

Certificate Level II Business Administration: Accounting			Credits
ACNT	1303	Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFT	1319	Records & Information Mgmt. I	3
POFI	1301	Computer Applications I	3
ACCT	2301	*Principles of Financial Accounting	3
ACNT	1311	Intro to Computerized Accounting	3
ACNT	1331	Federal Income Tax Individual	3
BUSI	1301	*Business Principles	3
POFI	1341	**Computer Applications II	3
ACCT	2302	*Principles of Managerial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
ACNT	2302	Accounting Capstone	3
ACNT	2330	Governmental Not-For-Profit Acct	3
		Or	
BMGT	1382	Cooperative Education	
POFT	1313	Professional Workforce Preparation	3
Total			**42**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI1341 at the time of registration.

*** All student completing the Level II Accounting Certificate must also pass a capstone exam for graduation. This will be administered as part of the ACNT 2302/ACNT 1313 co-requisite course.

Accounting

Certificate Options: Accounting

Level I Certificate Business Administration: Accounting			Credits
EDUC	1300	My Cougar Course	3
POFI	1301	Computer Applications I	3
ACNT	1303	Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFT	1319	Records & Information Mgmt.	3
ACCT	2301	*Principles of Financial Accounting	3
ACNT	1311	Intro to Computerized Accounting	3
ACNT	1331	Federal Income Tax Individual	3
BUSI	1301	*Business Principles	3
POFI	1341	**Computer Applications II	3
Total			**30**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.

Marketable Skills Achievement Award: Business Administration: ***Accounting			Credits
ACNT	1303	*Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFT	1319	Records & Information Mgmt.	3
POFI	1301	Computer Applications I	3
Total			**12**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

** At the conclusion of of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing, which is added to the course fee for POFI 1341 at the time of registration.

***Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Airframe and Power Technology

Program Description:
The student seeking an AAS in Aviation Technology will receive an industry driven foundation in contemporary aviation maintenance theory and practices. Knowledge of various styles of accepted methods, techniques, and practices common to the profession will be provided to the student. Graduates of the program will be competent in aviation maintenance. The program prepares the student to enter into the field of aviation maintenance as an aviation mechanic. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in aviation maintenance.

What will I learn?
Students will develop a knowledge of the aviation maintenance profession and associated industries through learning objectives designed to both expose and engage the student in the theory and practices of various classifications and styles of aviation maintenance. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the Federal Aviation Regulations that emulates aviation maintenance as promulgated by the Federal Aviation Administration.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Aviation Maintenance Technology with either the Power plant option, the Airframe option, or both. The skills needed to succeed in aviation technology include the ability to safely and accurately handle and operate different aircraft systems. To achieve that goal, the program requires the student to successfully complete the aviation training courses offered within the course curriculum. Another learning area of industry priority is the ability to safely ground operate aircraft. To meet this aviation maintenance need, CBC includes safety training within its curriculum.

How long will it take?
The AAS degree in Aviation Maintenance Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of a minimum of 64 credit hours. The AAS degree is based on a four semester rotation of courses consisting of 16 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores and the courses needed for transfer, required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabuses and based on the average student completing the course. Contact course instructor for more information on lab fees.

What is the job market?
According to FAA certification including both Airframe and Powerplant ratings, the job market is world-wide and pay scale is dictated by ability. Normal starting pay is $18.00 per hour for beginners and continues to the over $100K per year range with time and experience.

Airframe and Power Technology

Associate of Applied Science in: Aviation Technology

Associate of Applied Science in: Aviation Technology			
Communications			**Credits**
Choice		Communication Core Course	3
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
PHYS	1401	General College Physics I	4
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**22**
Airframe Requirements:			**Credits**
AERM	1201	**Introduction to Aviation	2
AERM	1203	Shop Practices	2
AERM	1315	Aviation Science	3
AERM	1208	Federal Aviation Regulations	2
AERM	1310	Ground Operations	3
AERM	1205	Weight and Balance	2
AERM	1314	Basic electricity	3
AERM		*Certificate Level 1: Powerplant	27
		Or	
AERM		*Certificate Level 1: **Airframe	27
Total			**66**
*If BCIS 1305 Business Computer Applications and EDUC 1300 My Cougars Course was completed at the Certificate Level the courses meet the AAS requirement for same course.			
**AERM 1201 is not an approved FAA certified course. All other AERM courses are approved by the FAA.			

Airframe and Power Technology

Associate of Applied Science in: Aviation Powerplant

My Degree Plan: AAS Aviation Technology				Course Taken	Term Taken
Communications			3		
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			4		
PHYS	1401	General College Physics I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**22**		
Aviation Requirements: Powerplant				**Course Taken**	**Term Taken**
AERM	1201	Introduction to Aviation	2		
AERM	1203	Shop Practices	2		
AERM	1315	Aviation Science	3		
AERM	1208	Federal Aviation Regulations	2		
AERM	1310	Ground Operations	3		
AERM	1205	Weight and Balance	2		
AERM	1314	Basic electricity	3		
AERM		*Certificate Level 1: Powerplant			
AERM	2447	Aircraft Reciprocating Engine Overhaul	4		
AERM	1351	Aircraft Turbine Theory	3		
AERM	1444	Aircraft Reciprocating Engines	4		
AERM	2351	Aircraft Turbine Engine Overhaul	3		
AERM	1357	Fuel Metering in Induction Systems	3		
AERM	1340	Aircraft Propellers	3		
AERM	1456	Aircraft Power Plant Electrical	4		
AERM	2352	Aircraft Power Plant Inspections	3		
Total Program			**66**		

Date/Student Signature Date/Advisor Signature

Airframe and Power Technology

Associate of Applied Science in: Aviation Airframe

My Degree Plan: AAS Aviation Technology				Course Taken	Term Taken
Communications			3		
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			4		
PHYS	1401	General College Physics I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**22**		
Aviation Requirements: Airframe				**Course Taken**	**Term Taken**
AERM	1201	Introduction to Aviation	2		
AERM	1203	Shop Practices	2		
AERM	1315	Aviation Science	3		
AERM	1208	Federal Aviation Regulations	2		
AERM	1310	Ground Operations	3		
AERM	1205	Weight and Balance	2		
AERM	1314	Basic electricity	3		
AERM		*Certificate Level 1: Airframe			
AERM	1241	Wood, Fabric, and Finishes	2		
AERM	1345	Airframe Electrical Systems	3		
AERM	1243	Instruments and Navigation/Communication	2		
AERM	1253	Aircraft Welding	2		
AERM	1352	Aircraft Sheet Metal	3		
AERM	1349	Hydraulics, and Pneumatics, and Fuel Systems	3		
AERM	1350	Landing Gear Systems	3		
AERM	1254	Aircraft Composites	2		
AERM	1347	Aircraft Auxiliary Systems	3		
AERM	2233	Assembly and Rigging	2		
AERM	2231	Aircraft Inspections	2		
Total Program			**66**		

Date/Student Signature Date/Advisor Signature

Airframe and Power Technology

Certificate Options: Airframe and Power Technology

Certificate Level I: Powerplant			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
AERM	2447	Aircraft Reciprocating Engine Overhaul	4
AERM	1351	Aircraft Turbine Theory	3
AERM	1444	Aircraft Reciprocating Engines	4
AERM	2351	Aircraft Turbine Engine Overhaul	3
AERM	1357	Fuel Metering in Induction Systems	3
AERM	1340	Aircraft Propellers	3
AERM	1456	Aircraft Power Plant Electrical	4
AERM	2352	Aircraft Power Plant Inspections	3
Total			**33**

Certificate Level I: Airframe			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
AERM	1241	Wood, Fabric, and Finishes	2
AERM	1345	Airframe Electrical Systems	3
AERM	1243	Instruments and Navigation/Communication	2
AERM	1253	Aircraft Welding	2
AERM	1352	Aircraft Sheet Metal	3
AERM	1349	Hydraulics, and Pneumatics, and Fuel Systems	3
AERM	1350	Landing Gear Systems	3
AERM	1254	Aircraft Composites	2
AERM	1347	Aircraft Auxiliary Systems	3
AERM	2233	Assembly and Rigging	2
AERM	2231	Aircraft Inspections	2
Total			**33**

Automotive Technology

Program Description:
The student seeking an AAS in Automotive Technology offering ASE certified instruction will receive an industry driven foundation in contemporary automotive repair theory and practices. Knowledge of various styles of accepted methods, techniques, and practices common to the profession will be provided to the student. Graduates of the program will be competent in aviation maintenance. The program prepares the student to enter into the field of aviation maintenance as an aviation mechanic. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in the Automotive repair.

What will I learn?
Working on today's cars requires an understanding in the science and technology that goes into the modern, highly-sophisticated automobile. At Coastal Bend College students spend time in the classroom and then apply what they've learned to actual shop projects. Our facilities include modern tools and diagnostic equipment in step with many of today's successful shops. Basic Engine Management Systems, Drivability Diagnostics, Drivetrain Systems and Chassis are all areas that the student will study.

The program will prepare students to pursue entry-level employment opportunities at as an automotive technician at car dealerships, independent automotive shops, service centers, fleet maintenance departments or directly into their own business. As new makes and models continue to hit the market, so does the need for qualified technicians to repair and maintain these new technologies, parts and intricate systems. Students will develop a knowledge of the automotive maintenance profession and associated industries through learning objectives designed to both to expose and engage the student in the theory and practices of various classifications and styles of automotive maintenance. Classroom and automotive lab instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum that emulates the standards of the National Institute for Automotive Service Excellence.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Automotive Technology taught by ASE certified masters. The skills needed to succeed in automotive technology include the ability to safely operate equipment. To achieve that goal, the program offers practical training with a variety of tools and equipment used by the industry within the course curriculum. The CBC Automotive Technology program also includes safety training standards within its curriculum.

How long will it take?
The AAS degree in Automotive Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of 68 credit hours. The AAS degree is based on a four semester rotation of courses consisting of 16-19 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores and the courses needed for transfer, required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact course instructor for more information on lab fees.

What is the job market?
State Labor Market Report, May 2012 Data, indicates a state-wide growth market for automotive technology of 2.8 %, with a median hour wage of $17.60. The 2013 Bureau of Labor Statistics shows approximately 45,470 entry level automotive technician positions in the United States with a median salary of $17.60 per hour and an annual average salary of $36,610.

Automotive Technology

Associate of Applied Science in: Automotive Technology

Associate of Applied Science in: Automotive Technology			
Communications			**Credits**
Choice		Communication	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Automotive Requirements:			**Credits**
AUMT	1307	Automotive Electrical Systems	3
AUMT	1306	Automotive Engine Removal and Installation	3
ALUM	1201	Introduction to Automotive Technology	2
AUMT	1316	Automotive Suspension and Steering Systems	3
AUMT	1319	Automotive Engine Repair	3
AUMT	1345	Automotive Climate Control Systems	3
AUMT	1310	Automotive Brake Systems	3
AUMT	2321	Automotive Electrical Diagnostics & Repair	3
AUMT	2334	Automotive Engine Performance Analysis II	3
AUMT	2328	Automotive Service	3
		Or	
AUMT	2380	Cooperative Education- Automotive	
AUMT	2437	Automotive Electronics	4
AUMT	2457	Automotive Alternative Fuels	4
AUMT	2443	Advanced Omission Systems Diagnostics	4
AUMT	2325	Automotive Automatic Transmissions & Transaxels	3
AUMT	2313	Automotive Drivetrain and Axels	3
Total			**68**

Automotive Technology

My Degree Plan: AAS Automotive Technology

My Degree Plan: Automotive Technology				Course Taken	Term Taken
Communications			3		
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Automotive Requirements:				**Course Taken**	**Term Taken**
AUMT	1307	Automotive Electrical Systems	3		
AUMT	1306	Automotive Engine Removal and Installation	3		
ALUM	1201	Introduction to Automotive Technology	2		
AUMT	1316	Automotive Suspension and Steering Systems	3		
AUMT	1319	Automotive Engine Repair	3		
AUMT	1345	Automotive Climate Control Systems	3		
AUMT	1310	Automotive Brake Systems	3		
AUMT	2321	Automotive Electrical Diagnostics & Repair	3		
AUMT	2334	Automotive Engine Performance Analysis II	3		
AUMT	2328	Automotive Service	3		
		Or			
AUMT	2380	Cooperative Education- Automotive	3		
AUMT	2437	Automotive Electronics	4		
AUMT	2457	Automotive Alternative Fuels	4		
AUMT	2443	Advanced Omission Systems Diagnostics	4		
AUMT	2325	Automotive Automatic Transmissions & Transaxels	3		
AUMT	2313	Automotive Drivetrain and Axels	3		
Total Program			**68**		

Date/Student Signature Date/Advisor Signature

Automotive Technology

Certificate Options: Automotive Technology

Certificate Level II: Automotive Intermediate Technician			Credits
ALUM	1201	Introduction to Automotive Technology	2
AUMT	1307	Automotive Electrical Systems	3
AUMT	1310	Automotive Brake System	3
AUMT	1319	Automotive Engine Repair	3
AUMT	1306	Automotive Engine Removal and Installation	3
AUMT	1316	Automotive Suspension and Steering Systems	3
AUMT	1345	Automotive Climate Control Systems	3
AUMT	2321	Automotive Electrical Diagnostics & Repair	3
AUMT	2437	Automotive Electronics	4
AUMT	2325	Automotive Automatic Transmissions & Transaxels	3
AUMT	2313	Automotive Drivetrain and Axels	3
AUMT	2328	Automotive Service	3
		Or	
AUMT	2380	Cooperative Education- Automotive	
AUMT	2443	Advanced Omission Systems Diagnostics	4
AUMT	2457	Automotive Alternative Fuels	4
WLDG	1307	Introduction to Welding Using Multiple Processes	3
AUMT	2317	Automotive Engine Performance Analysis I	3
Total			**50**

Automotive Technology

Certificate Options: Automotive Technology

Certificate Level I: Automotive Technician			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
ALUM	1201	Introduction to Automotive Technology	2
AUMT	1307	Automotive Electrical Systems	3
AUMT	1310	Automotive Brake System	3
AUMT	1319	Automotive Engine Repair	3
AUMT	1306	Automotive Engine Removal and Installation	3
AUMT	1316	Automotive Suspension and Steering Systems	3
AUMT	1345	Automotive Climate Control Systems	3
AUMT	2321	Automotive Electrical Diagnostics & Repair	3
AUMT	2437	Automotive Electronics	4
AUMT	2325	Automotive Automatic Transmissions & Transaxels	3
AUMT	2313	Automotive Drivetrain and Axels	3
AUMT	2328	Automotive Service	3
		Or	
AUMT	2380	Cooperative Education- Automotive	
Total			**42**

Marketable Skills Achievement Award: *Automotive Technology			Credits
AUMT	1201	Introduction to Automotive Technology	2
AUMT	1307	Automotive Electrical Systems	3
AUMT	1310	Automotive Brake System	3
AUMT	2321	Automotive Electrical Lighting and Accessories	3
AUMT	1319	Automotive Engine Repair	3
Total			**14**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Business Technology Administrative Assistant

Program Description:
Administrative Assistant AAS degree seeking students will obtain industry driven training to effectively perform routine clerical and administrative duties in a modern office setting. Training will span many industries such as education, healthcare, government, educational and legal organizations. Graduates from the program will be competent and efficient in organizing files, drafting messages, managing correspondence, scheduling appointments and supporting other staff in an office environment. Students will have the opportunity to learn in-depth technical skills in computer applications, office communications, records management and administrative office procedures. At the conclusion of the program, students will be given then opportunity to become certified as Microsoft Office User Specialists in various areas of Microsoft Office, a nationally-recognized certification.

Administrative Assistant is an articulated high school credit program. Students who have successfully completed appropriate courses in this degree in high school may be able to receive college credit for those courses.

What will I learn?
Students will develop knowledge of the administrative assistant profession through activities that engage the student to focus on the technologically driven modern office environment. Students will participate in rigorous projects that require critical thinking, and simulations throughout the course of study to form critical thinking, communication, teamwork and personal responsibility aptitudes. Empirical skills will be integrated through accounting and computational activities along with stressing the importance of practicing personal and social responsibility in an office environment. Integration of these skills will be enhanced by on the job training through cooperative education opportunities that is part of the degree program. College credit is given to students who work in occupations that reflect an office setting. Practical experience is gained to strengthen or broaden their own preparation for employment.

Student training will include:
- POFI - Computer Applications with opportunities for Microsoft Office Certification Credentials
- POFT - Keyboarding, Business Math, Records Management Business Communications & Correspondence, Administrative Office Procedures
- ACNT - Introduction to Accounting, Payroll & Business Tax Accounting, Introduction to Computerized Accounting
- BMGT – Cooperative Education and on-the-job skills training as available

How long will it take?
The AAS degree with an emphasis in Administrative Assistant is a comprehensive educational stackable pathway consisting of 60 credit hours that includes: a one semester Marketable Skill Achievement Award: Administrative Assistant; building to a Level I Certificate: Administrative Assistant. The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement “My Cougar Course” may then be taken toward the AAS degree. The program has a Level IV Certificate (AAS): Administrative Assistant of 18 Credits hours over the Level II Certificate that includes course work in the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?
In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
The Coastal Bend Local Workforce Development Area Labor Market Report (Workforce Solutions of the Coastal Bend), 2012 Data, indicates administrative assistants is a demand occupation in the Texas and the Coastal Bend with a growth of approximateliy 16.10% in Texas through 2020. Average hourly wage in Texas is reported by the same organization to be $23.89.

Business Technology Administrative Assistant

Associate of Applied Science: Business Technology Administrative Assistant

Associate of Applied Science in: Business Technology Administrative Assistant			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
GEOL	1305	Geology	3
Humanities and Fine Arts			
Choice		Humanities & Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
		**Competency Exam	
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**18**
		***Business Technology Administrative Assistant Requirements:	**Credits**
ACNT	1303	Introduction to Accounting I	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll & Business Tax Accounting	3
BMGT	1382	Cooperative Education	3
		Or	
BMTG	1341	Business Ethics	
BMGT	2382	Cooperative Education	3
BMGT	1325	Office Management	
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
POFT	1321	Business Math	3
POFI	1341	**Computer Applications II	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	2331	Administrative Systems (Capstone)	3
POFT	1313	Professional Workforce Preparation	3
Total			**60**

All students completing the AAS Administrative Assistant Degree must also pass the capstone exam for graduation. This will be administered as part of the POFT 2331 course. Prior to graduation students must demonstrate keyboarding competency through a locally-administered exam.

* Certificate courses taught by instructors with a Master's Degree in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as a academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

**At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.

Business Technology Administrative Assistant

My Degree Plan: AAS Business Technology Administrative Assistant

My Degree Plan: AAS Business Technology Administrative Assistant				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
GEOL	1305	Geology			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer					
		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**18**		
Business Technology Administrative Assistant Requirements:				**Course Taken**	**Term Taken**
ACNT	1303	Introduction to Accounting I	3		
ACNT	1311	Introduction to Computerized Accounting	3		
ACNT	1329	Payroll Accounting	3		
BMGT	1382	Cooperative Education	3		
		Or			
BMTG	1341	Business Ethics			
BMGT	2382	Cooperative Education	3		
BMGT	1325	Office Management			
POFI	1301	Computer Applications I	3		
POFT	1309	Administrative Office Procedures I	3		
POFT	1321	Business Math	3		
POFI	1341	**Computer Applications II	3		
POFT	1319	Records and Information Management I	3		
POFT	2312	Business Correspondence and Communication	3		
POFT	2331	Administrative Systems (Capstone)	3		
POFT	1313	Professional Workforce Preparation	3		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Business Technology Administrative Assistant

Certificate Options:
Business Technology Administrative Assistant

Certificate Level II: ***Administrative Assistant			Credits
EDUC	1300	My Cougar Course	3
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
ACNT	1303	Introduction to Accounting	3
POFT	2312	Business Correspondence and Communications	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFI	1341	**Computer Applications II	3
POFT	1319	Records and Information Management	3
POFT	1321	Business Math	3
BMGT	1382	Cooperative Education Business Admin	3
		Or	
BMGT	1341	Business Ethics	
BUSI	1301	*Introduction to Business	3
POFT	1313	Professional Workforce Preparation	3
BMGT	2382	Cooperative Education	3
		Or	
BMGT	1325	Office Management	
POFT	2331	Administrative Systems (Capstone)	3
Total			**42**

* Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as a academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration

***Prior to graduation students must demonstrate keyboarding competency through a locally-administered exam.

****All students completing the Level II Administrative Assistant Certificate must also pass the capstone exam for graduation. This will be administered as part of the POFT 2331 course.

Business Technology Administrative Assistant

Certificate Options:
Business Technology Administrative Assistant

Certificate Level I: Administrative Assistant***			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	**Competency Exam	
POFT	1392	Special Topics in Administrative Assistant Science	3
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
ACNT	1303	Introduction to Accounting	3
POFT	2312	Business Correspondence and Communications	3
ACNT	1311	Introduction to Computerized Accounting	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFI	1341	**Computer Applications II	3
POFT	1313	Professional Workforce Preparation	3
POFT	1319	Records and Information Management	3
POFT	1321	Business Math	3
BMGT	1382	Cooperative Education	3
		Or	
BMGT	1341	Business Ethics	3
Total			**39**

* Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as a academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration

***Prior to graduation students must demonstrate keyboarding competency through a locally-administered exam.

Marketable Skills Achievement Award: Administrative Assistant***			Credits
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
ACNT	1303	Introduction to Accounting	3
POFT	2312	Business Correspondence and Communications	3
Total			**12**

Business Technology Medical Office Specialization

Program Description:
Medical Office Specialist AAS degree seeking students will obtain industry driven training to effectively perform routine clerical and administrative duties specific to a medical office setting. Training will focus on the healthcare industry. Graduates from the program will be competent and efficient in organizing medical records, analyzing insurance claims, scheduling appointments and supporting other staff in a medical office environment. Students will have the opportunity to learn in-depth technical skills in computer applications, medical terminology, office communications, records management and administrative office procedures. At conclusion of the program, students will be given then opportunity to become certified as Microsoft Office User Specialists in various areas of Microsoft Office, a nationally-recognized certification.

Administrative Assistant Medical Office Specialization is an articulated high school credit program. Students who have successfully completed appropriate courses in this degree in high school may be able to receive college credit for those courses.

What will I learn?
Students will develop knowledge of the administrative assistant medical profession through activities that engage the student to focus on the technologically driven modern medical office environment. Students will participate in rigorous projects that require critical thinking, and simulations throughout the course of study to form critical thinking, communication, teamwork and personal responsibility aptitudes. Empirical skills will be integrated through accounting activities along with the importance of practicing personal and social ethics in reporting and personal responsibility regarding privacy laws in the medical office. Integration of these skills will be enhanced by on the job training through cooperative education opportunities that is part of the degree program. College credit is given to students who work in occupations that reflect an office setting. Practical experience is gained to strengthen or broaden their own preparation for employment.

Student training will include:
- HITT Health Information Technology classes in medical procedures and practices
- POFM Professional office management classes in medical procedures and practices
- POFI Professional office management classes focusing on general office skills used in multiple industries
- ACNT Entry level acccounting skills focusing on accounting skills used in multiple industries.

How long will it take?
The AAS degree with an emphasis in Administrative Assistant Medical Office Specialization is a comprehensive educational stackable pathway consisting of 60 credit hours that includes: a one semester Marketable Skill Achievement Award: Administrative Assistant Medical Office Specialization; building to a Level I Certificate: Administrative Assistant Medical Office Specialization. The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement “My Cougar Course” may then be taken toward the AAS degree. The program has a Level IV Certificate (AAS): Administrative Assistant Medical Office Specialization of 12 Credits hours over the Level II Certificate that includes course work in the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?
Total Program/Course Fees—in addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
The Coastal Bend Local Workforce Development Area Labor Market Report (Workforce Solutions of the Coastal Bend), 2012 Data, indicates medical secretary is a demand occupation in Texas with a growth of approximately 27.9% through the year 2020 in Texas. Projected openings in Texas 2012-2022 are 20,80 with average wages in Texas of $17.31.

Business Technology Medical Office Specialization

Associate of Applied Science: Business Technology Medical Office Specialization

Associate of Applied Science in: Business Technology Administrative Assistant Medical Office			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
		**Competency Exam	
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**18**
Business Technology Administrative Assistant Medical Office Requirements:			**Credits**
ACNT	1303	Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
HITT	1301	Health Data Content and Structure	3
HITT	1305	Medical Terminology I	3
HITT	1313	Insurance Coding	3
POFI	1301	Computer Applications I	3
POFI	1341	**Computer Applications II	3
POFM	1317	Medical Administrative Support	3
POFT	1321	Business Math	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	2331	Administrative Systems	3
POFT	1313	Professional Workforce Preparation	3
POFT	1327	Medical Insurance	3
Total			**60**

* Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's degrees or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

All students completing this degree/certificate must also pass a Capstone exam for graduation. This will be administered as part of the POFT 2331 course.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.

Students must pass a keyboarding competency exam prior to graduation.

Business Technology Medical Office Specialization

My Degree Plan:
Business Technology Medical Office Specialization

My Degree Plan: AAS Business Technology Administrative Assistant Medical Office				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**18**		
BTA Assistant Medical Office Requirements:				**Course Taken**	**Term Taken**
ACNT	1303	Introduction to Accounting I	3		
ACNT	1329	Payroll & Business Tax Accounting	3		
HITT	1301	Health Data Content and Structure	3		
HITT	1305	Medical Terminology I	3		
HITT	1313	Insurance Coding	3		
POFI	1301	Computer Applications I	3		
POFI	1341	**Computer Applications II	3		
POFM	1317	Medical Administrative Support	3		
POFT	1321	Business Math	3		
POFT	1319	Records and Information Management I	3		
POFT	2312	Business Correspondence and Communication	3		
POFT	2331	Administrative Systems	3		
POFT	1313	Professional Workforce Preparation	3		
POFT	1327	Medical Insurance	3		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Business Technology Medical Office Specialization

Certificate Options:
Business Technology Medical Office Specialization

Certificate Level II: Medical Office Specialization			Credits
EDUC	1300	My Cougar Course	3
POFI	1341	**Computer Applications II	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFM	1300	Medical Coding Basics	3
POFM	1309	Medical Office Procedures	3
HITT	1305	Medical Terminology I	3
POFT	1349	Administrative Office Procedures II	3
POFM	1327	Medical Insurance	3
ACNT	1303	Introduction to Accounting I	3
HITT	1301	Health Data Content & Structure	3
POFI	1301	Computer Applications I	3
POFT	1319	Records and Information Management	3
POFT	2312	Business Correspondence and Communication	3
POFT	1321	Business Math	3
BMGT	2309	Leadership	3
Total			**45**

* Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's degrees or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

All students completing this degree/certificate must also pass a Capstone exam for graduation. This will be administered as part of the POFT 2331 course.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.

Students must pass a keyboarding competency exam prior to graduation.

Business Technology Medical Office Specialization

Certificate Options:
Business Technology Medical Office Specialization

Certificate Level I: Medical Office Specialization			Credits
EDUC	1300	My Cougar Course	3
POFI	1341	**Computer Applications II	3
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
ACNT	1303	Introduction to Accounting I	3
HITT	1301	Health Data Content	3
HITT	1313	Insurance Coding	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	1321	Business Math	3
POFT	1313	Professional Workforce Preparation	3
BMGT	2309	Leadership	3
Total			**39**

* Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's degrees or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.

All students completing this degree/certificate must also pass a Capstone exam for graduation. This will be administered as part of the POFT 2331 course.

** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.

Students must pass a keyboarding competency exam prior to graduation.

Marketable Skills Achievement Award: Medical Office Specialization			Credits
HITT	1301	Health Data Content & Structure	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
HITT	1313	Insurance Coding	3
Total			**12**

Computer Information Technology

Program Description:
Computer Information Technology (CIT) is one of the six identified industry Clusters in Texas and with an ongoing need for competent qualified professionals and technicians. At Coastal Bend College, the CIT area is differentiated into two degree plan paths: Computer Information Technology and Computer Information Technology - Web Design/Game Design. A Level I Certificate in Robotics is also available. The program is designed to train students for entry level positions in networking, hardware repair, security, and server management, web/game design, and help desk.

Computer Information Technology is an articulated high school credit program. Students who have successfully completed appropriate career and technical education courses in high school may be able to receive college credit for those courses

What will I learn?
Students will be able to apply critical thinking skills to a variety of situations and problems to work independently and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills students will meet challenges in their chosen degree plan. The field allows students to develop social and personal responsibility ideals within a career field with unlimited growth potential. Critical thinking and teamwork will be important as various troubleshooting scenarios are presented. Students will learn hardware repair, networking, server management, database management, various operating systems, security, web/game design and help desk functions.

The Game Design and Development A.A.S. Degree will prepare students for a broad range of careers in the gaming industry, which include independent game developer, computer programmer and game artist. Graduates of the degree may also elect to work in multimedia or graphic design capacities. Students who choose the game design option will use empirical skills and teamwork skills to develop 2D and 3D digital modeling in group projects and digital animation. They will use empirical and critical thinking skills in programming, using an industry standard gaming engine. Course electives allow students to gain experience with art concepts, digital sound editing and additional 3D modeling tools.

How long will it take?
The AAS degree with an emphasis in Computer Information Technology is a comprehensive educational stackable pathway consisting of 60 credit hours that includes: a one semester Marketable Skill Achievement Award: Computer Information Technology; building to a Level I Certificate: Computer Information Technology. The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course" may then be taken toward the AAS degree. The program has a Level IV Certificate(AAS): Computer Information Technology which is 18 Credits hours over the Level II Certificate and includes course work in the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?
In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
CIT graduates from CBC can work within a variety of careers within the CIT industry and within other industry sectors in Texas and Nationally. The U. S. Bureau of Labor Statistics projects CIT fields to continue to be in high demand through 2020. The following table lists jobs that may be available regionally and the midpoint salary. The Coastal Bend Local Workforce Development Labor Report, 2010 indicates CIT careers will continue to grow at a rate greater than average.

Job Midpoint Salaries:

- Help Desk Operator $16.18
- Software Specialist $19.08
- Author/Scriptwriter $18.25
- Desktop Publisher $13.25
- Hardware/ Computer Support $16.18
- Multi-Media Animator/ Programmer $27.25
- Computer Forensics $30.76
- Network and Computer System Admin $25.15
- Software Specialist $19.08
- Author/Scriptwriter $18.25
- Hardware/ Computer Support $16.18
- Multi-Media Animator/ Programmer $27.25
- Computer Forensics $30.76
- Network and Computer System Admin $25.15
- Computer Support Specialist $22.72

Computer Information Technology

Associate of Applied Science: Computer Information Technology

Associate in Applied of Science: Computer Information Technology			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities & Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	*Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Computer Information Technology Web Design/Game Design Requirements:			**Credits**
IMED	1316	Web Design I	3
ITNW	1325	Fundamentals of Networking Technology	3
ITNW	1353	Supporting Network Server Infrastructure	3
		Or	
ELEC		CIT/COSC Elective	3
COSC	1315	Fundamentals of Programming Robotics	3
		Or	
ELEC		CIT/COSC Elective	3
COSC	1309	Design Logic	3
GAME	1303	Introduction to Game Design & Development	3
ITCC	1310	CISCO Discovery I: Networking for Home & Small Business	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
ITSC	1321	Intermediate PC Operating Systems: LINUX	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1391	Special Topics in Computer and Info Sciences (Capstone)	3
ITSY	1300	Fundamentals of Information Security	3
ITSW	1307	Introduction to Database (Access)	3
Total			**60**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**All students completing this program must also pass the Capstone exam for graduation. It will be administered as part of the ITSC 1391 class.

Computer Information Technology

My Degree Plan: Computer Information Technology

My Degree Plan: AAS Computer Information Technology				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Computer Information Technology Requirements:				**Course Taken**	**Term Taken**
IMED	1316	Web Design I	3		
ITNW	1325	Fundamentals of Networking Technology	3		
ITNW	1353	Supporting Network Server Infrastructure	3		
		Or	3		
ELEC		CIT/COSC Elective	3		
COSC	1315	Fundamentals of Programming Robotics	3		
		Or			
ELEC		CIT/COSC Elective			
COSC	1309	Design Logic	3		
GAME	1303	Introduction to Game Design & Development			
ITCC	1310	CISCO Discovery I: Networking for Home & Small Business			
ITSC	1305	Introduction to PC Operating Systems: Windows	3		
ITSC	1321	Intermediate PC Operating Systems: LINUX	3		
ITSC	1325	Personal Computer Hardware	3		
ITSC	1391	Special Topics in Computer and Info Sciences (Capstone)	3		
ITSY	1300	Fundamentals of Information Security	3		
ITSW	1307	Introduction to Database (Access)	3		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Computer Information Technology

Certificate Options: Computer Information Technology

Certificate Level II: Computer Information Technology			Credits
EDUC	1300	My Cougar Course	3
POFT	2312	Business Correspondence and Communication	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
BCIS	1305	Business Computer Applications	3
POFT	1321	Business Math	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1321	Intermediate PC Operating Systems: LINUX	3
ITSW	1307	Introduction to Database (Access)	3
IMED	1316	Web Design I	3
ITCC	1310	CISCO Discovery I: Networking for Home and Small Business	3
		Or	
ITNW	1325	Fundamentals of Networking Technologies	3
COSC	1309	Logic Design	3
ITSY	1300	Fundamentals of Information Security	3
GAME	1303	Introduction to Game Design & Development	3
ELEC		CIT Elective	3
		Or	
COSC	1315	Fundamentals of Programming	3
ELEC		COSC ELECTIVE	3
ITNW	1353	Supporting Network Server Infrastructure	3
		Or	
ELEC		CIT/COSC Elective	3
		Or	
BMGT	1382	Cooperative Education- Business Administration and Management	3
Total			**48**

* Certificate courses taught by instructors with a Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Computer Information Technology

Certificate Options: Computer Information Technology

Certificate Level I: Computer Information Technology			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	*Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
POFT	2312	Business Correspondence and Communication	3
ITCC	1310	CISCO Discovery I: Networking for Home and Small Business	3
ITSW	1307	Introduction to Database (Access)	3
COSC	1309	Logic Design	3
		Or	
ELEC		CIT Elective	3
ELEC		CIT Elective	
ITSY	1300	Fundamentals of Network Security	3
IMED	1316	Web Design I	3
Total			**33**

* Certificate courses taught by instructors with a Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Marketable Skills Achievement Award: Computer Information Technology			Credits
BCIS	1305	*Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
Total			**12**

* Certificate courses taught by instructors with a Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Computer Information Technology: Web/Game Design

Associate of Applied Science: Computer Information Technology Web/Game Design Specialization

Associate in Applied of Science: Computer Information Technology Web Design/Game Design			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	*Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Computer Information Technology Web Design/Game Design Requirements:			**Credits**
ARTV	1351	Digital Video	3
ARTV	1341	3-D Animation I	3
IMED	1316	Web Design I	3
IMED	1345	Interactive Digital Media I	3
GRPH	1359	Vector Graphics for Production (Photoshop)	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
GAME	1359	Game and Simulation Programming II	3
ITSC	1391	Special Topics in Computer and Information Sciences (Capstone)	3
ITSW	1307	Introduction to Database (Access)	3
GAME	1303	Introduction to Game Design and Development	3
GAME	1343	Game and Simulation Programming I	3
IMED	2315	Web Design II	3
ITSC	1321	Intermediate Operating System (Linux)	3
Total			**60**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**All students completing this program must also pass the Capstone exam for graduation. It will be administered as part of the ITSC 1391 class.

Computer Information Technology: Web/Game Design

My Degree Plan: Computer Information Technology Web/Game Design Specialization

My Degree Plan: AAS Web Design/Game Design				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Web Design/Gaming Design Requirements:				**Course Taken**	**Term Taken**
ARTV	1351	Digital Video	3		
ARTV	1341	3-D Animation I	3		
IMED	1316	Web Design I	3		
IMED	1345	Interactive Digital Media I	3		
GRPH	1359	Vector Graphics for Production (Photoshop)	3		
ITSC	1305	Introduction to PC Operating Systems: Windows	3		
GAME	1359	Game and Simulation Programming II	3		
ITSC	1391	Special Topics in Computer and Information Sciences (Capstone)	3		
ITSW	1307	Introduction to Database (Access)	3		
GAME	1303	Introduction to Game Design and Development	3		
GAME	1343	Game and Simulation Programming I	3		
IMED	2315	Web Design II	3		
ITSC	1321	Intermediate Operating System (Linux)	3		
Total Program			**60**		
Date/Student Signature			Date/Advisor Signature		

Computer Information Technology: Web/Game Design

Certificate Options: Computer Information Technology Web/Game Design Specialization

Certificate Level II: Web Design/Game Design			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	*Business Computer Applications	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production	3
ARTV	1351	Digital Video	3
IMED	1345	Interactive Digital Media	3
IMED	2315	Web Design II	3
		Or	
GAME	2333	Game and Simulation Programming III	
GAME	1343	Game and Simulation Programming I	3
ITSC	1305	Intro to PC Operating Systems (Windows)	3
ITSY	1300	Fundamentals of Information Security	3
ARTV	1341	3D Animation I	3
ITSC	1391	Special Topics- in Computer and Information Sciences (Capstone)	3
POFT	1321	Business Math	3
ITSW	1307	Intro to Database (Access)	3
BMGT	1382	Cooperative Education	3
		Or	
ELEC		CIT/*COSC Elective	
IMED	1316	Web Design I	3
		Or	
GAME	1359	Game and Simulation Programming II	
Total			**48**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Computer Information Technology: Web/Game Design

Certificate Options: Computer Information Technology Web/Game Design Specialization

Certificate Level I: Web Design/Game Design			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	*Business Computer Applications	3
IMED	1316	Web Design I	3
ITSC	1391	Special Topics- in Computer and Information Sciences (Capstone)	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production (Photoshop)	3
ARTV	1351	Digital Video	3
IMED	1345	Interactive Digital Media	3
IMED	2315	Web Design II	3
		Or	
GAME	1343	Game and Simulation Programming I	
ITSC	1305	Intro to PC Operating Systems (Windows)	3
ITSY	1300	Fundamentals of Information Security	3
Total			**30**

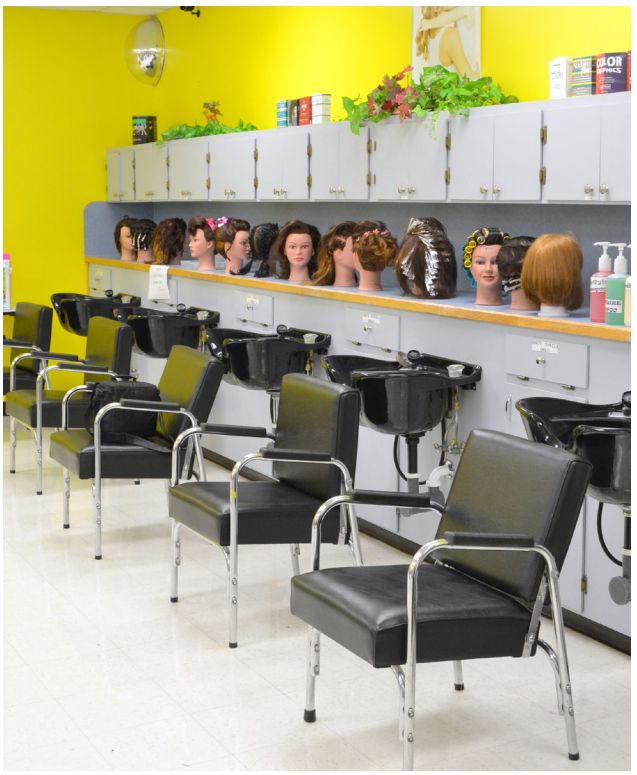
* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Marketable Skills Achievement Award: Web Design/Game Design			Credits
BCIS	1305	*Business Computer Applications	3
IMED	1316	Web Design I	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production (Photoshop)	3
Total			**12**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Cosmetology



Program Description:
Cosmetology AAS degree seeking students will receive cosmetology training, providing skills and knowledge for entry level employment as a Cosmetologist. Courses include: Orientation, Fundamentals, Artistry of Hair, Hair Color Theory and Chemistry, Chemical Reformation, Nail Technology, Skin/Facial Theory, Hair Design, Salon Development, and Preparation for Cosmetology Commission Examination.

What will I learn?
Students will receive an overview of the skills and knowledge necessary for the field of Cosmetology. Basic fundamentals of cosmetology include: safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out.

Students will be introduced to the basic theory and chemistry of hair color, including law of color, terminology, and chemical composition of hair color products. Students will be introduced to principles of nail technology, including anatomy and physiology, theory, and skills related to nail technology.

Students will be able to apply critical thinking skills to a variety of situations and problems while working independently and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills, students will meet challenges in the rapidly growing high tech sector of the profession. This exciting profession offers career pathways in all of the areas of Cosmetology and prepares students for entry into the lucrative field of Cosmetology. This diversity of job opportunities allows students to adapt their intrinsic social and personal responsibility ideals into a profession with unlimited advancement potential.

Students will develop skills to pass the State Board Exam. Students will develop knowledge of the Cosmetology Industry and be encouraged to critically think about the global impact of the Cosmetology Industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry, standard practices, and procedures. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, sanitation practice, and personal responsibility.

Student training will include:
- Professional Ethics
- Goal Setting
- Salon Operations
- Record-Keeping
- Identification of fundamental concepts related to skills required by the Texas Department of Licensing and Regulations (TDLR)
- Demonstration of required skills as per TDLR Standards

How long will it take?
Graduates from the program will receive a Level I Certificate of Achievement upon satisfactory completion of all courses and a mock exam (in the classroom practice exam) with a grade of 70 or higher. Capstone will be administered upon completion of 1500 clock hours as required by Texas Department of Licensing and Regulation. 40 credit hours will be obtained for the Level I Certificate and 61 hours for the A.A.S. Degree.

Upon successful completion of the entire program, with instructor recommendation, students will qualify to take the State Exam given by the Texas Department of Licensing and Regulation/PSI. Students are required to pass the written and practical examination in order to receive a state license to work. Coastal Bend College capstone is a TDLR written exam, and the practical exam must be passed with a 70 or above in order for the student to exit the program.

How much will it cost?
Personal protective equipment (estimate)— Cosmetology kit—419.00, Book bundle—308.70, Lab jacket—31.95, Cosmetology Shirt(part of uniform) —15.00 each. In addition to tuition and fees— Students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
The BLS anticipates a 20% growth rate in employment of cosmetologists, adding 127,000 jobs nationwide through 2018. The Bureau suggests prospective Texan cosmetologists seek employment in full-service salons and increase their knowledge of multiple beauty services to have the best opportunities to secure salaries.

\As per Bureau of Labor Statistics May 2012 Data, the Median Beauty Professional Salary varies with all of the jobs available in Texas, such as: Skin Care specialists ($31,720), Shampooers ($18,600), Misc. Personal Appearance Workers ($22,910), Manicurists & Pedicurists ($21,440), Makeup Artists (Performance/Theatrical) ($67,580), Hairdressers, Hairstylists, Cosmetologists ($26,790), and Barbers ($27,520).

Cosmetology

Associate of Applied Science: Cosmetology

Associate in Applied Science: Cosmetology			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1332	Contemporary Mathematics I	3
Natural Science			
BIOL	1322	Fundamentals of Nutrition	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
ECON	2301	Principles of Economics I	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Cosmetology Requirements			**Credits**
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1551	Artistry of Hair, Theory, and Practice	5
CSME	2204	Introduction to the Theory and Chemistry of Hair Color	2
CSME	1453	Chemical Reformation and Related Theory	4
CSME	1330	Orientation to Nail Technology	3
CSME	1447	Principles to Skin/Facial and Related Theory	4
CSME	2202	Introduction to Application of Hair Color	2
CSME	2441	Preparation of Texas Cosmetology Commission and Exam	4
CSME	2343	Salon Development	3
CSME	2439	Advanced Hair Design	4
Total			**60**

Cosmetology

My Degree Plan: Associate of Applied Science in Cosmetology

My Degree Plan: AAS Cosmetology				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1332	Contemporary Mathematics I			
Natural Science			3		
BIOL	1322	Fundamentals of Nutrition			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
ECON	2301	Principles of Economics I			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Cosmetology Requirements:				**Course Taken**	**Term Taken**
CSME	1401	Orientation to Cosmetology	4		
CSME	1405	Fundamentals of Cosmetology	4		
CSME	1551	Artistry of Hair, Theory, and Practice	5		
CSME	2204	Introduction to the Theory and Chemistry of Hair Color	2		
CSME	1453	Chemical Reformation and Related Theory	4		
CSME	1330	Orientation to Nail Technology	3		
CSME	1447	Principles to Skin/Facial and Related Theory	4		
CSME	2202	Introduction to Application of Hair Color	2		
CSME	2441	Preparation of Texas Cosmetology Commission and Exam	4		
CSME	2343	Salon Development	3		
CSME	2439	Advanced Hair Design	4		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Cosmetology

Certificate Options: Cosmetology

Advanced Technical Certificate: Instructor Curriculum			Credits
CSME	1435	Orientation to the Instruction of Cosmetology	4
CSME	1434	Cosmetology Instructor I	4
CSME	2414	Cosmetology Instructor II	4
CSME	2415	Cosmetology Instructor III	4
CSME	2444	Cosmetology Instructor IV	4
CSME	2445	Instructional Theory/Clinical	4
Total			**24**

Certificate Level I: Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1551	Artistry of Hair, Theory, and Practice	5
CSME	2204	Introduction to the Theory and Chemistry of Hair Color	2
CSME	1453	Chemical Reformation and Related Theory	4
CSME	1330	Orientation to Nail Technology	3
CSME	1447	Principles of Skin/Facial and Related Theory	4
CSME	2202	Introduction to Application of Hair Color	2
CSME	2441	Preparation of Texas Cosmetology Commission and Exam	4
CSME	2343	Salon Development	3
CSME	2439	Advanced Hair Design	4
Total			**39**

Certificate Level I: Nail Technician			Credits
CSME	1330	Orientation to Nail Technology	3
CSME	1431	Principles of Nail Technology I	4
CSME	1441	Principles of Nail Technology II	4
CSME	2430	Nail Enhancement	4
Total			**15**

Marketable Skills Achievement Award: *Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1431	**Principles of Nail Technology I	4
Total			**12**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

**Marketable Skills Achievement Award does not allow students to practice in the field of cosmetology or manicurist. Additional courses are required for licensing.

Dental Hygiene

Program Description:
The Coastal Bend College Dental Hygiene Program philosophy is to improve the oral health of all people and to empower them to maintain optimum oral health. The American Dental Association Accreditation Standards for Dental Hygiene Education are the foundation by which the program teaches students to effectively and ethically serve the public as oral health care professionals.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. An Associate of Applied Science degree is awarded upon satisfactory completion of the program and a passing score on the National Board Examination (Capstone).

Upon admission, a current immunization record including Hepatitis B vaccine, meningitis vaccine, and Tuberculin test is required. All dental hygiene courses (DHYG) must be taken in sequential order as listed in the dental hygiene curriculum. A minimum grade of 75 must be obtained in each course in order to progress and remain in the program. All dental hygiene courses (DHYG) must be taken in sequential order as listed in the dental hygiene curriculum. A minimum grade of 75 must be obtained in each course in order to progress and remain in the program.

What will I learn?
Students completing the Dental Hygiene Program will be academically and clinically proficient at entry-level to perform the traditional functions legally delegated to the Dental Hygienist in the state of Texas. The program emphasizes the development of critical thinking and communication skills. In addition, students will learn what it means to adhere to a professional code of ethics as well as the importance of teamwork and personal and social responsibility. Students completing the program will be able to apply the standards for clinical dental hygiene practice, which include assessment, dental hygiene diagnosis, planning, implementation, evaluation and documentation of dental hygiene procedures.

How Long will it take?
Upon completing all prerequisites and acceptance into the program (A new cohort enters each fall), students complete the prescribed courses in sequential order over a four semester period.

Completion of the entire program and program director's recommendation are needed to qualify for the licensing boards: the National Board Dental Hygiene Examination and a regional examining board such as the Central Regional Dental Testing Service or the Western Regional Examining Board.

How much will it cost?
An application fee of $50 is required to apply to the Dental Hygiene Program. Applications for admission are accepted throughout the year until the class has been filled; however, application by March 1 is strongly encouraged. The selected applicants are required to submit a non-refundable deposit of $200 within 10 working days of receiving the acceptance letter. This deposit must be used for registration fees for the semester the student is accepted or it will not be refunded. There is a health sciences fee of $250. In addition to college tuition and fees, which include drug testing and SADHA membership, dental hygiene students must purchase books, instruments, supplies, uniforms, and liability insurance.

Tuition and Fees
In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

Personal equipment- $300- $400 (estimate) (lab kits, uniforms, shoes)

What is the job market?
According to the Bureau of Labor Statistics, the median annual wage for dental hygienists was $70,210 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $46,540, and the top 10 percent earned more than $96,280. Some dental hygienists receive benefits, such as vacation, sick leave, and contributions to their retirement fund. However, benefits vary by employer and may be available only to full-time workers. More than half of dental hygienists worked part time in 2012.

Employment of dental hygienists is projected to grow 33 percent from 2012 to 2022, much faster than the average for all occupations. Ongoing research linking oral health and general health will continue to spur the demand for preventative dental services, which are often provided by dental hygienists. As their practices expand, dentists will hire more hygienists to perform routine dental care, allowing the dentist to see more patients. In addition, as the large baby-boom population ages and people keep more of their original teeth than previous generations did, the need to maintain and treat these teeth will continue to drive demand for dental care.

Federal health legislation is expected to expand the number of patients who have access to health insurance. People with new or expanded dental insurance coverage will be more likely to visit a dentist than in the past. As a result, the demand for all dental services, including those performed by hygienists, will increase.

Dental Hygiene

Associate of Applied Science: Dental Hygiene

Associate in Applied of Science: Dental Hygiene			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
CHEM	1406	Essentials of General and Biological Chemistry must have allied health emphasis and lab	4
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
PSYC	2301	General Psychology	3
Computer		**Competency Exam	
Institutional Requirement			3
EDUC	1300	My Cougar Course	
Total			**19**
** Students are required to pass a competency exam for BCIS 1305. If they do not pass the exam, students must enroll in BCIS 1305 in the next semester. There is a fee for testing.			
Dental Hygiene Prerequisites			**Credits**
BIOL	2401	Human Anatomy and Physiology I	4
BIOL	2402	Human Anatomy and Physiology II	4
BIOL	2420	Microbiology	4
Dental Hygiene Program Requirements			**Credits**
SOCI		Sociology Elective	3
DHYG	1301	Orofacial Anatomy, Histology, and Embryology	3
DHYG	1331	Preclinical Dental Hygiene	3
DHYG	1319	Dental Materials	3
DHYG	1227	Preventive Dental Hygiene Care	2
DHYG	1304	Dental Radiology	3
DHYG	1361	Clinical Dental Hygiene/Hygienist	3
DHYG	1215	Community Dentistry	2
DHYG	1235	Pharmacology for the Dental Hygienist	2
DHYG	2362	Clinical Dental Hygiene/Hygienist	3
DHYG	1211	Periodontology	2
DHYG	1239	General and Oral Pathology	2
DHYG	2201	Contemporary Dental Hygiene Care I	2
DHYG	2363	Clinical Dental Hygiene/Hygienist	3
DHYG	2153	Dental Hygiene Practice	1
DHYG	2231	Contemporary Dental Hygiene Care II	2
DHYG	1207	General and Dental Nutrition	2
Total			**72**

Dental Hygiene

My Degree Plan: Associate of Applied Science in Dental Hygiene

My Degree Plan: AAS Dental Hygiene				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413.			
Natural Science			4		
CHEM	1406	Essentials of General and Biological Chemistry must have allied health emphasis and lab			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319.			
Computer		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**19**		
Dental Hygiene Prerequisites				**Course Taken**	**Term Taken**
BIOL	2401	Human Anatomy and Physiology I	4		
BIOL	2402	Human Anatomy and Physiology II	4		
BIOL	2420	Microbiology	4		
Dental Hygiene Requirements				**Course Taken**	**Term Taken**
SOCI		Sociology Elective	3		
DHYG	1301	Orofacial Anatomy, Histology, and Embryology	3		
DHYG	1331	Preclinical Dental Hygiene	3		
DHYG	1319	Dental Materials	3		
DHYG	1227	Preventive Dental Hygiene Care	2		
DHYG	1304	Dental Radiology	3		
DHYG	1361	Clinical Dental Hygiene/Hygienist	3		
DHYG	1215	Community Dentistry	2		
DHYG	1235	Pharmacology for the Dental Hygienist	2		
DHYG	2362	Clinical Dental Hygiene/Hygienist	3		
DHYG	1211	Periodontology	2		
DHYG	1239	General and Oral Pathology	2		
DHYG	2201	Contemporary Dental Hygiene Care I	2		
DHYG	2363	Clinical Dental Hygiene/Hygienist	3		
DHYG	2153	Dental Hygiene Practice	1		
DHYG	2231	Contemporary Dental Hygiene Care II	2		
DHYG	1207	General and Dental Nutrition	2		
Total Program			**72**		

Date/Student Signature Date/Advisor Signature

Drafting & Design

Program Description:
The student seeking an AAS in Drafting and Design Technology will receive an industry driven foundation in general drafting principles and theory of design applications. The student will be provided with knowledge of various procedures for developing a design and the application of drafting principles for each specific drafting discipline common to the profession. Graduates of the program will be competent in architectural, mechanical, technical illustration, pipe, topographical, structural, CAD, strength of materials, instrumentation, GIS, and descriptive geometry drafting methods. The program prepares the student to enter into the field of Drafting & Design as a beginning level Drafter or CAD Technician. Additionally, this field of study also prepares the student for entry and intermediate levels in careers of pipe design and GIS as well as other graphic design related fields.

What will I learn?
Students will develop knowledge and skills in Drafting & Design to be able to perform technical drawings that meet the needs of the Drafting & Design industry. They will learn techniques and the basic drafting principles of the Drafting & Design fields which are aligned with American National Standards Institute (ANSI) industry standards. These technical drawings that students produce in the classroom will be based on critical thinking skills, practical skills practice and demonstration. The student will receive a good understanding and application of basic drafting principles for each of the different drafting disciplines within our curriculum that conform to the ANSI for the Drafting & Design profession.

The student will learn based upon a strategy of a sequential process through levels of certification towards the final goal of achieving the Associates of Applied Sciences Degree in Drafting & Design Technology. The skills needed to succeed in the field of Drafting & Design are the ability to visualize the design project in three dimensions and then to be able to make a two dimensional drawing using the latest CAD tools. To achieve that goal, the program requires the student to successfully complete the Basic CAD course offered and the Technical Drafting course to learn to about the basic principles and also to draw using the CAD software tools. Coastal Bend College meets the needs of employers in the Architecture, Engineering, Construction and Manufacturing (AECM) industry by providing a general studies program in Drafting & Design, allowing graduates to become employed in any of the various disciplines within the profession.

How long will it take?
The AAS degree in Drafting & Design Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of 65 credit hours. The AAS degree is based on a four semester rotation of courses consisting of 16-18 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores and the courses needed for transfer as well as required pre-requisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and pre-requisites because they are not allocated for the degree plan rotation of courses.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact course instructor for more information on lab fees.

What is the job market?
State of Texas Labor Market Report, 2012, Data indicates a state-wide growth market for Drafting & Design CADD Technicians of 2.0% from 2012-2022, with a median hourly wage of $23.04 for professional drafting technicians. Also, there is a projected continuation of an annual growth rate in this industry of 2.7% from 2015-2020. This figure does not make considerations for additional positions created by retirements, resignations, and terminations. The 2013 Bureau of Labor Statistics shows approximately 199,800 entry level Drafter positions in the United States with a median salary of $23.86 per hour and an annual average salary of $49,630 per year. The Department of Labor reports that in the Coastal Bend there is a 1.8% growth rate in the area of Drafters and CADD Technicians with a median hourly wage of $17.56 per hour.

Drafting & Design

Associate of Applied Science: Drafting & Design

Associate in Applied of Science: Drafting and Design			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Drafting and Design Requirements			**Credits**
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	2319	Intermediate Computer Aided Drafting	3
DFTG	2302	Machine Drafting	3
DFTG	2321	Topographical Drafting	3
DFTG	2312	Technical Illustration and Presentation	3
DFTG	2308	Instrumentation Drafting	3
DFTG	2317	Descriptive Geometry	3
DFTG	2323	Pipe Drafting	3
DFTG	1317	Architecture Drafting-Residential	3
DFTG	2306	Machine Design	3
ARCE	1352	Structure Detailing	3
ARCE	2344	Statics and Strength of Materials	3
GISC	1411	Introduction to Geographic Information Systems	4
Total			**65**

Drafting & Design

My Degree Plan: Associate of Applied Science in Drafting & Design

My Degree Plan: AAS Drafting & Design				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
***Drafting & Design Requirements**				**Course Taken**	**Term Taken**
DFTG	1305	Technical Drafting	3		
DFTG	1409	Basic Computer Aided Drafting	4		
DFTG	2319	Intermediate Computer Aided Drafting	3		
DFTG	2302	Machine Drafting	3		
DFTG	2321	Topographical Drafting	3		
DFTG	2312	Technical Illustration and Presentation	3		
DFTG	2308	Instrumentation Drafting	3		
DFTG	2317	Descriptive Geometry	3		
DFTG	2323	Pipe Drafting	3		
DFTG	1317	Architecture Drafting-Residential	3		
DFTG	2306	Machine Design	3		
ARCE	1352	Structure Detailing	3		
ARCE	2344	Statics and Strength of Materials	3		
GISC	1411	Introduction to Geographic Information Systems	4		
Total Program			**65**		

Date/Student Signature Date/Advisor Signature

Drafting & Design

Certificate Options: Drafting & Design

Certificate Level I: Drafting & Design			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	1305	Technical Drafting	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
DFTG	2319	Intermediate Computer Aided Drafting	3
DFTG	2302	Machine Drafting	3
DFTG	2321	Topographical Drafting	3
DFTG	2308	Instrumentation Drafting	3
DFTG	2317	Descriptive Geometry	3
DFTG	2323	Pipe Drafting	3
GISC	1411	Introduction to Geographic Information Systems	4
Total			**41**

Marketable Skills Achievement Award: *Drafting & Design			Credits
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	1305	Technical Drafting	4
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
Total			**13**

*Each school district determines how dual enrollment courses are applied to graduation requirements, Students must consult with their high school for a current list of approved dual enrollment courses.

Early Development & Education

Program Description:
Early Development and Education, AAS degree seeking students will receive a foundation in child development. Students will have the knowledge of theories and theorists in the social, emotional, cognitive and physical development of young children. Graduates from the program will have the skills necessary to work with young children in a child care center, preschool, Head Start or private school.

Students will have the opportunity to learn developmentally appropriate activities for young children, developmentally appropriate techniques to guide children, and to recognize developmentally appropriate environments. Anyone interested in working in this rewarding field is encouraged to enroll in this program.

What Will I Learn?
The program curriculum is designed to prepare students for working with young children. Students will develop knowledge of the early childhood field through activities that engage the student to critically think about the field of early childhood education and care for young children from birth through age 12. Students will develop activities to use with young children. These developmentally appropriate activities include: literacy, math, science, music, and writing activities for infants and toddlers. The students will discuss the social and personal responsibility by conducting a mock parent-teacher conference, constructing a newsletter, and participating in teamwork while presenting a topic assigned in the course. Students use qualitative thinking in the development of a starting budget for a child care center and practice their communication skills to conduct a mock teacher interview.

The program is designed for students to complete an AAS degree, a Certificate Level I, and an Achievement Award, through a designed curriculum providing performance-based training in the skills needed to be a competent teacher or administrator in child care centers, preschool programs, family day homes, Head Start programs, or other early childhood programs.

The students are required within their course work to work directly with young children in the Coastal Bend College Child Development Center on the Beeville campus or identify community early childhood programs in Alice, Kingsville, Pleasanton and other community child care centers in the Costal Bend College service area. Prior to field site placement, students are required to have a criminal history check, fingerprinting, record of a negative TB test (where needed), and a food handler's card (where needed). Consult an advisor at 361-354-2306 on these requirements.

Students interested or working with Head Start Centers are required to obtain a Child Development Associate Credentials (CDA) and must take CDEC 1417 and CDEC 2322. These 2 courses will give students the training and skills necessary to complete a professional portfolio and apply for CDA Credentials. Information on CDA credentials can be obtained at the Council for Professional Recognition at http://www.cdacouncil.org/ of contacting the CBC faculty.

Student Training Will Include:
- DAP – Developmentally appropriate practices
- DIP – Developmentally inappropriate practices
- CDA Credential- Child Development Associate Credential (optional)
- The Early Childhood Curriculum, which the State of Texas has approved
- Contacts and information to registered day care facility, how to open a licensed childcare facility and how to obtain a child care center director certification

How long will it take?
The AAS degree is based on four-semester or two years with an emphasis in early development and education is a comprehensive educational stackable pathway consisting of a minimum of 60 hours that include: Marketable Skills Achievement: Level 1 Certificate: Child Care Provider Aide; the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course".

How much will it cost?
In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

Additional costs for the program are all available at CBC throughout the year (Contact Continuing Ed for information and times):
- First Aid Certificate, CPR Certificate, Food handlers Permit, Fingerprinting, Background Check, TB Test must be completed the first week of starting the program (Anyone not meeting state requirements will not be able to complete the program)

What is the job market?
The State of Texas classifies this area for employment as Educational Aid I, Education Aid II, and Educational Aid III. Information on these jobs are available at http://www.tea.state.tx.us/index2.aspx?id=5353. Students find opportunities with Day cares or Childcare Centers, Head Start Centers, National Childcare Centers, Local Churches, Private Schools, Pre-Kindergarten Programs, Earlier Childhood Programs, Infant and Toddler Programs, Life Specialist at Local Hospitals and self-employment.

Early Development & Education

Associate of Applied Science: Early Development & Education

Associate in Applied of Science: *Early Development and Education			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1322	Contemporary Mathematics I	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Arts/Humanities Core Course	3
Social and Behavior Science			
Choice		Social and Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
***Early Development and Education Requirements**			**Credits**
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	2307	Math and Science for Early Childhood	3
CDEC	2326	Administration of Program for Children I	3
CDEC	2364	Practicum	3
		Or	
CDEC	1417	**Child Development Associate Training I	4
		And	
CDEC	2322	**Child Development Associate Training II	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	1359	Children with Special Needs	3
TECA	1311	Educating Young Children	3
TECA	1318	Wellness of Young Child	3
TECA	1303	Family, School and Community	3
TECA	1354	Child Growth & Development	3
****Total**			**60**

* Students may be required to have a TB Test, be certified in First Aid and CPR, and/or have a Food Handler Certification. See program faculty for further information. Certifications can be obtained through Continuing Education at Coastal Bend College.

** Required option if student applies for CDA credentials. See program faculty for further information. Total with Certification: 68 credit hours.

Early Development & Education

My Degree Plan: Associate of Applied Science in Early Development & Education

My Degree Plan: Early Development and Education				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1332	Contemporary Mathematics I			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Early Development and Education Requirements:				**Course Taken**	**Term Taken**
CDEC	1319	Child Guidance	3		
CDEC	1313	Curriculum Resources for Early Childhood Programs	3		
CDEC	1356	Emergent Literacy for Early Childhood	3		
CDEC	1358	Creative Arts for Early Childhood	3		
CDEC	2307	Math and Science for Early Childhood	3		
CDEC	2326	Administration of Program for Children I	3		
CDEC	2364	Practicum	3		
		Or			
CDEC	1417	**Child Development Associate Training I	4		
		And			
CDEC	2322	**Child Development Associate Training II	3		
CDEC	2328	Administration of Programs for Children II	3		
CDEC	1359	Children with Special Needs	3		
TECA	1311	Educating Young Children	3		
TECA	1318	Wellness of Young Child	3		
TECA	1303	Family, School and Community	3		
TECA	1354	Child Growth & Development	3		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Early Development & Education

Certificate Options: Early Development & Education

Certificate Level II: *Child Care/Manager			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1321	Infant and Toddler	3
TECA	1311	Educating Young Children	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1359	Children with Special Needs	3
TECA	1318	Wellness of Young Child	3
CDEC	2326	Administration of Program for Children I	3
CDEC	1417	**Child Development Associate Training I	4
CDEC	2322	**Child Development Associate Training II	3
TECA	1303	Family, School and Community	3
TECA	1354	Child Growth & Development	3
CDEC	2328	Administration of Programs for Children II	3
Total			**49**
* Students may be required to have a TB Test, be certified in First Aid and CPR, and/or have a Food Handler Certification. See program faculty for further information. Certifications can be obtained through Continuing Education at Coastal Bend College.			
** Required option if student applies for CDA credentials. See program faculty for further information.			

Certificate Level I: Child Care Provider			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1321	Infant and Toddler	3
TECA	1311	Educating Young Children	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1359	Children with Special Needs	3
TECA	1318	Wellness of Young Child	3
Total			**30**

Marketable Skills Achievement Award: Early Development & Education			Credits
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1356	Emergent Literacy for Early Childhood	3
TECA	1311	Educating Young Children	3
Total			**12**

Forensics

Program Description:
The student seeking an AAS in Forensics will receive an industry driven foundation in contemporary Forensic theory and practices. The student will be provided with knowledge of various techniques used to process crime scenes for Forensic evidence, that are common to the profession. Graduates of the program will be competent in how to secure a crime scene, identification of evidence, proper documentation of a crime scene, evidence collection and packaging, types of evidence to look for in different types of crime, the tests available to analyze evidence and Forensic laboratories. The program prepares the student to enter into the field of Forensics as a crime scene tech at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in private laboratories as a lab assistant.

What Will I Learn?
Students will develop a knowledge of the Forensic Science profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and practices of various classifications and styles of evidence collection. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Forensic Science that meets or exceeds the basic requirements for crime scene tech.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Forensic Science. The skills needed to succeed in Forensics include the ability to properly identify and collect evidence. To achieve that goal, the program requires the student to successfully complete Criminalistics I and II courses offered within the course curriculum. Another learning area of industry priority is to identify the various forms of death and the appropriate actions for each.

How long will it take?
The AAS degree in Forensic Science at Coastal Bend College is a comprehensive educational stackable pathway consisting of 66 credit hours. The AAS degree is based on a four semester rotation of courses consisting of 15 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores and the courses needed for transfer, required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact course instructor for more information on lab fees.

What is the job market?
State of Texas Labor Market Report, 2012, Data indicates a state-wide growth market for Forensic Science Technicians of 31% by the year 2020, with a median hour wage of $20.50. This figure does not take into account additional positions created by retirements, resignations, and terminations. The 2013 Bureau of Labor Statistics shows approximately 5,800 entry level Forensic Science Technicians positions in the United States with a median salary of $25.41 per hour and an annual average salary of $52,900.

Forensics

Associate of Applied Science: Forensics

Associate in Applied of Science: Forensic Science			
Communications			**Credits**
ENGL	1301/2	Composition I & Composition II	6
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
BIOL	1308	General Biology	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
PSYC	2301	General Psychology	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**24**
Forensic Science Requirements:			**Credits**
SPAN	1400	Elementary Spanish	4
CHEM	1411	General Chemistry I	4
CRIJ	1301	Introduction to Criminal Justice	3
CJSA	1308	Criminalistics I	3
CJLE	1325	Criminal Justice Survey	3
		Or	
CJSA	2364	Practicum-Criminal Justice	
CRIJ	1310	Fundamentals of Criminal Law	3
		Or	
CJSA	1327	Fundamentals of Criminal Law	
CRIJ	1306	Court Systems and Practices	3
		Or	
CJSA	1313	Court Systems and Practices	
CRIJ	2314	Criminal Investigation	3
CRIJ	2328	Police Systems and Practices	3
CJSA	2323	Criminalistics II	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1400	Death Investigations	4
Total			**63**

Forensics

My Degree Plan: Associate of Applied Science in Forensics

My Degree Plan: AAS Forensic Science				Course Taken	Term Taken
Communications			6		
ENGL	1301	Composition I			
ENGL	1302	Composition II			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			3		
BIOL	1308	General Biology			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC	2301	General Psychology			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**24**		
Forensic Science Requirements				**Course Taken**	**Term Taken**
SPAN	1400	Elementary Spanish	4		
CHEM	1411	General Chemistry I	4		
CRIJ	1301	Introduction to Criminal Justice	3		
CJSA	1308	Criminalistics I	3		
CJLE	1325	Criminal Justice Survey	3		
		Or			
CJSA	2364	Practicum-Criminal Justice			
CRIJ	1310	Fundamentals of Criminal Law	3		
		Or			
CJSA	1327	Fundamentals of Criminal Law			
CRIJ	1306	Court Systems and Practices	3		
		Or			
CJSA	1313	Court Systems and Practices			
CRIJ	2314	Criminal Investigation	3		
CRIJ	2328	Police Systems and Practices	3		
CJSA	2323	Criminalistics II	3		
CRIJ	2323	Legal Aspects of Law Enforcement	3		
CJSA	1400	Death Investigations	4		
Total Program			**63**		

Date/Student Signature Date/Advisor Signature

Forensics

Certificate Options: Forensics

Certificate Level II: Crime Scene Investigation			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CJSA	1308	Criminalistics I	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	2328	Police Systems and Practices	3
CJSA	2323	Criminalistics II	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1400	Death Investigation I	4
CRIJ	2314	Criminal Investigation	3
CJLE	2445	Vice and Narcotics	4
PHTC	1311	Fundamentals of Photography	3
Total			**41**

*Certificate Level I: Forensic Science			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CJSA	1308	Criminalistics I	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CRIJ	2328	Police Systems and Practices	3
Total			**21**

* Certificate Level I Courses taught by instructors with Masters Degrees, Masters Degree in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 year college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Masters or with less than 18 hours completed course work at the Graduate Level in Criminal Justice with transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.

Forensics

Certificate Options: Forensics

Marketable Skills Achievement Award: Forensics			Credits
CRIJ	1301	*Introduction to Criminal Justice	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1308	Criminalistics I	3
CRIJ	2328	Police Systems and Practices	3
Total			**12**

* Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

***Due to the graphic nature of the materials associated with these courses, parental permission is required.

Law Enforcement

Program Description:
The student seeking an AAS in Law Enforcement will receive an industry driven foundation in contemporary law enforcement theory and practices. Knowledge of various styles of accepted policing and enforcement strategies and techniques common to the profession will be provided to the student. Graduates of the program will be competent in firearms, patrol techniques, crash investigation, crime scene investigation, defensive tactics, report writing, legal aspects, crisis intervention, family violence, criminal investigation and vehicle operation. The program prepares the student to enter into the field of law enforcement as an officer, deputy, state trooper, or agent at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in private security.

What will I learn?
Students will develop a knowledge of the law enforcement profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and practices of various classifications and styles of policing. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Law Enforcement Program that emulates the Texas Peace Officer Basic Training Course as promulgated by the Texas Commission on Law Enforcement (TCOLE) and train in those areas of study required by TCOLE.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Law Enforcement. The skills needed to succeed in law enforcement include the ability to safely and accurately handle and operate different firearm systems. To achieve that goal, the program requires the student to successfully complete the firearms training course offered within the course curriculum. Another learning area of industry priority is the ability to safely operate a patrol vehicle while on patrol. To meet this law enforcement need, CBC includes emergency and non-emergency vehicle training within its curriculum.

How long will it take?
The AAS degree in Law Enforcement at Coastal Bend College is a comprehensive educational stackable pathway, consisting of a minimum of 64 credit hours. The AAS degree is based on a four semester rotation of courses, consisting of 16 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores and the courses needed for transfer as well as required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses. .

Tuition and Fees
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact course instructor for more information on lab fees.

If a student's degree goal or career plans change, the student must initiate the development of a revised degree plan. Students may take courses not listed in the degree plan with the understanding that some may not be acceptable for the CBC degree or acceptable for transfer by a Texas four-year College or university.

What is the job market?
The AAS Law Enforcement degree is a selection of courses that complete over four semesters and prepares the student to enter directly in to the field of law enforcement. The student should request the assistance of the CBC assigned dedicated faculty member and/or CBC College Advisor for help in determining the course selections. CBC College advisors will assist the student in developing a degree plan consistent with workforce requirements. The transferability of the AAS in Law Enforcement is limited, as this is a degree specially designed for the student who desires entry into the law enforcement workforce directly after graduation.

Law Enforcement

Associate of Applied Science: Law Enforcement

Associate in Applied of Science: Law Enforcement			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
Choice		Natural Science Core Course	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
PSYC	2301	General Psychology	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Law Enforcement Requirements			**Credits**
CRIJ	1301	Introduction to Criminal Justice	3
		Or	
CJSA	1322	Introduction to Criminal Justice	
CRIJ	1313	Juvenile Justice	3
		Or	
CJSA	1317	Juvenile Justice	
CRIJ	1310	Fundamentals of Criminal Law	3
		Or	
CJSA	1327	Fundamentals of Criminal Law	
CRIJ	1306	Court Systems and Practices	3
		Or	
CJSA	1313	Court Systems and Practices	
CRIJ	2314	Criminal Investigation	3
CRIJ	2328	Police Systems and Practices	3
CJSA	1308	Criminalistics I	3
CJLE	2445	Vice and Narcotics	4
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJLE	1325	Criminal Justice Survey	3
CJLE	2420	Texas Police Officer Procedures	4
CJLE	2247	Tactical Skills for Policing	2
CJLE	2237	Advanced Firearms	2
CJLE	1333	Traffic Law and Investigation	3
Total			**63**

Law Enforcement

My Degree Plan: Associate of Applied Science in Law Enforcement

My Degree Plan: AAS Law Enforcement				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413.			
Natural Science			3		
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC	2301	General Psychology			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Law Enforcement Requirements				**Course Taken**	**Term Taken**
CRIJ	1301	Introduction to Criminal Justice	3		
		Or			
CJSA	1322	Introduction to Criminal Justice			
CRIJ	1313	Juvenile Justice	3		
		Or			
CJSA	1317	Juvenile Justice			
CRIJ	1310	Fundamentals of Criminal Law	3		
		Or			
CJSA	1327	Fundamentals of Criminal Law			
CRIJ	1306	Court Systems and Practices	3		
		Or			
CJSA	1313	Court Systems and Practices			
CRIJ	2314	Criminal Investigation	3		
CRIJ	2328	Police Systems and Practices	3		
CJSA	1308	Criminalistics I	3		
CJLE	2445	Vice and Narcotics	4		
CRIJ	2323	Legal Aspects of Law Enforcement	3		
CJLE	1325	Criminal Justice Survey	3		
CJLE	2420	Texas Police Officer Procedures	4		
CJLE	2247	Tactical Skills for Policing	2		
CJLE	2237	Advanced Firearms	2		
CJLE	1333	Traffic Law and Investigation	3		
Total Program			**63**		

Date/Student Signature Date/Advisor Signature

Law Enforcement

Certificate Options: Law Enforcement

		*Certificate Level I: Law Enforcement	Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CRIJ	2328	Police Systems and Practices	3
Total			**21**

* Certificate Level I Courses taught by instructors with Master's Degrees, Master's Degree in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.

Law Enforcement

Certificate Options: Law Enforcement

**Marketable Skills Achievement Award: Law Enforcement			Credits
CRIJ	1301	*Introduction to Criminal Justice	3
CRIJ	1306	*Courts and Criminal Practices	3
CRIJ	2323	*Legal Aspects of Law Enforcement	3
CRIJ	2328	*Police Systems and Practices	3
Total			**12**

* Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 yr. college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

***Due to the graphic nature of the materials associated with these courses, parental permission is required.

Medical Records Coding

Program Description:
Medical Records Coding, AAS degree seeking students build upon a core of liberal arts courses to receive foundational knowledge concerning: human anatomy & physiology, pathophysiology, pharmacology, and medical terminology. The student also receives knowledge concerning the health care delivery system in the United States, health care information and its management in the electronic health records [to include its privacy, confidentiality, and security], the reimbursement methodologies used and their related coding systems, especially those used for diagnostic and procedural coding related to billing, research, and quality assurance.

What will I learn?
The Medical Records Coding Specialist program trains students to be proficient in performing such medical records functions as records analysis, information storage and retrieval, coding and indexing of diseases and operations, and release of medical information. Students will learn critical skills needed to work in the medical records department of a hospital, in ambulatory care facilities, mental health facilities, and long-term care facilities. Program content is based on AHIMA (American Health Information Management Association) standards. Upon completion, students are eligible to sit for certification exams in coding including the CCS, CCS-P and CCA.

Student training will include:

- HITT - Coding Systems, HIPA laws, medical terminology pharmacology, processes and procedures, reimbursement methodologies and the history of health care reimbursement procedures in American Communications & Correspondence, Administrative Office Procedures
- MDCA - Pathophysiology and disease process
- CCA - Certified Coding Associate, a nationally-recognized certification awarded by the American Health information Management Association
- CCS - Certified Coding Specialist, a nationally-recognized certification awarded by the American Health information Management Association
- CCS-P - Certified Coding Specialist, Physician Based, a nationally-recognized certification awarded by the American Health information Management Association

How long will it take?
The AAS degree in Medical Records Coding emphasis is a comprehensive educational stackable pathway consisting of a minimum of 60 credit hours that include: a one semester Marketable Skills Achievement Award in: Medical Records Coding (at which level there is no certification), building to Level I and Level II Certificates in Medical Records Coding. The program includes the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement “My Cougar Course,” leading to the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?
In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
The Coastal Bend Local Workforce Development Area Labor Market Report (Workforce Solutions of the Coastal Bend), 2012, Data indicate medical records and health technicians is an in demand occupation in Texas with a growth of approximately 27.90% by the year 2020. Projected state openings 2012-2022 are 4,540 with average wage of $17.31 per hour.

According to the U.S. Bureau of Labor Statistics (BLS), job prospects should be “very good” for medical billing and coding specialists, which are included under the broader category of medical records and health information technicians. BLS projections indicate that employment of professionals in this field will increase 20% between 2008 and 2018, which is much faster than the average for all occupations. The BLS attributes this growth to an increase in the use of electronic medical records, the health problems associated with an expanding elderly population and the rising number of medical treatments, tests and procedures being performed today. As noted in the BLS Occupational Outlook Handbook, “technicians with a solid understanding of relevant computer software and technology will be in demand — so the medical billing and coding job outlook should be good for those with relevant training and certification.

*http://www.ultimatemedical.edu/education/medical-billing-and-coding-job-outlook

Medical Records Coding

Associate of Applied Science: Medical Records Coding

Associate in Applied of Science: Medical Records Coding			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
BIOL	2304	Anatomy and Physiology I	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
PSYC	2301	General Psychology	3
Computer			
BCIS	1305	*Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Medical Records Coding Requirements:			**Credits**
HITT	1305	Medical Terminology I	3
POFM	1300	Medical Coding Basics	3
POFM	1317	Medical Administrative Support	3
HITT	1301	Health Data Content and Structure	3
HITT	1341	Coding and Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3
HITT	2435	Coding and Reimbursement Methodologies	4
MDCA	1302	Human Disease/Pathophysiology	3
HITT	1303	Medical Terminology II	3
HITT	1166	Practicum- Health Information/Medical Records	1
HITT	1167	Practicum- Health Information/Medical Records	1
HITT	2166	Practicum- Health Information/Medical Records	1
HITT	1349	Pharmacology	3
HITT	1345	Health Care Delivery Systems	3
HITT	2245	Coding Certification Exam Review	2
Total			**60**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**All students completing this program must also pass the Capstone exam for graduation. It will be administered as part of the HITT 2245 class.

Medical Records Coding

My Degree Plan: Associate of Applied Science in Medical Records Coding

My Degree Plan: AAS Medical Records Coding				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			3		
BIOL	2304	Anatomy and Physiology			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC	2301	General Psychology			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Medical Records Coding Requirements:				**Course Taken**	**Term Taken**
HITT	1305	Medical Terminology I	3		
POFM	1300	Medical Coding Basics	3		
POFM	1317	Medical Administrative Support	3		
HITT	1301	Health Data Content and Structure	3		
HITT	1341	Coding and Classification Systems	3		
HITT	1353	Legal and Ethical Aspects of Health Information	3		
HITT	2435	Coding and Reimbursement Methodologies	4		
MDCA	1302	Human Disease/Pathophysiology	3		
HITT	1303	Medical Terminology II	3		
HITT	1166	Practicum- Health Information/Medical Records	1		
HITT	1167	Practicum- Health Information/Medical Records	1		
HITT	2166	Practicum- Health Information/Medical Records	1		
HITT	1349	Pharmacology	3		
HITT	1345	Health Care Delivery Systems	3		
HITT	2245	Coding Certification Exam Review	2		
Total Program			**60**		

Date/Student Signature Date/Advisor Signature

Medical Records Coding

Certificate Options: Medical Records Coding

Certificate Level II: Medical Records Coding			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	*Business Computer Applications	3
HITT	1305	Medical Terminology I	3
POFM	1300	Medical Coding Basics	3
POFM	1317	Medical Administrative Support	3
BIOL	2304	Anatomy & Physiology I	3
HITT	1301	Health Data Content and Structure	3
HITT	1341	Coding and Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3
MDCA	1302	Human Disease/Pathophysiology	3
HITT	1303	Medical Terminology II	3
HITT	1349	Pharmacology	3
HITT	2245	Coding Certification Exam Review	2
HITT	1166	Practicum- Health Information/Medical Records	1
HITT	1167	Practicum- Health Information/Medical Records	1
Total			**40**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**All students completing this program must also pass the Capstone exam for graduation. It will be administered as part of the HITT 2245 class.

Medical Records Coding

Certificate Options: Medical Records Coding

Certificate Level I: Medical Records Coding			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	*Business Computer Applications	3
HITT	1305	Medical Terminology I	3
POFM	1300	Basic Medical Coding	3
POFM	1317	Medical Administrative Support	3
HITT	1303	Medical Terminology II	3
HITT	1301	Health Data Content and Structure	3
HITT	1341	Coding and Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3
HITT	1312	History of Health Information Technology in the US	3
MDCA	1302	Human Disease/Pathophysiology	3
Total			**33**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Marketable Skills Achievement Award: Medical Records Coding			Credits
HITT	1305	Medical Terminology I	3
POFM	1300	Basic Medical Coding	3
HITT	1301	Health Data Content and Structure	3
BCIS	1305	*Business Computer Applications	3
Total			**12**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Nursing

Program Description:
Nursing is a dynamic and constantly changing profession. The ability to encompass care of individuals, families, communities and populations requires a strong commitment to study in the field of nursing. It is our commitment to prepare graduates to provide safe, competent and compassionate care.

The students seeking a Professional Nursing licensure (RN) with an AAS degree will master the theory, laboratory and clinical components needed to be successful in the workforce. There are two tracks in Professional Nursing; Generic RN and LVN-RN.

With the Generic RN Program, students will have the opportunity to begin their nursing education after completing the pre-requisite courses. With the LVN-RN program, licensed vocational nurses have the opportunity to further their nursing education toward the RN degree. Successful graduates from the RN program will also receive the affidavit for NCLEX examination for RN licensure in the state of Texas.

What will I learn?
Students will develop knowledge of the Health Care industry through the various areas of study including: Foundations, Nursing Skills, Assessment Skills, Pharmacology, Medical Surgical Concepts, Childbearing Concepts, Care of Children and Families, and Mental Health. Student activities include: off-site hands-on practice as well as lab exercises engaging the student to critically think about the global impact of the Health Care industry on the community. Students will engage in projects to develop their communication, quantitative thinking, and teamwork experience by applying the four conceptual components approved by the Broad of Nursing.

The students' experience will include: working as a member of the profession, providing patient-centered care, being a patient safety advocate and working as member of the health care team. Students will review and discuss social responsibility of the Health Care Industry as it pertains to the families, self-care, and the legal/ethical issues of providing patient driven care. The Student will practice personal responsibility by developing skills of competent nursing practices as well as develop insight through reflection, self-analysis, and scenario role playing that is evaluated through a process of peer evaluation and industry standards. The student practiced lab experiences are enhanced with the clinical environment under the supervision of a practicing professional nurse. Students are required to apply and demonstrate skills learned through the program, building their self-confidence and reinsuring the students' ability to pass the State of Texas Broad of Nursing exam and practical.

How long will it take?
The Professional Nursing AAS degree includes the required core curriculum of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers and the institutional requirement "My Cougar Course". Pre-requisite hours for the Generic RN Program total 39 hours. Pre-requisite hours for the LVN-RN Program total 35.

Once accepted into the program, the Generic RN Program runs four semesters and starts every fall and totals 39 hours. The LVN-RN program runs two semesters and starts every fall and totals 21 hours. Licensed Vocational Nurses accepted into the LVN-RN program also receive 18 credit hours for RNSG 1201, RNSG 1300, HPRS 1160, HPRS 1304, RNSG 1244, RNSG 1341, RNSG 1161 and RNSG 1162 for a grand total of 72 hours for the program.

How much will it cost?
- Program application fee, immunizations, physical examination
- Costs include tuition and fees. Additional costs include the program application fee, immunizations, physical, finger printing, personal laboratory bag, online curriculum study resource, graduation cap/pin/lamp, and the Board of Nursing Application fee. The tuition and fees are listed in the course syllabi.

What is the job market?
Registered nurses are employed in an array of job market avenues. Registered nursing supports hospitals, private physicians, outpatient clinics, home health care, and specialty clinics in communities everywhere. The Bureau of Labor Statistics reports that in Texas there are 187,290 Registered Nurses employed and that the mean hourly wage is $31.90 with an annual mean wage of $66,350 for the novice newly graduated nurse.

Nursing

Associate of Applied Science: Nursing

Associate in Applied of Science: Professional Nursing			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
BIOL	2401	Human Anatomy and Physiology I	4
Humanities and Fine Arts			
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.	3
Social and Behavior Science			
PSYC	2301	General Psychology	3
Computer			
		**Competency Exam	
Institutional Requirement			3
EDUC	1300	My Cougar Course	
Total			**19**
** Students are required to pass a competency exam for BCIS1305. If they do not pass the exam, students must enroll in BCIS1305 in the next semester. There is a fee for testing.			
Nursing Generic Pre-Requisites:			**Credits**
HPRS	1304	Basic Health Professional Skill	3
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1
PSYC	2314	Human Growth and Development	3
BIOL	2402	Human Anatomy and Physiology II	4
BIOL	2420	Microbiology	4
CHEM	1406	Essentials of General and Biological Chemistry	4
Total			**19**
Professional Nursing Requirements: Generic Track			**Credits**
RNSG	2206	Nursing Informatics	2
RNSG	1309	Introduction to Nursing	3
RNSG	1244	Nursing Skills II	2
RNSG	1300	Health Assessment across the Lifespan	3
RNSG	1341	Common Concepts of Adult Health	3
RNSG	1161	Clinical Nursing- Registered Nurse Training	1
RNSG	1201	Pharmacology	2
RNSG	2213	Mental Health Nursing	2
RNSG	1343	Complex Concepts of Adult Health	3
RNSG	1163	Clinical Nursing- Registered Nurse Training	1
RNSG	2201	Care of Children and Families	2
RNSG	2160	Clinical Nursing- Registered Nurse Training	1
RNSG	1207	Nursing Jurisprudence	2
RNSG	2331	Advanced Concepts of Adult Health	3
RNSG	2161	Clinical Nursing- Registered Nurse Training	1
RNSG	1251	Care of Childbearing Family	2
RNSG	2162	Clinical Nursing- Registered Nurse Training	1
Total			**72**

Nursing

My Degree Plan: Associate of Applied Science in Nursing

My Degree Plan: AAS Nursing (Generic)				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			4		
BIOL	2401	Anatomy and Physiology I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC	2301	General Psychology			
Computer					
		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**19**		
Nursing (Generic) Requirements:				**Course Taken**	**Term Taken**
HPRS	1304	Basic Health Professional Skill	3		
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1		
PSYC	2314	Human Growth and Development	3		
BIOL	2402	Human Anatomy and Physiology II	4		
BIOL	2420	Microbiology	4		
CHEM	1406	Essentials of General and Biological Chemistry	4		
RNSG	2206	Nursing Informatics	2		
RNSG	1309	Introduction to Nursing	3		
RNSG	1244	Nursing Skills II	2		
RNSG	1300	Health Assessment across the Lifespan	3		
RNSG	1341	Common Concepts of Adult Health	3		
RNSG	1161	Clinical Nursing- Registered Nurse Training	1		
RNSG	1201	Pharmacology	2		
RNSG	2213	Mental Health Nursing	2		
RNSG	1343	Complex Concepts of Adult Health	3		
RNSG	1163	Clinical Nursing- Registered Nurse Training	1		
RNSG	2201	Care of Children and Families	2		
RNSG	2160	Clinical Nursing- Registered Nurse Training	1		
RNSG	1207	Nursing Jurisprudence	2		
RNSG	2331	Advance Concepts of Adult Health	3		
RNSG	2161	Clinical Nursing- Registered Nurse Training	1		
RNSG	1251	Care of Childbearing Family	2		
RNSG	2162	Clinical Nursing- Registered Nurse Training	1		
Total Program			**72**		

Date/Student Signature Date/Advisor Signature

Nursing

LVN-RN Bridge

Nursing Generic LVN-RN Bridge Prerequisites:			Credits
PSYC	2314	Human Growth and Development	3
BIOL	2402	Human Anatomy and Physiology II	4
BIOL	2420	Microbiology	4
CHEM	1406	Essentials of General and Biological Chemistry	4
Total			**15**
Professional Nursing Requirements: *LVN-RN Bridge			**Credits**
RNSG	1343	Complex Concepts of Adult Health	3
RNSG	1163	Clinical Nursing- Registered Nurse Training	1
RNSG	2201	Care of Children and Families	2
RNSG	2160	Clinical Nursing- Registered Nurse Training	1
RNSG	2206	Nursing Informatics	2
RNSG	1327	Transition for Vocational to Professional	3
RNSG	1207	Nursing Jurisprudence	2
RNSG	2331	Advance Concepts of Adult Health	3
RNSG	2161	Clinical Nursing- Registered Nurse Training	1
RNSG	1251	Care of Childbearing Family	2
RNSG	2162	Clinical Nursing- Registered Nurse Training	1
Total			**72**

*Students requesting bridge program entry must request review of the program and institution for accreditations before acceptance into program.

Students will receive 17 (nursing credits hours for current TX State LVN License upon completion of the LVN-RN Bridge curriculum. Their CBC transcript will list credit for RNSG 1201, RNSG 1300, RNSG 1244, RNSG 1341, RNSG 1161, RNSG 2213, HPRS 1304, HPRS 1160

Nursing

My Degree Plan: LVN-RN Bridge

My Degree Plan: AAS Nursing (LVN-RN Bridge)				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			4		
BIOL	2401	Anatomy and Physiology I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC	2301	General Psychology			
Computer					
		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**19**		
Nursing (LVN-RN Bridge) Requirements:				**Course Taken**	**Term Taken**
PSYC	2314	Human Growth and Development	3		
BIOL	2402	Human Anatomy and Physiology II	4		
BIOL	2420	Microbiology	4		
CHEM	1406	Essentials of General and Biological Chemistry	4		
RNSG	1343	Complex Concepts of Adult Health	3		
RNSG	1163	Clinical Nursing- Registered Nurse Training	1		
RNSG	2201	Care of Children and Families	2		
RNSG	2160	Clinical Nursing- Registered Nurse Training	1		
RNSG	2206	Nursing Informatics	2		
RNSG	1327	Transition for Vocational to Professional	3		
RNSG	1207	Nursing Jurisprudence	2		
RNSG	2331	Advance Concepts of Adult Health	3		
RNSG	2161	Clinical Nursing- Registered Nurse Training	1		
RNSG	1251	Care of Childbearing Family	2		
RNSG	2162	Clinical Nursing- Registered Nurse Training	1		
Nursing LVN License Credit Approved from Accredited College				**Course Taken**	**Term Taken**
HPRS	1304	Basic Health Professional Skill	3		
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1		
RNSG	1244	Nursing Skills II	2		
RNSG	1300	Health Assessment across the Lifespan	3		
RNSG	1341	Common Concepts of Adult Health	3		
RNSG	1161	Clinical (Common Concepts...)	1		
RNSG	1201	Pharmacology	2		
RNSG	2213	Mental Health Nursing	2		
Total Program			**72**		

Date/Student Signature Date/Advisor Signature

Nursing

Certificate Options: Nursing

Certificate Level I: *Vocational Nursing			Credits
VNSG	1227	Essentials of Medication Administration	2
VNSG	1320	Anatomy and Physiology for Allied Heath	3
VNSG	1423	Basic Nursing Skills	4
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1116	Nutrition	1
		Or	
BIOL	1322	Fundamentals of Nutrition	3
VNSG	1133	Growth and Development	1
VNSG	1115	Disease Control and Prevention	1
VNSG	1361	Clinical- Licensed Practical/Vocational Nurse Training	3
VNSG	1230	Maternal-Neonatal Nursing	2
VNSG	2431	Advanced Nursing Skills	4
VNSG	1126	Gerontology	1
VNSG	1329	Medical-Surgical Nursing (LVN)	3
VNSG	1331	Pharmacology	3
VNSG	1234	Pediatrics	2
VNSG	2360	Clinical- Licensed Practical/Vocational Nurse Training	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1432	Medical-Surgical Nursing II	4
VNSG	1201	Mental Health and Mental Illness	2
VNSG	2462	Clinical- Licensed Practical/Vocational Nurse Training	4
Total			**46**
* Students seeking to complete the program in Vocational Nursing require no pre-requisites			

Marketable Skills Achievement Award: *Certified Nursing Assistant (C.N.A.)			Credits
HPRS	1304	Basic Health Professional Skill	3
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1
HITT	1305	Medical Terminology I	3
MDCA	1302	Human Disease/Pathophysiology	3
VNSG	1116	Nutrition	1
VNSG	1133	Growth and Development	1
Total			**12**
* Students seeking to complete the program in Certified Nursing Assistance require no pre-requisites.			

Oil & Gas Technology

Program Description:
The Coastal Bend College Petroleum Technology program is an Industry driven AAS degree, strategically designed to prepare interested students for a career in the Oil and Gas industry. This course of study allows the student to discover and study the processes which drive the industry. The student will receive a general education foundation coupled with state-of-the-art industry knowledge and training. Technical competency in oil and natural gas drilling, gathering, field operations, and workplace safety will ready the graduate to enter this growing and fulfilling career choice. At Coastal Bend College, each step of the training is introduced with a summary of relevant technologies, economics, and manpower requirements, importance of training and competency assessment, as well as relevant case histories. Through teaching and demonstration, the student will be exposed to the real-life steps involved in the creation and exploitation of oil and gas fields.

What will I learn?
Students will develop a knowledge of the Oil and Gas profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and training practices of various types of oil field equipment. Classroom instruction is combined with critical thinking exercises and practical skills demonstrations to complete each learning objective.

The student will learn based upon a building block strategy, from which the student will achieve through levels of certification the final goal of the Associates of Applied Science Degree in Petroleum Technology. The skills needed to succeed in Oil & Gas Technology include the ability to safely and accurately handle and operate different oil field equipment. These skills will be taught to the student and then practiced on simulators to provide the student with both theory and practical application. A significant area of industry priority is the ability to safely operate this equipment to meet the safety standards that are required by the oil field industry to qualify the student for oil field employment. To meet that need, Coastal Bend College provides industry acceptable certifications imbedded within its curriculum.

How long will it take?
The AAS degree in Oil and Gas Technology at Coastal Bend College is a comprehensive educational stackable pathway, consisting of 67 credit hours. The AAS degree is based on a four semester rotation of courses, consisting of between 16 to 18 hours per semester. Each student's time to completion may vary based on the student's placement test scores. Students who score low on college required placement tests may have to consider additional time to complete remedial courses as a requirement to enroll in certain course offerings.

How much will it cost?
In addition to tuition and fees, students will be required to pay laboratory fees for courses requiring labs. These fees are based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact course Professor for more information on lab fees.

What is the job market?
State of Texas Labor Market Report in 2013 job market estimates that the oil industry will have a longevity past the year 2035. The demand for oil field employees is increasing with forecast of continued growth. The industry average starting pay is $18.00 to $22.00 an hour.

Oil & Gas Technology

Associate of Applied Science: Oil & Gas Technology

Associate in Applied of Science: Oil and Gas			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
GEOL	1305	Environmental Geology	3
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**21**
Oil and Gas Requirements			**Credits**
CHEM	1405	Introduction to Chemistry	4
GISC	1411	Introduction to Geographic Information Systems	4
PHYS	1401	General College Physics I	4
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1391	Special Topics in Petroleum Technology/Technician	3
PTRT	1312	Petroleum Regulations	3
PTRT	1403	Drilling	4
PTRT	1313	Industry Safety	3
PTRT	1424	Petroleum Instrumentation	4
PTRT	1307	Recovery & Production Methods	3
PTRT	1491	Special Topics in Petroleum Technology/Technician	4
PTRT	2331	Well Completions	3
PTRT	2432	Artificial Lift	4
Total			**67**

Oil & Gas Technology

My Degree Plan: Associate of Applied Science in Oil & Gas

My Degree Plan: AAS Oil and Gas Technology				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			3		
GEOL	1305	Environmental Geology			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**21**		
Oil and Gas Requirements				**Course Taken**	**Term Taken**
CHEM	1405	Introduction to Chemistry	4		
GISC	1411	Introduction to Geographic Information Systems	4		
PHYS	1401	General College Physics I	4		
PTRT	1301	Introduction to Petroleum Industry	3		
PTRT	1391	Special Topics in Petroleum Technology/Technician	3		
PTRT	1312	Petroleum Regulations	3		
PTRT	1403	Drilling	4		
PTRT	1313	Industry Safety	3		
PTRT	1424	Petroleum Instrumentation	4		
PTRT	1307	Recovery & Production Methods	3		
PTRT	1491	Special Topics in Petroleum Technology/Technician	4		
PTRT	2331	Well Completions	3		
PTRT	2432	Artificial Lift	4		
Total Program			**67**		

Date/Student Signature Date/Advisor Signature

Oil & Gas Technology

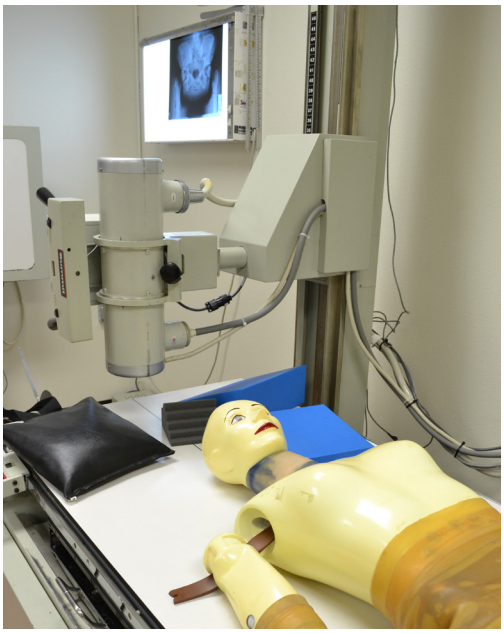
Certificate Options: Oil & Gas Technology

Certificate Level I: Oil and Gas			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1391	Special Topics in Petroleum Technology/Technician	3
PTRT	1312	Petroleum Regulations	3
PTRT	1403	Drilling	4
PTRT	1313	Industry Safety	3
PTRT	1424	Petroleum Instrumentation	4
PTRT	1307	Recovery & Production Methods	3
PTRT	1491	Special Topics in Petroleum Technology/Technician	4
PTRT	2331	Well Completions	3
PTRT	2432	Artificial Lift	4
Total			**40**

Marketable Skills Achievement Award: *Oil and Gas			Credits
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1314	Industrial Safety	3
PTRT	1424	Petroleum Instrumentation	4
PTRT	1391	Special Topics in Petroleum Technology/Technician	3
Total			**13**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Radiologic Technology



Program Description:
The Radiologic Technology AAS degree is accredited by the Joint Review Committee on Education (JRCERT) in Radiologic Technology. Registered Radiologic Technologists, known in the industry as "R.T.s", are medical personnel who perform diagnostic imaging examinations and administer radiation therapy treatments. Students in the program are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Students learn to use radiation, "x-rays", to produce black and white images of anatomy. Once these images are captured on film, computer or videotape, they are used to detect bone fractures, find foreign objects in the body, and demonstrate the relationship between bone and soft tissue.

Students in the Radiologic Technology at CBC will have the opportunity to learn in an accredited JRCERT program that ensures that the student is provided with the knowledge, skills, and professional values required in the industry as a Radiologic Technologist. Students desiring a hands-on learning environment will have the opportunity to use state-of-the-art equipment in the CBC "x-ray" lab, learn theory in small classroom settings and a clinical education experience, where students will apply the theories, concepts, and skills learned in the classroom and lab in a hospital or medical facility under the supervision of professionals working in the industry.

What will I learn?
Students will be able to critically think about the global impact of their profession and demonstrate entry level proficiency in knowledge, skills, and attitudes necessary for professional employment as a Registered Radiologic Technologist. Students will engage in program activities and several clinical education experiences to develop their communication and quantitative thinking as applied to theory, concepts, and skills. Students will demonstrate knowledge in the utilization of specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation common to a Radiologic Technologist. Students will demonstrate personal and social responsibility within a team environment by engaging in legal and ethical behavior, safety practices, interpersonal and teamwork activities, throughout which they will be required to use appropriate written and verbal communication skills while applying the terminology of the occupation.

Student training will include:
- Utilize basic medical terms;
- Identify ethical and legal standards;
- Routine radiographic procedures
- Basic radiation protection practices;
- Conventional and digital equipment;
- Recognize and respond to emergency situations;
- Manipulate equipment;
- Evaluate images;
- Describe infection control procedures;
- Identify relevant pharmaceuticals and their applications.
- Define radiographic positioning terms;
- Assess patient condition;
- Radiation monitoring, detection, measurement; and
- Analyze the effects of exposure variables biophysical mechanisms of radiation damage on humans.

How long will it take?
The AAS degree in Radiologic Technology is a comprehensive educational pathway consisting of a minimum of 72 credit hours that include an accredited program by the Joint Review Committee on Education in Radiologic Technology, a general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course".

How much will it cost?
Personal Equipment— $300- 500 (estimate) for uniforms for clinical education. Total Program/Course Fees: In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to the individual's ability and materials required for the course labs. Lab fees for particular courses are listed in the course syllabi and are based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
The Coastal Bend Local Workforce Development Area Labor Market Report, 2010, Data indicates a growth market for Radiologic Technologist of 31.4% with an entry wage of $17.59/hour, and an average wage of $24.83/hour. State of Texas Labor Market Report, 2010, Data indicates a statewide growth market for Radiologic Technologist of 36.2% with a median wage for Texas of $25.02/hour or $52,000/year. Workforce Solutions for the State of Texas has identified Radiologic Technology as a targeted occupation which is in demand or is merging in the local economy. These occupations are experiencing growth and provide opportunities for high-skilled, high-wage jobs.

Radiologic Technology

Associate of Applied Science: Radiologic Technology

Associate in Applied of Science: Radiography			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
MATH	1314	College Algebra	3
Natural Science			
BIOL	2401	Anatomy and Physiology I	4
Humanities and Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavior Science			
PSYC		PSYC 2301 or PSYC 2314	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**22**
** Students are required to pass a competency exam for BCIS 1305. If they do not pass the exam, students must enroll in BCIS1305 in the next semester. There is a fee for testing.			
Radiography Requirements			**Credits**
RADR	1309	Introduction to Radiography and Patient Care	3
RADR	1411	Basic Radiography Procedures	4
RADR	2309	Radiography Imaging Equipment	3
RADR	1260	Clinical – Medical Radiography Technology	2
RADR	2401	Intermediate Radiography Procedures	4
RADR	1213	Principles of Radiography Imaging I	2
RADR	1361	Clinical – Medical Radiography Technology II	3
RADR	2331	Advance Radiography Procedures	3
RADR	1362	Clinical – Medical Radiography Technology III	3
RADR	2217	Radiography Pathology	2
RADR	2305	Principles of Radiography Imaging II	3
RADR	2361	Clinical-Medical Radiography Technology V	3
RADR	2333	Advanced Medical Imaging	3
RADR	2313	Radiation Biology and Protection	3
RADR	2362	Clinical-Medical Radiography Technology VI	3
RADA	2335	Radiography Seminar	3
BIOL	2402	Human Anatomy and Physiology II	4
Total			**73**

Radiologic Technology

My Degree Plan: Associate of Applied Science in Radiologic Technology

My Degree Plan: AAS Radiography				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			4		
BIOL	2401	Anatomy and Physiology I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301,SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
PSYC		PSYC 2301 or PSYC 2314			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**22**		
Radiography Requirements				**Course Taken**	**Term Taken**
RADR	1309	Introduction to Radiography and Patient Care	3		
RADR	1411	Basic Radiography Procedures	4		
RADR	2309	Radiography Imaging Equipment	3		
RADR	1260	Clinical – Medical Radiography Technology	2		
RADR	2401	Intermediate Radiography Procedures	4		
RADR	1213	Principles of Radiography Imaging I	2		
RADR	1361	Clinical – Medical Radiography Technology II	3		
RADR	2331	Advance Radiography Procedures	3		
RADR	1362	Clinical – Medical Radiography Technology III	3		
RADR	2217	Radiography Pathology	2		
RADR	2305	Principles of Radiography Imaging II	3		
RADR	2361	Clinical-Medical Radiography Technology V	3		
RADR	2333	Advanced Medical Imaging	3		
RADR	2313	Radiation Biology and Protection	3		
RADR	2362	Clinical-Medical Radiography Technology VI	3		
RADA	2335	Radiography Seminar	3		
BIOL	2402	Human Anatomy and Physiology II	4		
Total Program			**73**		

Date/Student Signature Date/Advisor Signature

Welding Technology

Welding:
Welding, AAS degree seeking students will receive an industry driven foundation of welding theory, practices, and knowledge of metal alloys and metallurgy processes. Graduates from the program will be competent welders and fabricators in the processes and procedures related to layout, fabrication, inspection, fitting, cutting, and forming metals with the critical thinking skills to determine electrodes/wire and filler materials, amperage, and welding equipment required to perform on the job in a safe, clean environment.

Students will have the opportunity to learn techniques for AWS certification or NCCER Level II certification testing, competent blueprint interpretation, writing and billing procedures required by industry, and fabrication billing, welding technique and labor hours. Welders desiring to improve their position within the industry by upgrading their skills in specific welding processes or applications or welders desiring instruction certification, fabrication, or inspection are encouraged to enroll in the program.

What will I learn?
Students will develop knowledge of the welding industry through activities that engage the student to critically think about global impact of the welding industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry standards, practices, procedures, traditional and nontraditional welding processes, and fabrication design, budget, materials, welding technique, and labor hours. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, practice personal responsibility by developing skills in maintaining a clean work environment, personal safety equipment, and self inspection techniques. Students will develop skills to pass AWS Sense Level I and/or Sense Level II Certification in a variety of welding processes, joint design, to include the processes of Shielded Metal Arc Welding, Carbon Arc Cutting, Gas Metal Arc Welding, Flux Core Arc Welding, and Gas Tungsten Arc Welding. These skills will be enhanced through the knowledge students gain in blueprint reading, introduction to CAD, and fabrication courses. The student will gain experience of working on a welding team in the advanced fabrication capstone course where all skills will be applied, demonstrated, and evaluated through a process of self-evaluation, peer evaluation, and industry codes and standards.

Student training will include:
- QAW- All position oxyacetylene welding , cutting and plasma cutting
- CAC- Carbon Arc Cutting
- SMAW- Shielded Metal arc Welding, all positions, plate and Pipe
- GMAW- Gas Metal Arc Welding, all positions, plate
- GTAW- Gas Tungsten Arc Welding, all positions, plate
- FCAW- Flux Core Arc Welding, all positions, plate
- CAD- Computer Aided Drafting, Solid Works

How long will it take?
The AAS degree with an emphasis in welding is a comprehensive educational stackable pathway consisting of a minimum of 66 credit hours that includes: a one semester Marketable Skill Achievement: Welding; building to a Level I Certification: Welding Fabrication; the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement “My Cougar Course”.

How much will it cost?
Personal protective equipment- $300- $400 (estimate) (helmet, gloves, chipping hammer, pliers, leathers, etc.)

Total Program/Course Fees- in addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual’s ability and materials required by the course labs. Lab fees for particular courses are listed in core syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?
In the Coastal Bend Local Workforce Development Area Labor Market Report, 2010 Data, indicates a growth market for welders of 28.6% with an average wage of $19.50/hour. State of Texas Labor Market Report, 2010 Data, indicates a statewide growth market for welders of 23.7% and an average wage of $18.32/hour. American Jobs Center Network ranks weldering career outlooks has a “Bright Outlook” for employment with 61% in the manufacturing sector, 11% in construction, and 28% in self-employment and other services.

Welding Technology

Associate in Applied Science: Welding

Associate of Applied Science in: *Welding			
Communications			**Credits**
ENGL	1301	Composition I	3
Mathematics			
Choice		Math Core Course	3
Natural Science			
PHYS	1401	General College Physics I	4
Humanities & Fine Arts			
Choice		Humanities and Fine Arts Core Course	3
Social and Behavioral Science			
Choice		Social/Behavior Science Core Course	3
Computer			
BCIS	1305	Business Computer Applications	3
Institutional Requirement			
EDUC	1300	My Cougar Course	3
Total			**22**
***Welding Requirements**			**Credits**
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer Aided Drafting	4
DEMT	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1327	Welding Codes and Standards	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
		Or	
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1417	Introduction to Layout and Fabrication	4
WLDG	2435	Advanced Layout and Fabrication	4
WLDG	1435	Introduction to Pipe Welding (SMAW)	4
Total Program			**62**

Welding Technology

My Degree Plan: AAS Welding

My Degree Plan: AAS Welding				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413			
Natural Science			4		
PHYS	1401	General College Physics I			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer			3		
BCIS	1305	Business Computer Applications			
Institutional Requirement			3		
EDUC	1300	My Cougar Course			
Total			**22**		
***Welding Requirements**				**Course Taken**	**Term Taken**
DFTG	1305	Technical Drafting	3		
DFTG	1409	Basic Computer Aided Drafting	4		
DEMR	1301	Shop Safety and Procedures	3		
WLDG	1307	Introduction to Welding Using Multiple Processes	3		
WLDG	1327	Welding Codes and Standards	3		
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4		
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4		
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4		
		Or			
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4		
WLDG	1417	Introduction to Layout and Fabrication	4		
WLDG	2435	Advanced Layout and Fabrication	4		
WLDG	1435	Introduction to Pipe Welding (SMAW)	4		
Total Program			**62**		

Date/Student Signature Date/Advisor Signature

Welding Technology

Certificate Options: Welding

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Certificate Level I: *Welding			Credits
EDUC	1300	My Cougar Course	3
BCIS	1305	Business Computer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1409	Basic Computer Aided Drafting	4
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
		Or	
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
WLDG	1327	Welding Codes and Standards	3
WLDG	1417	Introduction to Layout and Fabrication	4
WLDG	1435	Introduction to Pipe Welding (SMAW)	4
Total			**42**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Marketable Skills Achievement Award: Shielded Metal Arc Welding (SMAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Marketable Skills Achievement Award: Gas Metal Arc Welding (GMAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Welding Technology

Certificate Options: Welding

Marketable Skills Achievement Award: Flux Core Metal Arc Welding (FCAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Marketable Skills Achievement Award: Gas Tungsten Metal Arc Welding (GTAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Dual Enrollment

Dual Enrollment Overview

Dual Enrollment - Workforce Coursework
Workforce Dual Enrollment courses are listed in the Workforce Education Course Manual (WECM) . Students can earn dual enrollment for some of the workforce courses, please speak with your high school counselor for more details. CBC Dual Enrollment WECM courses can be applied to a Marketable Skills Award, Level I, Level II and an Associate of Applied Science degree. By completing a CBC award and/or certificate program, students can obtain an entry-level job with the skills needed to be successful.

What will I learn?
Dual Enrollment courses cover the high school curriculum (TEKS) as well as equivalent college curriculum. This allows the student to earn high school credit towards their graduation requirements and college credit simultaneously. Workforce courses usually have a hands-on component to the course, so you can perfect your skills for the industry.

How long will it take?
Marketable Skills Achievement Awards (typically consists of twelve credit hours) can be completed in two semesters. Once completed, students can begin working towards their Level I, II certificates and their AAS degree in their desired field of study. While students are earning their college credit hours, they will also have the opportunity to obtain various industry certifications, such as: OSHA 10, First Aid/CPR, etc. Imagine graduating high school with the education to obtain an entry-level job with industry recognized credentials.

How much will it cost?
Tuition for dual enrolled high school students is $33 per semester hour, with a one-time registration fee of $48 per semester. Tuition is waived for students who reside in Bee County because they are located in the college taxing district. It is the student's responsibility to submit payment for tuition, course fees, textbooks, supplies, and any processing fees for Bacterial Meningitis documentation; unless high school has agreed to fund any or all of dual enrollment costs.

For additional information, please see the tuition and fee schedule in this catalog.

Dual Enrollment Degree Plans

Accounting

Career Options: Office Manager, Accounts Receivable Clerk, Payroll Assistant

Marketable Skills Achievement Award: Business Administration: ***Accounting			Credits
ACNT	1303	*Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFT	1319	Records & Information Mgmt.	3
POFI	1301	Computer Applications I	3
Total			**12**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

Automotive Technology

Career Options: Auto Service Technician, Small Engine Mechanic

Marketable Skills Achievement Award: *Automotive Technology			Credits
AUMT	1201	Introduction and Theory to Automotive Technology	2
AUMT	1307	Automotive Electrical Systems	3
AUMT	1310	Automotive Brake System	3
AUMT	2321	Automotive Electrical Diagnostics & Repair	3
AUMT	1319	Automotive Engine Repair	3
Total			**14**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Building Trades

Career Options: Carpenter, Safety Trainer

Marketable Skills Achievement Award: *Building Trades			Credits
CNBT	1210	Basic Construction Safety	2
CNBT	1346	Construction Estimating	3
CRPT	1329	Introduction to Carpentry	3
CRPT	1315	Conventional Wall Systems	3
OSHT	1305	OSHA Regulations- Construction Industry	3
Total			**14**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Dual Enrollment Degree Plans

Business Technology: Administrative Assistant

Career Options: Office Manager, Administrative Assistant

Marketable Skills Achievement Award: Administrative Assistant***			Credits
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Office Procedures I	3
ACNT	1303	Introduction to Accounting	3
POFT	2312	Business Correspondence and Communications	3
Total			**12**

Business Technology: Medical Office Specialization

Career Options: Medical/Health Office Manager, Administrative Assistant

Marketable Skills Achievement Award: Medical Office Specialization			Credits
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
POFM	1327	Medical Insurance	3
Total			**12**

Certified Nursing Assistant (CNA)

Career Options: Certified Nursing Assistant

Marketable Skills Achievement Award: *Certified Nursing Assistant (C.N.A.)			Credits
HPRS	1304	Basic Health Professional Skill	3
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1
HITT	1305	Medical Terminology I	3
MDCA	1302	Human Disease/Pathophysiology	3
VNSG	1116	Nutrition	1
VNSG	1133	Growth and Development	1
Total			**12**
* Students seeking to complete the program in Certified Nursing Assistance require no pre-requisites.			

Dual Enrollment Degree Plans

Computer Information Technology

Career Options: Computer Maintenance Technician

Marketable Skills Achievement Award: Computer Information Technology			Credits
BCIS	1305	*Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems	3
Total			**12**

* Certificate courses taught by instructors with a Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Computer Information Technology: Network Specialization

Career Options: Office Manager, Accounts Receivable Clerk, Payroll Assistant

Marketable Skills Achievement Award Business Administration: ***Accounting			Credits
ITCC	1310	Cisco Discovery 1: Networking for Home and Small Businesses	3
ITCC	1311	Cisco Discovery 2: Working at a Small-to-Medium Business or ISP	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITSC	1325	Personal Computer Hardware	3
Total			**12**

* Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.

Dual Enrollment Degree Plans

Computer Information Technology: Web/Game Design

Career Options: Web Site Designer/Game Designer

Marketable Skills Achievement Award: Web Design/Game Design			Credits
BCIS	1305	*Business Computer Applications	3
IMED	1316	Web Design I	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production	3
Total			**12**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Cosmetology

Career Options: Cosmetology Front Desk, Entrepreneur

Marketable Skills Achievement Award: *Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1431	Principles of Nail Technology I	4
Total			**12**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

**Marketable Skills Achievement Award does not allow students to practice in the field of cosmetology or manicurist. Additional courses are required for licensing.

Culinary Arts

Career Options: Cook, Chef, Baker

Marketable Skills Achievement Award: *Cosmetology			Credits
CHEF	1205	Sanitation and Safety	2
CHEF	1401	Basic Food Preparation	4
PSTR	1301	Fundamentals of Baking	3
CHEF	1340	Meat Preparation & Cooking	3
Total			**12**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Dual Enrollment Degree Plans

Drafting & Design Technology

Career Options: Architectural Drafting, Construction Drafting, Design Detailing, Civil Drafting, Mechanical Drafting

Marketable Skills Achievement Award: *Drafting & Design			Credits
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	1305	Technical Drafting	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
Total			**13**

*Each school district determines how dual enrollment courses are applied to graduation requirements, Students must consult with their high school for a current list of approved dual enrollment courses.

Early Development and Education

Career Options: Assistant in Day care Centers, Head Start Programs, and Preschools

Marketable Skills Achievement Award: Early Development & Education			Credits
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1356	Emergent Literacy for Early Childhood	3
TECA	1311	Educating Young Children	3
Total			**12**

*Each school district determines how dual enrollment courses are applied to graduation requirements, Students must consult with their high school for a current list of approved dual enrollment courses.

Forensic Science

Career Options: Forensic Laboratory Assistant

Marketable Skills Achievement Award: Forensics			Credits
CRIJ	1301	*Introduction to Criminal Justice	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1308	Criminalistics I	3
CRIJ	2328	Police Systems and Practices	3
Total			**12**

* Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

***Due to the graphic nature of the materials associated with these courses, parental permission is required.

Dual Enrollment Degree Plans

Law Enforcement

Career Options: Various Positions in Law Enforcement Agencies, Security Service Technician

**Marketable Skills Achievement Award: Law Enforcement			Credits
CRIJ	1301	*Introduction to Criminal Justice	3
CRIJ	1306	*Courts and Criminal Practices	3
CRIJ	2323	*Legal Aspects of Law Enforcement	3
CRIJ	2328	*Police Systems and Practices	3
Total			**12**

* Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 yr. college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.

**Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

***Due to the graphic nature of the materials associated with these courses, parental permission is required.

Medical Records Coding

Career Options: Medical Coding Assistant, Medical Billing Representative

Marketable Skills Achievement Award: Medical Records Coding			Credits
HITT	1305	Medical Terminology I	3
POFM	1300	Medical Coding Basics	3
HITT	1301	Health Data Content and Structure	3
BCIS	1305	*Business Computer Applications	3
Total			**12**

* Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.

Oil & Gas Technology

Career Options: Various Positions in Oil & Gas Industries, Driller

Marketable Skills Achievement Award: *Oil and Gas			Credits
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1314	Industrial Safety	3
PTRT	1424	Petroleum Instrumentation	4
PTRT	1391	Special Topics in Petroleum Technology/Technician	3
Total			**13**

*Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.

Dual Enrollment Degree Plans

Welding: Shielded Metal Arc Welding (SMAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: SMAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Welding: Gas Metal Arc Welding (GMAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: GMAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Dual Enrollment Degree Plans

Welding: Flux Core Arc Welding (FCAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: FCAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
Total			**13**

* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Welding: Gas Tungsten Arc Welding (GTAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: GTAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Total			**13**

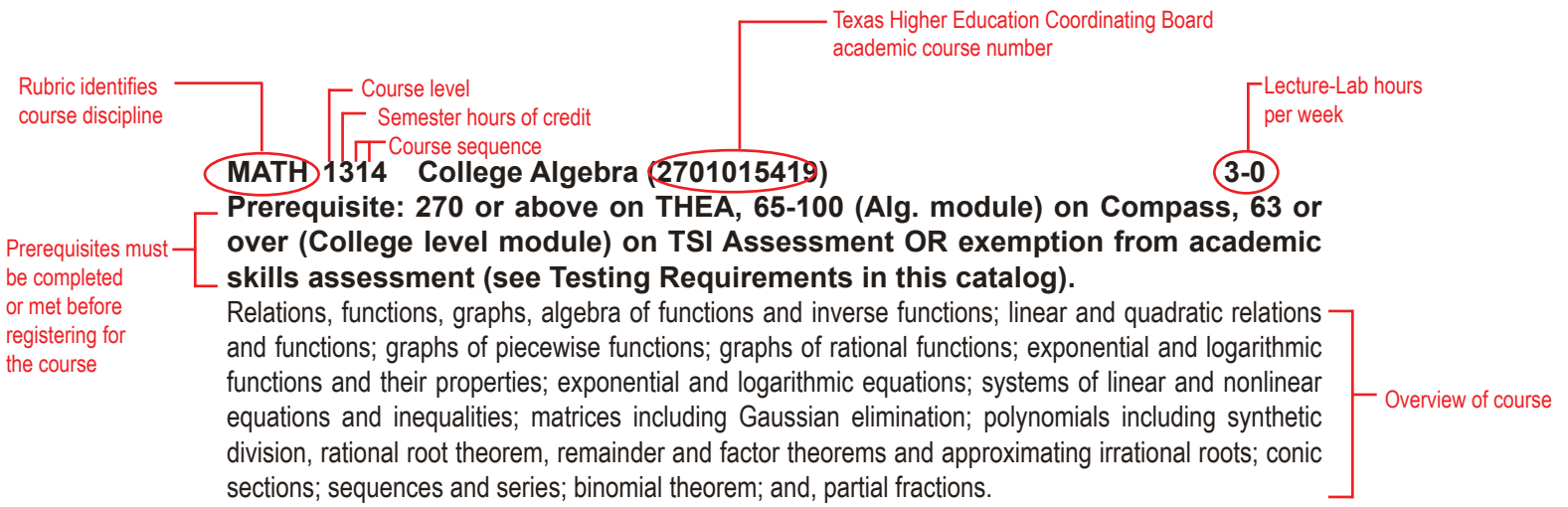
* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.

Course Symbol Key

Accounting	ACCT, ACNT
Air Conditioning	HART
Art	ARTS
Automotive	AUMT
Aviation	AERM
Basic Electricity	ELPT
Biology	BIOL
Business	BUSI, BUSG
Certified Nurse Aide	HITT, HPRS
Chemistry	CHEM
Coding	HITT, HPRS
Communication	COMM
Computer Information Technology	ARTV, GRPH, GAME, IMED, ITCC, ITNW, TMC, ITSC, ITSE, ITSW
Computer Science	COSC
Cosmetology	CSME
Dental Hygiene	DHYG
Drafting & Design	DFTG, ARCE
Drama	DRAM
Early Development and Education	CDEC, TECA
Economics	ECON
Education	EDUC
English	ENGL
Engineering	ENGR
Geographic Information Systems	GISC
Geography	GEOG
Geology	GEOL
Government	GOVT
History	HIST
Humanities	HUMA
Kinesiology	KINE
Law Enforcement	CJCR, CJLE, CJSA, CRIJ
Machinist	MCHN
Management	HRPO, BMGT
Mathematics	MATH
Music	MUSI
Music Applied	MUAP
Oil and Gas Technology	PTRT
Office Administration	POFM, POFT, POFI
Pharmacy Technician	PHRA
Photography	PHTC
Physics	PHYS
Professional Nursing	RNSG
Psychology	PSYC
Radiologic Technology	RADR
Reading	RDNG
Sociology	SOCI
Spanish	SPAN
Speech	SPCH
Vocational Nursing	VNSG
Welding	WLDG

ACCT, ACNT	Accounting
AERM	Aviation
ARCE	Drafting and Design
ARTS	Art
ARTV	Computer Information Technology
AUMT	Automotive
BIOL	Biology
BMGT	Management
BUSI, BUSG	Business
CETT	Electronics
CDEC	Early Development and Education
CHEM	Chemistry
CJCR	Corrections/Correctional Admin.
CJLE	Law Enforcement/Police Science
CJSA	Criminal Justice Studies
COMM	Communication
COSC	Computer Science
CRIJ	Criminal Justice (Academic)
CSME	Cosmetology
DHYG	Dental Hygiene
DFTG	Drafting & Design
DRAM	Drama
ECON	Economics
EDUC	Education
ELPT	Basic Electricity
ENGL	English
ENGR	Engineering
GAME	Computer Information Technology
GEOG	Geography
GEOL	Geology
GISC	Geographic Information Systems
GOVT	Government
GRPH	Computer Information Technology
HART	Air Conditioning
HIST	History
HITT, HPRS	Health Information Technology, Certified Nurse Aide
HRPO	Management
HUMA	Humanities
IMED	Computer Information Technology
ITCC, ITNW	Computer Information Technology
ITMC, ITSC	Computer Information Technology
ITSE, ITSW	Computer Information Technology
KINE	Kinesiology
MATH	Math
MCHN	Machinist
MRMT	Medical Transcription
MUAP	Music Applied
MUSI	Music
PHRA	Pharmacy Technician
PHTC	Photography
PHYS	Physics
POFM, POFI	Office Administration
POFT	Office Administration
PTRT	Oil and Gas Technology
PSYC	Psychology
RADR	Radiologic Technology
RDNG	Reading
RNSG	Professional Nursing
SPAN	Spanish
SPCH	Speech Communication
SOCI	Sociology
TECA	Child Development
TECM	Special Topics in Applied Math, General
VNSG	Vocational Nursing
WLDG	Welding

Course Descriptions



Explanation of Course Numbers

Academic

Coastal Bend College has adopted the common course numbering system. This system features a four letter rubric to identify the discipline and a four digit number to identify the course.

The first digit represents the level of the course:

- 0: developmental, not for credit
- 1: freshman level
- 2: sophomore level

The second digit represents the number of semester hours of credit.

The third and fourth digits indicate the recommended course sequence, if any, but numbers in the 70's and 80's in the third and fourth digit show that a course is not included in the common course numbering system.

The 10-digit number in parenthesis after the course title shows that the course is approved under the academic course guide manual published by the Texas Higher Education Coordinating Board. Other courses are considered occupational or technical, and are part of programs approved by the Higher Education Coordinating Board.

Two numbers separated by a "-" to the right of the course title gives the number of lecture and laboratory hours per week for that course.

Workforce Education

Courses without the 10-digit number in parenthesis are workforce education courses. These are numbered the same as the academic courses except that the third and fourth numbers have no significance to the student.

Curriculum and Catalog Committee

All courses and programs of study are approved by the Curriculum and Catalog Committee of Coastal Bend College before being included in the college catalog. In addition, the committee establishes procedures for introducing and monitoring new methods of instruction.

Accounting

ACCT 2301 Principles of Accounting (5203015104) 3-3
Emphasis on financial accounting for sole proprietorship, partnerships, and corporations; transaction analysis; financial statements; and, equity accounting.

ACCT 2302 Principles of Accounting (5203015104) 3-3
Prerequisite: ACCT 2301
Emphasis on managerial accounting including analysis of statements, costs, and cost controls; budgeting; funds and cash flow; and, income tax considerations.

ACNT 1303 Introduction to Accounting I 2-4
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 Introduction to Computerized Accounting 2-4
Prerequisite: ACNT 1303 or ACCT 2301
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

ACNT 1313* Computerized Accounting Applications 2-4
Prerequisite: ACNT 1311, ACCT 2301, POFI 1441, and also completion of ACCT 2302 or co-enrollment.
***This course is paired. ACNT 1313 and ACCT 2302 must be taken together as part of the student's capstone experience.**
A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program.

ACNT 1329 Payroll and Business Tax Accounting 2-4
Prerequisite: ACNT 1303 or ACCT 2301
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

ACNT 1331 Federal Income Tax: Individual 2-4
A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.

ACNT 2302* Accounting Capstone 2-4
Prerequisite: ACNT 1311, ACCT 2301, POFI 1441, and also completion of ACCT 2302 or co-enrollment.
***This course is paired. ACNT 1313 and ACCT 2302 must be taken together as part of the student's capstone experience.**
A learning experience that 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.

ACNT 2330 Governmental and Not-for-Profit Accounting 2-4
Basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities. Accounting cycle for funds and account groups and related financial statements.

Course Descriptions

Anthropology

Prerequisite Statement

To enroll in any Anthropology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

ANTH 2301 Physical Anthropology (4503015125) 3-0
See prerequisite statement.
Overview of human origins and bio-cultural adaptations. An introduction to the biological aspects of the study of man and the archeological history of human development, emphasizing human evolution and prehistoric cultures.

ANTH 2302 Introduction to Archaeology (4503015125) 3-0
See prerequisite statement
Introduces methods and theory in the excavation and interpretation of material remains of past cultures.

ANTH 2351 Cultural Anthropology (4502015325) 3-0
See prerequisite statement.
An introduction to the comparative study of human cultures including key concepts, methods, theory, technology, ideological systems, and social organization in preliterate and contemporary societies.

ANTH 2389 Cooperative in Anthropology (4501015125) 0-7
See prerequisite statement.
An instructional program designed to integrate on-campus study with practical hands-on work experience in anthropology. In conjunction with class seminars, the student will set specific goals and objectives in the study of anthropology. Credit will be given for only one cooperative course (2389).

Art

The Visual Arts Division reserves the right to keep one creative work of the department's choice, per student, per course, for the Coastal Bend College Permanent Art Collection.

ARTS 1301 Art Appreciation (5007035126) 3-0
Critical evaluation of selected works in painting, sculpture, architecture, and industrial design. Relationship of art to religious, economic, political, and social backgrounds. A survey of art for non-art majors.

ARTS 1303 Art History I (5007035226) 3-0
Survey of ancient and medieval art. Critical study of major examples of architecture, sculpture, painting, and the minor arts as they reflect social and political backgrounds.

ARTS 1304 Art History II (5007035226) 3-0
Survey of Renaissance through Modern Art. Continuation of approach followed in Art History I.

ARTS 1311 Design I (5004015326) 3-3
Introduction to fundamentals of two-dimensional design with emphasis on creative expression.

ARTS 1312 Design II (5004015326) 3-3
Continued theory and practice of the fundamentals of art with emphasis on three-dimensional design.

ARTS 1313 Foundations of Art (5007015126) 3-0
Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth.

ARTS 1316 Drawing I (5007055226) 3-3
Introduction to the media, techniques, and aesthetics of drawing related to natural form; and expressive, creative handling of line, shape, and mass.

ARTS 1317 Drawing II (5007055226) 3-3
Continuation of Drawing I using varied media, including color, in the study of natural and man-made forms with emphasis on line-value, textural surfaces, foreshortening, and perspective as related to contour, gestural, and modeled drawings.

ARTS 1413 Foundations of Art (5007015126) 3-2
Introduction to materials and techniques. Topics include art appreciation, art elements, and philosophy of art. Creative expression in two-and three-dimensional art projects with fiber, metal, and clay.

ARTS 2311 Design III (5004015326) 1-5
Prerequisite: nine hours Art including

ARTS 1311 and 1312, or instructor approval
Investigation of solutions to problems of total composition, from inception through showing, with emphasis on individual expression using two- and three-dimensional concepts.

ARTS 2316 Painting I (5007085226) 3-3
Introduction to the medium of paint and its potential for suggesting form and expressing emotion and idea.

ARTS 2317 Painting II (5007085226) 3-3
Prerequisite: ARTS 2316, or instructor approval
Continuation of Painting I with emphasis on individual expression.

ARTS 2323 Drawing III (5007055326) 3-6
Prerequisite: ARTS 1317, or instructor approval
Life Drawing. Emphasizing structure and action of the human figure.

ARTS 2326 Sculpture I (5007095126) 2-4
Introduction to the media, techniques, and aesthetics of sculpture as they relate to form and expression. Projects involve clay, plaster, and mixed media.

ARTS 2327 Sculpture II (5007095126) 2-4
Prerequisite: ARTS 2326, or instructor approval
Continuation of Sculpture I with emphasis on design, execution, and exhibition of sculpture. Projects involve wood, welded steel, and mixed media.

ARTS 2333 Printmaking I (5007105126) 2-4
A studio course introduction to various, basic printmaking processes.

ARTS 2346 Ceramics I (5007115126) 2-4
Introduction to basic ceramic processes including hand building, wheel throwing, and glazing techniques. Emphasis on creativity, craftsmanship, and technical development.

ARTS 2347 Ceramics II (5007115126) 2-4
Prerequisite: ARTS 2346, or instructor approval
Further development of technical skills with an emphasis on individual expression as applied toward ceramic ware. Exploration of glazing and firing techniques.

ARTS 2356 Photography (5006055126) 3-3
An introductory course in black and white photography stressing photo composition, use of photographic equipment, and fundamentals in photographic processing including darkroom experience.

ARTS 2366 Watercolor I (5007085326) 3-3
A studio course exploring techniques in water-based media.

ARTS 2367 Watercolor II (5007085326) 3-3
Prerequisite: ARTS 2366, or instructor approval
A further investigation of water-based media.

Course Descriptions

ARTS 2371 Glass (5007035326) 3-2
Development of individual directions and exploration of various techniques in warm and hot glass processes. Basic techniques of offhand glass blowing and lampworking. Credit will not be given for more than one: ARTS 2371 and ARTS 2373. Credit will not be given for more than one: ARTS 2371 and ARTS 2373.

ARTS 2389 Cooperative in Art (2401035212) 0-7
An instructional program designed to integrate on-campus study with practical hands-on work experience in art. In conjunction with class seminars, the student will set specific goals and objectives in the study of art. Credit will be given for only one cooperative course (2389).

Automotive Technology

AUMT 1305 Introduction to Automotive Technology 2-4
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems service, publications, fasteners, professional responsibilities, and automotive maintenance. Course content may be manufacturer specific.

AUMT 1306 Automotive Engine Removal and Installation 2-4
Fundamentals of engine inspection, removal, and installation procedures. Course content may be manufacturer specific.

AUMT 1307 Automotive Electrical Systems 2-4
An overview of automotive electrical systems including topics in the operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and the electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Course content may be manufacturer specific.

AUMT 1310 Automotive Brake Systems 2-4
Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory; diagnosis and repair of power, manual, and anti-lock brake systems; and parking brakes. Course content may be manufacturer specific.

AUMT 1316 Automotive Suspension and Steering Systems 2-4
A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Course content may be manufacturer specific.

AUMT 1319 Automotive Engine Repair 2-4
Fundamentals of engine operation, diagnosis, and repair including cooling and lubrication systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Course content may be manufacturer specific.

AUMT 1345 Automotive Heating and Air Conditioning 2-4
Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Course content may be manufacturer specific.

AUMT 1380 Cooperative Education Auto/ Automotive Mechanic/Technician 1-20
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. Specific learning objectives guide the student through the paid work experience. Includes a lecture component. This course may be repeated if topics and learning outcomes vary.

AUMT 2313 Automotive Drive Train and Axles 2-4
A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials. Emphasis on the diagnosis and repair of transmissions/ transaxles and drive lines. Course content may be manufacturer specific.

AUMT 2317 Automotive Engine Performance Analysis I 2-4
Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Course content may be manufacturer specific.

AUMT 2321 Automotive Electrical Lighting and Accessories 2-4
Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. Course content may be manufacturer specific.

AUMT 2325 Automotive Transmission and Transaxle 2-4
A study of operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Course content may be manufacturer specific.

AUMT 2328 Automotive Service 2-4
Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. Course content may be manufacturer specific.

AUMT 2334 Automotive Engine Performance Analysis II 2-4
Advanced study of Performance I. Theory, operation, diagnosis, and repair of engine dynamics, ignition systems, and fuel delivery systems. Advanced use of test equipment.

AUMT 2437 Automotive Electronics 2-6
Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Course content may be manufacturer specific.

AUMT 2443 Advanced Emissions Systems Diagnostics 2-6
Diagnosis and repair of emission control systems including OBD II systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Covers state and federal laws required for licensing. Course content may be manufacturer specific.

AUMT 2457 Automotive Alternative Fuels 2-6
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 legislation concerning fuels.

TECM 1191 Special Topics in Applied Mathematics, General 1-0
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students. This course was designed to be repeated multiple times to improve student proficiency..

Aviation

AERM 1201 Introduction to Aviation 2-0
An overview of aviation maintenance including the history of aviation, the mechanic's roles and duties, and nomenclature of aircraft and safety.

AERM 1203 Shop Practices 1-4
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 and Balance 1-4
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.

Course Descriptions

AERM 1208 Federal Aviation Regulations 1-4
A course in the use and understanding of the Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.

AERM 1241 Wood, Fabric, and Finishes 1-3
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 Instruments and Navigation/Communication 1-2
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 1253 Aircraft Welding 1-3
Skill development in repair procedures for steel, magnesium, brass, and aluminum materials used in aircraft assembly and selection and application of appropriate methods of welding, brazing, and soldering steel, magnesium, brass, and aluminum. Fundamentals of safety procedures also addressed.

AERM 1254 Aircraft Composites 1-4
Comprehensive concepts of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures will also be addressed.

AERM 1310 Ground Operations 2-3
An introductory course in fuels, servicing methods and safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

AERM 1314 Basic Electricity 1-5
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 2-3
Fundamentals of mathematics, physics, and drawing as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

AERM 1340 Aircraft Propellers 2-4
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 1345 Airframe Electrical Systems 1-6
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 1347 Airframe Auxiliary Systems 2-3
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 1349 Hydraulic, Pneumatic, and Fuel Systems 1-6
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed.

AERM 1350 Landing Gear Systems 2-3
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
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 1352 Aircraft Sheet Metal 1-7
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 1357 Fuel Metering and Induction Systems 1-6
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
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating and exhaust systems. Fundamentals of safety will also be addressed.

AERM 1456 Aircraft Powerplant Electrical 2-6
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 2231 Airframe Inspection 1-3
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 2233 Assembly and Rigging 1-4
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 2351 Aircraft Turbine Engine Overhaul 2-4
A 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 1-6
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 Engine Overhaul 2-8
A comprehensive study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, and repair of engines. Safety procedures will be addressed.

Course Descriptions

Biology

Prerequisite Statement

To enroll in any Biology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

BIOL 1308 General Biology (2601015103) 3-0
Covers fundamental principles of biology including the scientific method, organic organization, cell structure and function, adaptation and evolution, energy transformation in the biotic world, reproduction and genetics, and ecology. Students examine form and function of man related to these fundamental principles, and human impact on the environment. Will not substitute for BIOL 1408, which is a prerequisite for BIOL 2420, 2401 and 2402.

BIOL 1322 Fundamentals of Nutrition (1905015109) 3-0
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Stresses the modern concept of an adequate diet based on individual nutritional needs.

BIOL 1408 General Biology (2601015103) 3-3
Covers fundamental principles of biology including the scientific method, organic organization, cell structure and function, adaptation and evolution, energy transformation in the biotic world, reproduction and genetics, and ecology. Students examine form and function of man related to these fundamental principles, and human impact on the environment. May not transfer as Core science for Biology Majors, but may transfer as an elective.

BIOL 1411 Introductory Botany (2603015103) 3-3
Prerequisite: BIOL 1408 or two years of high school biology and instructor approval
Introduces fundamental concepts and principles of life as they relate to fungi, algae, and vascular plants. Subjects include biochemical organization and physiology related to the structure and function of living cells. The course incorporates these concepts into a study of the evolution of life from unicellular forms to terrestrial plants. Aspects of plant morphology, taxonomy, physiology, nutrition, reproduction, genetics, and ecology are discussed.

BIOL 1413 Introductory Zoology (2607015103) 3-3
Prerequisite: BIOL 1408 or two years of high school biology and instructor approval
Covers the fundamental principles of animals. Topics include the biochemical organization of life, cell structure and function, comparative anatomy and physiology of living animals, genetics, and animal behavior. The animal kingdom is reviewed in phylogenetic order with emphasis on evolutionary adaptations found within various groups of animals.

BIOL 2304 Introductory Anatomy and Physiology (2607075103) 3-0
A one-semester study of the structure and function of the human integumentary, musculoskeletal, neuroendocrine, digestive, circulatory, respiratory, urinary, and reproductive systems. This course will not substitute for BIOL 2401 or serve as a prerequisite for BIOL 2402.

BIOL 1413 Introductory Zoology (2607015103) 3-3
Prerequisite: BIOL 1408 or two years of high school biology and instructor approval
Covers the fundamental principles of animals. Topics include the biochemical organization of life, cell structure and function, comparative anatomy and physiology of living animals, genetics, and animal behavior. The animal kingdom is reviewed in phylogenetic order with emphasis on evolutionary adaptations found within various groups of animals.

BIOL 2306 Environmental Science (0301035101) 3-0
Ecological principles and their relationships to human populations with emphasis placed on current human ecological concerns. Emphasis on applied problem solving mathematics, including data derivation and interpretation. Intended for non-science majors and general interest students.

BIOL 2401,
2402 Human Anatomy and Physiology (2607075103) 3-3
Prerequisite: Biology 1408 with a grade of C or better is a mandatory prerequisite for this course. This prerequisite will only be waived if a student has taken High School Biology II Honors, Biology 30 (Canadian System); passes an exemption exam with a score of 70% or better; or acceptance into the Health Information Technology, Radiology, Registered Nursing or Dental Hygiene programs. Contact the chairperson of the Science Division if you would like to take the exemption exam.
Surveys the structure and function of the human body including biochemical cell structure and function, histology and organ systems (integumentary, skeletal, muscular, nervous, digestive, cardiovascular, lymphatic, immune, respiratory, endocrine, excretory and reproductive), embryology, principles of heredity, and genetic anomalies.

BIOL 2420 Microbiology (2605035103) 3-3
Prerequisite: Biology 1408 is a mandatory prerequisite for this course. This prerequisite will only be waived if a student has taken High School Biology II Honors, Biology 30 (Canadian System); passes an exemption exam with a score of 70% or better; or acceptance into the Health Information Technology, Radiology, Registered Nursing or Dental Hygiene programs. Contact the chairperson of the Science Division if you would like to take the exemption exam.
Examines the principles of microbial morphology, structure, and taxonomy of selected groups of pathogenic and nonpathogenic microorganisms, including the relationship of man and microorganisms in agriculture, industry, and public health. Medical and allied health applications are emphasized. Laboratory experiences compliment lectures. Recommended for pre-professional and health sciences majors.

Business

BUSI 1301 Introduction to Business (5201015104) 3-0
An introduction to ownership organization, physical factors, personnel, marketing, finance, managerial controls, business regulations, regulated industries, law and taxation as they apply to the business enterprise.

Business Technology

POFI 1301 Computer Applications I 2-4
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

POFI 1341 Computer Applications II 2-4
Prerequisite: POFI 1301 or equivalent training
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.

POFM 1300 Medical Coding Basics 2-4
Prerequisite: POFM 1213, 2223 or instructor approval
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1309 Medical Office Procedures 2-4
Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills.

Course Descriptions

POFM 1317 Medical Administrative Support 2-4
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance 2-3
Prerequisites: HITT 1305, 1301 or equivalent training
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

POFT 1309 Administrative Office Procedures I 2-4
Study of current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313 Professional Workforce Preparation 2-4
Preparation for career success, including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319 Records and Information Management I 2-4
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

POFT 1321 Business Math 2-4
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

POFT 2312 Business Correspondence and Communication 2-4
Development of writing and presentation skills to produce effective business communications.

POFT 2331 Administrative Systems 2-4
Prerequisite: POFI 1301, POFI 1341, and POFT 1313 or co-enrollment
Advanced concepts of project management and office procedures, utilizing integration of previously learned office skills. This course is considered a Capstone class.

Chemistry

Prerequisite Statement

To enroll in any Chemistry course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

CHEM 1405,
1407 Introductory Chemistry (4005015103) 3-3
Prerequisite for 1407: CHEM 1405
An introductory treatment of inorganic, organic, and biochemistry. Emphasis on atomic and molecular structure, nature of matter, reactions, and nomenclature. Practical applications of chemical processes are discussed.

CHEM 1406 Essentials of General and Biological Chemistry (4005015103) 3-3
An introduction to the chemical reactions, fundamental laws, and chemical theories relevant to biological systems. Emphasis on biological aspects of human digestion, metabolism, and nutrition.

CHEM 1411,
1412 General Chemistry (4005015203) 3-3
Prerequisite for 1411: 2 years college-prep, high school algebra or equivalent recommended.
Prerequisite for 1412: CHEM 1411
Fundamental laws and theories of chemical activity including atomic structure, bonding, states of matter, solutions, equilibria, and oxidation-reduction systems.

CHEM 1419 Introductory Organic Chemistry (4005045103) 3-4
Prerequisite: CHEM 1411
A brief study of carbon compounds including hydrocarbons, alcohols, aldehydes, ketones, acids, and an introduction to proteins, carbohydrates, and related products. Not designed for students in science or pre-professional programs.

CHEM 2423,
2425 Organic Chemistry (4005045203) 3-4
Prerequisite for 2423: CHEM 1412
Prerequisite for 2425: CHEM 2423
Study of the properties and behavior of hydrocarbon compounds and their derivatives. Includes nomenclature, structure, stereochemistry, and principles of reactivity of the functional groups. For students in science or pre-professional programs.

Computer Information Technology

ARTV 1341 3-D Animation I 2-4
Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

ARTV 1351 Digital Video 2-4
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.

GAME 1303 Introduction to Game Design and Development 2-4
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 1343 Game and Simulation Programming I 2-4
Prerequisite: GAME 1303 or Instructor Approval
Game and simulation programming includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

GAME 1359 Game and Simulation Programming II 2-4
Design and development of 2D game and simulation programs including user interface design, mathematical elements, image and file structure, and software development techniques. Introduces the basics of 3D graphics related to game and simulation programming.

GRPH 1359 Vector Graphics for Production 2-4
A study and use of vector graphics for production.

IMED 1316 Web Design I 2-4
Instruction in webpage design and related graphic design issues including mark-up languages, websites, and browsers.

IMED 1345 Interactive Digital Media I 2-4
Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.

IMED 2315 Web Design II 2-4
Prerequisite: IMED 1416 or equivalent training
A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing websites according to accessibility standards, cultural appearance, and legal issues.

ITSC 1391 Special Topics in Computer and Information Sciences, General 2-4
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Course Descriptions

ITSC 2339 Personal Computer Help Desk Support 2-4
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

ITCC 1310 Cisco Discovery 1: Networking for Home and Small Businesses 2-4
This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

ITCC 1311 Cisco Discovery 2: Working at a Small-Medium Business or ISP 2-4
Prerequisite: ITCC 1310
This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context.

ITCC 1312 Cisco Discovery 3: Intro. Routing and Switching in the Enterprise 2-4
Prerequisite: ITCC 1310, 1311
This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting.

ITCC 1313 Cisco Discovery: Designing and Supporting Computer Networks 2-4
Prerequisite: ITCC 1310, 1311, 1312
Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analyses, and system integration.

ITNW 1325 Fundamentals of Networking Technologies 2-4
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

ITNW 1353 Supporting Network Server Infrastructure 2-4
Installing, configuring, managing, and supporting a network infrastructure.

ITSC 1305 Introduction to PC Operating Systems (Windows) 2-4
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1325 Personal Computer Hardware 2-4
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

ITSC 1321 Intermediate PC Operating Systems 2-4
Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

ITSW 1307 Introduction to Database 2-4
Introduction to database theory and the practical applications of a database.

ITSY 1300 Fundamentals of Information Security 2-4
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.

Computer Science

BCIS 1305 Business Computer Applications (1102025404) 2-4
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

COSC 1309 Logic Design (1102015107) 2-3
A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

COSC 1315 Fundamentals of Programming Robotics (1102015207) 2-4
Prerequisite: COSC 1309 or Instructor Approval
Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1320 "C" Programming I (1102015207) 2-4
Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing.

COSC 1330 Computer Programming (1102015207) 2-4
Prerequisite: COSC 1309 or GAME 1303 or Instructor Approval
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 2420 "C" Programming II (1102015307) 2-4
Further applications of programming techniques in the "C" programming language. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.

Cosmetology

CSME 1330 Orientation to Nail Technology 2-7
An overview of the fundamental skills and knowledge necessary for the field of nail technology. (Introductory)

CSME 1401 Orientation to Cosmetology 2-8
An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1405 Fundamentals of Cosmetology 2-8
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial chemical services, shampoo, haircut, wet styling, comb-out.

CSME 1431 Principles of Nail Technology II 2-7
A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory and related skills of nail technology.

Course Descriptions

CSME 1453 Chemical Reformation & Related Theory 2-8
Presentation of the theory and practice of chemical reformation, include terminology, application, and workplace competencies.

CSME 1547 Principles of Skin/Facial and Related Theory 2-8
In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

CSME 1551 Artistry of Hair, Theory and Practice 3-8
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

CSME 2202 Introduction to Application of Hair Color 1-4
Introduction of various basic hair color applications including all safety and sanitation procedures.

CSME 2204 Introduction to the Theory & Chemistry of Hair Color 1-3
The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

CSME 2343 Salon Development 1-5
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

CSME 1431 Principles of Nail Technology I 2-8
A course in the theory, application and related technology of artificial nails. (Advanced)

CSME 2430 Nail Enhancement 2-8
A course in the theory, application, and related technology of artificial nails.

CSME 2441 Preparation for the State Licensing Examination 2-8
Preparation for the State Licensing Examination.

CSME 2539 Advanced Hair Design 4-3
Advanced concepts in the theory and practice of hair design.

Cosmetology Instructor

CSME 1535 Orientation to the Instruction of Cosmetology 3-6
An overview of the skills and knowledge necessary for the instruction of cosmetology students.

CSME 1434 Cosmetology Instructor I 2-6
The fundamentals of instructing cosmetology students.

CSME 2414 Cosmetology Instructor II 2-5
A continuation of the fundamentals of instructing cosmetology students.

CSME 2415 Cosmetology Instructor III 2-6
Presentation of lesson plan assignments and evaluation techniques.

CSME 2444 Cosmetology Instructor IV 2-6
Advanced concepts of instruction in a cosmetology program. Topics include demonstration and development and implementation of advanced evaluation and assessment techniques.

CSME 2445 Instructional Theory and Clinic Operation 3-4
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

Criminal Justice/Law Enforcement

CJLE 1325 Criminal Justice Survey 3-0
An overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

CJLE 1394 Special Topics in Law Enforcement/ Weapons of Mass Destruction 3-0
Topics address recently-identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Course defines weapons of mass destruction, agent recognition and use. Discusses weapons of mass destruction, capabilities of contemporary terrorist groups, and identifies counter terrorist measures.

CJLE 1433 Traffic Law and Investigation 4-2
Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

CJLE 1494 Special Topics in Law Enforcement/ Terrorism Preparedness 3-2
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. Study of effective counter terrorism programs. Practical application of preparedness. Course will instruct students in proper control and life saving techniques after a terrorist attack.

CJLE 2237 Advanced Firearms 1-2
Instruction in special situations and tactics for firearms. Stressful situations will challenge the student to perform under simulated field conditions using a firearms simulator. Students shall qualify using 9 mm handgun on a specified firearms course. Students shall be familiarized with 12-gauge shotgun and AR-15. **Note that no student with a felony conviction, a conviction for any crime involving family violence, or who is currently restricted from possessing a firearm under a Valid Protective Order may take this class.**

CJLE 2247 Tactical Skills for Police 1-4
Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. Demonstrate an ability to successfully complete a police emergency driving course. Demonstrate proficiency with intermediate impact weapons and/or chemical weapons; identify and demonstrate defensive techniques for controlling violent person; develop techniques for emergency police driving. **Note that no student with a felony conviction, a conviction for any crime involving family violence, or who is currently restricted from possessing a firearm under a Valid Protective Order may take this class.**

CJLE 2420 Texas Peace Officer Procedure 3-4
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification; handling abnormal persons; traffic collision investigation; note taking and report writing; vehicle operation; traffic direction; crowd control; and jail operations.

CJLE 2445 Vice and Narcotics Investigations 4-0
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.

CJLE 2574 Texas Peace Officer Citizen Contact 1-2
Study of the techniques used by law enforcement in common encounter with citizens.

CJSA 1308 Criminalistics I 3-0
Course Description: Introduction to the field of Criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. The student will study the various disciplines and specialty areas associated with Forensic science and the processing of crime scenes.

Course Descriptions

CJSA 1400 Death Investigations 2-5
Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations.

CJSA 2323 Criminalistics II 3-2
Theory and practice of crime scene investigation. Topics include report writing; blood and other body fluids; document examination; etchings; casts and molds; glass fractures; use of microscope; and firearms identification.

CRIJ 1301 Introduction to Criminal Justice 3-0
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CRIJ 1306 Courts and Criminal Practices 3-0
The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand jury, adjudication process, types and rules of evidence, sentencing.

CRIJ 1310 Fundamentals of Criminal Law 3-2
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classifications of crime; elements of crimes and penalties using Texas Statutes as illustrations; and, criminal responsibility.

CRIJ 1307 Crime in America 3.0
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and, prevention of crime.

CRIJ 1313 Juvenile Justice Systems 3-0
A course that develops a student's knowledge of the Juvenile Justice System. The student is exposed to the statutes relating to juveniles in Texas, causation of delinquency, drug abuse, victimization and gangs. Students are given additional specialized instruction in the taking of statements and confessions from the juvenile offender.

CRIJ 2301 Community Resources in Corrections 3-0
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and, future trends in community treatment.

CRIJ 2313 Correctional Systems & Practices 3-0
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and, current and future issues.

CRIJ 2314 Criminal Investigation (4301045524) 3-2
Introduction to the fundamentals of criminal investigation including theory and history, conduct at crime scenes, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.

CRIJ 2323 Legal Aspects of Law Enforcement (4301045624) 3-0
Police authority; responsibilities; constitutional constraints; laws of arrest; search and seizure; and, police liability.

CRIJ 2328 Police Systems and Practices (4301045724) 3-0
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community relations; and, current and future issues.

HMSY 1342 Understanding and Combating Terrorism 3-0
Study of terrorism and reasons why America is a terrorist target. Includes methods of terrorism; domestic and international terrorism; Islam and Radical Islam; terrorist operations; cyber-terrorism; narco-terrorism; the mind of the terrorist; and, organized crime's impact on terrorism.

PHTC 1311 Fundamentals of Photography 2-2
An introduction to camera operation and image production, composition, supplemental lighting, and use of exposure meters and filters.

Dental Hygiene

Before enrolling in dental hygiene classes, a person must be accepted into the program.

DHYG 1207 General & Dental Nutrition 2-0
Prerequisite: DHYG 1227
General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

DHYG 1215 Community Dentistry 1-3
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 1227 Preventive Dental Hygiene Care 2-0
The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.

DHYG 1301 Orofacial Anatomy, Histology & Embryology 2-3
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

DHYG 1304 Dental Radiology 2-4
Prerequisite: DHYG 1301
Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

DHYG 1311 Periodontology 3-0
Prerequisite: DHYG 1304
Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

DHYG 1319 Dental Materials 2-3
Prerequisite: DHYG 1301
Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG 1335 Pharmacology for the Dental Hygienist 3-0
Classification of drugs and their uses, actions, interactions, side effects, contraindications with emphasis on dental applications.

DHYG 1339 General & Oral Pathology 3-0
Prerequisite: DHYG 1301 and 1304
Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

DHYG 1361 Clinical Dental Hygiene I 0-9
Prerequisite: DHYG 1431
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.

Course Descriptions

DHYG 1431 Preclinical Dental Hygiene 2-6
Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiege care. Introduction to ethical principles as they apply to dental hygiene care.

DHYG 2153 Dental Hygiene Practice 1-0
Prerequisite: DHYG 1361
Practice settings for the dental hygienist including office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession.

DHYG 2201 Contemporary Dental Hygiene Care I 2-1
Prerequisite: DHYG 1361
Dental hygiene care for the medically or dentally compromised patient with emphasis on supplemental instrumentation techniques.

DHYG 2231 Contemporary Dental Hygiene Care II 2-1
Prerequisite: DHYG 2201
Dental hygiene care for the medically or dentally compromised patient with emphasis on advanced instrumentation techniques.

DHYG 2462 Clinical Dental Hygiene II 0-15
Prerequisite: DHYG 1361
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 2463 Clinical Dental Hygiene III 0-15
Prerequisite: DHYG 2462
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.

Drafting and Design

ARCE 1352 Structural Drafting 3-0
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 2344 Static and Strength of Materials 2-4
Internal effects of forces acting upon elastic bodies and the resulting chances in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

GISC 1411 Introduction to Geographic Information Systems (GIS) 3-3
Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

DFTG 1317 Architectural Drafting - Residential 2-4
Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

DFTG 1405 Technical Drafting 3-3
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views and reproduction processes.

DFTG 1409 Basic Computer-Aided Drafting 3-3
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 1413 Drafting for Specific Occupations 3-3
Discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields.

DFTG 2312 Technical Illustration and Presentation 2-4
Pictorial drawing including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.

DFTG 2321 Topographical Drafting 2-4
Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

DFTG 2323 Pipe Drafting 2-4
A study of pipe fittings, symbols, specifications and their application to a piping process system. Creation of symbols and their usage in flow diagrams, plans, evaluations, and isometrics.

DFTG 2402 Machine Drafting 3-3
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes and precision drawings.

DFTG 2406 Machine Design 3-3
Theory and practice of design. Projects and problem-solving, including press fit, bolted and welded joints, and transmission components.

DFTG 2408 Instrumentation Drafting 3-3
Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

DFTG 2417 Descriptive Geometry 3-3
Graphical solutions to problems involving points, lines, and planes in space.

DFTG 2419 Intermediate Computer-Aided Drafting 3-3
A continuation of practices and techniques used in basic computer aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional drawings, interfacing 2D and 3D environments and extracting data.

Drama

DRAM 1120
1121
2120
2121 Drama Workshop (5005015226) 0-6
Play production. Rotation through the various tasks including set construction, lighting, props, publicity and others in a variety of productions.

DRAM 1241 Make-up for the Stage (5005025226) 2-1
Students are assisted in the design and execution of make-up for developing and evoking believable characters. The class includes a discussion of basic make-up principles and practical experience in make-up design. Besides ingénue and character make-up studies, students are introduced to the creation of beards and moustaches, scars, cuts and bruises, and non-human imaginative characters. Applications of make-up skills will extend to stage productions.

DRAM 1310 Introduction to the Theatre (5005015126) 3-3
A general survey of theatre art. Emphasis on three general areas of study: theatre as an art form, the components of theatrical production and theatre history.

DRAM 1330 Stagecraft I (5005025126) 3-3
Instruction in technical production in the theatre. Students learn the rudiments of the art and craft of technical theatre. Topics addressed are the study of visual aesthetics of design, the physical theatre, construction and painting methods for stage scenery. Lab time is spent on the sets.

Course Descriptions

DRAM 1351 Acting I (5005035126) 3-3
Study of basic principles of acting: imagination, concentration, relaxation and repetition. Games and exercises are used to increase sensory awareness. This class focuses on developing the body's ability to express character traits through movement. Discussion and practical applications of basic characterizations; emphasis on developing vocal and physical skills in acting.

DRAM 1352 Acting II (5005035126) 3-3
Prerequisite: DRAM 1351
Continued study in improving concentration and awareness. Advanced study and practical experience in creating characterizations; emphasis on developing vocal and physical skills in acting.

DRAM 2331 Stagecraft II (5005025126) 3-3
Prerequisite: DRAM 1330
A continuation of instruction in technical methodology for the theatre. The class is introduced to studies in scene design, lighting, backstage organization, properties and costume design. Selected classroom designs will be followed through from the first director/designer meeting to implementation for stage productions.

DRAM 2336 Voice and Diction (500503226) 3-0
Study of the International Phonetic Alphabet applied to the development of good vocal habits and to general American speech. Student must declare at registration whether DRAM 2336 or SPCH 1342 credit is desired.

DRAM 2351 Acting III (5005035126) 3-3
Prerequisite: DRAM 1352
Continued advance study in acting techniques and styles; theatre games, extensive preparation and control of the voice with emphasis on wider and more in-depth characterizations. Emphasis on scene work and production.

DRAM 2352 Acting IV (5005035126) 3-3
Prerequisite: DRAM 2351
Advanced studies in acting. Each student will spend the semester developing monologues and scenes of varying styles and genre that culminate in a recital performed by the class for an audience.

Economics

ECON 1303 Economics and Contemporary Issues (1904025209) 3-0
A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes, and consumer protection.

ECON 2301 Principles of Economics I (4506015125) 3-0
An introduction to the macro-economics of a modern industrial society. Emphasis on the analysis of supply and demand, national income, economic stability, fiscal policy, money and banking, economic growth and international trade.

ECON 2302 Principles of Economics II (4506015125) 3-0
Prerequisite: ECON 2301
An introduction to micro-economics of a modern industrial society. Emphasis on the further analysis of supply and demand, cost and price concepts, market structures, income distribution, international trade and exchange rates, and selected economic problems.

Early Development and Education

CDEC 1164 Practicum (or Field Experience) Child Care Provider/Assistant 0-8
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CDEC 1313 Curriculum Resources for Early Childhood Program 2-2
A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children.

CDEC 1319 Child Guidance 2-3
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children.

CDEC 1321 The Infant and Toddler 2-2
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 1323 Observation and Assessment 2-2
A study of observation skills, assessment techniques, and documentation of children's development.

CDEC 1356 Emergent Literacy for Early Childhood 2-3
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

CDEC 1358 Creative Arts for Early Childhood 2-2
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1359 Children with Special Needs 2-2
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 1417* Child Development Associate Training I 3-3
Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Other functional areas of study include professionalism.

CDEC 2307 Math & Science for Early Childhood 2-2
An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2322* Child Development Associate Training II 3-1
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Other functional areas of study include professionalism. Other functional areas of study include family and program management.

CDEC 2326 Administration of Programs for Children I 2-3
Prerequisite: 6 hours of Early Development and Education coursework or advisor approval
Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Course Descriptions

CDEC 2328 Administration of Programs for Children II 3-0
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships.

CDEC 2264 Practicum (or Field Experience) – Child Care Provider/Assistant 2-12
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

TECA 1303 Families, School and Community (1301015209) 3-1
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; course content must be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires student to participate in field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

TECA 1311 Educating Young Children (1312025109) 3-1
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues; course content must be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards; requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and, course includes a minimum of 16 hours of field experiences.

TECA 1318 Wellness of the Young Child (1301015309) 3-1
A study of the factors that impact the well-being of the young child including healthy behavior, food nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations; course content must be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

TECA 1354 Child Growth & Development (1312025209) 3-0
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

Education

EDUC 1300 Learning Framework (4227015125) 3-0
A study of the: research and theory in psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become efective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

EDUC 1301 Intro to the Teaching Profession (1301015109) 3-1
An enriched integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and, 5) course must include a minimum of 16 hours of field experience in P-12 classrooms.

EDUC 2301 Introduction to Special Populations (1310015109) 3-1
Prerequisite: EDUC 1301
An enriched integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards; 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations; and 5) pre-requisite for this course is EDUC 1301.

English

NCBW 0222 Non-Course Competency Based Integrated Reading/Writing 1-0
Pre-requisite: Approved score on the writing portion of the TSI Assessment; permission required.
This course is a non-semester-length course delivered in an intense workshop setting. This course is exclusively for those students who missed passing the reading and/or writing portion of the TSI placement test by 5 points or less. This workshop focuses on the integration of the following critical reading and academic writing skills: locate explicit textual information; draw complex inferences; comprehend and use vocabulary effectively; identify and analyze the audience, purpose , and message across a variety of texts; describe and apply insights gained from reading and writing; compose a variety of texts; determine and use effective approaches and rhetorical strategies; generate ideas and gather information relevant to the topic and purpose ; evaluate relevance and quality of ideas and information; develop and use effective reading an revision strategies; and recognize and apply the conventions of standard English. This intervention fulfills TSI requirement for reading and/or writing. The students will be assessed at the end of the workshop (pass/no pass) to determine if they are prepared to proceed to English 1301 and/or an intense reading college-level course.

IRW 0311 Integrated Reading/Writing I (3201085912) 3-2
Prerequisite: Appropriate score on the TSI Assessment.
Integration of critical reading and academic writing skills. Students develop skills in location of explicit information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths; comprehension and effective use of vocabulary in oral comprehension, reading, and writing; identify and analyze the audience, purpose, and message across a variety of texts; compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose; determine and use effective approaches and rhetorical strategies for given reading and writing situations. Writing skills attention is directed to paragraph writing. This course fulfills TSI requirements for reading and/or writing.

IRW 0312 Integrated Reading/Writing II (3201085912) 3-2
Prerequisite: Successful completion of IRW 0311, RDNG 0311, ENGL 0311, or appropriate score on the TSI Assessment.
Integration of critical reading and academic writing skills. Students develop skills in location of explicit information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths; comprehension and effective use of vocabulary in oral comprehension, reading, and writing; identify and analyze the audience, purpose, and message across a variety of texts; compose a variety

Course Descriptions

of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose; determine and use effective approaches and rhetorical strategies for given reading and writing situations. Writing skills attention is directed to essay writing. This course fulfills TSI requirements for reading and/or writing.

ENGL 0313 Workplace Communication (320185312) 3-2
Prerequisite: Appropriate TASP or alternative exam score for the Certificate Level student
Instruction in the writing of basic workplace communication. Study and application of workplace reports such as accident, process, recommendation, etc; business letters and memos; resumes and employment letters. Especially suited to students in vocational programs leading to the Level I Certificate in auto mechanics, welding, air conditioning tech., electronics servicing, cosmetology, and child development.

ENGL 1301 Composition and Grammar (2313015112) 3-1
Prerequisite: Students must demonstrate readiness to perform college-level academic coursework in reading and writing according to Coastal Bend College academic skills assessment guidelines. See "Testing Requirements" section of this catalog for more information.
Study of principles and techniques of written, expository, and persuasive composition including analysis of literary, expository, and persuasive texts; critical thinking; and a review of grammar and communication skills, with emphasis on clear, correct, effective composition and speech. Frequent reading and writing.

ENGL 1302 Composition and Rhetoric (2313015112) 3-1
Prerequisite: ENGL 1301
Analysis and discussion of typical literary selections. Frequent, documented, investigative essays. Continued study of writing with emphasis on logic, research, and literary criticism. Research paper required.

ENGL 1311 Technical Report Writing and Business Correspondence (2311015112) 3-0
Prerequisite: ENGL 1301 or POFT 1302
Instruction in the composition of effective business communications. Development and utilization of analytical, problem-solving skills through the application of sound judgment to situations frequently encountered in business communication. Credit will not be given for more than one ENGL 1311 and ENGL 2311.

ENGL 2307 Creative Writing I (2305015112) 3-0
Prerequisite: ENGL 1301
Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

ENGL 2308 Creative Writing II (2313025112) 3-0
Prerequisite: ENGL 2307
Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

ENGL 2311 Advanced Composition and Report Writing (2311015112) 3-0
Prerequisite: ENGL 1301
Essentials of correct, effective, technical writing. Includes applications of the principles of exposition to problems, projects, and reports. For technical students.

ENGL 2314 Technical Writing (2313035112) 3-0
Prerequisite: ENGL 1302
Advanced writing in technical, scientific, and business fields. Study and application of reports, proposals, and other technical papers with an emphasis on research, audience adaptation, invention, organization, style, and mechanics. Especially suited to students in programs leading to degrees in agriculture, business administration, engineering, and science.

ENGL 2322 Survey of English Literature (2314045112) 3-0
Prerequisite: ENGL 1302
Study of selected significant works, movements, schools, and/or periods of English literature from Beowulf to the Romantic period. Direct study of poetry and prose.

ENGL 2323 Survey of English Literature (2314045112) 3-0
Prerequisite: ENGL 1302
Study of selected significant works, movements, schools, and/or periods of English literature from the Romantic period to the present. Direct study of poetry and prose.

ENGL 2326 Masterpieces of American Literature (2314025112) 3-0
Prerequisite: ENGL 1302
Study of selected significant works, movements, schools, and/or periods of American literature. The course stresses background, development, and appreciation.

ENGL 2331 Masterpieces of World Literature (1601045213) 3-0
Prerequisite: ENGL 1302
Study of selected significant works, movements, schools, and/or periods of world literature. The course stresses background, development, and appreciation.

ENGL 2341 Forms of Literature- Film (1601045113) 3-0
Prerequisite: ENGL 1302
Study of selected significant works, movement, styles and/or genres of film from D.W. Griffith to the present. This course explores Hollywood classics, foreign films, as well as modern selections. This course incorporates the direct study of film, using film techniques (mise-en-scene, cinematography, editing, and sound), major film theories, as well as taking into consideration the social, intellectual, and historical developments that have influenced film.

Geography

GEOG 1303 World Geography (4507015325) 3-0
Prerequisite: Passing score on Reading Section of TSI Assessment.
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, climatic regions, resources, and man's response to his environment. Attention is directed to the use of globes, maps, and charts.

Geology

Prerequisite Statement

To enroll in any Geology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

GEOL 1301 Experiences in Earth Science (4007035103) 3-0
Introduces fundamental concepts of physical and historical geology in a natural setting. Materials are presented on the Internet to acquaint the student with basic principles and will be followed up by field studies in a geologically significant area in Texas. Other aspects of Earth Science may be presented as conditions allow. Follow-up will be done on the Internet and culminate in a final exam.

GEOL 1305 Environmental Geology (0301035301) 3-0
Introduces students to the impact of humans on the environment. Uses current events in conjunction with scientific principles to promote awareness of our planet and the life on it. Introduces the application of basic mathematics for problem solving and manipulation of data. Intended for non-science majors and general interest.

GEOL 1403 Physical Geology (4006015103) 3-3
A study of materials that make up the earth, and the processes that make it a dynamic body, emphasizing the three major types of rocks and the physical processes that break down these rocks into sediments. The course also is an introduction into the major fields of geology and to the materials commonly used in the study of geology.

Course Descriptions

GEOL 1404 Historical Geology (4006015103) 3-3
A study of the geologic history of the earth, emphasizing the application of basic geology, use and identification of fossils, and an understanding of the development of the geological time scale. The course leads to discussion of current concepts of the ancient and more recent earth, major geologic events, and a study of plants and animals and their succession in the fossil record.

GEOL 1405 Environmental Geology (0301035301) 3-3
The earth as a habitat. Interrelationships between humans and the environment. Effects of these interrelationships on or by the dynamic processes of the earth. Geologic considerations in urban planning and regional land use.

GEOL 2409 Descriptive Mineralogy and Crystallography (4006015203) 3-3
Prerequisite: GEOL 1403; a high school or general college chemistry course is strongly recommended
An introduction to the science of mineralogy with emphasis on crystallography, chemistry, classification, identification, and occurrence of minerals; and applications of mineralogy to rock identification.

Government

GOVT 2305 American Government (4510025125) 3-0
A survey of the American government, its origins, constitution, and structure of the American political system to illustrate how authoritative decisions are made and executed for the American society. In order to ensure that government courses satisfy the Texas Education Code requirement, students taking GOVT 2305 should take GOVT 2306 at the same institution.

GOVT 2306 State Government and Federalism (4510025125) 3-0
Introduction to the theory and practice of politics and government in America at the state and local levels, and the relationship between state and federal government, with special attention to Texas. In order to ensure that government courses satisfy the Texas Education Code requirement, students taking GOVT 2305 should take GOVT 2306 at the same institution.

Health Information

HITT 1301 Health Data Content and Structure 2-4
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
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
Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

HITT 1312 History of Health Information Technology in the U.S. 2-4
Traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. Introduces the concept of meaningful use.

HITT 1313 Insurance Coding 2-4
An overview of skills and knowledge in ICD and CPT coding of insurance forms for reimbursement of medical services.

HITT 1341 Coding and Classification Systems 2-4
Fundamentals of coding rules, conventions, and guidelines, using clinical classification systems.

HITT 1345 Health Care Delivery Systems 2-4
Prerequisite: HITT 1305, HITT 1401
Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

HITT 1349 Pharmacology 2-4
Prerequisite: HITT 1305
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

HITT 1353 Legal and Ethical Aspects of Health Information 1-4
Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

HITT 2245 Coding Certification Exam Review 2-0
Prerequisite: HITT 1441 and HITT 2435
Review of coding competencies and skills in preparation for a coding certification exam.

HPRS 1160 Clinical for Basic Health Profession Skills 0-0-3
Prerequisite: HPRS 1304 Basic Health Professions Skills or instructor approval.
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. Clinical experience that continues application of skills and theory taught in HPRS 1304. Various health care facilities will be utilized to allow the student to explore the role of the basic healthcare provider. Admission to Coastal Bend College and declaration of a health science major. HPRS 1304 Basic Health Profession Skills must be concurrent or correlated to take the nurse aide certification exam and to receive full credit.

HPRS 1201 Introduction to Health Professions 1-4
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 1304 Basic Health Profession Skills 2-4
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Student participation in skills laboratory is required.

MDCA 1302 Human Disease/Pathophysiology 2-4
Prerequisite: HITT 1305, BIOL 2304
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.

History

Prerequisite Statement

To enroll in any History course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

HIST 1301 United States History Before 1865 (5401025125) 3-0
See prerequisite statement.
History of the United States from colonization to Reconstruction. Attention is devoted to the periods of discovery, exploration, settlement, development, the Revolution, the Constitution, expansion, slavery, and the Civil War.

Course Descriptions

HIST 1302 United States History After 1865 (5401025125) 3-0
See prerequisite statement.
History of the United States from Reconstruction to the present. Major topics are Reconstruction, monetary problems, commerce, industrial expansion, the United States as a world power, World War II, and the problems of peace.

HIST 2301 History of Texas (5401025225) 3-0
See prerequisite statement.
History of Texas from prehistory to the modern era. Attention is directed to Spanish colonization, Texas under Mexico, the Texas Revolution, the Republic of Texas, Texas during the Civil War and Reconstruction, the Gilded Age in Texas, and Texas in the 20th century.

HIST 2321 World Civilization Before 1550 (5401015325) 3-0
Prerequisite: ENGL 1302, ENGL 2311, or concurrent enrollment; or instructor approval. Also see prerequisite statement.
A compact survey of man's struggle for civilization from early times to the year 1550. Included are studies of the ancient Near Eastern, Indian, Chinese, Greek, Roman, Byzantine and European civilizations. Attention is directed to the progress of European history during medieval times, the Middle Ages, the Renaissance, and the Reformation.

HIST 2322 World Civilization After 1550 (5401015325) 3-0
Prerequisite: ENGL 1302, ENGL 2311, or concurrent enrollment; or instructor approval. Also see prerequisite statement.
A compact history of the world in modern times including political, intellectual, economic, social, and cultural developments. Attention is directed to the French Revolution, the rise of nationalism, the development of democratic governments, the origins of colonialism and imperialism, the industrial revolution, and the causes and consequences of the two world wars of the 20th century.

HIST 2327 Mexican American History I (0502035225) 3-0
See prerequisite statement.
Historical, economic, social and cultural development of Mexican-Americans/Chicanos from the exploration era to 1945. Emphasis is on the Native American civilizations, the Spanish colonial period, the revolution for independence (1810-1821), the early national era, relations with the United States, the Portiriato period, the Mexican revolutionary period (1910-1924), and Mexico since the Revolution of 1910.

HIST 2328 Mexican American History II (0502035225) 3-0
See prerequisite statement.
Historical, economic, social and cultural development of Mexican-Americans/Chicanos from 1945 to the present.

Humanities

HUMA 1301 Introduction to the Humanities (2401035112) 3-0
An interdisciplinary, multi-perspective assessment of cultural, philosophical, and aesthetic factors, including art, music, theater, philosophy, literature, and religion, critical to the formulation of values and the historical development of the individual and of society.

Kinesiology

Activity courses may be taken only once for credit.

KINE 1100 Lifetime Fitness Skills for Kinesiology Majors (3601085123) 1-2
Instruction and participation in lifetime fitness skills.

KINE 1101 Individual and Dual Sports for Kinesiology Majors (3601085123) 1-2
Instruction and participation in individual and dual sports.

KINE 1102 Team Sports for Kinesiology Majors (3601085123) 1-2
Instruction and participation in team sports.

KINE 1103 Body Sculpting and Conditioning (3601085123) 1-2
Utilizes light weights and conditioning activities to improve fitness and body composition.

KINE 1104 Conditioning
1144 Advanced Conditioning (3601085123) 1-2
Sports specific conditioning for basketball, volleyball, soccer and softball.

KINE 1105 Weight Control
and Aerobic Conditioning (3601085123) 1-2
Utilizes aerobic activities, strength training and current nutritional information geared toward maintaining a healthy weight.

KINE 1106 Beginning Aerobic Dance
1126 Intermediate Aerobic Dance (3601145123) 1-2
Choreographed fundamental skills of aerobic dance geared to improve cardiorespiratory fitness.

KINE 1108 Aerobic Fitness (3601085123) 1-2
Aerobic activities geared to improving cardiorespiratory fitness.

KINE 1111 Team Sports (3601085123) 1-2
Introduces concepts and fundamentals of volleyball and basketball.

KINE 1112 Team Sports (3601085123) 1-2
Introduces concepts and fundamentals softball and soccer.

KINE 1114 Bowling
1134 Advanced Bowling (3601085123) 1-2
Fundamental instruction and practice in beginning and advanced bowling.

KINE 1115 Mat Pilates (3601085123) 1-2
Pilates-based exercises which target a total body workout.

KINE 1117 Beginning Tennis
1137 Intermediate Tennis
1147 Advanced Tennis (3601085123) 1-2
Fundamental skills for beginning, intermediate and advanced tennis.

KINE 1119 Yoga (3601085123) 1-2
Yoga practice with emphasis on posture, breathing, concentration, and relaxation techniques.

KINE 1123 Mat Pilates and Yoga (3601085123) 1-2
Pilates-based exercises and Yoga postures which target a total body workout.

KINE 1124 Intermediate Volleyball
1125 Advanced Volleyball (3601085123) 1-2
Fundamental skills for intermediate and advanced volleyball.

KINE 1127 Karate
1128 Intermediate Karate (3601085123) 1-2
Fundamental and intermediate skills and practice in karate.

KINE 1130 Intermediate Basketball
1132 Advanced Basketball (3601085123) 1-2
Instruction in intermediate and advanced basketball skills.

KINE 1139 Recreational Sports (3601085123) 1-2
Fundamental skills and practice in various recreational sports.

Course Descriptions

KINE 1140 Weight Training
1148 Advanced Weight Training (3601085123) 1-2
Instruction in fitness and weight training techniques using free weights and Nautilus machines.

KINE 1143 Disc Golf (3601085123) 1-2
Fundamental skills and practice for disc golf.

KINE 1142 Beginning Golf
1145 Advanced Golf (3601085123) 1-2
Fundamental skills and practice for beginning and advanced golf.

KINE 1150 Adult Fitness (3601085123) 1-2
Basic fitness and conditioning for all ages.

KINE 1238 Introduction to Physical Fitness (3105015223) 2-0
This course provides an orientation to physical fitness and sport and includes the study and design of a personal fitness program. This course does not involve any physical activity and is completely online.

KINE 1301 Foundations of Kinesiology (3105015223) 3-0
This course provides students with the basic foundations in the Kinesiology field and includes the history of the field and career opportunities available today.

KINE 1304 Personal Health (5103015116) 3-0
This course investigates the principles and practices to personal health.

KINE 1305 Community Health (5103015116) 3-0
This course provides a study of community-wide health problems which influence our society with an emphasis on community health services and public health agencies.

KINE 1306 Standard First Aid (5103015316) 3-0
This course includes training in CPR for adult, child, and infant, AED training, and first aid. American Red Cross certification is awarded for successful completion.

KINE 1308 Sports Officiating (3101015123) 3-0
This course provides instruction in rules, interpretation, and mechanics of officiating basketball and volleyball.

KINE 1331 Kinesiology in Elementary School (3105015223) 3-0
This course provides a detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program. Emphasis is placed on establishing a positive learning environment to encourage appropriate behavior and to promote learning.

KINE 1338 Concepts of Physical Fitness (3105015123) 3-0
This course provides a study of exercise science, consultation and evaluation, exercise technique, safety and legal issues necessary for designing individual fitness programs.

KINE 1346 Drug Education (5115045216) 3-0
This course provides a study of the use and abuse of alcohol, tobacco, and other harmful drugs with an emphasis on the psychological, sociological, and psychological factors.

Machinist

MCHN 1217 Machining I 1-2
Introductory course that assists the student in understanding the machinist occupation in industry. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis on shop safety, housekeeping, and preventative maintenance.

MCHN 1308 Basic Lathe 1-6
An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory.

MCHN 1313 Milling I 1-6
An introduction to the common types of milling machines, basic parts, nomenclature, basic operations and procedures, machine operations, safety, machine mathematics, blueprint reading, and theory.

MCHN 1320 Precision Tools and Measurements 2-3
Prerequisite: High school algebra or equivalent
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 1343 Machine Shop Mathematics 3-0
Prerequisite: High school algebra or equivalent
Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

MCHN 1358 Intermediate Lathe Operations 1-6
Prerequisite: MCHN 1308
Continuation of Basic Lathe Operations with emphasis on continued proficiency in lathe operations. Identification and operation of lathe machine tools, including basic tapered form turning and basic threading operations.

MCHN 1481 Cooperative Education -- 0-4
Machine Tool Technology/Machinist
Career-related activities encountered in the student's area of specialization offered through and individualized agreement among the college, employer, and student. Under the supervisions of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

MCHN 2302 Intermediate Milling Operations 1-6
Prerequisite: MCHN 1313
A continuation of Basic Milling Operations with emphasis on continued proficiency in mill operation. Identification and operation of milling machines and support tooling including keyseat cutter, staggertooth cutters, rotary table and dividing heads.

MCHN 2303 Fundamentals of Computer 1-6
Numerical Controlled (CNC) Machine Controls
Prerequisite: High school algebra or equivalent
An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

MCHN 2230 Milling Machine III 1-3
Prerequisite: MCHN 2302
Advanced study of milling machine operations. Use of milling cutters and support tooling including end mills, slab mills, face mills, involute cutters, rotary tables, and indexing heads with a review of related mat and machine theory.

MCHN 2231 Advanced Engine Lathe I 1-3
Prerequisite: MCHN 1358
Advanced study of lathe operations. Use of special cutting tools and support tooling, such as form tools, carbide inserts, taper attachments, follower, and steady rest. Close tolerance machining required.

MCHN 2335 Advanced CNC Machining 1-6
Prerequisite: MCHN 2303
The study of advanced CNC operation with an emphasis on programming and operation of machining and turning centers.

MCHN 2238 Advanced Computer-Aided Manufacturing (CAM) 1-3
Prerequisite: MCHN 2335
A study of advanced techniques in Computer-Aided Manufacturing (CAM).

Course Descriptions

MCHN 2341 Advanced Machining I 1-6
Prerequisite: MCHN 1217
An advanced study of lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, special tooling, bench assembly, and materials metallurgy.

MCHN 2344 Computerized Numerical Control Programming 2-3
Prerequisite: MCHN 2335
Programming and operation of computer numerically controlled (CNC) machine shop equipment.

MCHN 2345 Advanced Machining II 1-6
Prerequisite: MCHN 2341
Advanced milling, drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

Management

BMGT 1325 Office Management 2-4
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

BMGT 1341 Business Ethics 2-4
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 1382 Cooperative Education – Business Administration & Management, General 1-20
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 2309 Leadership 2-4
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

BMGT 2382 Cooperative Education – Business Administration and Management, General 1-20
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.

Mathematics

NCBM 0305 Non-Course Based Mathematics (3201045419) 1-0
Provides students with non-course based remediation in preparation for college level mathematics. Also prepares students for the mathematics portion of the TSI state-approved assessment. This course is non-transferable and does not count toward an associate's degree.

MATH 0321 Beginning Algebra (3201045119) 3-3
Prerequisite: An appropriate score on math section of an alternative test or TSI Assessment.
Sets and properties of real numbers; linear equations and inequalities in one variable; geometry formulas; word problems using linear equations; exponents; polynomial operations; factoring; similar geometric figures; square roots, Pythagorean theorem. This course is non-transferable and does not count toward associate's degree.

MATH 0322 Intermediate Algebra (3201045219) 3-1
Prerequisite: A grade of A, B or C in MATH 0321 or an appropriate score on math section of an alternative test or TSI Assessment.
Linear and absolute value equations and inequalities; factoring, rational algebraic expressions, variation, radical equations; quadratic equations and functions; applications. This course is non-transferable and does not count toward associate's degree.

MATH 1314 College Algebra (2701015419) 3-1
Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on TSI Assessment OR exemption from academic skills assessment (see Testing Requirements section of this catalog).
Relations, functions, graphs, algebra of functions and inverse functions; linear and quadratic relations and functions; graphs of piecewise functions; graphs of rational functions; exponential and logarithmic functions and their properties; exponential and logarithmic equations; systems of linear and nonlinear equations and inequalities; matrices including Gaussian elimination; polynomials including synthetic division, rational root theorem, remainder and factor theorems and approximating irrational roots; conic sections; sequences and series; binomial theorem; partial fractions.

MATH 1324 Mathematics for Business and Economics I (2703015219) 3-0
Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on TSI Assessment OR exemption from academic skills assessment.
Functions and graphs; linear and quadratic functions, systems of equations, matrices; systems of linear inequalities and linear programming; permutations, combinations, and probability; simple and compound interest, discounts, annuities, and amortizations. Emphasizes applications from business and economics.

MATH 1325 Mathematics for Business and Economics II (2703015219) 3-0
Prerequisite: MATH 1324 or MATH 1314
Polynomial, rational, exponential and logarithmic functions, limits, continuity, definition and interpretation of the derivative, rules for differentiation, relative and absolute extrema, curve sketching, differentials, antiderivatives and indefinite integrals, rules of integration, and integration by substitution. Emphasizes business applications.

MATH 1332 Contemporary Mathematics I (2701015119) 3-0
Prerequisite: Math 0321 or a minimum score of 41 on the algebra module of TSI Assessment or any score in the college level math module of TSI Assessment or minimum score of 220 on THEA. Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. (This course meets core requirements for Workforce students and Liberal Arts majors. **This course is not for students seeking pre-k through 12 certification. This course is not for stem majors (science, technology, engineering, and math).**

MATH 1350 Fundamentals of Mathematics I (2701015619) 3-0
Prerequisite: College Algebra.
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

MATH 1351 Fundamentals of Mathematics II (2701015619) 3-0
Prerequisite: Math 1350, College Algebra.
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

Course Descriptions

MATH 1442 Statistics (2705015119) 4-1
Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on TSI Assessment OR exemption from academic skills assessment (see Testing Requirements section of this catalog).
Collection and analysis of data: graphic display of categorical and numerical data; descriptive statistics including measurements of variability and central tendency; probability; hypothesis testing about a single mean, pairs of means and variance; analysis of variance; linear regression. Emphasis on microcomputers as problem solving tools.

MATH 2412 Pre-Calculus Mathematics (2701015819) 4-1
Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on TSI Assessment OR exemption from academic skills assessment (see Testing Requirements section of this catalog).
Applications of algebra and trigonometry to the study of elementary functions. Topics include properties, graphs and applications of polynomial, algebraic, rational, exponential, logarithmic and trigonometric functions; sequences and series; mathematical induction; binomial theorem; and systems of equations.

MATH 2413 Calculus I (2701015919) 4-2
Prerequisite: MATH 2412, or MATH 1314 and Math 1316.
Limits and their properties, differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions; emphasis on geometric and physical applications.

MATH 2414 Calculus II (2701015919) 4-2
Prerequisite: MATH 2413
A continuation of integral and differential calculus with integration techniques and applications including areas, volumes of solids of revolution and surfaces of revolution, integration by parts, trigonometric integrals, L'Hopital's Rule, improper integrals; sequences and series; conics, parametric equations, polar coordinates and equations; and vectors and the geometry of space. Emphasis on geometric and physical applications.

MATH 2415 Calculus III (2701015919) 4-2
Prerequisite: MATH 2414
Differentiation and integration of vectors and vector-valued functions, functions of several variables and related topics; multiple integration and vector analysis. Topics include surfaces in space, cylindrical and spherical coordinates, tangent and normal vectors, directional derivatives and gradients, extrema of functions of two variables and applications, centers of mass and moments of inertia, cylindrical and spherical coordinates, vector fields, and line and surface integrals.

MATH 2420 Differential Equations (2703015119) 4-0
Prerequisite: MATH 2414
First order differential equations, linear differential equations, systems of linear differential equations, introduction to non-linear differential equations, Laplace transforms, power series solutions, introduction to partial differential equations, numerical methods, matrices, and integral equations. Emphasis on geometric and physical applications.

Music

MUEN 1121 Concert Band (5009035526) 0-6
Membership open to any student by audition. Rehearses and performs representative band literature. The concert band is the main instrumental performance ensemble required for instrumental music majors each semester. Members must attend rehearsals and performances.

MUEN 1131 Wind Ensemble (5009035626) 0-4
Co-requisite: Participation in Concert Band
A select performing and touring ensemble. Repertoire may include study of jazz, classical, popular styles, improvisation and contemporary literature to accommodate ensemble instrumentation. Members must attend rehearsals and performances.

MUEN 1135 Mariachi Ensemble (5009035626) 0-4
Membership open to any student by audition. Rehearses and performs Mariachi music.

MUEN 1141 Concert Choir (5009035726) 0-6
Membership open to any student by audition. Rehearses and performs representative choral literature. The concert choir is the main vocal performing ensemble required for vocal music majors and minors each semester. Members must attend rehearsals and performances.

MUEN 1151 Coastal Bend College Singers (5009035826) 0-4
Co-requisite: Participation in concert choir
This organization is a select performing and touring ensemble. Limited membership is through audition by members of the concert choir. Repertoire includes study of jazz, popular styles, improvisation and contemporary literature to accommodate voices of the vocal ensemble. Members must attend rehearsals and performances.

MUSI 1159 Musical Workshop (5009036126) 2-2
Teaches details for producing a musical show. Audition and casting procedures, public relations, rehearsal techniques, staging, and financing are discussed. Students are involved in a musical production.

MUSI 1162 Vocal Diction I: Italian and German (5009085326) 1-1
A study of phonetic sounds of German and Italian to promote the ability to sing in these languages. No attempt made to develop grammar or vocabulary. Some use of records for developing facility in speaking and singing. Students learn to perform a minimum of three songs in each language. Required of vocal majors.

MUSI 1165 Vocal Diction II: French and English (5009085326) 1-1
A study of phonetic sound of French and English to promote the ability to sing in these languages. No attempt made to develop grammar or vocabulary. Some use of records for developing facility in speaking and singing. Students learn to perform a minimum of three songs in each language. Required of vocal majors.

MUSI 1166 Woodwinds Class (5009035126) 2-1
Develops basic performance skills and teaching techniques for woodwind instruments including flute, clarinet, saxophone, oboe, piccolo, and bassoon. Required for music majors.

MUSI 1168 Brass Class (5009035126) 2-1
Develops basic performance skills and teaching techniques for brass instruments including trumpet, French horn, cornet, trombone, and tuba. Required for music majors.

MUSI 1181,
1182,
2181,
2182 Class Piano I, II, III, IV (5009075126) 2-1
Class instruction on a continually graded basis in the fundamental techniques of playing the piano. Basic music theory and basics in fingering, pedaling, and expression are studied. Each level is the prerequisite for the next level.

MUSI 1183,
1184,
2183,
2184 Class Voice I, II, III, IV (5009085126) 2-1
Class instruction on a continually graded basis in the fundamentals of correct breathing, tone production, and diction. Each level is the prerequisite for the next level.

MUSI 1188 Percussion Class (5009035126) 2-1
Develops basic performance skills and teaching techniques for percussion instruments including snare drum, tympani, bass drum, xylophone, and bells. Required for music majors.

MUSI 1192 Class Guitar I (5009035126) 2-1
Class instruction in fundamental guitar techniques.

Course Descriptions

MUSI 1193 Class Guitar II (5009035126) 2-1
Prerequisite: MUSI 1192 and instructor approval
Continuation of Class Guitar I. Instruction in more advanced guitar techniques.

MUSI 1211 Music Theory I (5009045126) 2-2
Prerequisite: Pass placement examination or MUSI 1301
Fundamentals of music review including study of major and minor scales, keys, cadences, major, minor, diminished, and augmented chord structures; progression of the three principal triads with introduction in writing four-part chorale style, with keyboard application; harmonic analysis.

MUSI 1212 Music Theory II (5009045126) 2-2
Prerequisite: MUSI 1211 or equivalent with minimum "C" grade
A continuation of Music Theory I with further study of the triad in inversion; use and function of each diatonic triad; non-harmonic tones, cadences, and an introduction to diatonic 7th chords with keyboard application and harmonic analysis.

MUSI 1216 Elementary Sight Singing and Ear Training I (5009045626) 2-2
Co-requisite: MUSI 1211
The practice of rhythmic, melodic, harmonic dictation, and sight singing melodies using materials studied in MUSI 1211.

MUSI 1217 Elementary Sight Singing and Ear Training II (5009045626) 2-2
Co-requisite: MUSI 1212 Prerequisite: MUSI 1216 or equivalent with minimum "C" grade
A continuation of MUSI 1216 with representative rhythmic, melodic, harmonic dictation, and sight-singing of melodies using materials studied in MUSI 1212.

MUSI 1290 Electronic Music (5009045826) 2-1
Prerequisite: MUSI 1181, 1211, 1301, or MUAP 1169
Introduction to use of synthesizers, computers, sequencing and music printing software, multi-track recorders, and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition, and performance of music.

MUSI 1301 Fundamental of Music (5009045526) 3-0
A study of basic notation, note values, scales (both major and minor), intervals, triads, and key signatures with simple keyboard application. Covers beginning principles of sight-singing and ear training.

MUSI 1304 Foundations of Music (5009045426) 3-2
Development of music skills such as basic theory, rhythm, sight singing, elementary chord structures and beginning classroom techniques for piano, recorder, guitar, ukulele, and other rhythm band instruments.

MUSI 1306 Listening to Music (5009025126) 3-0
Designed for the non-music major. Includes a broad survey of types, forms, and styles of music reflecting various cultural periods, major composers, and musical elements; and is a foundation for enjoyment and understanding by the listener.

MUSI 1308 Survey of Music History and Literature I (5009025226) 3-2
A study and historical survey of the principal musical forms and stylistic periods through the Baroque Era. Required for music majors.

MUSI 1309 Survey of Music History and Literature II (5009025226) 3-2
A continuation of MUSI 1308. The study and historical survey of the principal music forms, stylistic periods, and composers of music from the Rococo period through the present day. May be taken before MUSI 1308. Required for music majors.

MUSI 1310 American Music 3-0
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary music.

MUSI 1386 Music Composition I (5009045326) 3-0
Prerequisite: MUSI 1301 or Placement Test
A study of the techniques and skills for composing music with writing applications for both instrumental and vocal. Includes a study of musical form, analysis, and orchestration. Composing music using the computer and synthesizer will be included.

MUSI 2211 Music Theory III (5009045226) 2-2
Prerequisite: MUSI 1212 or equivalent with minimum "C" grade
A continuation of first-year theory including a study of modulation to closely related keys, form and melodic structure; uncommon chord progressions with part-writing application; further study of the diatonic 7th chords, and an introduction to altered and borrowed chords. Includes musical analysis of form, harmonic principles, and keyboard applications.

MUSI 2212 Music Theory IV (5009045226) 2-2
Prerequisite: MUSI 2211 or equivalent with minimum "C" grade
A continuation of Music Theory III with a study of secondary dominant, leading tone and 7th chords; augmented chords; the Neapolitan and augmented 6th chords; chords of the 9th, 11th and 13th; advanced modulation; continuation of part-writing procedures; harmonic and musical form analysis; and an introduction to 20th Century melody, harmony, tonality and form. Continuation of keyboard applications.

MUSI 2216 Advanced Sight Singing and Ear Training III (5009045726) 2-2
Co-requisite: MUSI 2211
Prerequisite: MUSI 1217 or equivalent with minimum "C" grade
A continuation of representative levels of rhythmic, melodic, harmonic dictation, and sight-singing of melodies. Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2217 Advanced Sight Singing and Ear Training IV (5009045726) 2-2
Co-requisite: MUSI 2212
Prerequisite: MUSI 2211 or equivalent with minimum "C" grade
A continuation of representative levels of rhythmic, melodic harmonic dictations and sight-singing of melodies. Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2386 Music Composition II (5009045326) 3-0
Prerequisite: MUSI 1386
Continuation of techniques and skills developed in MUSI 2386 with applications of more advanced compositional skills. Course will include instruction in 20th Century forms and structures.

Music Applied

Private lessons: One-half (5009035426) 1/2-0 and 1-0 and 1 hour per week
Prerequisites: Audition and placement by the instructor
1### Freshman Level
#1## one-half hour per week
2### Sophomore Level
#2## one hour per week

All students enrolled in MUAP courses will be required to attend recitals and concerts as assigned by course instructors. Failure to attend recitals and concerts will affect final grade in applied music courses.

A maximum of 8 hours may be used as electives for academic degrees.

Course Descriptions

MUAP 1117-1118,1217-1218,2117-2118,2217-2218 Flute
MUAP 1121-1122,1221-1222,2121-2122,2221-2222 Oboe
MUAP 1125-1126,1225-1226,2125-2126,2225-2226 Bassoon
MUAP 1129-1130,1229-1230,2129-2130,2229-2230 Clarinet
MUAP 1133-1134,1233-1234,2133-2134,2233-2234 Saxophone
MUAP 1137-1138,1237-1238,2137-2138,2237-2238 Trumpet (Brass)
MUAP 1141-1142,1241-1242,2141-2142,2241-2242 French Horn
MUAP 1145-1146,1245-1246,2145-2146,2245-2246 Trombone
MUAP 1149-1150,1249-1250,2149-2150,2249-2250 Euphonium Baritone
MUAP 1153-1154,1253-1254,2153-2154,2253-2254 Tuba
MUAP 1157-1158,1257-1258,2157-2158,2257-2258 Percussion
MUAP 1161-1162,1261-1262,2161-2162,2261-2262 Guitar/String
MUAP 1165-1166,1265-1266,2165-2166,2265-2266 Organ
MUAP 1169-1170,1269-1270,2169-2170,2269-2270 Piano (Keyboard)
MUAP 1181-1182,1281-1282,2181-2182,2281-2282 Voice

Nursing

RNSG 1309 Introduction to the Profession of Nursing 3-0-3
Overview of nursing and the role of the professional nurse as provider in patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach.

HPRS 1160 Clinical for Basic Health Profession Skills 1-0-0-3
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. Clinical experience that continues application of skills and theory taught in HPRS 1304. Various health care facilities will be utilized to allow the student to explore the role of the basic healthcare provider. Admission to Coastal Bend College and declaration of a health science major. HPRS 1304 Basic Health Profession Skills must be concurrent or correlated to take the nurse aide certification exam and to receive full credit.

HPRS 1304 Basic Health Profession Skills 3-2-4
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Student participation in skills laboratory is required.

RNSG 1161 Clinical (Common Concepts…) 1-0-0-6
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 instructor. The focus of the clinical rotation is the adult client in structured settings with common medical-surgical health care needs related to each body system. The clinical rotations will occur in acute and long term care settings.

RNSG 1163 Clinical (Adult Health) 1-0-0-6
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.

RNSG 1201 Pharmacology 2-2-0
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

RNSG 1207 Nursing Jurisprudence 2-2-1
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.

RNSG 1244 Nursing Skills II 2-1-4
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.

RNSG 1253 Care of the Childbearing Family 2-1-2
Study of concepts related to the provision of perinatal nursing care for childbearing families. Content includes knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach

RNSG 1300 Health Assessment Across the Lifespan 3-2-4
Development of skills and techniques required for a comprehensive health assessment of clients across the lifespan: pediatric, adult, and geriatric. Includes assessment of clients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework

RNSG 1327 Transition from Vocational to Professional Nursing 3-0
Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

RNSG 1341 Common Concepts of Adult Health 3-3-1
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework.

RNSG 1343 Complex Concepts of Adult Health 3-3-1
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework.

RNSG 2160 Clinical (Children) 1-0-0-6
A health-related work-based learning experience that enables the student to apply specialized theory, skills, and concepts related to the child and his family. Direct supervision is provided by the clinical professional.

RNSG 2161 Clinical (Adult Health) Capstone 1-0-0-6
A health-related work-based learning experience that enables the student to apply theory, skills, and concepts of the client experiencing multisystem alterations in health in unstructured settings. Direct supervision is provided by the clinical professional.

RNSG 2162 Clinical (Childbearing) 1-0-0-6
A health-related work-based learning experience that enables the student to apply theory, skills, and concepts related to the high risk childbearing family. Direct supervision is provided by the clinical professional.

RNSG 2201 Care of Children and Families 2-2-1
Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

RNSG 2206 Nursing Information Systems 2-2-0
A course which examines information systems and documentation tools utilized in nursing practice.

RNSG 2213 Mental Health Nursing 2-2-0
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

Course Descriptions

RNSG 2331 Advanced Concepts of Adult Health 3-3-1
Application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework.

Oil and Gas Technology

PTRT 1301 Overview of Petroleum Industry 3-0
An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining.

PTRT 1307 Production Methods 2-4
An introduction to the different methods associated with petroleum production; natural flow and artificial life. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO2 injections.

PTRT 1312 Petroleum Regulation 3-0
A course in regulatory requirements and structures affixed to the petroleum industry by state and agencies. Topics include the Texas Railroad Commission, the Texas Natural Resource Conservation Commission, Occupational Safety and Health Administration, Department of Energy, and Department of Transportation.

PTRT 1313 Industrial Safety 3-0
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 such as confined space entry, emergency action, lock-out/tag-out, and other work related subjects.

PTRT 1391 Special Topics in Petroleum Technology 2-4
Basic Electricity
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. The course was designed to be repeated multiple times to improve student proficiency.

PTRT 1403 Drilling 3-3
A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are implemented. Instruction in volume calculations, hydrostatic pressures, formations pressures, and analyzing problems in downhole drilling operations.

PTRT 1424 Petroleum Instrumentation 3-3
Surveys the instruments, measurements, and control devices used within the major aspects of the petroleum industry. Basic terminology, functions, and applications of the various instruments will be discussed.

PTRT 1491 Special Topics in Petroleum Technology 3-3
Oil and Gas Measurements
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. The course was designed to be repeated multiple times to improve student proficiency.

PTRT 2432 Artificial Lift 3-3
Practical aspects of artificial lift in production systems.

PTRT 2331 Well Completions 2-4
Prepares the student to evaluate the effects of drilling through the production formation and choose the tools and procedures for completing a drilled wellbore.

PTRT 2436 Well Workover 3-3
In-depth study and analysis of the various problems associated with the producing wellbore. Students discuss and evaluate the economics of working over an oil or gas well.

ENGG 1491 Special Topics in Geotechnical Engineering 3-3
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the oil and gas technology and relevant to the professional development of the student. Course uses GeoGraphix PRIZM software to interpret well log data.

Pharmacy Technician

PHRA 1301 Introduction to Pharmacy 3-3-0
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques.

PHRA 1305 Drug Classification 3-3-0
An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

PHRA 1313 Community Pharmacy Practice 3-2-4
Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

PHRA 1449 Institutional Pharmacy Practice 4-2-4
Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

PHRA 1266 Practicum I 2-0-16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PHRA 1441 Pharmacy Drug Therapy and Treatment 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. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

PHRA 1209 Pharmaceutical Mathematics I 2-2-0
Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems.

PHRA 2330 Innovative Pharmacy Practice 2-3-0
Specialized duties and practice settings available to pharmacy technicians.

PHRA 1445 Compounding Sterile Preparations and 4-3-2
Aseptic Technique
A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

Course Descriptions

PHRA 1267 Practicum II 2-0-16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PHRA 1206 Computerized Drug Delivery System 2-2-1
Fundamentals of computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and an overview of equipment and devices for drug distribution, preparation, and manufacturing. Also covers mechanical, automatic, and robotic drug delivery systems.

PHRA 2266 Practicum III 2-0-16
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

PHRA 1243 Pharmacy Technician Certification Review 2-2-1
A review of major topics covered on the National Pharmacy Technician Certification examination.

PHRA 1207 Ethics and Texas Pharmacy Law 2-2-0
The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes state laws governing the practice of pharmacy, Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects, including criminal and civil statutes.

Philosophy

Prerequisite Statement

To enroll in any Philosophy course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the "Testing Requirements" section of this catalog.

PHIL 1301 Introduction to Philosophy (3801015112) 3-0
See prerequisite statement.
Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

PHIL 1316 History of Religion (3802015212) 3-0
See prerequisite statement.
A survey of major religions; ancient religions; origin, nature, and content of Old and New Testaments. Emphasis on the faith and life of ancient Israel and the early Christian church.

PHIL 2306 Modern Morals: Intro to Ethics (3801015312) 3-0
Critical analysis of the principal ethical theories and their application to contemporary moral problems facing society, individuals, and professions (Biomedical, Business, Communications, etc.). Assessment levels: R3, E3, M1.

PHIL 2321 Philosophy of Religion (3802015312) 3-0
See prerequisite statement.
A study of such philosophical issues as faith and reason, religious authority, modern science, evil and suffering, freedom, and conscience.

Physics

PHYS 1303 Stars and Galaxies (4002015103) 3-0
Prerequisite: Math 0321 or concurrent enrollment
This course introduces the fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and Galaxies. Included is the study of the sun, the Milky Way Galaxy, stellar evolution, black holes, and modern cosmological ideas.

PHYS 1304 Solar System (4002015203) 3-0
Prerequisite: Math 0321 or concurrent enrollment
This course covers fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. Theories of the origin of evolution of the solar system are introduced.

PHYS 1401 General College Physics I (4008015303) 3-3
Prerequisite: MATH 1314 or concurrent enrollment
Topics include Aristotelian physics and its overthrow, Newton's laws of motion and gravitation, and the motion of particles, rigid bodies and fluids. The idea of the universe as a law-governed system will be developed. Laboratory activities provide introduction to empirical methods in science.

PHYS 1402 General College Physics II (4008015303) 3-3
Prerequisite: PHYS 1401 or instructor approval
Introduction to oscillatory and wave phenomena, electricity, and magnetism. The classical theory of fields will be used to study electric and magnetic phenomena, including light, and their role in modern technology. Laboratory activities provide introduction to empirical methods in science.

PHYS 2425 Mechanics I (4008015403) 3-3
Prerequisite: MATH 2413 or concurrent enrollment
A calculus based introduction to Newtonian physics. Topics include Aristotelian physics and its overthrow, Newton's laws of motion and gravitation, and the motion of particles, rigid bodies, and fluids. The idea of the universe as a law-governed system will be developed. Laboratory activities provide an introduction to empirical methods in science.

PHYS 2426 Electricity and Magnetism (4008015403) 3-3
Prerequisite: PHYS 2425 & MATH 2414 or concurrent enrollment in MATH 2414
A calculus based introduction to oscillatory and wave phenomena, electricity, and magnetism. The classical theory of fields will be used to study electric and magnetic phenomena, including light, and their role in modern technology.

Psychology

PSYC 2301 General Psychology (4201015125) 3-0
Prerequisite: Demonstrated readiness to perform college-level academic coursework in reading.
An introduction to psychology including growth and development, perception, learning and intelligence, emotions, personality development, and mental health.

PSYC 2314 Human Growth and Development (4227035125) 3-0
Prerequisite: PSYC 2301, or instructor approval and demonstrated readiness to perform college-level academic coursework in reading.
A study of human growth and development from conception through maturity. Normal developmental trends are emphasized with attention to individual personality structure and its determinants.

PSYC 2315 Psychology of Adjustment (4201015625) 3-0
Prerequisite: PSYC 2301, or instructor approval and demonstrated readiness to perform college-level academic coursework in reading.
A discussion of psychological adjustment and its background in personal-social relationships.

PSYC 2317 Educational Statistics (4201015225) 3-0
Prerequisite: Demonstrated readiness to perform college-level academic coursework in math and reading.
Study of statistical methods used in psychological research including collection and analysis of data; graphic display of categorical and numerical data; descriptive statistics including measurements of variability and central tendency; probability; hypothesis testing about a single mean, pairs of means, and variance; analysis of variance; linear regression. Emphasizes microcomputers as problem-solving tools.

Course Descriptions

PSYC 2319 Social Psychology (4216015125) 3-0
Prerequisite: Demonstrated readiness to perform college-level academic coursework in reading.
A study of how normal beings think, feel, and behave in social situations and a survey of major research findings in social psychology. Topics include self knowledge, personal perception, attitudes, power and influence, aggression, interpersonal attraction, male/female social and sexual behavior; and group dynamics.

PSYC 2389 Cooperative in Psychology (4501015125) 1-6
An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the student will set specific goals and objectives in the study of psychology. Credit will be given for only one cooperative course (2389).

Radiologic Technology

Before enrolling in radiology classes, a person must be accepted into the program.

RADR 1213 Principles of Radiographic Imaging I 2-0
Radiographic image quality and the effects of exposure variables.

RADR 1260 Clinical - Radiologic Technology Science - Radiographer 0-16
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.

RADR 1361 Clinical - Radiologic Tech./Science-Radiographer 0-16
Prerequisite: RADR 1260
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.

RADR 1362 Clinical-Radiologic Technology/Science - Radiographer 0-24
Prerequisite: RADR 2401
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.

RADR 1309 Introduction to Radiology and Patient Care 3-0
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

RADR 1411 Basic Radiographic Procedures 3-2
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

RADR 2217 Radiographic Pathology 2-0
Prerequisite: RADR 1362
Disease processes and their appearance on radiographic images.

RADR 2401 Intermediate Radiographic Procedures 3-2
Prerequisite: RADR 1411
A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

RADR 2305 Principles of Radiographic Imaging II 3-0
Prerequisite: RADR 1213
Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production.

RADR 2309 Radiographic Imaging Equipment 3-0
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

RADR 2313 Radiation Biology and Protection 3-0
Prerequisite: RADR 2361
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

RADR 2333 Advanced Medical Imaging 3-0
Prerequisite: RADR 2331
Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

RADR 2335 Radiographic Seminar (Capstone) 3-0
Prerequisite: RADR 2361
A Capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2361 Clinical - Radiologic Technology/Science - Radiographer 0-16
Prerequisite: RADR 1362
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.

RADR 2362 Clinical - Radiologic Technology/Science - Radiographer 0-16
Prerequisite: RADR 2361
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.

RADR 2331 Advanced Radiographic Procedures 4-0
Prerequisite: RADR 2401
Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

Reading

NCBW 0222 Non-Course Competency Based Integrated Reading/Writing 1-0
Pre-requisite: Approved score on the writing portion of the TSI Assessment; permission required.
This course is a non-semester-length course delivered in an intense workshop setting. This course is exclusively for those students who missed passing the reading and/or writing portion of the TSI placement test by 5 points or less. This workshop focuses on the integration of the following critical reading and academic writing skills: locate explicit textual information; draw complex inferences; comprehend and use vocabulary effectively; identify and analyze the audience, purpose , and message across a variety of texts; describe and apply insights gained from reading and writing; compose a variety of texts; determine and use effective approaches and rhetorical strategies; generate ideas and gather information relevant to the topic and purpose ; evaluate relevance and quality of ideas and information; develop and use effective reading an revision strategies; and recognize and apply the conventions of standard English. This intervention fulfills TSI requirement for reading and/or writing. The students will be assessed at the end of the workshop (pass/no pass) to determine if they are prepared to proceed to English 1301 and/or an intense reading college-level course.

Course Descriptions

IRW 0311 Integrated Reading/Writing I (3201085912) 3-2
Prerequisite: Appropriate score on the TSI Assessment.
Integration of critical reading and academic writing skills. Students develop skills in location of explicit information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths; comprehension and effective use of vocabulary in oral comprehension, reading, and writing; identify and analyze the audience, purpose, and message across a variety of texts; compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose; determine and use effective approaches and rhetorical strategies for given reading and writing situations. Writing skills attention is directed to paragraph writing. This course fulfills TSI requirements for reading and/or writing.

IRW 0312 Integrated Reading/Writing II (3201085912) 3-2
Prerequisite: Successful completion of IRW 0311, RDNG 0311, ENGL 0311, or appropriate score on the TSI Assessment.
Integration of critical reading and academic writing skills. Students develop skills in location of explicit information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths; comprehension and effective use of vocabulary in oral comprehension, reading, and writing; identify and analyze the audience, purpose, and message across a variety of texts; compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose; determine and use effective approaches and rhetorical strategies for given reading and writing situations. Writing skills attention is directed to essay writing. This course fulfills TSI requirements for reading and/or writing.

Social Work

SOCW 2361 Introduction to Social Work (4407015124) 3-0
An introductory survey of social work in the United States emphasizing the historical development, philosophy, practice, and organization

SOCW 2362 Social Welfare as a Social Institution (4407015224)3-0
A survey of the history, philosophical basis, ethics, objectives, and methods of social welfare as a social institution. Emphasizes evaluation of current programs and methods and the role of the social worker.

Sociology

Prerequisite Statement

To enroll in any sociology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.

SOCI 1301 Principles of Sociology (4511015125) 3-0
An introduction to the sociological study of human societies, social processes, and interaction. Attention is on the basic methods, concepts, and frameworks used in sociological analysis.

SOCI 1306 Social Problems (4511015225) 3-0
An introduction to the application of the sociological approach to the study of social problems. Emphasis is on increasing student awareness of major social problems in the United States such as inequality, crime and violence, substance abuse, deviance, family problems, and of possibilities for social action in dealing with those problems.

SOCI 2301 Marriage and the Family (4511015425) 3-0
A study of marriage and family life in the U.S. with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships, and marital and family relationships throughout the family life cycle.

SOCI 2319 American Minorities (4511015325) 3-0
A study of the principle minority groups in American (U.S.) society. Emphasizes the sociological analysis of interracial and interethnic relationships including problems of interpersonal and intergroup relations; social movements; and historical, economic, social, and cultural development of minority groups.

SOCI 2389 Cooperative in Sociology (4501015125) 1-6
An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the student will set specific goals and objectives in the study of sociology. Credit will be given for only one cooperative course (2389).

Spanish

SPAN 1300 Beginning Conversational Spanish I (1609055413) 3-0
Develops fundamental skills to converse in Spanish. While speaking, reading and writing are stressed, the emphasis is on conversation. Taught with the interactive media approach. Students who wish to gain speaking knowledge may enter with little or no experience in Spanish. Course topics may vary with subject specialization. Usually offered in the fall.

SPAN 1310 Beginning Conversational Spanish II (1609055413)3-0
Prerequisite: SPAN 1300 or one year of high school Spanish and instructor approval
Develops fundamental skills to converse in Spanish. Continued emphasis on conversational Spanish with additional practice in listening, reading and writing. Taught with the interactive media approach. Students may continue to gain speaking knowledge of Spanish. Course topics may vary with subject specialization. Usually offered in the spring.

SPAN 1411 Elementary Spanish (1609055113) 3-3
Intensive study of Spanish emphasizing listening, speaking, reading, and writing. Taught with interactive media approach. Implements supervised practice and laboratory. Usually offered in the fall.

SPAN 1412 Elementary Spanish (1609055113) 3-3
Prerequisite: SPAN 1411 or one year of high school Spanish (or equivalent) and instructor approval
Continued intensive study of Spanish emphasizing practice in listening, speaking, reading, and writing. Taught with interactive media approach. Implements supervised practice and laboratory. Usually offered in the spring.

SPAN 2306 Intermediate Spanish Conversation (1609055413) 3-2
Prerequisite: SPAN 1412 (or equivalent) and instructor approval
Extensive conversation practice based on topics of importance to students; grammar and vocabulary review. May be offered any semester.

SPAN 2311 Intermediate Spanish (1609055213) 3-2
Prerequisite: SPAN 1411 and 1412, or two years of high school Spanish (or equivalent) and instructor approval
Conversation, composition, and grammar review. Reading and writing on cultural and literary topics. Supervised practice and laboratory. Usually offered in the fall.

SPAN 2312 Intermediate Spanish (1609055213) 3-2
Prerequisite: SPAN 1411, 1412, and 2311; or three years of high school Spanish (or equivalent) and instructor approval
Composition, conversation, and grammar review. Extensive reading and writing on literary and cultural topics. Supervised practice and laboratory. Usually offered in the spring.

SPAN 2321 Introduction to Spanish Literature (1609055313) 3-0
Prerequisite: SPAN 1412 (or equivalent) and instructor approval
Extensive reading and analysis of selected literary works; written and oral presentations based on the readings. Review of vocabulary and grammar.

Course Descriptions

Speech Communications

Prerequisite Statement

To enroll in any Speech course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines, or concurrently enroll in RDNG 0322. See the Testing Requirements section of this catalog for more information.

SPCH 1144, 1145, 2144, 2145 Forensics Activities (2310016012) 0-3
Participation and training in forensics activities such as debate, oral interpretation, extemporaneous speaking, and oratory. Includes preparation and presentation for forums presented on and off campus, intercollegiate competition, judging speaking events, and production of student newsletter.

SPCH 1311 Speech Communication (2310015112) 3-0
Instruction in oral communication as it applies to listening, interpersonal, small group, and public speaking. Study of communication theory and practice through speeches and presentations, assessments, reflection, group discussion, and advocacy exercises.

SPCH 1315 Public Speaking (2310015312) 3-0
A study of various public speaking situations from inception through preparation and presentation, with emphasis on listening skills, audience analysis, non-verbal communication, technology, group presentations, and speech types including self-introductory, informative, persuasive, advocacy, and ceremonial.

SPCH 1318 Interpersonal Communication (2310015412) 3-0
Theory, example, and participation in exercises to improve and understand dyadic interactions and relationships and small group communication.

SPCH 1321 Business and Professional Communication (2310015212) 3-0
Emphasis and practice in professional oral communications skills through oral reports, conference techniques, selling, persuading, interviewing, and consumer relationships, as well as the use of technology in the communication process.

SPCH 1342 Voice and Diction (2310015812) 3-0
Study of the International Phonetic Alphabet as it applies to the development of good vocal habits and to general American speech.

SPCH 2333 Small Group Discussion (2310015612) 3-0
Study of the principles of systematic investigation and reflective thinking as applied to small group situations and discussion. Practice in discussion of current problems using oral communication group strategies such as parliamentary procedure, round table, focus groups, panels, committees, lecture-forum, problem-solving, and team building techniques.

SPCH 2335 Argumentation & Debate (2310015912) 3-0
Prerequisite: SPCH 1311, 1315, H.S. debate, or instructor's approval
Instruction in the principles of oral argument, analysis, evidence, reasoning, fallacy, briefing, and delivery, as well as their applications in various speaking situations with extensive practice in Parliamentary Debate.

SPCH 2341 Oral Interpretation (2310015712) 3-0
Study and practice of techniques in oral interpretation of drama, prose, poetry, and readers' theatre.

Vocational Nursing

Prerequisite Statement

Vocational Nursing courses are open to those students accepted into the Vocational Nursing program. All others must be approved by the Vocational Nursing Program Director.

VNSG 1115 Disease Control and Prevention 1-0
Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

VNSG 1116 Nutrition 1-0
Introduction to nutrients and diet therapy and the role of each in proper growth and development and the maintenance of health.

VNSG 1122 Vocational Nursing Concepts 1-0
Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self care of the learner/professional.

VNSG 1126 Gerontology 1-0
Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly.

VNSG 1133 Growth and Development 1-0
Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

VNSG 1201 Mental Health and Illness 2-0
Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

VNSG 1219 Professional Development 2-0
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 1227 Essentials of Medication Administration 1-4
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 1230 Maternal-Neonatal Nursing 2-0
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the biopsycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

VNSG 1234 Pediatrics 2-0
Studies of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and ill child utilizing the nursing process.

VNSG 1320 Anatomy and Physiology for Allied Health 3-0
Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

VNSG 1329 Medical Surgical Nursing I 3-0
Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

VNSG 1331 Pharmacology 3-0
Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1361 Clinical-Licensed Vocational Nurse Training 0-12
A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Course Descriptions

VNSG 1423 Basic Nursing Skills 2-6
Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

VNSG 1432 Medical Surgical Nursing II 4-0
Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical/surgical conditions in the health-illness continuum. Includes a variety of health care settings.

VNSG 2360 Clinical-Licensed Vocational Nurse Training 0-18
A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

VNSG 2462 Clinical-Licensed Vocational Nurse (LVN) Training 0-18
A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

VNSG 2431 Advanced Nursing Skills 2-6
Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem solving tool.

Welding

TECM 1191 Special Topics in Applied Math, General 1-0
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

WLDG 1313 Introduction to Blueprint Reading for Welders 2-4
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 1437 Introduction to Metallurgy 2-6
A study of ferrous and non-ferrous 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 1417 Introduction to Layout and Fabrication 2-6
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1421 Introduction to Welding Fundamentals 2-6
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 2-6
An introduction to 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 1430 Introduction to Gas Metal Arc Welding (GMAW) 2-6
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) 2-6
An introduction to the principles of gas tungsten arc welding, setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

WLDG 1435 Introduction to Pipe Welding (SMAW) 2-6
An introduction to welding of pipe using the shielded metal arc welding (SMAW) process, including electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 1G and 2G using various electrodes.

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 2-6
Prerequisite: WLDG 1428 or instructor approval
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all positions.

WLDG 2406 Intermediate Pipe Welding (SMAW) 2-6
Prerequisite: WLDG 1435 or instructor approval
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

WLDG 2413 Intermediate Welding Using Multiple Processes 2-6
Prerequisite: WLDG 1421, WLDG 1430, WLDG 1434 or instructor approval
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, shielded 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 2447 Advanced Gas Metal Arc Welding (GMAW) 2-6
Prerequisite: WLDG 1430 or instructor approval
Advanced topics in GMAW welding, including welding in various positions and directions.

WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 2-6
Prerequisite: WLDG 1434 or instructor approval
Advanced topics in GTAW welding, including welding in various positions and directions.

Customized & Continuing Education

Customized and Continuing Education

It is the mission of CBC Customized and Continuing Education (CCE) Division to provide quality workforce, avocational and customized non-credit educational opportunities.

These programs provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities: adult vocational education, community service, avocational, customized contract and workforce development training. The course offerings are based on assessment of community and business needs and interests. CCE courses are developed with the same thoroughness as credit courses and instructors are selected based on their knowledge, experience and training in the subjects. Class size may be limited in some courses due to the nature or requirements of the curriculum, instructor availability, and facilities.

Registration is accepted on a first-come, first-served basis. Registration and payment can be made by mail, or in Beeville at the CBC campus or at the main offices of the Alice, Kingsville, or Pleasanton sites during regular business hours. All fees must be paid by the first or prior to the first class meeting. Purchase orders or vouchers are accepted from approved businesses or government agencies sponsoring students. Payment is accepted by check, money order, cash, Visa or MasterCard. Refunds will only be made upon request and to participants who withdraw prior to the census date. Senior citizen discounts do not apply to continuing education courses. Unless specified by regulating agencies, no high school transcript, GED certificate, THEA, TSI Assessment or other scores are required for registration in a continuing education course.

If a CCE transcript is desired by a student, the student must request the transcript in writing with the inclusion of the date and name of the course and the student's social security number. There is no charge for the transcript. A $10 charge will be assessed to replace lost certificates of completion. Students must call the appropriate CCE office 24 hours prior to the start of the class to confirm that the class has made. Coastal Bend College is not responsible for lodging or travel arrangements made in conjunction with classes.

Some credit courses may be taken as CCE "mirror courses" with approval of an Instructional Dean. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to the Dean of Academics or the Dean of Workforce, and the student successfully completes the competency exam in the subject area and pays $25 per class conversion. Registration for these courses will follow regular credit course registration and is on a space available basis in the credit course.

Customized & Continuing Education Students

CCE Representatives

Beeville Campus:	(361) 354-2331	CCEBeeville@coastalbend.edu
Alice Site:	(361) 664-2981 Ext. 3030	CCEAlice@coastalbend.edu
Kingsville Site:	(361) 592-1615 Ext. 4035	CCEKingsville@coastalbend.edu
Pleasanton Site:	(830) 569-4222 Ext. 1232	CCEPleasanton@coastalbend.edu

Registration for Customized and Continuing Education Courses

1. Online registration is available on CBC's Continuing Education website at www.coastalbend.edu/ce, or
2. Complete a one-page Continuing Education Registration Form and return by fax, email, on in-person at any CBC location.

Adult Vocation Courses

Coastal Bend College Continuing Education Department tailors its program offerings to suit your needs. CBC offers:

1. Customized contract training just for your organization;
2. Career advancement courses;
3. Non-credit workforce training;
4. Avocational classes for enjoyment;
5. Summer Kids College for youth ages 8-12;
6. Community Leadership training;
7. Mirror courses for those who want to take college courses but not for credit; and,
8. Online courses in a wide variety of vocational and avocational areas.

CCE instructors are selected based on training, knowledge and experience. Course offerings are provided face-to-face and online. For specific courses, check the CCE website: www.coastalbend.edu/ce.

Contact the Customized and Continuing Education Office at (361) 354-2331 or visit the office located on the Beeville Campus inside the Gertrude R. Jones Auditorium.

Customized Contract Training

Coastal Bend College CCE representatives will work with organizations of all types to customize training to meet defined needs. These courses may be offered at the employer's place of business, at any CBC location, or online via the Internet. A CCE representative will work with each organization to assess needs, find or develop curriculum and instructors, register students and provide evaluation of the instructor to the employer.

Customized & Continuing Education Office

Coastal Bend College- Beeville Campus
3800 Charco Road
Gertrude R. Jones Auditorium
Beeville, Texas 78102

For CCE at Alice, Kingsville and Pleasanton sites, please check at the administration office.

Customized Training Representatives:

Alice Site	(361) 664-2981 Ext. 3039
Beeville Campus	(361) 354-2633
Kingsville Site	(361) 592-1615 Ext. 4040
Pleasanton Site	(830) 569-4222 Ext. 1221

Petroleum Industry Training

Coastal Bend College offers a wide variety of face-to-face and online safety courses including, but not limited to Safeland Basic and Core PEC approved courses, OSHA, hazardous materials, and CPR/first aid/blood borne pathogens/HIPPA regulations. We also offer CDL courses/CDL refresher courses, van safety, and roll over prevention. A brochure of classes is available upon request, and the curriculum can be customized for each company. Companies interested in providing safety training for a group of individuals should call the CCE office.

Professional Continuing Education

Many professions require annual or periodic continuing education. Coastal Bend College offers many classes for such continuing education requirements and will develop others upon demand.

Persons needing such training should contact the Continuing Education Facilitator. CBC CE courses have been approved for Certified Professional Education units by:

- National Center for Competency Testing;

Customized and Continuing Education

- National Healthcareer Association;
- Texas Association of Social Workers;
- Texas Department of Aging and Disability Services;
- Texas Department of Public Safety; and,
- Texas Education Agency.

Continuing Education Units

Although continuing education courses do not carry college transfer credit, certificates may be awarded to those who complete course requirements in adult vocational classes. Adult vocational participants may also earn Continuing Education Units on the basis of one unit for each 10 hours of instruction. CEUs are nationally recognized for recording continuing education activities.

Online Continuing Education Courses

Online courses in a wide variety of workforce and avocation subjects are offered by selected vendors through the Continuing Education Department. **360 Training** offers Food Safety Manager training. **Education to Go** offers over 200 courses that are 24 hours in length and last for six weeks. **Ed2Go** provides professional courses in allied health, computers, pharmacy technician as well as many other courses that may take up to six months to complete. **TicketSchool.com** offers a defensive driving course for those who wish to reduce their insurance rates, remove traffic tickets, or provide certification for company driving purposes. These course offerings may be reviewed on the Continuing Education web page at www.coastalbend.edu/ce.

Barnhart Workshop Series

Proceeds from the estate of former Houston physician, Dr. Joseph N. Barnhart support special artistic and literary seminars and workshops at Coastal Bend College. Barnhart, who grew up in Beeville, established the first workshop in honor of his mother, Esther N. Barnhart, who was an avid porcelain painter. The Esther N. Barnhart China Painting Workshops each year feature top artists as instructors. Other Barnhart Workshop series, also led by highly qualified instructors, have included photography, glass-blowing, sculpture, printmaking, painting, and other artistic or literary pursuits. These courses may be offered for continuing education units.

Avocational

The following are examples of courses available on demand:

Dancing	Guitar for All Ages
Arts and Crafts	Quilting
Motorcycle Riders Course	Parkour
Kids College (offered in the summer)	Pilates
Spanish	Photography

Instructors with expertise and a desire to offer an avocational class are encouraged to contact the CCE Facilitator for information on class proposals.

Kids College

Children between eight and 12 years of age are invited to explore a different theme each summer at CBC Kids College. Classes meet Monday through Thursday. Accredited and experienced teachers use an integrated curriculum that gives kids a chance to explore the arts, science, history, and other topics in a variety of hands-on classes.

For more information check out the CCE website www.coastalbend.edu/ce or call the CCE Beeville Office at (361) 354-2331.

Performing Arts Project

Music and theatre arts have returned to Coastal Bend College. The Performing Arts Project offers opportunities to develop musical and theatrical skills range from individual and group music classes in guitar, piano, choir, choral ensemble, band and musical theatre to performances of Madrigal feasts, concerts and contemporary plays. For performance and class opportunities call (361) 354-2303.

Workforce Continuing Education Courses

Short-term workforce non-credit courses are available for those in the workforce who are looking to upgrade skills; secure or keep certification; or develop skills to change careers. Courses are available in Safety for the Petroleum Industry, Air Frame and Power Plant; Heating and Air Conditioning; Computer Technology, and Electronics. Other courses will be added as the need is assessed. For information, call your local CE Representative.

Adult Basic Education

The Coastal Bend College Adult Basic Education (ABE) Program provides instruction in reading, writing and mathematics to adults seeking to improve the basic skills necessary to function effectively in their personal and family lives, in the workplace, and in the community. ABE instruction also improves literacy skills necessary for transitioning into the labor market or higher education. Classes are offered in basic skills, GED preparation and English Language Learning for non-native speakers. Instruction is provided through classes or Distance Learning. A registration process must be completed before receiving services.

Basic skills classes are offered in 7 or 9-week sessions four times per year. English Language Learning classes are offered throughout the year with open enrollment. Distance Learning is available all year through an Internet-based program. Because demand for these services often exceeds the space available, enrollment is controlled by maintaining a "waiting list" for entry into the program. The program provides free services based on the amount of funding received from federal and state grants. Applications are processed in the order received. Referrals from Texas Workforce Commission receive priority status. The college reserves the right to refuse services based on eligibility according to grant requirements and for past "failure to comply" with program requirements.

Application Process for Basic Skills Improvement Services

Adults age 18+	Submit application, schedule assessment and advising
Minors age 16-17	Submit application, schedule appointment with director and parent/guardian, schedule assessment, schedule advising with parent/guardian

Application Process for English Language Services

Adults age 18+	Submit application, complete assessment and advising

Classes are offered in Beeville, George West, Taft, Sinton, and Ingleside. Hours vary at each location. Contact the CBC ABE office at (361) 354-2633 for further information.

Leadership Classes

CBC CE offers annual leadership programs for counties or collaborations of counties using the Critical Thinking in Leadership curriculum that was written in conjunction with the Texas Higher Education Coordinating Board Perkins Leadership funds. Currently, Leadership Bee, Live Oak, Refugio and Atascosa Counties provide leadership training through Coastal Bend College. Successful participants receive 6.4 CEUs in leadership and team building. For more information contact your local CE Representative.

Continuing Education Instructors Needed

If you feel that you have the ability and knowledge to teach a class in just about anything, you are encouraged to send a resume to the CE Facilitator via fax at (361) 354-2764 or through regular mail to: Coastal Bend College Customized & Continuing Education, 3800 Charco Road, Beeville, Texas 78102.

Auto Mechanics Marketable Skills Achievement Award

Auto Mechanics Marketable Skills Achievement Award - 144 hours

A program that prepares individuals to apply technical knowledge and skills to test, repair, service, and maintain vehicle emission systems in accordance with relevant laws and regulations.*

Trainees will receive two awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

AUMT 1005 - Introduction to Automotive Technology - 64 hours
Utilize appropriate safety procedures; describe historical development and career information of the automotive industry; demonstrate safe, professional, and responsible work practices; demonstrate the proper use of shop equipment and tools; describe the eight Automotive Service Excellence (ASE) vehicle subsystems; use service information; and perform basic automotive maintenance.

AUMT 1019 - Automotive Engine Repair - 80 hours
Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$650.00 AUMT 1005 - Introduction to Automotive Technology - 64 hours
$800.00 AUMT 1019 - Automotive Engine Repair - 80 hours
Total Program Cost: $1,450.00
Total Hours: 144

What is the job market?

“The job growth for automotive specialty technician is predicted to increase by 13.70% between 2010 and 2020 with an average wage of $17.83 per hour and an average annual job opening of 2,126.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3023
http://www.texascaresonline.com/

Commercial Drivers Training (CDL)

Commercial Drivers Training - 170 hours

The Commercial Drivers Training will provide trainees key skills and knowledge to begin working as a professional truck driver. Training will include both classroom and behind the wheel training.

Trainees will receive three awards from CBC totaling 17 Continuing Education Units and 170 hours of training. We also offer customized training programs for employers that are designed to fit specific training needs.

What will I learn?

CVOP 1005 - Commercial Drivers License Written Skills - 60 hours
Explain all state and federal laws with respect to the Commercial Drivers License; identify all components of the vehicle; and explain their application to the safe operation and compliance of a commercial vehicle.

CVOP 1001 - Commercial Drivers License Driving Skills - 60 hours
Explain the air brake system; perform an in-cab air brake test; and demonstrate safe operation and compliance with the law in various maneuvers of a commercial vehicle in various traffic situations.

CVOP 2005 - Fundamental Driving Skills - 50 hours
Demonstrate control of the vehicle; exhibit the ability to shift the tractor efficiently; demonstrate the operation of a tractor-trailer combination; and maneuver the vehicle safely forward and backward around various obstacles.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Full day programs will take five weeks at 35 hours/week. Evening only will take nine weeks. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$1,000.00 CVOP 1005 - Commercial Drivers License Written Skills - 60 hours
$1,000.00 CVOP 1005 - Commercial Drivers License Driving Skills - 60 hours
$1,000.00 CVOP 2005 - Fundamental Driving Skills - 50 hours

Total Program Cost: $3,000.00
Total Hours: 170

What is the job market?

The job growth for heavy and tractor-trailer truck drivers entry level jobs is predicted to increase by 19.4% between 2010 and 2020 with an average wage of $19.42 and an average annual job opening of 5,545.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 53-3032
http://www.texascaresonline.com/

Construction Institutional Award

Construction Institutional Award - 96 hours

The Construction Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the construction field.

Trainees will receive two awards from CBC totaling 9.6 Continuing Education Units and 96 hours of training.

What will I learn?

CNBT 1001 - Introduction to the Construction Industry - 48 hours
Identify types of construction and organizational structures, explain purposes for various construction documents, describe the responsibilities of the construction office and field operations, identify environmental health and safety agency requirements, identify the various construction crafts and trades, and describe green and sustainable building practices and standards.

CNBT 2010 - Commercial/Industrial Blueprint Reading – 48 hours
Scale commercial/industrial prints with architectural and engineering scales, identify construction blueprint symbols and abbreviations, interpret a set of commercial/industrial construction contract documents and correlate elevations, sections, details, plan views, schedules, and general notes.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?	Hours
$500.00	CNBT 1001 - Introduction to the Construction Industry - 48 hours
$500.00	CNBT 2010 - Commercial/Industrial Blueprint Reading – 48 hours

Total Program Cost: $1,000.00
Total Hours: 96

What is the job market?

The job growth for construction entry level jobs is predicted to increase by 16.90% between 2010 and 2020 with an average wage of $25.55 and an average annual job opening of 3,322.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-2061
http://www.texascaresonline.com/

Culinary Arts Marketable Skills Achievement Award

Culinary Arts Marketable Skills Achievement Award - 176 hours

A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.*

Trainees will receive four awards from CBC totaling 17.6 Continuing Education Units and 176 hours of training.

What will I learn?

CHEF 1001 - Basic Food Preparation - 48 hours
Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly; demonstrate proficiency in dry and moist heat cooking methods; produce a variety of food products applying principles of food handling and preparation; implement professional standards in food production.

CHEF 1005 - Sanitation & Safety - 32 hours
Identify causes of and prevention procedures for food-borne illness, intoxication, and infection; discuss personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

CHEF 1010 - Grande Manger - 64 hours
Identify tools and equipment common to the Grande Manger Station; develop fundamental skills in preparation of forcemeats; demonstrate basic skills in charcuterie and aspic development; and demonstrate cold food techniques for presentation.

IFWA 1018 - Nutrition -32 hours
Identify nutrients and their sources, functions, digestion, and metabolism; explain healthy cooking techniques; analyze and modify recipes for healthier food production; and evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$500.00	CHEF 1001 - Basic Food Preparation - 48 hours
$300.00	Chef 1005 - Sanitation & Safety - 32 hours
$650.00	Chef 1010 - Garde Manager - 64 hours
$300.00	IFWA 1018 - Nutrition - 32 hours

Total Program Cost: $1,750.00
Total Hours: 176

What is the job market?

The job growth for entry level chef is predicted to increase by 34% between 2010 and 2020 with an average wage of $9.94 per hour and an average annual job opening of 4,185.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 35-2014
http://www.texascaresonline.com/

Diesel Mechanic I Marketable Skills Achievement Award

Diesel Mechanic I Marketable Skills Achievement Award - 192 hours
A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. *

Trainees will receive four awards from CBC totaling 19.2 Continuing Education Units and 192 hours of training.

What will I learn?

DEMR 1005 – Basic Electrical Systems – 48 hours
Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

DEMR 1006 - Diesel Engine – 48 hours
An introduction to the basic principles of diesel engines and systems.

DEMR 1010 - Diesel Engine Testing Repair I – 48 hours
An introduction to testing and repairing diesel engines including related systems and specialized tools.

DEMR 1017 - Basic Brake Systems – 48 hours
Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$500.00	DEMR 1005 – Basic Electrical Systems – 48 hours
$500.00	DEMR 1006 - Diesel Engine – 48 hours
$500.00	DEMR 1010 - Diesel Engine Testing Repair I – 48 hours
$500.00	DEMR 1017 - Basic Brake Systems – 48 hours

Total Program Cost: $2,000.00
Total Hours: 192

What is the job market?

The job growth for diesel mechanic is predicted to increase by 17.90% between 2010 and 2020 with an average wage of $19.45 and an average annual job opening of 784.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3031
http://www.texascaresonline.com/

Diesel Mechanic II Marketable Skills Achievement Award

Diesel Mechanic II Marketable Skills Achievement Award - 240 hours

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. *

Trainees will receive four awards from CBC totaling 2.4 Continuing Education Units and 240 hours of training.

What will I learn?

DEMR 1049 – Diesel Engine II – 64 hours
Prerequisite Diesel Engine I
An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2012 - Diesel Engine Testing and Repair II – 48 hours
Prerequisite Diesel Engine Testing and Repair I
Coverage of testing and repairing diesel engines including related systems and specialized tools.

DEMR 2031 – Advanced Brake Systems – 64 hours
Prerequisite Basic Break Systems
An advanced brake system course for diesel powered equipment. Advanced concepts and schematics including anti-lock (ABS), air, pneumatic, and hydraulic brake systems and related components.

DEMR 2034 – Advanced Diesel Tune-Up and Troubleshooting – 64 hours
Prerequisite Diesel Engine Testing Repair I
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.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$650.00	DEMR 1049 – Diesel Engine II – 64 hours
$500.00	DEMR 2012 - Diesel Engine Testing and Repair II – 48 hours
$650.00	DEMR 2031 – Advanced Brake Systems – 64 hours
$650.00	DEMR 2034 – Advanced Diesel Tune-Up and Troubleshooting – 64 hours

Total Program Cost: $2,450.00
Total Hours: 240

What is the job market?

The job growth for diesel mechanic is predicted to increase by 17.90% between 2010 and 2020 with an average wage of $19.45 and an average annual job opening of 784.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3031
http://www.texascaresonline.com/

Early Childhood Development Institutional Award

Early Childhood Development Institutional Award - 120 hours

A program that prepares individuals to be primary providers of home, family, residential, or institutional-based child care services. Includes instruction in child growth and development, nutrition, recreation, planning and supervision of play and learning activities, child abuse and neglect prevention, parent-child relationships, and applicable legal and administrative requirements.*

Upon completion of CDEC 1017 and CDEC 2022 trainees can apply for the Child Development Associate® (CDA) National Credentialing Program. Trainees will also receive two awards from CBC totaling 12 Continuing Education Units and 120 hours of training.

What will I learn?

CDEC 1017 -Child Development Associate Training I - 68 hours

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Other functional areas of study include professionalism.

CDEC 2022 - Child Development Associate Training II - 52 hours

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Other functional areas of study include professionalism. Other functional areas of study include family and program management.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$700.00 CDEC 1017 -Child Development Associate Training I - 68 hours
$500.00 CDEC 2022 - Child Development Associate Training II - 52 hours
Total Program cost: $1,200.00
Total hours: 120

What is the job market?

The job growth for childcare is predicted to increase by 19.50% between 2010 and 2020 with an average wage of $9.17 and an average annual job opening of 8,412.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 39-9011
http://www.texascaresonline.com

Electrical Institutional Award

Electrical Institutional Award - 80 hours

The Electrical Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the electrical field. Trainees will receive two awards from CBC totaling 8 Continuing Education Units and 80 hours of training.

What will I learn?

IEIR 1014 - Basic Industrial Electricity - 32 hours
Theory and application of electrical energy with emphasis on industrial and commercial systems. Includes AC and DC theory, electrical generation, transmission, distribution and switching and single phase and three phase motor principles. Trainees will be able to describe electrical distribution networks and identify electrical power components.

ELPT 1021 - Introduction to Electrical Safety and Tools – 48 hours
Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians. Trainees will be able to explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tag out procedures; and demonstrate safe work habits using common hand and power tools for electricians.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00 IEIR 1014 - Basic Industrial Electricity - 32 hours
$500.00 ELPT 1021 - Introduction to Electrical Safety and Tools – 48 hours
Total Program Cost: $800.00
Total Hours: 80

What is the job market?

The job growth for electrician helpers is predicted to increase by 17.60% between 2010 and 2020 with an average wage of $14.21 and an average annual job opening of 459. Jobs for electricians is predicted to increase by 17.40% with an average wage of $20.79 and an average annual job opening of 2,230.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-3013
http://www.texascaresonline.com/

First Aid/CPR & FIT Testing

First Aid/CPR - 7-8 hours

First Aid/CPR training is preferred or required in many industries; including, oil and gas, construction, manufacturing, many health professions (nursing, dental hygiene, radiology, etc.) childcare, and more. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

The First Aid/CPR training is performed by a certified Medic First Aid trainer. Trainees will receive an award from CBC indicating completed .7/.8 Continuing Education Units and 7 to 8 hours of training and a Medic First Aid card.

What will I learn?

Instruction in first aid for injured and ill persons. Trainees will be able to recognize an emergency, have knowledge of personal safety, take precautions against disease transmission, assist victims of sudden cardiac arrest, learn basic CPR skills, learn basic life support care (basic AED operations), know how to perform the Heimlich maneuver, how to control bleeding, how to treat burns, how to care for sudden illnesses and other specific first aid topics.

How long will it take?

First Aid/CPR training will take one day, unless additional training is requested.

How much will it cost?

$75.00 7-8 hours

What is the job market?

The First Aid/CPR training is designed to enhance skills for a variety of jobs.

Respirator Fit-Testing

Respirator Fit-Testing is required by many oil and gas companies. The PortaCount Pro offers quantitative fit testing of all types of respirators, gas masks, SCBAs, even disposable respirators.

Testers will receive a wallet card from Coastal Bend College indicating the date they passed the fit test, tester name and method of testing.

How long will it take?

15-20 minutes per person

How much will it cost?

$60.00 Per test

Emergency Medical Technician Institutional Award

Emergency Medical Technician Institutional Award - 112 hours

A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in pre-hospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

Trainees will receive an award from CBC totaling 12.2 Continuing Education Units and 112 hours of training.

What will I learn?

Learn the knowledge and skills to provide emergency medical care at a basic life support level.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$1,200.00 EMSP 1001 - Emergency Medical Technician - 112 hours

What is the job market?

The job growth for an EMT is predicted to increase by 35.30% between 2010 and 2020 with an average wage of $15.38 and an average annual job opening of 810.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 29-2041
http://www.texascaresonline.com/

H2S Training

H2S Training - 4 or 8 hours

Safety certifications are preferred or required in many industries; including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders. This is an in depth H2S intensive one day training by an OSHA certified instructor.

Trainees will receive an award from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

What will I learn?

The H2S training will educate trainees on: why not following OSHA guidelines could result in an unsafe act; the origin of hydrogen sulfide; the chemical properties of hydrogen sulfide; the physical properties of hydrogen sulfide; the applicable safety, environmental laws and how they protect the employees and the environment; how employees can protect themselves against the health hazards from exposure to blood borne pathogens and other potentially infectious materials; the HazCom (Right to Know) program; how to detect hydrogen sulfide; potential areas where you would suspect hydrogen sulfide is present; how to safely work around hydrogen sulfide; the health hazards of hydrogen sulfide; the proper use of a respirator; PASS; potential confined space hazards; the emergency procedures in dealing with Hydrogen Sulfide.

How long will it take?

Training will be 4 or 8 hours.

How much will it cost?

$50.00	4-hour
$100.00	8-hour

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of $15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071
http://www.texascaresonline.com/

HAZWOPER Institutional Award

HAZWOPER Institutional Award - 8-hour refresher or 40-hour course

HAZWOPER training is preferred or required in many industries; including, oil and gas, construction, manufacturing, utilities, and first responders. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

Trainees will receive an award from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

8-hour Refresher:
This course is designed to satisfy the regulatory requirements necessary for all workers at hazardous waste/hazardous materials sites or emergency response personnel who encounter hazardous or potentially hazardous work conditions. Training is conducted by an OSHA certified instructor. Trainees will receive a certificate from CBC indicating .8 Continuing Education Units and 8 hours of training.

HAZWOPER 40:
This course is designed to satisfy the regulatory requirements necessary for all workers at hazardous waste/hazardous materials sites or emergency response personnel who encounter hazardous or potentially hazardous work conditions, as defined by the OSHA hazardous waste operations and emergency response (HAZWOPER) guidelines. Training is conducted by an OSHA certified instructor. Trainees will receive a certificate from CBC indicating 4 Continuing Education Units and 40 hours of training.

What will I learn?

8-hour Refresher - Technical instruction in the storage and handling of hazardous materials, Occupational Safety and Health Administration (OSHA) regulations, notification procedures associated with emergency response plans, labeling, manifesting, placarding, spill containment, and proper use of personal protective equipment and instrumentation. Meets federal regulations and minimum certification requirements of a hazardous material emergency response technician, hazardous materials specialist, or on-site incident commander as found in the Code of Federal Regulations: 29CFR-1910.120.

HAZWOPER 40 - Technical instruction in the storage and handling of hazardous materials, Occupational Safety and Health Administration (OSHA) regulations, notification procedures associated with emergency response plans, labeling, manifesting, placarding, spill containment, and proper use of personal protective equipment and instrumentation. Meets federal regulations and minimum certification requirements of a hazardous material emergency response technician, hazardous materials specialist, or on-site incident commander as found in the Code of Federal Regulations: 29CFR-1910.120.

How long will it take?

HAZWOPER training is one day for a HAZWOPER Refresher and five days for a HAZWOPER 40.

How much will it cost?

$75.00	HAZWOPER Refresher
$400.00	HAZWOPER 40

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of $15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071
http://www.texascaresonline.com/

Hospitality Marketable Skills Achievement Award

Hospitality Marketable Skills Achievement Award - 144 hours

A program that prepares individuals to serve as general managers and directors of hospitality operations on a system-wide basis, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations *

Trainees will receive four awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

HAMG 1021 - Introduction to Hospitality Industry - 32 hours
Identify the segments and career opportunities in the hospitality industry; describe the current issues facing the hospitality industry; and explain the impact of the history, growth and trends in the hospitality industry.

HAMG 1019 - Computers in Hospitality - 48 hours
Identify how the computer system is integrated as an information source throughout the hospitality operation; evaluate the cost of implementing a computer system within a hospitality operation; use current industry technology to identify specific hospitality sources.

HAMG 2001 - Principles of Food and Beverage Operations - 32 hours
Identify food and beverage operations in various hospitality settings. Describe the methods for incorporating cost control techniques and identify areas of excessive cost and waste; compare a forecasted budget to an actual budget; and identify techniques that impact sales. Create and analyze a menu plan and pricing strategies, production, purchasing, and quality assurance.

HAMG 1040 - Hospitality Legal Issues - 32 hours
Identify the basic legal principles governing the hospitality industry as they relate to guests, employees, vendors, and contractors; articulate the legal environment in which the hospitality industry must exist; and analyze the impact of laws and regulations on the industry.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00 HAMG 1021 - Introduction to Hospitality Industry - 32 hours
$500.00 HAMG 1019 - Computers in Hospitality - 48 hours
$300.00 HAMG 2001 - Principles of Food and Beverage Operations - 32 hours
$300.00 HAMG 1040 - Hospitality Legal Issues - 32 hours

Total Program Cost: $1,400.00
Total Hours: 144

What is the job market?

The job growth for hospitality management is predicted to increase by 18.80% between 2010 and 2020 with an average wage of $25.51 and an average annual job opening of 3,470.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 11-9081
http://www.texascaresonline.com/

Industrial Maintenance Technician

Industrial Maintenance Technician- 208 hours

The Industrial Maintenance Technician program provides trainees with skills to perform work involving two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.

Trainees will receive four awards from CBC totaling 20.8 Continuing Education Units and 208 hours of training.

What will I learn?

ENER 1030 - Basic Mechanical Skills for Energy – 64 hours
Trainees will be able to use basic hand, hand power, and stationary power tools; select appropriate Bill of Materials (BOM); interpret basic mechanical drawings and perform associated calculations; apply measuring tools; perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers; perform preventative maintenance on tools; describe basic lubrication practices; demonstrate basic rigging procedures; and employ good housekeeping, environmental awareness, safety procedures, sensory skills, and preventative maintenance.

INMT 1005 - Introduction to Industrial Maintenance - 48 hours
Trainees will be able to identify various types of fasteners common to industrial maintenance; utilize various hand and power tools; utilize precision measuring instruments; and demonstrate proper lock-out/tag-out procedures.

INMT 2003 - Pumps, Compressors & mechanical drives - 48 hours
Trainees will be able to identify the principles involved in the operation of centrifugal and positive displacement pumps and compressors; identify and explain the function of various components in pumps and compressors, disassemble and correctly reassemble pumps, compressors and mechanical drives, and troubleshoot pumps, compressors and mechanical drives.

INMT 1017 - Industrial Automation - 48 hours
Explain industry's progression toward automation; employ control methods and procedures; operate motors and motor controls for automation; select appropriate sensors; and incorporate proper set-up, maintenance, and testing for automation.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$650.00	ENER 1030 - Basic Mechanical Skills for Energy – 64 hours
$500.00	INMT 1005 - Introduction to Industrial Maintenance - 48 hours
$500.00	INMT 2003 - Pumps, Compressors & mechanical drives - 48 hours
$500.00	INMT 1017 - Industrial Automation - 48 hours

Total Program Cost: $2,150.00
Total Hours: 208

What is the job market?

The job growth for Industrial Machinery Mechanics is predicted to increase by 40.2% between 2010 and 2020 with an average wage of $23.04 and an average annual job opening of 1,842.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-9041
http://www.texascaresonline.com/

Leadership Workshop

Leadership Workshop - BMGT 2010 - 8 hours

With the job growth due to the Eagle Ford Shale, supervisors with leadership skills are in great need. The leadership class is a soft skills course designed for new managers and those looking for leadership skills. The Leadership Workshop is designed to enhance skills for any job market.

Trainees will receive an award from CBC indicating .8 Continuing Education Units and 8 hours of training.

What will I learn?

Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance.

How long will it take?

This course is designed to be a one day workshop; however, it can also be used as a supplement to any training or class.

How much will it cost?

$100.00 8 hours

Occupational Safety & Health Technician

Occupational Safety and Health Technician - 160 hours
Two tracks offered - General Industry or Construction
The Occupational Safety and Health Technician will be trained to collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers*.

Trainees will receive three awards from CBC totaling 16 Continuing Education Units and 160 hours of training.

What will I learn?
OSHT 2001 - OSHA Regulations - General Industry - 64 hours
Trainees will be able to identify the OSHA regulations which apply to general industry; and demonstrate proficiency in retrieving specific information from Title 29 C.F.R. Part 1910 regulations.

Or

OSHT 1005 - OSHA Regulations - Construction Industry - 64 hours
Trainees will be able to identify the OSHA regulations which apply to the construction industry; and demonstrate proficiency in retrieving specific information from Title 29 C.F.R. Part 1926 regulations.

OSHT 1013 - Accident Prevention, Inspection and Investigation - 48 hours
Trainees will be able to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

OSHT 1020 - Energy Industrial Safety - 48 hours
Trainees will be able to describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration; describe Hazardous Waste Operator (HAZWOPER) standards; locate Material Safety Data Sheets (MSDS) and interpret the data; select and don Personal Protective Equipment (PPE); perform lock out/tag out procedures; complete a confined space and hot work permit; select and employ fall protection equipment; and fill out a Job Hazard Analysis (JHA).

How long will it take?
Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$650.00	OSHA Regulations – 64 hours
$500.00	OSHT 1013 - Accident Prevention, Inspection and Investigation - 48 hours
$500.00	OSHT 1020 - Energy Industrial Safety - 48 hours

Total Program Cost: $1,650.00
Total Hours: 160

What is the job market?
The job growth for Occupational Safety and Health Technician is predicted to increase by 22.8% between 2010 and 2020 with an average wage of $24.23 and an average annual job opening of 92.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 29-9012
http://www.texascaresonline.com/

OSHA 10 / OSHA 30

OSHA 10 or OSHA 30 - OSHT 1000 - 10 or 30 hours

Safety certifications are preferred or required in many industries; including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders. Trainees will receive both a certificate from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

OSHA 10 includes basic concepts of safety and health as required for OSHA certifications. Trainees will receive awards from CBC indicating Continuing Education Units (CEUs) and an OSHA 10 card. Total CEUs for this class is 1 CEU (10 hours of training). The training is available for construction or general industry.

OSHA 30 includes basic concepts of safety and health as required for OSHA certifications. Trainees will receive awards from CBC indicating completed 3 Continuing Education Units/30 hours of training and an OSHA 30 card.

What will I learn?

OSHA 10 - Construction Training
Construction training includes; introduction to OSHA, fall protection, electrocution, struck-by, caught-in or between, Personal protection equipment/ hazards in construction, cranes/excavations, materials handling/scaffolds & stairways and ladders.

OSHA 10 - General Industry Training
General industry training includes: introduction to OSHA, hazardous communications, personal protection equipment, emergency action/evacuation plans, electrical hazards, walking working surfaces, including fall protection, heat stress, material handling, safety and health program.

OSHA 30 -
Training will include; introduction to OSHA, hazard communications, basic safety orientation, walking and working surfaces, emergency action plan, hazardous materials HAZWOPER, personal protective equipment, confined spaces & permit required confined spaces, lockout/tagout, materials handling & storage, machine guarding safety, welding, cutting and brazing, electrical safety, hazardous substances & industrial hygiene, bloodborne pathogens, record keeping & reporting, workplace violence, safety and health programs, ergonomics, hazards of asbestos in the workplace, lead safety in the workplace, ionizing and non-ionizing radiation safety, formaldehyde awareness, and process safety management of highly hazard materials

How long will it take?

OSHA regulates training to a maximum of 7 ½ hours a day. It will take 1 ½ days to complete an OSHA 10 training and four days to complete the OSHA 30 training.

How much will it cost?

$75.00	OSHA 10
$300.00	OSHA 30

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of $15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071
http://www.texascaresonline.com/

SafeLand/SafeGulf (PEC)

***PEC Training (SafeLand) - OSHT 1015 - Basic 8 hours, Core Compliance 24 hours , 8-hour Refresher**
Employees in the oil and gas industry are required to have safety training. PEC is industry recognized safety training designed specifically for the oil and gas industry. PEC safety certifications can set one applicant apart from another and are great résumé builders.

Trainees will receive both a certificate from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

***PEC Training**
PEC training is designed to give each trainee an idea of life and safety issues in the oil and gas industry. Trainees will receive a certificate from CBC indicating Continuing Education Unit (CEUs) received and total hours of training and a PEC picture ID card with a unique barcode. The PEC ID card includes a list of all the training received.

Additionally, each student's information will be entered into an online PEC Training Tracker database.

What will I learn?

*PEC Basic
The PEC Basic Orientation safety awareness course includes both SafeGulf and SafeLandUSA. PEC Basic was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties.

*PEC Core Compliance
Core Compliance is instructor-led training that, in addition to being SafeLandUSA and SafeGulf accredited, provides training level certificates beyond the awareness level for over 30 selected topics. The classroom presentation is designed to build on common content in a high intensity 3-day format.

*PEC Refresher - 8 hours
Refresher training is required on an annual basis for those that carry the Core Compliance card.

How long will it take?

PEC Basic and Refresher will take two days to complete. PEC Core Compliance will take 2 1/2 - 3 days to complete.

How much will it cost?

$100.00	PEC Basic - 8 hours
$100.00	PEC Refresher
$300.00	PEC Core Compliance

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of $15.70 and an average annual job opening of 1,154.**

* PEC course information obtained directly from: http://www.pecsafety.com/training/

**Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071
http://www.texascaresonline.com/

Programmable Logic Controllers (PLC)

Programmable Logic Controllers (PLC) - 144 hours

The Programmable Logic Controllers (PLC) Certificate was designed to provide trainees key skills and knowledge to enter the workforce as a computer-controlled machine tool operator.

Trainees will receive three awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

ELMT 1001 - Programmable Logic Controllers I – 48 hours
Explain terminology, select hardware components, predict PLC operation based on ladder logic diagrams and program a PLC to perform various control functions.

ELPT 2039 - Electrical Power Distribution - 48 hours
Explain major parts of utility systems; compare overhead systems versus underground systems; discuss mechanical design considerations to meet codes, standards, climate, and terrain relating to the utility systems; explain considerations for utility line; analyze energy economics; explain how smart grid technologies and standards effect power distribution systems.

ELMT 2039 - Advanced Programmable Logic Controllers – 48 hours
Develop ladder logic to utilize advanced PLC functions, compose a ladder logic program to demonstrate an advanced industrial control application, apply advanced programming techniques for specialized applications.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$500.00	ELMT1001 - Programmable Logic Controllers I – 48 hours
$500.00	ELPT 2039 - Electrical Power Distribution - 48 hours
$500.00	ELMT 2039 - Advanced Programmable Logic Controllers – 48 hours

Total Program Cost: $1,500.00
Total Hours: 144

What is the job market?

The job growth for programmable logic controllers is predicted to increase by 37.30% between 2010 and 2020 with an average wage of $17.89 and an average annual job opening of 396.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4011
http://www.texascaresonline.com/

Safety Institutional Award

Safety Institutional Award - OSHA 10 First Aid/CPR, PEC Core Compliance (OSHT1000, EMSP1036, OSHT1015) - 41 hours

Safety certifications are preferred or required in many industries; including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

The Safety award includes three classes, OSHA 10, PEC Core Compliance, and First Aid/CPR. The classes are completed in one week. The instruction is fast paced and intensive. In addition to First Aid/CPR, PEC and OSHA 10 cards, trainees will receive three separate awards from CBC totaling 4.1 Continuing Education Units and 41 hours of training. The safety training will help individuals looking for work in the oil field get their foot in the door.

What will I learn?

The Safety Week is a combination of three safety trainings: OSHA 10, PEC Core Compliance (24 hours) and a seven hour First Aid/CPR training. See individual classes for details.

How long will it take?

The Safety Certificate will take one week to complete.

How much will it cost?

$450.00 41 hours

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of $15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071
http://www.texascaresonline.com/

Transportation Technician Marketable Skills Achievement Award

Transportation Technician Marketable Skills Achievement Award - 182 hours

The Transportation Technician Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the logistics field. Trainees will receive four awards from CBC totaling 18.2 Continuing Education Units and 182 hours of training.

What will I learn?

MRKG 1000 - Customer Service – 32 hours
Introduction of techniques to create excellent customer service.

OSHT 1001 - Safety and Accident Prevention – 54 hours
Identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

LMGT 1021 - Introduction to Materials Handling – 48 hours
Explain the various topic terms and how they relate to the overall concept of materials management; apply forecasting techniques related to inventory control; and interpret the principles of materials handling as it relates to time, form, and place utility.

LMGT 1023 - Domestic and International Transportation – 48 hours
An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00	MRKG 1000 - Customer Service – 32 hours
$550.00	OSHT 1001 - Safety and Accident Prevention – 54 hours
$500.00	LMGT 1021 - Introduction to Materials Handling – 48 hours
$500.00	LMGT 1023 - Domestic and International Transportation – 48 hours

Total Program Cost: $1,850.00
Total Hours: 182

What is the job market?

The job growth for logistic entry level jobs is predicted to increase by 32.30% between 2010 and 2020 with an average wage of $17.43 and an average annual job opening of 457.*

*Texas Workforce Commission - Texas Cares Occupation Information - SOC 43-5011
http://www.texascaresonline.com/

Warehouse/Logistics Institutional Award

Warehouse/Logistics Institutional Award - 182 hours

The Entry Level Warehouse/Logistics Certificate I was designed to provide trainees key skills and knowledge to enter the workforce in the logistics field. Trainees will receive four awards from CBC totaling 18.2 Continuing Education Units and 182 hours of training.

What will I learn?

MRKG 1000 - Customer Service – 32 hours
Define customer service; identify the elements involved in the customer service process; and apply problem-solving techniques to resolve both internal and external customer challenges.

OSHT 1001 - Safety and Accident Prevention – 54 hours
Identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

INMT 1036 - Logistics– 48 hours
Define the scope of logistics. Explain the functions of inventory control and traffic management, the importance of packaging and material handling, the role of the warehouse, and the principles of organizing for logistical support.

LMGT 1025 - Warehouse and Distribution Center Management – 48 hours
Discuss total supply chain management and its function in the physical distribution system; identify and demonstrate current technology utilized in warehouse management operations; apply the technology utilized in organizational effectiveness including time and money management and acquisition procession; and interpret information with relationship to inventory management.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00	MRKG 1000 - Customer Service – 32 hours
$550.00	OSHT 1001 - Safety and Accident Prevention – 54 hours
$500.00	LMGT 1036 - Logistics– 48 hours
$500.00	LMGT 1025 - Warehouse and Distribution Center Management – 48 hours

Total Program Cost: $1,850.00
Total Hours: 182

What is the job market?

The job growth for logistic entry level jobs is predicted to increase by 32.30% between 2010 and 2020 with an average wage of $17.43 and an average annual job opening of 457.*

*Texas Workforce Commission - Texas Cares Occupation Information - SOC 43-5011
http://www.texascaresonline.com/

Water & Wastewater Institutional Award

Water & Wastewater Institutional Award - 111 hours
A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage, waterpower, and wastewater treatment systems. Includes instruction in water storage, power and/or treatment systems and equipment; testing and inspection procedures; system maintenance procedures; and report preparation. *

Trainees will receive five awards from CBC totaling 11.1 Continuing Education Units and 111 hours of training.

What will I learn?
EPCT 1028 - Basic Wastewater Operations - 32 hours
Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

EPCT 1092 - Special Topics: Water Quality & Wastewater Trmt Tech - 7 hours
Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

EPTC 2005 - Intermediate Wastewater treatment - 20 hours
List operational control options for solids handling and disposal; outline wastewater reclamation methods; review and apply math skills to specific problems related to wastewater treatment, solids treatment and disposal or reuse; and explain effluent disinfection for disposal or reuse.

EPCT 2006 - Wastewater Collection - 32 hours
Differentiate among the operation and maintenance requirements for types of wastewater collection systems; utilize maintenance equipment; identify cleaning and maintenance methods; identify general characteristics of wastewater; and describe techniques for the protection of public health.

EPCT 2009 - Activated Sludge Technology - 20 hours
Define the activated sludge process; explain sludge characteristics and digestion process; perform sludge analysis; identify microorganisms; and explain different sludge dewatering and disposal processes.

How long will it take?
Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00	EPCT 1028 - Basic Wastewater Operations - 32 hours
$100.00	EPCT 1092 - Special Topics: Water Quality & Wastewater Treatment Tech - 7 hours
$200.00	EPTC 2005 - Intermediate Wastewater Treatment - 20 hours
$300.00	EPCT 2006 - Wastewater Collection - 32 hours
$200.00	EPCT 2009 - Activated Sludge Technology - 20 hours

Total Program Cost: $800.00
Total Hours: 111

What is the job market?
The job growth for water and wastewater treatment plant and system operators is predicted to increase by 21.30% between 2010 and 2020 with an average wage of $16.59 and an average annual job opening of 474.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-8031
http://www.texascaresonline.com/

Welding Institutional Award

Welding Institutional Award - 40 hours

The Welding Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the welding field. Trainees will receive two awards from CBC totaling 4 Continuing Education Units and 40 hours of training.

What will I learn?

WLDG 1041 - Pipe Welding – 32 hours
This course covers pipe welding techniques and applications. Trainees will be able to describe equipment and pipe preparation; perform 1G, 2G, 5G, and 6G welds with various electrodes.

TECM 1091 - Special Topics in Applied Mathematics - 8 hours
Math for welders. Trainees will learn math such as measuring fractions through practical applications.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$300.00	WLDG 1041 - Pipe Welding – 32 hours	32
$100.00	TECM 1091 - Special Topics in Applied Mathematics - 8 hours	8

Total Program Cost: $400.00
Total Hours: 40

What is the job market?

The job growth for welders is predicted to increase by 23.70% between 2010 and 2020 with an average wage of $18.32 and an average annual job opening of 2,254.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4121
http://www.texascaresonline.com/

Welding Marketable Skills Achievement Award

Welding Marketable Skills Achievement Award - 224 hours

The Welding Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the welding field. Trainees will receive three awards from CBC totaling 22.4 Continuing Education Units and 224 hours of training.

What will I learn?

WLDG 1021 – Introduction to Welding Fundamentals – 64 hours
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic Arc welding processes and basic metallurgy.

WLDG 1028 - Introduction to Shielded Metal Arc Welding – 80 hours
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 1057 - Intermediate to Shielded Metal Arc Welding – 80 hours
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

$650.00	WLDG 1021 – Introduction to Welding Fundamentals – 64 hours
$800.00	WLDG 1028 - Introduction to Shielded Metal Arc Welding – 80 hours
$800.00	WLDG 1057 - Intermediate to Shielded Metal Arc Welding – 80 hours

Total Program Cost: $2,250.00
Total Hours: 224

What is the job market?

The job growth for welders is predicted to increase by 23.70% between 2010 and 2020 with an average wage of $18.32 and an average annual job opening of 2,254.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4121
http://www.texascaresonline.com/

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Balboa, Sheila, Cosmetologist, Kingsville
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Landreth, Gloria, Hair Dynamix, Beeville
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