

# Coastal Bend College

[Course Catalog](#) [Student Handbook](#) [Dual Credit Handbook](#) [Housing Handbook](#) [Continuing Ed Catalog](#)

2011/12

## 2011-2012 Schedule

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### Fall 2011

Faculty Resumes Work .....	August 22
Last Day for Registration (Regular and Online).....	August 23
Classes Begin.....	August 24
Last Day for Schedule Changes (ADD/DROP) .....	September 2
Labor Day Holiday.....	September 5
Fall Faculty and Staff Convocation.....	September 9
Last Day to Apply for December Graduation.....	October 1
Last Day to Drop Classes with a "W" 12 p.m. (Noon).....	Nov. 11
Thanksgiving Holiday .....	November 23, 24, 25
Last Day for Day & Evening Classes.....	December 6
Final Exams.....	December 7, 8, 12, 13
All Grades Due in Registrar's Office 12 p.m. (Noon).....	December 14
Administration and Staff Christmas Leave (Begins 5 p.m.) .....	December 16

### Spring 2012

Administrative Offices Open .....	January 4
Faculty Resumes Work .....	January 9
Last Day for Registration (Regular and Online).....	January 13
Martin Luther King Holiday .....	January 16
Classes Begin.....	January 17
Last Day for Schedule Changes (ADD/DROP) .....	January 27
Spring Faculty and Staff Convocation .....	February 10
Last Day to Apply for May Graduation.....	February 12
Spring Break.....	March 12-16
Spring Holiday .....	April 6, 9
Last Day to Drop Classes with a "W" 12 p.m. (Noon).....	April 13
Last Day for Day and Evening Classes .....	May 4
Finals for Day and Evening Classes.....	May 7-10
All Grades Due in Registrar's Office 12 p.m. (Noon).....	May 11
Annual Commencement.....	May 11

### Summer 2012

#### Summer Session I

Memorial Day Holiday .....	May 28
Last Day for Registration (Regular and Online).....	May 31
Classes Begin.....	June 4
Last Day for Schedule Changes (ADD/DROP) .....	June 5
Last Day to Apply for Summer Graduation.....	June 15
Last Day to Drop Classes with a "W" 12 p.m. (Noon).....	June 21
Last Day of Classes.....	July 3
Independence Day Holiday .....	July 4
Final Exams.....	July 5
Grades Due in Registrar's Office 12 p.m. (Noon).....	July 11

#### Summer Session II

Last Day of Registration (Regular and Online).....	July 5
Classes Begin.....	July 9
Last Day for Schedule Changes (ADD/DROP) .....	July 10
Last Day to Drop Classes with a "W" 12 p.m. (Noon).....	July 26
Last Day of Classes.....	August 15
Final Exams.....	August 16
Grades Due in Registrar's Office 12 p.m. (Noon).....	August 17

#### 9-Week and 12-Week Summer Session

Last Day for Registration (Regular and Online).....	May 31
Classes Begin.....	June 4
Last Day for Schedule Changes (ADD/DROP) .....	June 5
Last Day to Apply for Summer Graduation.....	June 15
Last Day to Drop 9-Week Classes with a "W" 12 p.m. (Noon) .....	July 12
Last Day of Classes for 9-Week Session .....	July 25
Final Exams for 9-Week Classes .....	July 26
Last Day to Drop 12-Week Classes with a "W" 12 p.m. (Noon) .....	July 26
Grades Due in Registrar's Office 12 p.m. (Noon) (9-Week Classes) ....	August 1
Last Day of Classes for 12-Week Session .....	August 15
Final Exams for 12-Week Classes .....	August 16
Grades Due in Registrar's Office 12 p.m. (Noon) (12-Week Classes) .....	August 17

#### 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.

# General Information



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# General Information

## Where to Write or Call

### Alice Campus

704 Coyote Trail  
 Alice, Texas 78332  
 (361) 664-2981  
 1-866-891-2981

### Beeville Campus

3800 Charco Road  
 Beeville, Texas 78102  
 (361) 358-2838  
 1-866-722-2838

### CBC Lott-Canada Facility

900 W. Corpus Christi St., Hwy 59 West  
 Beeville, Texas 78102  
 (361) 362-2633

### Kingsville Campus

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

### Pleasanton Campus

1411 Bensdale Road  
 Pleasanton, Texas 78064  
 (830) 569-4222  
 1-866-361-4222

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

## Coastal Bend College Catalog

This is a working copy of the 2011-2012 catalog, subject to change without notice.

This catalog describes programs and activities of Coastal Bend College (CBC). It is not an offer to make a contract.

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 and Standing

Coastal Bend College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number (404) 679-4501] to award associate degrees. CBC is in compliance with Title VI and Title VII, Civil Rights Act of 1964, as amended.

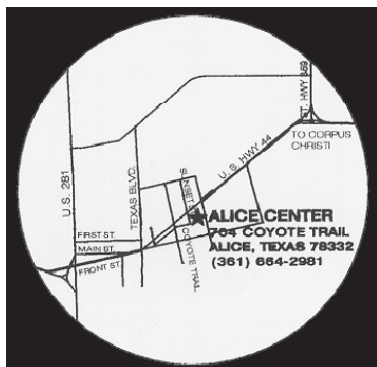
CBC is approved by the Texas Higher Education Coordinating Board. Its buildings, facilities, equipment, library, and faculty are excellent.

For questions concerning accreditation, contact:  
 Southern Association of Colleges and Schools  
 Commission on Colleges  
 1866 Southern Lane  
 Decatur, GA 30033-4097  
 Phone: (404) 679-4501 Fax: (404) 679-4558

## Student Insurance

Students not covered by their parent's medical insurance may purchase a student health plan. Applications for insurance coverage may be obtained from the campus business office. Residents are encouraged to purchase their own insurance coverage. 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 guests which occur on CBC property.



Alice Campus



Beeville Campus



Kingsville Campus



Pleasanton Campus

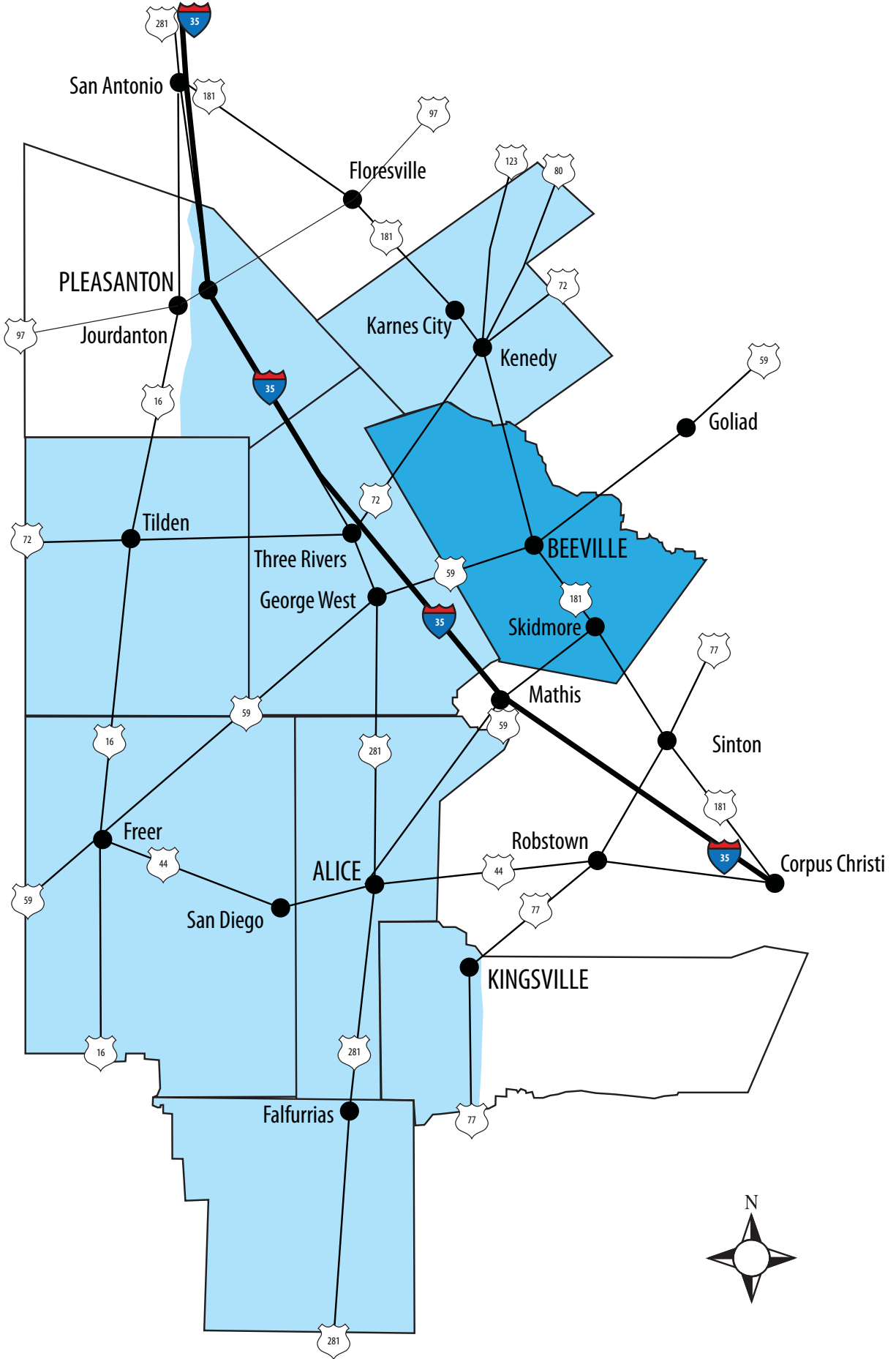
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Texas Higher Education Coordinating Board

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



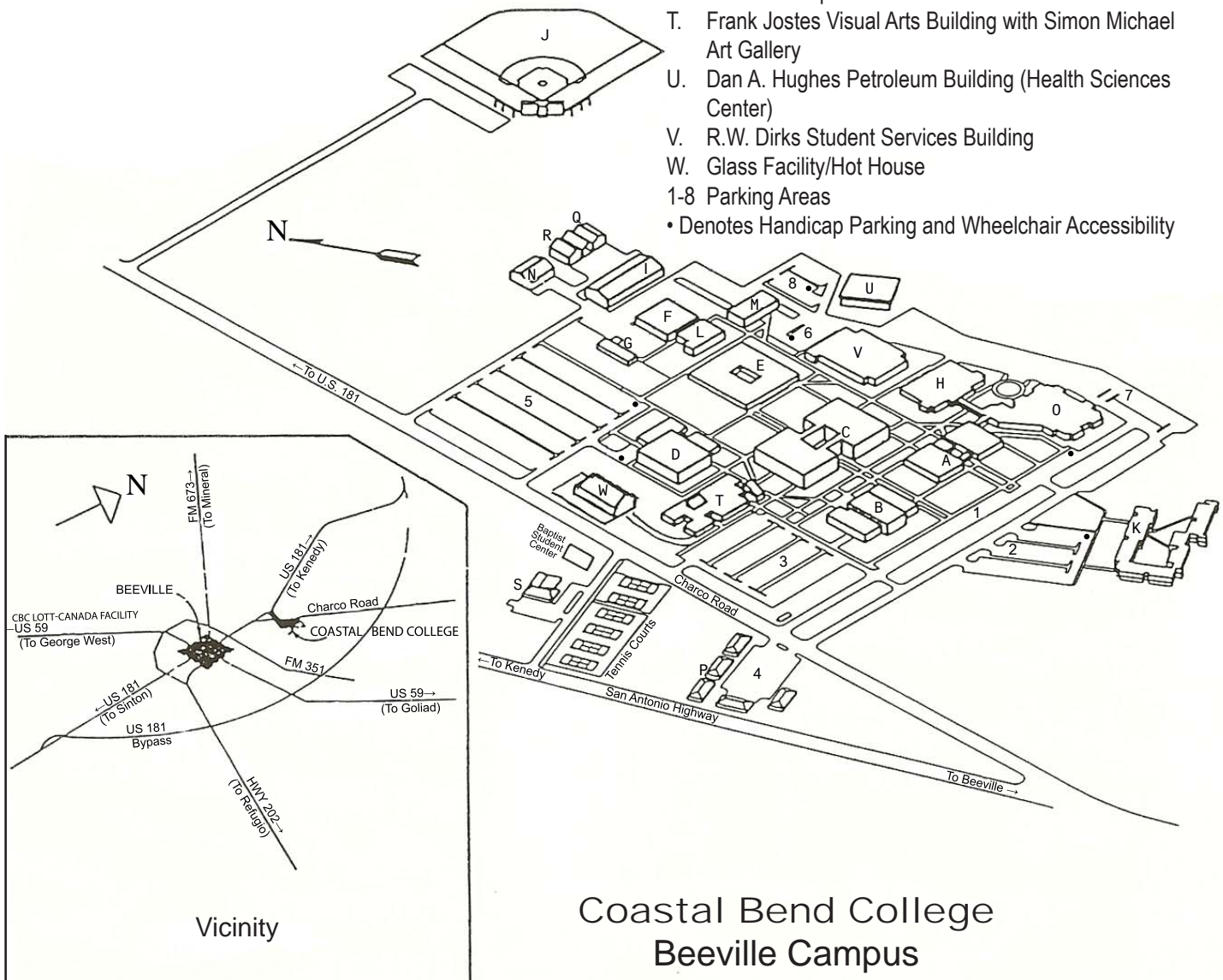
# Service Area Map



# Beeville Campus Map

## LEGEND

- A. Robert J. Beasley Jr. Administration Building
- B. Gertrude R. Jones Auditorium
- C. Fred C. Latcham Jr. Academic-Science Building
- D. Peter S. Marecek Physical Fitness Center
- E. George F. Elam Technical-Vocational Building
- F. Automotive Technology Building
- G. Central Utility Building
- H. James R. Dougherty Jr. Student Center (SUB)
- I. Airframe and Power Technology Building
- J. Joe Hunter Field
- K. Benton Hall
- L. James R. Dougherty, Jr. Dental Technology Building
- M. Industrial Trades/Criminal Justice Law Enforcement Building
- N. Oil and Gas Technology/Shipping/Receiving Building
- O. Grady C. Hogue Learning Resource Center
- P. College Apartments
- Q. Storage
- R. Maintenance Building
- S. Child Development Center
- T. Frank Jostes Visual Arts Building with Simon Michael Art Gallery
- U. Dan A. Hughes Petroleum Building (Health Sciences Center)
- V. R.W. Dirks Student Services Building
- W. Glass Facility/Hot House
- 1-8 Parking Areas
- Denotes Handicap Parking and Wheelchair Accessibility





## Beeville Campus Facilities

### Robert J. Beasley, Jr. Administration Building “A”

This is one of five original CBC buildings dedicated in 1968. In the west wing are offices of the president, admissions, 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 “B”

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 “C”

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 “D”

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 “E”

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, Jr. Student Center “H”

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 “J”

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 “K”

First occupied in 1972, the two-story dormitory 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 “L”

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) “O”

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 “T”/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 junior 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 “U”

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 “V”

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, staff, 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

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Paul A. Jaure  
Chairman



Carroll W. Lohse  
Vice Chairman



Louise W. Hall  
Secretary



Emilia H. Dominguez



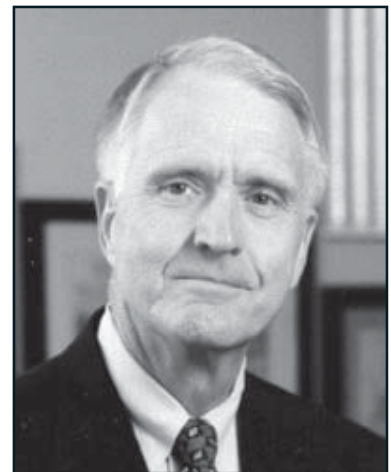
Laura Fischer



Doug Arnold



Victor Gomez



Dr. Jimmy Goodson  
Interim President

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# 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 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 Karnes, McMullen, Live Oak, Bee, Duval, Jim Wells and Brooks 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. Dr. Thomas B. Baynum came to the college in 2007. The current interim president Dr. Jimmy Goodson started in 2012.

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.

## Alice Campus

CBC Alice Campus 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 campus has an on-site library with print, microfilm, video, and electronic resources. Library staff provides reference assistance to individuals and classes.

## Kingsville Campus

CBC Kingsville Campus is located at 1814 S. Brahma Boulevard. Students in Kingsville can complete academic courses that make up a university-transfer core curriculum, and 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. Continuing education classes and workshops are also available.

## Pleasanton Campus

CBC Pleasanton Campus 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 campus has a centrally located library with print, microfilm, video, and electronic resources and part-time staff to provide reference assistance to individuals and classes.

## Correctional Unit Classes

CBC offers courses and programs in Texas Department of Criminal Justice - McConnell Unit in Beeville, Stevenson Unit in Cuero, and the Federal Prison in Three Rivers. Courses lead to degrees and certificates in several major areas of study.

## CBC Lott-Canada Facility

Coastal Bend College's Continuing Education program is headquartered at the Lott-Canada Facility located at 900 W. Corpus Christi St. (Hwy 59 W.) in Beeville. This historical building, located on the west side of town, has played a vital role in educating Beeville's youth. Lott-Canada is a Rosenwald School, one of more than 400 in the state (and over 5,000 across 15 states in the South) built with funds from the Julius Rosenwald Foundation in the 1920s and 1930s. The school was once used by local African-American students. Once Beeville schools were fully integrated, the school was used for offices and special programs. Lott-Canada alumni assisted in the rehabilitation of this building. The site is listed on the National Register of Historic Places and has a Texas Historical Commission state marker that detail its significance to U.S. and Texas history. An indoor exhibit shows the history of the school. Today, continuing education and adult education classes are held at the center. Continuing Education classes are held on all campuses.

## 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)	2012-

## 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-
Paul A. Jaure	1982-
Rickey De Leon	1988-1997
Dr. Grady C. "Sam" Hogue, Jr.	1997-2009
Emilia H. Dominguez	1998-
Carroll W. Lohse	1999-
Fred C. Morón	2002-2010
Laura Fischer	2008-
Doug Arnold	2009-
Victor Gomez	2010-



# Mission, Goals and Values

## 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.

## Vision

Coastal Bend College is a leader in providing quality education for life-long 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.

## Goals

The goals of the District shall be to:

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

## Core Values

Learning	Respect
Innovation	Service
Excellence	Integrity
Leadership	Collaboration
Diversity	Communication

## 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 identifies expected 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 of programs and services that provides CBC direction in its commitment to providing excellence in education for the students of South Texas.

## 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.

## Advantages offered by CBC:

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.
    - c. Leadership Bee County in conjunction with Continuing Education.
  4. Suitable size and type of institution:
    - a. CBC stresses personal attention, and students know other students, administrators, and the faculty.
    - b. CBC is a normal step of progression from high school to senior colleges or universities.
    - c. Individual attention is available in the Learning Assistance Center (LAC).
    - 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.

## Photographic and Audio Recordings

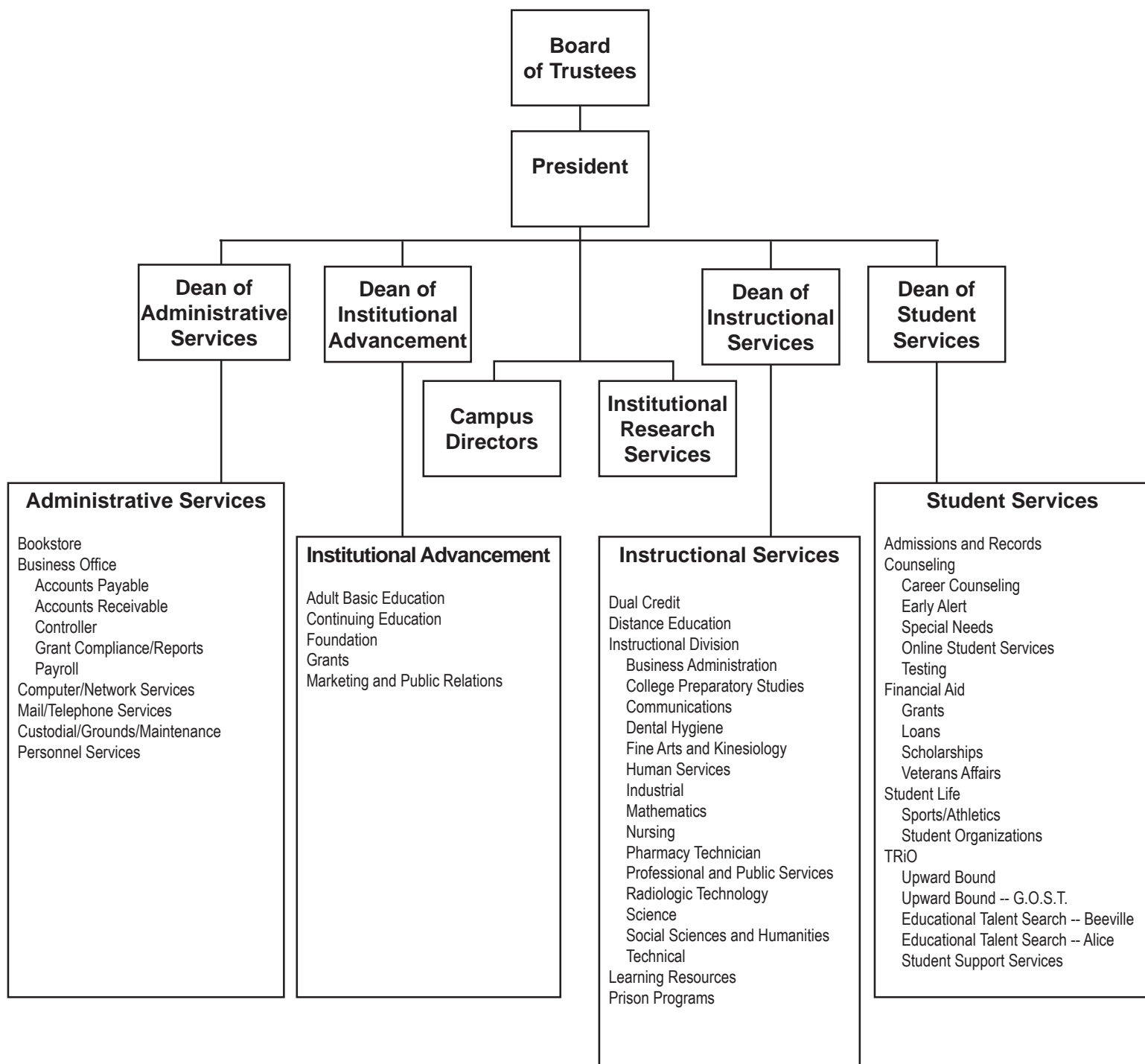
Coastal Bend College and its representatives occasionally make photographic or audio recordings in public spaces on campus for the college's use in print, web and electronic publications including area media outlets. Photos may be informal (candid of campus scenes, performance groups, large groups or activities) or formal (graduation, planned visits to classrooms, laboratories or offices; directory shots or headshots with professional backgrounds; or video shoots on campus) 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, classrooms, faculty or student for any other use is expressly forbidden without permission, which can be obtained through the Office of Institutional Advancement.

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 Institutional Advancement, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102.

# Organizational Chart





# Organizational Chart

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## President

### President's Office (361) 354-2200

Goodson, Jimmy (Ed.D.)	President
TBA	Assistant to the President
Rincon, Gloria	Executive Assistant/Secretary to the Board of Trustees

## Campus Administration

### Alice Campus (361) 664-2981

Candia, Patricia (Ph.D.)	Director
Trevino, Maria	Administrative Assistant/Continuing Education Clerk
Pearce, Mary	Bookstore/Account Specialist

### Kingsville Campus (361) 592-1615

Harrell, Ann	Director and Dual Credit Coordinator
Gutierrez, Mary	Administrative Assistant
Martinez, Sylvia	Bookstore Specialist/Account Specialist
Bowers, Jamie	Nursing Secretary

### Pleasanton Campus (830) 569-4222

Villanueva, Teresa	Campus Coordinator
Gentry, Trisha	Administrative Assistant
Mayberry, Sharon	Vocational Nursing Secretary and Continuing Education Coordinator
TBA	Librarian

## Institutional Research Services

### Institutional Research Office (361) 354-2730

Lindeman, Randy	Director of Institutional Research Services
Rincon, Katryna	IR Administrative Assistant
Fletcher, Claire	Institutional Research Analyst
Oliver, Thelma	Institutional Research Assistant

## Administrative Services

### Administrative Services Office (361) 354-2767

Cude, Ruth	Dean of Administrative Services
Trevino, Jovita	Administrative Assistant

### Bookstore (361) 354-2290

Blankenship, Roxanne	Bookstore Manager
Trevino, Norma	Bookstore Assistant Manager
Pearce, Mary	Bookstore/Account Specialist -- Kingsville
Martinez, Sylvia	Bookstore Specialist/Account Specialist -- Alice

### Business Office (361) 354-2220

Richards, Dolores	Accounts Payable Accountant
Charles, Esther	Accounts Receivable Accountant
Aguilar, Robert	Controller
Moon, Jessie	Grants Reporting Accountant
Moreno, Fela	Payroll Specialist
Benavidez, Daniel	Customer Service Technician

### Computer/Network Services (361) 354-2522

Keels, Jennifer	Network Administrator
Cantu, Robert	Computer Services Technician
Castillo, Erica	Technical Services Technician
Franco, Ryan	Computer Technician
Cook, Evelyn	Programmer

### Mail and Information Services (361) 354-2371

Alvarado, Erlinda	Mail/Switchboard/Photocopy Services Supervisor
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### Custodial/Grounds/Maintenance (361) 354-2559

Slaughter, Michael	Physical Plant Director
DeLaGarza, Della	Custodial Supervisor
Bennett, Timothy	Grounds Supervisor
Janak, Bruce	Physical Plant Operator
Rome, David	Plumber

### Human Resources (361) 354-2224

Patton, Kathlyn	Director of Human Resources
Hadwin, Denice	Assistant to Human Resources Director
Trevino, Valeria	Human Resources Assistant

## Institutional Advancement

### Institutional Advancement Office (361) 354-2348

Glynis Holm Strause	Dean of Institutional Advancement
Johnson, Amberlee	Administrative Assistant

### Continuing Education (361) 362-2366

Perez, Mary	Continuing Education Administrative Assistant
Tillman, Anna	Continuing Education Secretary
Branstetter, Debbie	Customized Training Representative -- Alice, Kingsville
Cartright, Nora	Customized Training Representative -- Beeville and Grants Coordinator
Samayoa, Yolanda	Continuing Education Clerk -- Alice
Mayberry, Sharon	Continuing Education Clerk -- Pleasanton

### Adult Basic Education (361) 362-6095

Roxann Gleason	Director of Adult Basic Education
Dominguez, Kay	Adult Basic Education Secretary
TBA	Adult Basic Education Data Specialist

### Marketing and Public Relations (361) 354-2399

Smedley, Susan	Director of Marketing and Public Relations
Jackson, Adrian	Public Relations Officer

## Instructional Services

### Instructional Services Office (361) 354-2268

Exstrom, Bruce (Ph.D.)	Dean of Instructional Services
Gaskins, Brenda	Administrative Assistant

### Distance Education (361) 664-2981 Ext. 3058

Duran, Michelle	Director of Distance Education and Extended Services
Abrigo, Yolanda	Multimedia Specialist
O'Brien, Connie	Instructional Designer
Wagner, Cris	Distance Learning Technician

### Business Technology Division (361) 354-2509

Jones, Jeanene	Business Administration Division Chair
Belcher, Janell	Administrative Assistant

### College Preparatory Studies Division (361) 354-2425

Cantu, Irma	College Preparatory Studies Division Chair
Garza, Anna	Administrative Assistant
Cavazos, Michael	Math Case Manager
DeSha, Lorna	Math Case Manager
Franco, Emma L.	English/Reading Case Manager
Guzman, Gerardo	English/Reading Case Manager

### Communications Division (361) 354-2423

Massengill, Jeffrey	Communication Division Chair
Garza, Anna	Administrative Assistant

### Dental Hygiene Division (361) 354-2555

Westmoreland, Andrea	Dental Hygiene
Lyssy, Susan	Secretary/Receptionist

# Organizational Chart

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## Fine Arts and Kinesiology Division (361) 354-2322

Duryea, Jayne Fine Arts and Kinesiology Division Chair  
Garza, Anna Administrative Assistant

## Human Services Division (361) 354-2306

Aguilar, Noemi Human Services Division Chair  
Belcher, Janell Administrative Assistant

## Child Development Center (361) 358-0421

Galvan, Felipita Director/Instructor  
Treadwell, Ta-ah Assistant Director

## Industrial Division (361) 358-2571

Moreno, Juan A. Industrial Division Chair  
Belcher, Janell Administrative Assistant

## Mathematics Division (830) 569-4222 Ext. 1207

Moczygemba, Susan Mathematics Division Chair  
Garza, Anna Administrative Assistant

## Nursing/Pharmacology Program (361) 354-2768

Sims, Betty Director of Nursing Education  
Sandoval, Vernon Pharmacy Technology Instructor  
Gomez, Pauletta Nursing Secretary -- Beeville  
Resendez, Janie Nursing Secretary -- Alice  
Bowers, Jamie Nursing Secretary -- Kingsville

## Professional and Public Services Division (361) 354-2338/2302

Behr, Kevin Professional and Public Services Division Chair  
Belcher, Janell Administrative Assistant  
Skaife, Timothy Director of Radiologic Technology

## Prison Programs (361) 354-2331

Garza, Lillian Coordinator  
Halsey, Rose Administrative Assistant

## Science Division (361) 354-2408

Secord, Mark Science Division Chair  
Garza, Anna Administrative Assistant

## Social Sciences and Humanities Division (361) 354-2420

Massey, Ed Social Sciences and Humanities Division Chair  
Garza, Anna Administrative Assistant

## Technology Division

Roberts, Robert Technology Division Chair  
Belcher, Janell Administrative Assistant

## Learning Resources/Library (361) 354-2737

Milnarich, Sarah Director of Library Services  
Benavides, Ray Circulation Specialist  
Craig-Young, Karen Lisa Reference/Instruction Librarian -- Beeville  
Garcia, Ashley Catalog/Reference Librarian -- Beeville  
Jimenez, Jennifer Reference/Instruction Librarian -- Alice, Kingsville

## Student Services

Student Services Office (361) 354-2304  
Elizalde, Velma Dean of Student Services  
Fernandez, Belinda Administrative Assistant

## Admission and Registration (361) 354-2245

Ulloa, Alicia Director of Admissions/Registrar  
Ramos, Rachael Senior Admissions Specialist  
Casarez, Tina Admissions Specialist  
Rosas, Valerie Admissions Specialist

Trevino, Cynthia Admissions Specialist

## Counseling (361) 354-2304

Berthold, Dee Special Needs Counselor -- Alice  
Adkins, Vanessa Advisor/Recruiter  
Denver, Lauren Counselor -- Pleasanton  
Linney, Jennifer Coker High School Outreach Coordinator/Advisor  
Morales, Celeste Advisor/Recruiter -- Alice, Kingsville  
Hagen, Lindsey Career Development Advisor/Counselor  
Rojas, Eddie Special Needs Counselor  
Trevino, Pete Special Needs Counselor -- Kingsville

## Testing/Learning Assistance Center (LAC) (361) 354-2244

Kreis, Roberta Testing/Computer Lab Coordinator  
Rains, Carolyn LAC Coordinator -- Alice

## Financial Aid (361) 354-2238

Morales, Nora Director of Financial Aid Services  
Fuller, Candy Financial Aid Advisor/Veterans Affairs  
Cruz, Monica Financial Aid Advisor  
Overby, Mandi Financial Aid Advisor  
Tamez, Yvonne Financial Aid Advisor  
Weischwill, Sarah Financial Aid Clerk

## Student Life/Housing (361) 354-2304

TBA Housing Coordinator  
TBA Student Life Coordinator

## Sports/Athletics (361) 354-2721

Vasquez, Estevan Athletics Coordinator

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

Schuenemann, Josie Program Director of Educational Talent Search  
Arismendez, Dee Dee Secretary/Tutor Coordinator  
Enriques, Julie Counselor

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

Ganceres, Guadalupe Program Director of Educational Talent Search  
Rivera, Mary Alice Secretary/Tutor Coordinator  
Brown, Renee Counselor  
Muñoz, Belinda Counselor

## TRiO Student Support Services (361) 354-2718

Morton, Jeri Program Director of Student Support Services  
Lopez, Sylvia Secretary  
Jones, Kayla D. Counselor

## TRiO Upward Bound (361) 354-2715

Baird, Cheryl Program Director of TRiO Upward Bound  
Fernandez, Janice Secretary  
DuBose, Keri Advisor

## TRiO Upward Bound -- G.O.S.T. (361) 354-2715

Anderson, Heather Program Director of TRiO Upward Bound George West, Odem, Sinton, Taft  
Zapata, April Counselor  
Villegas, Enequina Secretary

## Title V Grant (361) 354-2277

Adamez, Alma Grant Director  
Bolter, Virginia Administrative Assistant  
Gonzales, Amy Title V Advisor



# Student Services



# Admission Procedures

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## Admission inquiries should be addressed to:

CBC Admissions Office  
Phone: (361) 354-2245 or 1-866-722-2838 Ext. 2245

Access additional information on "Live Support" located on the Coastal Bend College website at [www.coastalbend.edu](http://www.coastalbend.edu).

Students may be required to take the THEA or ACCUPLACER test for placement purposes only.

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 curriculum section of this catalog must be followed.

## Beginning Freshman

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); and
- 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. Aptitude is demonstrated by passing an "Ability to Benefit" exam, interest, and motivation.

Beginning freshmen must submit:

- Admission form completed online at [www.ApplyTexas.org](http://www.ApplyTexas.org);
- 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 the Learning Assistance 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 THEA scores if not exempt. Students may take the CBC alternative test if they have not taken the THEA. For additional information, see to "Placement Examinations."

## 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.ApplyTexas.org](http://www.ApplyTexas.org);
- 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 Office to schedule an

interview with the CBC Admissions Committee which makes a decision concerning acceptance; and

- Scores from the THEA test (if not exempt).

## 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 THEA 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.

## 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 who have not registered with CBC within the last calendar year must complete an admissions form online at [www.ApplyTexas.org](http://www.ApplyTexas.org). 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 THEA scores or have taken the CBC alternative test upon reentry regardless of THEA 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. Must provide a notarized record of the school subjects completed (consistent with TEA minimum requirements);
3. Comply with College testing requirements.

For additional information, go to the "Dual Credit Student Handbook" section in the current course catalog.

## High School Students

High school students may concurrently enroll in CBC with written permission from a parent or guardian, their high school principal and/or counselor. Students should work with their high school counselors in determining appropriate class loads, considering high school and college class schedules, tests scores, previous academic records, and non-academic activities. Students should obtain a copy of the current CBC Course Catalog for more information about Dual Credit/Concurrent Enrollment. Students may enroll in CBC courses in one of the three ways:

## Concurrent Courses

High school students who have completed the 10th grade, passed the TAKS section of the subject needed for enrollment, and have taken the THEA or alternative test or have met an exception to the Texas Success Initiative requirements, may concurrently enroll at CBC. Some courses may require prerequisites which may include additional testing and/or higher test score standards. A high school student is eligible to enroll in workforce education dual credit courses if he or she has achieved the minimum high school passing standard on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS. For additional information, go to the "Dual Credit Student Handbook" section in the current course catalog.

## Dual Credit Courses

High school juniors and seniors who meet the admission standards above, may earn high school credit by enrolling in college courses. Students wanting dual credit must have achieved college readiness scores on the 10th or 11th grade TAKS test in the subject needed for enrollment or have met an exception to the Texas Success Initiative requirements, meet course prerequisites, and complete the necessary documentation for registration as show below. The decision to grant or not grant high school credit for college courses rests solely with each individual high school. For additional information,



# Admission Procedures

go to the "Dual Credit Student Handbook" section in the current course catalog.

To register for CBC Dual Credit courses, currently-enrolled high school students must submit:

- A completed application for admission;
- An official transcript of high school grades and credits;
- Official TAKS scores or alternative test results; and
- CBC Dual Credit permission form signed by a parent or guardian, high school principal and counselor, indicating CBC courses requested for registration.

## Tech-Prep Course Credit

Coastal Bend College is a member of the College Tech-Prep Consortium of the Coastal Bend. Tech-Prep 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 Tech-Prep credit. Students can often earn up to 12 college hours from high school courses without paying college tuition. Application for Tech-Prep credit must be made within two years of high school graduation.

To obtain Tech-Prep 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.
- 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.ApplyTexas.org](http://www.ApplyTexas.org) 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;
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 THEA test. Results of these tests will determine courses for which a student may register.

International students are subject to THEA requirements as are all students at CBC. For additional information, see to "Placement Examinations."

## New Student Orientation

New student orientations are planned in the fall and spring at CBC campuses in Alice, Beeville, Kingsville, and Pleasanton to assist students in building a solid foundation for success. Information is presented to students and family members to increase familiarity with registration procedures, day-to-day routines, resources, and available services. Students are urged to complete an admissions form online at [www.ApplyTexas.org](http://www.ApplyTexas.org), and report entrance testing results to the registrar's office prior to orientation.

It is recommended that all students who are enrolling for the first time at Coastal Bend College attend. Contact the counseling office at the campus where you plan to attend to research the time and location of the next scheduled orientation meeting.

## Student ID Cards

CBC students are required to have a student identification card to use many of the services provided by the library including use of computers and checking out reserve materials or books. Student ID cards are made in the library at each site during posted open hours of the first twelve days of class each semester. After the twelfth day of class, IDs are only taken during designated hours each week. Nursing/Radiology IDs are taken at designated times each semester at each location.

## Summer School

Classes are offered during the summer in a variety of subjects and formats. Students should consult the course schedule for courses and times in their areas.

## Evening School

College courses are offered in the evening, after 5 p.m. Students should consult the course schedule for courses and times in their areas.

## Continuing Education "Mirror Courses"

Those interested in enrolling for college courses through the "mirror" program should contact the Continuing Education office by calling (361) 362-COED (2633). Students can take the college course but are not required to take entrance tests nor provide transcripts. No out-of-district fees are charged, however, enrollees must complete an enrollment form and pay the continuing education tuition rate for the number of hours of the college course and/or labs and the course fee as stated in the catalog. Upon successful completion, the student will receive a certificate with the appropriate number of continuing education units (CEUs). A CE transcript of the course is also available upon request.

Courses taken as continuing education may be converted to credit course when formal application for conversion is made to the head academic officer and the student successfully completes the competency exam in the subject area and pays \$25 per class conversion.

# Registration Procedures

## CBC 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 PRESCREENING 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:

- a. Vocational Nursing
- b. Child Development
- c. Dental Hygiene
- d. Radiology Technology
- e. Registered Nursing

### I. Criminal Background Checks:

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

- a. Felony convictions
- b. Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse)
- c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- d. Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances.
- e. Registered sex offenders
- f. 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.

II. 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. 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 and directors/coordinators of programs. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.
- b. 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

- a. 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. Confidentiality 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 Student Apply for Admissions

### 1. Contact admissions office:

Phone: (361) 354-2245 or 1-866-722-2838 Ext. 2245

Access additional information on "Live Support" located on the Coastal Bend College website at [www.coastalbend.edu](http://www.coastalbend.edu).

Beeville Counseling Center	(361) 354-2304
Alice Counselor	(361) 664-2981 Ext. 3025/3034
Kingsville Counselor	(361) 592-1615 Ext. 4077/4036
Pleasanton Counselor	(830) 569-4222 Ext. 1203

Nursing Education	(361) 354-2786 in Beeville
	(361) 664-2981 Ext. 3022 in Alice
	(361) 592-1615 Ext. 4039 in Kingsville

Dental Hygiene:	(361) 354-2555
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Cosmetology:	(361) 354-2521 in Beeville
	(361) 592-1615 Ext. 4083 in Kingsville
	(830) 569-4222 Ext. 1215 in Pleasanton

2. Complete an admissions form online at [www.ApplyTexas.org](http://www.ApplyTexas.org).
3. Request final transcript of grades and credits from all high schools and/or colleges previously attended or contact appropriate counselor for individual approval form and return to admissions office.
5. Check with each department for additional requirements.

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than ten days prior to moving in or be qualified for an exception. More information is available in the "Housing Handbook" section of the catalog or at [www.coastalbend.edu](http://www.coastalbend.edu) under "Housing."

## Continuing Education Student

### Continuing Education Office and CE representatives:

Dean of Institutional Advancement:

	(361) 354-2447	ghstrauss@coastalbend.edu
Beeville:	(361) 362-2633	noracart@coastalbend.edu
	900 W. Corpus Christi Street (Hwy 59 West), Beeville	
Alice/Kingsville Campus	(361) 592-1615 Ext. 4035	debobran@coastalbend.edu
Pleasanton Campus	(830) 569-4222 Ext. 1232	mayberry@coastalbend.edu

### Truck Driving Student

Contact Excel Driver Service at the CBC Alice Campus (361) 664-2981 Ext. 3005

## Registration for Continuing Education

1. Complete one page Adult Vocational form and return to the CE Department with your payment.

# Student Success Initiative

- Payment may be made in cash, check, Visa, MasterCard, money order, or purchase order from business or government agency sponsoring the student.
- No placement exams or transcripts are required for most CE classes except for those required for professional certification.

## Educational Advising

Coastal Bend College offers various opportunities for student advising

- Case Managers:** These advisors work exclusively with TSI compliant students. They provide each student with a plan of the correct sequence of remediation courses, register them into the correct sequenced course, and provide intrusive advising by checking on student progress throughout the semester and providing referral services to meet students' counseling and tutoring needs.
- Student Service Advisor:** These are the advisors located in the student counseling office. Students may direct initial questions to these advisors after signing up for ACCUPLACER and/or receiving placement scores. This advisor will discuss career options and degree and/or certificate requirements with students prior to referring them to the appropriate advisor or specialist.
- Veteran's Advisor:** These advisors are located in the student counseling office. These advisors work with students and their families who have or are serving in our military forces.
- Program Advisor:** These are the advisors for the different workforce programs offered: RN, LVN, RadTech, Dental Hygiene, Cosmetology, Pharmacy Technician, and Dual Credit.
- Department Advisors:** These are the academic faculty advisors students will be referred to according to their major by the Student Success Specialist. The department advisor will become the students' permanent advisor once the Student Success Specialist makes the referral by week 4 of the semester.
- Learning Frameworks Instructor:** The Student Success course instructor will serve as a mentor to the students in class and guide them in their career choices.
- Special Needs:** Coastal Bend College considers all federal laws pertaining to individuals with disabilities when assessing and advising students. A student may have more than one advisor, if one of them is the Special Needs Counselor.

Students are interviewed by counselors or faculty advisers prior to enrollment. Early in the first year, students are assisted to develop degree plans. This helps clarify the relationship between current college courses, and career objectives.

Faculty and counselors advise students about educational goals and have regular conference hours to help resolve academic and workforce education problems. Faculty advisers encourage regular class attendance, help students analyze and resolve difficulties, encourage regular study habits, and help students develop confidence and independence.

The CBC administration recognizes that students are ultimately responsible for their own progress, but guidance is provided as needed.

## Testing Requirements

### Student Success Initiative

The Coastal Bend College Student Success Initiative is a plan which incorporates the approved College Preparatory Studies program and the Texas Success Initiative legislative changes. The intent of the Student Success Initiative is to help students succeed in reaching their educational goals.

The 2003 Texas legislature repealed the TASP statute and adopted the Texas success

Initiative (TSI) with passage of Senate Bill 286. The TSI requires:

- Student assessment;
- An individualized learning plan for students whose skills are not college level;
- A minimum college readiness state standard; and
- A report indicating student success and effectiveness of the college preparatory studies program.

## College Prep Studies

The College Preparatory Studies Division is under the direction of the College Preparatory Studies Chairperson who is supervised by the Dean of Instructional Services. The Chairperson has direct supervision of English, Reading, and math developmental course instruction with the assistance of a developmental math coordinator.

## Exemptions/Exceptions

Exemptions from TSI requirements are as follows:

The following students shall be exempt from TSI requirements:

- 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:
  - ACT: composite 23>, English and mathematics 19
  - SAT: Composite 1070>, verbal and mathematics 500>
- For a period of three (3) years from the date of testing, a student who is tested and performs at or above the following standards:
  - TAAS: Writing 1770>, mathematics 86>, reading 89>
  - TAKS: Language Arts 2200>, writing sample 3>, mathematics 2200>
- Earned associate or baccalaureate degree from an accredited institution of higher learning.
- Completion of 3 or more transferable academic semester hours from a private institution of higher education or an accredited out-of-state institution of higher learning.
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- 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.
- Active duty as a member of the United States Military, Texas National Guard, or service for the past 3 years in the reserves.
- Honorably discharged, retired, or released from active duty in the United States Military, Texas National Guard, or reserves after 1990.

## Minimum Passing Standards

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

**ASSET:** Reading Skills - 41; Elementary Algebra - 38; Writing Skills (objective) - 40; and Written Essay - 6.

**COMPASS:** Reading Skills - 81; Algebra - 39; Writing Skills (objective) - 59; and Written Essay - 6.

**ACCUPLACER:** Reading Comprehension - 78; Elementary Algebra - 63; Sentence Skills - 80; and Written Essay - 6.

Note that Coastal Bend College has a higher standard for math. A student needs to place in the College Level Math module with a 63 or higher before being considered TSI compliant in Math.

**THEA:** Reading - 230; Math - 270; Writing - 220.

# Student Success Initiative

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Note that Coastal Bend College has a higher standard for math. A student needs to have a 270 or higher on the Math THEA before being considered TSI compliant in math.

The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test standard.

## Determination of Readiness

### 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

As indicators of readiness, Coastal Bend College shall consider, as appropriate:

1. Performance in developmental education.
2. Performance in appropriate non-developmental coursework.
3. Performance on an assessment instrument described in § 4.56 of this title (relating to Assessment Instruments) or performance on an institutionally selected assessment.
4. Performance on an assessment retake for those students who perform at or below the following scores:

**ASSET:** Reading Skills - 35; Elementary Algebra - 30; and Writing Skills (objective) - 35.

**COMPASS:** Reading Skills - 64; Algebra - 23; Writing Skills (objective) - 44.

**ACCUPLACER:** Reading Comprehension - 61; Elementary Algebra - 42; Sentence Skills - 62.

**THEA:** Reading - 201; Mathematics - 206; Writing - 205.

An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

Other indicators of readiness, as determined by the institution.

### Retesting

A student may retake an assessment instrument after 30 days of the initial test, subject to availability, to determine the student's readiness to perform freshman-level academic coursework. This may be done only with permission from the College Preparatory Studies department chair or designee.

### Transcripts

Coastal Bend College shall, as soon as practicable and feasible, indicate a student's readiness in reading, mathematics, and writing on the transcript of each student.

## Program Stipulations

All first time freshmen students enrolling in an academic program at Coastal Bend College will be required to complete a four-hour computer-based pre-test preparation in the areas of English, math, reading and test-taking skills prior to taking the ACCUPLACER. All students whose assessment scores indicate a lack of satisfactory preparation in English, mathematics, and/or 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.

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. If a student needs remediation in both reading and math, it is strongly advised that although priority should be given to reading, a student should also take the math course, as the developmental sequences for math may be lengthy.

### 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 English, math, and/or reading classes.

### Student Success Course

Students who place into all three areas of remediation are required to enroll in a Student Success Course. Students enrolled in workforce programs are exempt from this requirement.

### Online Registration

To prevent students from registering for the wrong sequenced course or a course that required a prescribed sequence, students that are not TSI compliant will be blocked from online registration.

### Prerequisites

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. Dual credit students are held to the same standard of prerequisites, as are all other CBC students.

### Waivers From TSI Requirements

Students who are non-degree seeking or are enrolled in a Level I Certificate programs 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.

### Non-Degree Seeking

Students are considered non-degree seeking if either of the following conditions is 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. The students are regularly enrolled in another college or university. The students must provide documentation verifying enrollment during the preceding semester.

## Placement

Students can be placed in courses based on either assessment test scores or successful course completion. Completion of ENGL 0311 and ENGL 0312, MATH 0310, MATH 0321, and MATH 0322, and RDNG 0311 and RDNG 0322 with a grade of A, B, or C will meet the reading, writing, and mathematics prerequisites for most college level courses.

## Sequence of Remedial 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, 3) two levels below, and 4) three levels below. Students placed in developmental reading and English are allowed to re-take the placement test. Based on their new test scores, students can be placed into a higher level of developmental education or even directly into a college-level course. In reading and English, students have the opportunity at the end of each



# Tuition and Fees

semester to test out of the next sequenced course by taking the ACCUPLACER and meeting the required passing score for each area.

## Adopted Sequence of Courses:

### Level II Certificates

Reading RDNG 0311 and RDNG 0322  
 Writing ENGL 0311 and ENGL 0312  
 Math MATH 0310 and/or MATH 0321

### Associate of Applied Sciences

Reading RDNG 0311 and RDNG 0322  
 Writing ENGL 0311 and ENGL 0312\*  
 Math MATH 0310, MATH 0321 and/or MATH 0322\*

### Associate of Arts and/or Science

Reading RDNG 0311 and RDNG 0322  
 Writing ENGL 0311 and ENGL 0312  
 Math MATH 0310, MATH 0321 and/or MATH 0322\*

\* All college math courses require MATH 0322 as a prerequisite with the exception of MATH 1332 which requires a prerequisite of MATH 0321.

## TSI Graduation Requirements

### Level I Certificates

TSI compliance not required

### Level II Certificates

Completion of following courses: RDNG 0322  
 ENGL 0312  
 MATH 0321  
 Or Placement Scores Above: RDNG 0322  
 ENGL 0312  
 MATH 0321

### Associate of Applied Sciences

Completion of following courses: RDNG 0322  
 ENGL 0312  
 MATH 0321  
 Or Placement Scores Above: RDNG 0322  
 ENGL 0312  
 MATH 0321

### Associate of Arts

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

### Associate of Science

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

### Exceptions to the TSI Requirements

Any exceptions to the CBC Student Success Initiative must be approved by the Dean of Instructional Services or his or her designee.

## 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 Dean of Instructional Services 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.

## Tuition and Fees

For tuition purposes the college makes a distinction between in-district students, (those residing within the Coastal Bend College District), and out-of-district students, (those residing outside the college district). To qualify for in-district tuition a student must have legally resided in Bee County for the 12 month period immediately preceding their initial enrollment at CBC.

As a general rule, residency status does not change while a student is attending CBC. 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 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 at any time by action of the State Legislature and the CBC Board of Trustees.

## Estimated College Costs

College costs estimated here are for the fall semester. Spring semester costs are usually slightly lower because many students resell their textbooks and apply that to their spring semester expenses. The estimates do not include personal expenses.

Dormitory 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)	

Apartment residents must contract with local companies for telephone, internet connections and television cable services.

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	\$2,600	\$4,370
Books and Supplies	\$1,800	\$1,800
<b>Total</b>	<b>\$4,400</b>	<b>\$6,170</b>

## 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%
<b>After the sixth class day .....</b>	<b>NO REFUND</b>

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

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 a federal refund is due it will be returned in the following order to:

- Federal Family Education Loan Program
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Leveraging Educational Assistance Partnership Program

## 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 and requires the use of a bank account number or a credit card. There is a \$25 fee for this service.

## \$1,000 Tuition Rebate

If you entered college during the fall semester, 1997, or subsequently, you may become eligible for a \$1,000 tuition rebate. To be eligible, you must be a Texas resident and complete your first baccalaureate degree from a Texas public institution. You must have attempted no more than three semester hours more than required for that degree. See the counseling office for additional details.

## Excess Hours

Students who first enrolled in the 1999 fall semester or later who exceed the number of

## Tuition for High School Students

No. of Hours	Registration Fee	Tuition	Bee County Residents	Out-of-District Fee	Non-Bee County Resident
1	\$45	20	0	10	70
2	45	40	0	20	100
3	45	60	0	30	130
4	45	80	0	40	160
5	45	100	0	50	190
6	45	120	0	60	220
7	45	140	0	70	250
8	45	160	0	80	280
9	45	180	0	90	310
10	45	200	0	100	340
11	45	220	0	110	370
12	45	240	0	120	400
13	45	260	0	130	430
14	45	280	0	140	460
15	45	300	0	150	490
16	45	320	0	160	520
17	45	340	0	170	550
18	45	360	0	180	580
19	45	380	0	90	610
20	45	400	0	200	640
21	45	420	0	210	670
Per Hour		20		10	
Minimum	45	20		10	

hours (including dual credit 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 (including dual credit hours) required for the degree being sought by 30 semester credit hours, will have to pay out-of-state rates. Please contact the Admissions Office for further information concerning this rule.

## Charges by Semester - Subject to Change

Tuition (\$67 per semester hour)	Base
Out-of-District Fee (\$59 per semester hour)	No minimum
Out-of-Texas Fee (\$67 per semester hour)	No minimum
Dormitory Room Deposit	\$250
Student Housing Medical Expense Insurance	As specified
Student Medical Expense Insurance	Optional, as specified

## Non-Refundable Fees - Subject to Change

Health Science Fee per Semester	\$250
Professional Nursing non-refundable deposit	\$50
Pre-registration (Dental Hygiene), non-refundable deposit	\$200
Pre-registration (LVN) non-refundable deposit	\$50
Registration	\$45
Schedule Change After Registration	\$5
Late Registration	\$25
Internet students will pay an internet course fee in addition to regular course fees	\$50
Installment Service Fee	\$25
Dental Hygiene Program Application Fee	\$50
Three-Peat Fee	\$141 per/SCH

## Other Charges for Services - Subject to Change

Non-Course Based Remediation Fee	\$50
GED Test	\$65
ACCUPLACER	\$29
Correspondence Tests	\$25
Credit-by-Exam Tests	\$60 (per semester hour credit)
Returned Checks	\$20
Graduation Fee	\$0
Conversion from Continuing Education class to credit course	\$25 per course

## Meal Plans

Dorm 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.

## Fall 2011

Plan	Semester Cost	Description
15-Meal	\$1,183.31	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 241 meals at a unit price of \$4.91. Meals do not carry over.
19-Meal	\$1,395	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 300 meals at a unit price of \$4.65. Meals do not carry over.

## Spring 2012

Plan	Semester Cost	Description
15-Meal	\$1,252.05	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 255 meals at a unit price of \$4.91. Meals do not carry over.
19-Meal	\$1,385.70	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 298 meals at a unit price of \$4.65. Meals do not carry over.

## Tuition and Fees

### Financial Aid Refund and Repayment

#### Financial Aid Recipients Return of Title IV Aid

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 amount of assistance earned is determined on a pro-rata basis. 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:

1. Direct Loans;
2. Federal Pell Grant;
3. Federal Supplemental Education Opportunity Grant (FSEOG); and
4. Other Title IV Programs.

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 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 in the Admissions Office/Registrar. For more information contact the Financial Aid Office.

## Tuition and Fees

No. of Hours	Registration Fee	Tuition	Bee County Residents	Out-of-District Fee	Non-Bee County Residents	Out-of-Texas Fee	Non-Texas Residents
1	45	67	112	59	171	15	186
2	45	134	179	118	297	30	327
3	45	201	246	177	423	45	468
4	45	268	313	236	549	60	609
5	45	335	380	295	675	75	750
6	45	402	447	354	801	90	891
7	45	469	514	413	927	105	1032
8	45	536	581	472	1053	120	1173
9	45	603	648	531	1179	135	1314
10	45	670	715	590	1305	150	1455
11	45	737	782	649	1431	165	1596
12	45	804	849	708	1557	180	1737
13	45	871	916	767	1683	195	1878
14	45	938	983	826	1809	210	2019
15	45	1005	1050	885	1935	225	2160
16	45	1072	1117	944	2061	240	2301
17	45	1139	1184	1003	2187	255	2442
18	45	1206	1251	1062	2313	270	2583
19	45	1273	1318	1121	2439	285	2724
20	45	1340	1385	1180	2565	300	2865
21	45	1407	1452	1239	2691	315	3006
Per Hour		67		59		15	
Minimum	45	67		59		15	

# Tuition and Fees

## Course Fees - Subject to Change

ACCT 2401, 2402.....	\$50	ENGR 1304, 1305.....	25	PHRA 1266, 1267, 2266.....	100
ACNT 1303, 1311-2302.....	50	FREN 1411-1412.....	10	PHRA 1313, 1349, 1441.....	60
AERM 1203-1352, 2231-2333.....	50	GAME 1403-2433.....	50	PHRA 1305, 1209, 2330, 1207, 1243.....	25
ANTH 2302.....	25	GEOL 1403-2409.....	25	PHRA 1206, 1301, 1445.....	25
ANTH 2351.....	10	GERM 1411-1412.....	10	POFI 1401, 1441.....	50
ANTH 2389.....	50	GISC 1411.....	25	POFI 2331.....	50
ARTS 1301,1303,1304,1313,1413.....	20	GOVT 2305, 2306.....	10	POFM 1300, 1302-1327.....	50
ARTS 1311, 1312, 1316, 1317, 2311.....	25	GOVT 2389.....	50	POFT 1309-2331.....	50
ARTS 2316, 2317, 2323, 2366, 2367.....	25	GRPH 1457, 1459.....	50	PSYC 0311.....	20
ARTS 2326, 2327, 2333, 2346, 2347.....	50	HIST 1301-2341.....	10	PSYC 2301-2315, 2319.....	10
ARTS 2356, 2371, 2389.....	50	HIST 2389.....	50	PSYC 2389.....	50
ARTV 1341, 1451.....	50	HITT 1166-2435.....	50	PTRT 1307, 1403, 1424, 2331, 2436.....	30
AUMT 1305-1345, 1380, 2313-2443.....	50	HMSY 1342.....	15	RADR 1260,1261, 1362, 2360, 2262.....	100
BIOL 1408-2420.....	25	HPRS 1160.....	108	RADR 2261.....	100
BMGT 1382, 2309, 2382.....	50	HPRS 1202.....	50	RADR 1213, 2117, 2301, 2305, 2313.....	25
CHEM 1405-2425.....	25	HPRS 2201.....	50	RADR 1411.....	60
CDEC 1164.....	65	IMED 1416, 1445, 2415.....	50	RADR 1361.....	100
CDEC 1313, 1319, 1321, 1323, 1356.....	25	ITCC 1402, 1406, 1442, 1446.....	50	RADR 2333, 2335, 2362.....	25
CDEC 1358, 1359, 2326.....	25	ITMC 1458.....	50	RADR 2431.....	50
CDEC 1417, 2307, 2322, 2341.....	50	ITNW 1425.....	50	RDNG 0222.....	50
CJLE 1303, 1494, 2247, 2323.....	50	ITCC 1310, 1311, 1312, 1313.....	50	RDNG 0311, 0322.....	20
CJLE 1345, 2574.....	65	ITSC 1405-1425.....	50	RNSG 1161.....	125
CJLE 1394.....	35	ITSE 1431.....	50	RNSG 1163.....	15
CJLE 2237.....	100	KINE 1100, 1101, 1102, 1103, 1104, 1105.....	50	RNSG 1201.....	65
CJLE 2345.....	25	KINE 1106, 1107, 1108, 1109, 1110.....	50	RNSG 1207.....	25
CJLE 2522.....	85	KINE 1111, 1112, 1118, 1126.....	50	RNSG 1244.....	190
CJSA 1264.....	25	KINE 1114, 1134.....	85	RNSG 1253.....	25
CJSA 1308.....	50	KINE 1115, 1116, 1117, 1119, 1122, 1123.....	35	RNSG 1300.....	80
CJSA 2323.....	100	KINE 1124, 1125, 1133, 1135.....	35	RNSG 1327.....	65
CJSA 1400, 2332.....	65	KINE 1127, 1128, 1129, 1130, 1131, 1132.....	50	RNSG 1341 (includes \$50 internet fee).....	115
CJSA 2331.....	25	KINE 1136, 1137, 1147, 1153, 1308.....	35	RNSG 1343.....	65
CNBT 1301, 1346, 1402, 1411, 1450.....	50	KINE 1138, 1139, 1140, 1141, 1142, 1143.....	50	RNSG 2160.....	95
CNBT 1453, 2304, 2366.....	50	KINE 1144, 1145, 1146.....	50	RNSG 2161.....	100
COSC 1401-2334.....	50	KINE 1148, 1149, 1150, 1206, 1301, 1304.....	50	RNSG 2201.....	240
CPTR 1391.....	50	KINE 0310, 1306, 1331, 1338, 1346.....	50	RNSG 2206, 2213.....	25
CRIJ 1301, 2314.....	50	MATH 0305-0322, 1442.....	20	RNSG 2331.....	215
CRIJ 1306, 1313, 2313.....	35	MCHN 1217, 1343.....	25	SOCI 1301, 2319.....	10
CRIJ 1310, 1313, 2323.....	25	MCHN 1308, 1313, 1358, 2302, 2303.....	50	SOCI 2389.....	15
CSME 1330, 1401-2539.....	25	MCHN 1320, 2230, 2231, 2238, 2344.....	35	SPAN 1311-2312.....	20
DFTG 1191-1317, 1344-1493, 2310-2448.....	25	MCHN 1481.....	35	SPCH 1311, 1315.....	10
DFTG 2480.....	20	MCHN 2335, 2341, 2345.....	50	SLPS 2330.....	50
DHYG 1215, 1301-1304, 1319.....	125	MRMT 1307.....	35	TECA 1303, 1311, 1354.....	15
DHYG 1361, 2201, 2463.....	165	MUAP #1###.....	60	TECA 1318.....	25
DHYG 1301, 1431.....	205	MUAP #2###.....	95	VNSG 1136.....	95
DHYG 2462.....	265	MUEN 1121, 1131, 1135.....	50	VNSG 1219.....	95
DRAM 1120-2352.....	25	MUEN 1141, 1151.....	35	VNSG 1361.....	205
EDUC 1300, 1301.....	30	MUSI 1166, 1168, 1188, 1192, 1193.....	50	VNSG 1329.....	95
EDUC 2301.....	30	MUSI 1181, 1182, 1183, 1184, 2181, 2182.....	40	VNSG 1423, 2431.....	100
ENGG 1491.....	20	MUSI 1211, 1212, 1216, 1217, 1290, 1386.....	35	VNSG 2360.....	220
ENGL 0222.....	50	MUSI 1301, 1304, 1306, 1308, 1309.....	30	VNSG 2361.....	65
ENGL 0312, 0311.....	20	MUSI 2183, 2184.....	40	VNSG 2462.....	170
ENGL 1301, 1302, 2322, 2323, 2326, 2331.....	22	MUSI 2211, 2212, 2216, 2217.....	35	VSNG 2431.....	99
ENGL 1377, 1385, 1386, 2287.....	10	PHTC 1311.....	60	WLDG 1313-2453.....	\$50
		PHYS 1401-2426.....	10		

Course fees also apply to Continuing Education "Mirror Courses."

Course fees are subject to change at any time due to the elevating cost of building or private facilities use.

# Financial Aid

## Financial Aid

### 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, the Federal Supplemental Educational Opportunity Grant, or Leveraging Educational Assistance Partnership programs; (4) be enrolled to obtain a degree or certificate; (5) have a high school diploma, a GED, or have the ability to benefit; (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 (Direct Loan) Program, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal College Work-Study, Texas Public Educational Grants, TEXAS Grants, Leveraging Educational Assistance Partnership Grants or Special Leveraging Educational Assistance Partnership are monitored for satisfactory progress.

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:

$$\text{Hours Earned} / \text{Hours Attempted} = >67\%$$

### Satisfactory Progress for Financial Aid

Students must meet the following minimum standards each semester and maintain the acceptable cumulative GPA as defined in the college catalog to avoid scholastic probation or suspension.

### Financial Aid Warning

A student who does not meet the satisfactory progress requirements will be placed on financial aid **warning**. The student may receive financial aid for one semester after they are put on warning. If after this 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.

### 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.

### Appeals Process

Students on 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](http://www.coastalbend.edu).

### 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](http://www.fafsa.gov). Students interested in Direct Loans (student loans) or college work-study programs also must complete the FAFSA application. First-time FAFSA applicants should request a pin through [www.pin.ed.gov](http://www.pin.ed.gov). Please check with the financial aid office for details on financial aid deadlines for grants, loans, and scholarships.

### Grants

#### Federal Pell Grants

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 Grants (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.

#### Leveraging Educational Assistance Partnership Grant (LEAP) & Special Leveraging Educational Assistance Partnership Grant (SLEAP)

The LEAP and SLEAP provide financial assistance to students with need who are attending public institutions of higher education in Texas. Grants awarded through these programs are a combination of federal and state funds.

#### Toward Excellence, Access, and Success (TEXAS) Grant

The TEXAS Grant is a state funded need-based program available to students who have graduated from a Texas public or accredited private high school in December 1998 or later, completed the recommended or advanced high school curriculum, no conviction of a felony or crime involving substance abuse, and are Texas residents and enrolled at least 3/4 time in an undergraduate degree or certificate program. The student must complete the Free Application for Federal Student Aid (FAFSA) to apply for this grant. Contact the Financial Aid Office for additional information.

#### 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. Students requiring child care should contact the financial aid office for additional information and application.



# Financial Aid

## Loans

### William D. Ford Federal Direct Loan (Direct Loans)

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 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 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 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 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 fifty-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.), the loan eligibility amount may change.

Loan recipients must complete Loan Entrance Counseling in person or online at dl.ed.gov prior to being certified to receive a loan. Students must also complete MPN online at dl.ed.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 may have a hold placed on their records at Coastal Bend College.

For more information call (361) 354-2421 or toll free (866) 722-2838 Ext. 2421 or e-mail [overbym@coastalbend.edu](mailto:overbym@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 dormitory. 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 dormitory. Mandatory \$250 dorm room deposit and meal plan 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.

### 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 or Technology. These scholarships provide an award of \$400 per semester, and recipients from high schools further than 50 miles from CBC may receive free dorm (not meals) at the dormitory. 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

Listed below are donor scholarships that have been established at CBC. The Financial Aid website at [www.coastalbend.edu](http://www.coastalbend.edu) contains descriptions of scholarships, application procedures, applications, and deadlines. The scholarship application and financial aid brochure is also available at the Alice, Beeville, Kingsville, and Pleasanton campuses. For additional information contact the Financial Aid office at (361) 354-2237 or toll free at (866) 722-2838 Ext. 2237.

Acorn Scholarship  
 Adrian De La Garza Memorial Endowed Scholarship  
 Alex F. Cox Scholarship  
 Allen Carter and Gertrude Jones Scholarship  
 Allied Health Majors from Live Oak County  
 Alta B. Rose Memorial Scholarship  
 Beeville Masonic Lodge #261 Scholarship  
 BHP Engineering & Construction, Inc.  
 Carolyn Shaw Shell Visual Arts Scholarship  
 Cathryn G. Berninger Nursing Scholarship  
 Diamond Shamrock Scholarship  
 Ella Quinn Scholarship  
 George Spikes Music Scholarship  
 Grady C. Hogue Scholarship  
 H.L. and Karen Miller Scholarship  
 Iva Lee Morrow Memorial Scholarship  
 James T. Ballard Scholarship



## Financial Aid

Joe and Reese Wade Endowment Scholarship  
 Joe Barnhart Kids College Scholarships  
 John K. Wycuff Memorial Endowment Scholarship  
 John R. Beasley Memorial Scholarship  
 Julian Rader Vocational Nursing Scholarship  
 Leroy Robbins Scholarship  
 Lillian Scott Beasley Memorial Scholarship  
 Littlejohn Scholarship  
 L.W. and Mae Dirks Scholarship  
 Mary Nancy Chesnutt Cude Scholarship  
 Memorial Endowment Fund Scholarship  
 Mr. and Mrs. James M. Rockwell Scholarship  
 Murry J. Mobley Scholarship  
 Pepsi-Cola Scholarship  
 Rebecca and Herbert Lack Memorial Scholarship  
 Red Ewald Scholarship  
 Robert J. Beasley Scholarship  
 Robin Rossow Scholarship  
 Rosetta Club Fine Arts Scholarship  
 Rosetta Club Nursing Scholarship  
 Simon Michael Art Scholarship Fund  
 Soroptimist Club Scholarship  
 South Texas Photo Project  
 Texas Firefighters Foundation Scholarship  
 Ulus Ray Scholarship  
 Walter and Zadia George Memorial Scholarship  
 Wayne Shirey Scholarship  
 W. B. Phillips Scholarship  
 William Richard Dobson III Visual Arts Scholarship  
 Windberg Art Scholarship

## 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 CWS are paid the minimum wage monthly. FCWSP 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 campus. Students are paid minimum wage. Students must be Texas residents. Available work-study opportunities are posted online at [www.coastalbend.edu](http://www.coastalbend.edu)

### Counseling and Guidance

CBC provides many services to help students derive the maximum benefits from their college experience and to add enrichment and satisfaction to their personal development. Services are readily available to all students.

CBC employs professional counselors and advisors who give special attention to students needing assistance with personal, developmental, social, and career issues. Staff teach 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.

### Career Counseling

Counselors and advisors assist students in finding career fields best suited to their personalities and interests by administering career and interest inventories.

### Job Placement

CBC students who need assistance in finding full or part-time employment may register with the placement advisor. Students and graduates are advised about job search techniques, resume writing and interviewing skills. As job openings occur, students are referred to those openings suited to their skills, training, and needs. Special attention is given to assist workforce education graduates in obtaining jobs related to their specific fields of training. The service is free.

### Health Services

Because it is a community college, CBC does not employ resident physicians or nurses. Medical assistance for accident or illness must be obtained off-campus.

### Student Insurance

The Housing Coordinator will call on physicians and the hospital in case of illness for a housing resident.

Students must purchase their own insurance. Information on accident and sickness insurance is available at the counseling office. Insurance for spouses and children may also be obtained at an extra cost.

### Students with Special Needs

Coastal Bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. Special Needs Counselors at each campus 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 Counselor, Eddie Rojas**

(361) 354-2731 - [edrojas@coastalbend.edu](mailto:edrojas@coastalbend.edu)

**Alice Counselor, Dee Berthold**

(361) 664-2981 Ext. 3025 - [deedee@coastalbend.edu](mailto:deedee@coastalbend.edu)

**Kingsville Counselor, Pete Trevino**

(361) 592-1615 Ext. 4077- [ptrevino@coastalbend.edu](mailto:ptrevino@coastalbend.edu)

**Pleasanton Counselor, Lauren Denver**

(830) 569-4222 Ext. 1203 - [ldenver@coastalbend.edu](mailto:ldenver@coastalbend.edu)

### Disabled Assistance

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.

Student Services provides peer tutoring to special needs workforce education students on a limited basis and is determined by individual need. For more information contact the counseling office or visit the student services special needs website at [www.coastalbend.edu](http://www.coastalbend.edu).

### Veterans Affairs

For information relating to basic eligibility, benefits, enrollment certifications, special problems and needs contact the Veterans Affairs specialist, located in the Financial Aid office, at (361) 354-2237. The 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 Veterans 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:

## Student Life

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.

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.

### 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.

### 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 registrar's office at least 30 days prior to the start of registration in order for the exemption to be in effect on registration date.

### Vocational Rehabilitation

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 disabled students 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.

### Housing

See the current Housing Handbook for information on Coastal Bend College dorms and apartments.

## Parking Regulations

### Fines

Vehicles parked in unauthorized spaces will be issued parking citations. Each violation results in a \$20 fine payable within 10 working days at the business office.

### Student Parking

Students, not disabled, living off-campus: if your vehicle has a current CBC permit you may park in any parking lot between white lines painted for vehicles. You also may park by unpainted curbs. Students, not disabled, living on-campus: if vehicle has a current CBC permit, and you live in the dormitory or a CBC apartment, you may park only in dormitory or apartment parking lots. You may not drive to classes.

### 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 dormitory 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

### Parking Permits

All students attending DAY classes are REQUIRED to have CBC parking permits. After students have received their student IDs, they should go to the business office to get their permits. Students may receive one permit at no charge; additional permits are \$25. Vehicles registered to students or employees without current parking permits will be issued a citation.

### Employee Parking

CBC employees may park beside curbs marked for parallel parking and painted dark blue, and in angled spaces at dark blue curbs. Employees also may park in angled or parallel spaces by unpainted curbs, or in regular spaces marked within parking lots.

### **PARKING REGULATIONS APPLY TO ALL MOTOR VEHICLES**

(Please refer to Beeville Campus Map for Parking Areas)

## Student Life

### Sports/Athletics

The mission of the Coastal Bend College Athletic Department is to provide programs that are highly competitive and nationally recognized. The athletic department will seek to provide each student athlete the opportunity to improve skills and competencies while obtaining a quality education with the best facilities and coaching staff available. The athletic department seeks to be a valuable resource to the college and the community emphasizing pride, promoting good will and providing high quality entertainment. Coastal Bend College athletes compete in the National Junior College Athletic Association.

### Student Organizations

CBC encourages the formation of any worthwhile student organization. Each organization should have a faculty adviser, 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. For more information go to the website [www.coastalbend.edu](http://www.coastalbend.edu) under "Student Services."

## Educational Services

### Educational Services

#### TRiO Programs

#### TRiO Student Support Services

Student Support Services (SSS) is a federally funded program designed to identify college students with academic potential. The program strives to increase students' retention, graduation, and transfer rates. It offers academic support for qualifying students. To be eligible, the student must be enrolled at CBC and must meet federal guidelines. The range of free services and activities include:

**Career Exploration:** Assistance for students who have not selected major fields of study;

**Counseling:** Financial aid advising, academic goal setting, and personal guidance for individuals or groups;

**Study Skills Advising:** Individual and group sessions on taking notes, preparing for examinations, and managing study time;

**Tutorial Assistance:** Individual tutorial assistance in any CBC course;

**Transfer Assistance:** Transfer information and opportunities to visit various four-year institutions to ease the transition from a two-year college to a four-year university and a;

**Peer Mentoring Service:** Assistance to help freshmen succeed academically, vocationally, and socially through the use of mentors.

SSS also sponsors workshops, campus tours, and cultural trips. The TRiO SSS offices are located in the R.W. Dirks Building. Call (361) 354-2718 for information.

All other TRiO offices are located in the James R. Dougherty Jr. Student Center (SUB), next to the CBC bookstore.

#### TRiO Educational Talent Search -- Beeville

Educational Talent Search is federally funded program designed to identify and assist 750 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 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 involve access to academic and career opportunities.

ETS Beeville has a middle school component, grades 6-8, which assists students at McCraw Jr. High, Moreno Middle School, Pettus Jr. High and Skidmore-Tynan Jr. High. This ETS component helps students complete middle school and enrolls in high school. It also provides personal skills, workshops, tutoring, group and individual counseling, assistance in finding financial aid for college, and offers cultural activities.

#### TRiO Educational Talent Search -- Alice

Educational Talent Search -- Alice is a federally funded program with the same objectives as the Beeville program. ETS Alice serves 625 high school students, grades 9-12, in Alice, Ben Bolt-Palito Blanco, Benavides, Falfurrias, Freer, Premont, Orange Grove, and San Diego. In addition, high school dropouts 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 664-2981 Ext. 3081 for details.

#### TRiO Upward Bound, Upward Bound G.O.S.T.

Upward Bound is a 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 by providing a number of services. Students eligible for the program must be from a "target" high school.

Upward Bound has an academic and a summer component. During the academic component, students meet on designated Saturdays. During the summer component 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, etc. Field trips and recreational activities are included, and the staff works closely with college admissions offices, financial aid personnel and others to provide personal services to help students begin college. Participants who have graduated from high school will participate as bridge students. Their first summer session will serve as their initial exposure to college credit classes. Upward Bound may be reached at (361) 354-2715. Upward Bound G.O.S.T. may be reached at (361) 354-2746.

#### 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.

#### College Bookstore

Textbooks must be ordered online at <http://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](http://www.coastalbend.edu). Bookstore employees and kiosks are available to assist students on-campus with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other goodies.

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

All bookstores are open until 6 p.m. first 12 days of Fall and Spring semesters and four days during Summer I and II semesters.

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 <http://CoastalBend.tbcOnCourse.com>. Assistance is available at the bookstore.

#### Computer Services

Coastal Bend College provides student access to more than 900 computers in Alice, Beeville, Kingsville, and Pleasanton, most of which have Internet connections. 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.

## Educational Services

### Learning Assistance Center (LAC)

The CBC Learning Assistance Center (LAC) offers free services to help students improve academic skills and increase their chances for success. These services include tutorial assistance, study skills courses, testing, internet access, and computer assisted instruction. The LAC offers Internet access, computerized courses for review or testing, on-line study, and the network is available for word processing assignments. Computer-assisted instruction is user friendly and easy to use even for those who are unfamiliar with computers. The LAC staff is available to provide assistance during regular operational hours: Monday through Friday from 8 a.m. to 5 p.m.

Testing is another function of the LAC. Make-up exams, internet exams, correspondence exams, and state-approved exams used for placement are administered throughout each semester. Other exams administered in the LAC include the General Education Development Tests (GED), normally administered on Mondays and Thursdays. Please check the CBC website for details. Appointments are required for all exams.

### Tutoring

Free tutorial services may be obtained by contacting the counseling offices or coordinated through the LAC. Professional and student tutoring is available in many subject areas through the LAC, counseling offices, and the TRiO Student Support Services program (Beeville only), TRiO Educational Talent Search (Alice and Beeville only), and TRiO Upward Bound (Beeville only). In addition, student instructor review sessions are coordinated by various instructors. Instructors announce to their classes when a student instructor is available.

Some students may also be employed by the college as tutors. For more information contact the LAC or TRiO Programs.

#### **Alice Counselor, Dee Berthold**

(361) 664-2981 Ext. 3025 - deede@coastalbend.edu

#### **TRiO Educational Talent Search -- Alice, Josie Schuenemann**

(361) 664-2981 Ext. 3087 - josiels@coastalbend.edu

#### **Beeville Tutor Coordinator**

(361) 354-2728 - belindaf@coastalbend.edu

#### **TRiO Educational Talent Search Program, Lupe Ganceres**

(361) 354-2712 - lupegg@coastalbend.edu

#### **TRiO Upward Bound Program, Cheryl Baird**

(361) 354-2716 - cheryl@coastalbend.edu

#### **TRiO Upward Bound GOST Program, Heather Anderson**

(361) 354-2724 - handerson@coastalbend.edu

#### **TRiO Student Support Services Program, Jeri Morton**

(361) 354-2713 - mortonj@coastalbend.edu

#### **Kingsville Counselor, Pete Trevino**

(361) 592-1615 Ext. 4077- ptrevino@coastalbend.edu

#### **Pleasanton Counselor, Lauren Denver**

(830) 569-4222 Ext. 1203 - ldenver@coastalbend.edu

### Evaluation of Transfer Credits

CBC accepts work passed 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 Dean of Instructional Services.

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

### 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 VA section of the Admissions and Registration section of the CBC website.

### Test Components

#### ACCUPLACER Testing

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

As of October 2010, it is mandatory for all first-time Coastal Bend College students to complete a free, Texas Success Initiative (TSI) Developmental Education Program (DEP) four-hour, preparation session before they are eligible to take the ACCUPLACER exam. This gives prospective students opportunities to refresh themselves in reading, writing, and math before taking the exam. For more information about this, call the Testing Department at (361) 354-2244 or go to [www.coastalbend.edu/lac/tsi\\_dep.htm](http://www.coastalbend.edu/lac/tsi_dep.htm).

Test scores are used to determine placement and need for college preparatory education. Details on test dates and fees are available at the Learning Assistance Center, (361) 354-2266.

#### THEA Testing

CBC-Alice and Beeville are centers for the state's administration of the Texas Higher Education Assessment (THEA). Testing dates vary, but offer opportunities normally one in the fall, two in the spring, and two in the summer. The test fee for regular registration is currently \$29. Computer-administered THEA testing is available at selected sites throughout Texas on an emergency basis at a current cost of \$85. Registration information is available online at [www.thea.nesinc.com](http://www.thea.nesinc.com).

Special accommodations can be provided to examinees who would not be able to take the test under standard conditions because of a handicapping condition. Examinees with dyslexia and other related disorders may qualify for special test accommodations and may also qualify for an exemption from passing the exam.

#### Advising Component

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

#### College Preparatory Component

College preparatory courses at varied levels are designed to bring skills up to the point at which students can successfully pursue and complete college-level courses.

### College Preparatory Curriculum

The college preparatory curriculum provides basic instruction in English, mathematics, reading, and other courses designed to help students succeed. For students who wish to enroll in university-transfer courses, this preparatory curriculum is required if:

- The applicant is a high school graduate, or has a Certificate of High School Equivalency, whose scores on the THEA or ACCUPLACER tests indicate that college preparatory classes are needed; and
- The applicant, not otherwise qualified, wishes to be admitted on the basis of individual approval.



# Educational Services

## 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.

### 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](http://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 transcribed at the end of the first semester.

### 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 registrar's office. To find a test center go to the following web address at [www.dantes.doded.mil/dantes\\_web/apps/testcenters/testcenterlookup.asp](http://www.dantes.doded.mil/dantes_web/apps/testcenters/testcenterlookup.asp). Note that CBC is not a test center for this exam.

### CBC 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 that 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 adviser; the chair of the division in which the course is offered, and the director of academic or workforce programs.
- 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 Registrar's Office.
- The deadline for application is the third day of classes each semester.
- A \$110 fee per semester hour credit 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.

### 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

Art History  
Biology  
Chemistry  
Economics, Macro  
Economics, Micro  
English Language and Composition  
English Composition and Literature  
Government/Politics, U.S.  
Mathematics: Calculus AB  
Mathematics: Calculus BC  
Music Theory  
Physics B  
Physics C: Mechanics  
Physics C: Electricity and Magnetism  
Psychology  
Spanish Language  
U.S. History

#### CBC Equivalent Course

ARTS 1303  
BIOL 1411, 1413  
CHEM 1411, 1412  
ECON 2301  
ECON 2302  
ENGL 1301  
ENGL 1302  
GOVT 2305  
MATH 2413  
MATH 2413, 2414  
MUSI 1301  
PHYS 1401, 1402  
PHYS 2425  
PHYS 2426  
PSYC 2301  
SPAN 1411, 1412  
HIST 1301



## Educational Services

### 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 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 Guide recommends that credit be given, or if a recommended course can reasonably be counted as an elective in a given program.

### Testing

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

**Accuplacer Test: See THEA**

**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.act.org](http://www.act.org).

**General Education Development Tests (GED):** A nationally-recognized examination to determine equivalency for a high school diploma. The GED is administered in Beeville on Mondays and Thursdays in the Learning Assistance Center. Please check the testing website for details: [www.coastalbend.edu](http://www.coastalbend.edu) under "Student Services" or call (361) 354-2244 for details.

**Scholastic Aptitude Test (SAT):** CBC is a test site for the Scholastic Aptitude Test 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 [www.collegeboard.com](http://www.collegeboard.com).

**Texas Higher Education Assessment (THEA): See THEA**

### Other Tests

Students referred to counseling, 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 extension (361) 354-2266 for details.

Correspondence testing is available at a cost. Call extension (361) 354-2244 for details.

### Family Education Rights and 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.
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, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. As it relates to "directory information," unless the student restricts "directory information" in writing. Directory information is defined below.
2. To school officials who have a legitimate educational or administrative interest in the records.
3. To other schools in which the student seeks to enroll.
4. To authorized representatives of the U.S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally-supported education programs; and the local education authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. To state and local officials or authorities in accordance with state law.
7. To organizations conducting studies for or on behalf of the College to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
12. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding in which the student was found to have violated a College disciplinary rule or policy.
13. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any College rule or policy, governing the use of possession of alcohol or a controlled substance.
14. To the court where the student has initiated legal action against the College or the College has initiated legal action against the student.
15. In an emergency situation if the information is necessary to protect the health or safety of the students or other persons.
16. As it relates to alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

**Student Directory Information:** This is information, which may be released to the

# Academic Policies

general public without the written consent of the student.

1. Name
2. Current and permanent address
3. Telephone number
4. Major(s) or minor(s)
5. Date of birth
6. Status (full or part-time registration)
7. Classification
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Date of attendance
11. Degrees and awards received
12. All previous educational agencies or institutions attended.

**Areas Where Student Records Are Maintained:** Student academic records are maintained in different areas of the college.

## Location of Academic Records:

1. Registrar's Office - The Office of the Registrar is responsible for student records pertaining to directory information and education.
2. Admissions Office
3. Colleges, Department, and Faculty Offices
4. International Student Advisor's Office
5. Computing and Information Services

## Location of Student Affairs/Nonacademic Records:

1. Student Services
2. Student Activities
3. Campus Housing
4. Career Services
5. Student Government Association
6. Alumni Association
7. Continuing Education Office

## Location of Financial Records:

1. Business Office
2. Financial Aid Office

## Definitions

**School Official:** a person either (1) employed by the College in an administrative, supervisory, academic, research, support staff position, or law enforcement unit personnel and health staff (2) serving on a College governing body, (3) under contract to the University to perform a special task or service, or (4) who is a student serving in an official capacity for the University.

**Legitimate Educational Interest:** any authorized interest or activity undertaken in the name of the College for which access to a student educational record is necessary or appropriate to the proper performance of the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the College.

**Educational Record:** records relating directly to the student's academic progress maintained by the institution.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastal Bend College to comply with the requirements of FERPA. Alleged compliance failures and complaints should be filed with the:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Student Records Policy

The Registrar is responsible for maintaining directory and student record information.

Directory information may be released to the public and includes:

- Student's Name
- Current and Permanent Address
- Telephone Listing
- Date of Birth
- Major Field of Study
- Classification
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended
- Enrollment Status
- Type of Award Received

A student's consent to release directory information is presumed, unless a request to restrict the information is made by the student during registration before the beginning of each semester. This restriction of consent remains in effect for the duration of that semester. Every effort will be made to treat restricted information as confidential. In response to public inquiries, the college will only verify whether a student is currently enrolled.

All educational records at CBC are maintained in accordance with state and federal laws. College, state, and federal officials who act in the student's educational interest have access to student records without prior written consent of the student.

## Student Classification

A student is a sophomore at CBC after successful completion of 29 semester hours.

## Student Load

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 of the Dean of Instructional Services. 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 Instructional Services.

## 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 Registrar's Office for more information or go to Admissions on the website at [www.coastalbend.edu](http://www.coastalbend.edu).

## Adding and Dropping Classes

To add a class, obtain a drop-add form from the registrar's office. The completed form is signed by the adviser and presented at the 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.

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

## Academic Policies

1. To drop a class at any of the four campuses, students need to go to the counselor's, adviser's, administrative assistant's, or director's office to pick up a drop form. The students are required to seek advice from one of these offices on the options and consequences of dropping classes in order to complete the process.
2. To drop a class on-campus, students need to go to the counselor's or the registrar's office to pick up a drop form. If the form is picked up at the registrar's office, the students are still required to stop at the counselor's office.
  - a. At the counselor's office, the students will receive advising assistance. The counselor will check with the faculty and advisers 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.
3. Once the school official signs the forms, either the (off-campus) forms or the (on-campus) students are sent to the registrar's office to record the drop in the student data system.
4. The registrar will send notices to the respective faculty members to inform them of the dropped classes.
5. The students must also complete a short Scantron form each time they drop classes.
6. Under extreme circumstances, when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(s). The student should include his or her social security 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.

### Refund Policy

Financial aid recipients who withdraw from all classes or stop attending classes before completing 60% of the semester may be required to refund a portion of their loan funds to the Federal Family Education Loan Program and a portion of their grant funds to the Department of Education and Coastal Bend College. Students receiving financial aid are advised to visit the financial aid office before dropping a class.

### Auditing Courses

When space is available, permission to audit a course may be granted by the director of academic programs or the director of workforce programs. Auditing students are not required to meet course prerequisites.

Students auditing a course may not claim credit for the course. A student who registered 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.

College courses may be taken as "mirror continuing education courses." For more information on mirror courses see the "Continuing Education 'Mirror Courses'" section of this catalog.

### Course Cancellation

When enrollment is insufficient to justify holding a class, that class will be cancelled.

If students need such classes to complete graduation requirements within a semester, they should consult with their advisers to seek appropriate courses of action to graduate. Students will receive a 100% refund for cancelled classes.

### 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 Student Handbook on "Dropping Classes" or the "Grading System" section of this catalog. Failure to meet attendance policies in some programs such as dental hygiene, professional and vocational nursing will result in the student being dropped from the entire program.

### Transcript Request Policy

#### Office of Admissions and Records

1. A Coastal Bend College (CBC) transcript may be requested in person at the office of admissions & records office in Beeville, or at the Alice, Kingsville or Pleasanton campus.
2. You may also submit a written request to the following address:
 

**Coastal Bend College**  
**Office of Admissions & Records**  
3800 Charco Road  
Beeville, TX 78102  
ATTN: Transcripts
3. Additionally, you may fax your requests to (361) 354-2254.

4. CBC does not accept requests by telephone or Internet.
5. Transcripts are usually ready to be picked up/mailed within two business days after the request is received at the main office of admissions & records 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](http://www.coastalbend.edu), then navigate to Admissions and Registration.
6. The requesting student may pick up the transcript at the office of admissions & records 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.
7. Requests should include the following information:
  - Name under which you attended CBC
  - Social Security number
  - Date of birth
  - Dates of attendance
  - Forwarding address
  - Your signature
8. As soon as we receive the proper documentation in our office, we will be glad to deliver up to five copies per request at no cost to the student.

### 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 our website: [www.coastalbend.edu](http://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

# Academic Policies

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 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 third 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 registrar's office prior to the drop deadline. A course with a grade "Q" becomes a permanent transcript entry, but it is not included in the calculation of the grade-point average.

## Grades in College Preparatory Courses

Courses with numbers that begin with "O" 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.

Grade	Interpretation	Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
F	Failing	0 points
CR	Credit	Not Computed
NC	No Credit	Not Computed
I	Incomplete	Not Computed

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

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
CR	Credit	Consider repeating course
NC	No Credit	Repeat the course

## Grade-Point Average Computation

CBC uses the 4.00 scale for computing grade-point averages (GPAs). 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 four (4) courses;  
All four courses have a semester hour value of 3.00, for a total of 12 semester hours;

The student earns an "A" in all four courses.

Computation:

$$4 \text{ (courses)} \times 3 \text{ (semester hours)} \times 4 \text{ (value of A's)} = 48 \text{ grade-point}$$

$$48 \text{ (grade-points)} \text{ divided by } 12 \text{ (semester hours completed)} = 4.00 \text{ GPA}$$

The student completes four (4) courses;

Three courses have a semester hour value of 3.00 and one course has semester hour value of 4.00, for a total of 13 semester hours.  $(3 \times 3) + (1 \times 4) = 13$

### Example 2:

The student earns "B's" in all three semester hour courses and a "C" in the four semester hour course;

Computation:

$$3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 3 \text{ (value of B's)} = 27 \text{ grade-points}$$

$$+ 1 \text{ (course)} \times 4 \text{ (semester hours)} \times 2 \text{ (value of C's)} = 8 \text{ grade-points}$$

TOTAL = 35 grade-points

35 (grade-points) divided by 13 (semester hours completed) = 2.69 GPA

### Example 3:

The same student in example No. 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 three semester hour courses and an "F" in the four semester hour course;

Computation:

$$3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 2 \text{ (value of C's)} = 18 \text{ grade-points}$$

$$1 \text{ (course)} \times 4 \text{ (semester hours)} \times 0 \text{ (value of F)} = 0 \text{ grade-points}$$

TOTAL = 18 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 and suspension.

## 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 averages, only credit earned at CBC is included.

If a student repeats a course that may NOT be taken for additional credit, CBC counts, as part of the student's cumulative grade-point average, only the highest grade received, 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 in the offices of instructional services.

Once the form is completed, then the grades for courses that no longer count in a



## Scholastic Performance

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.

### Academic Fresh Start

Those who have interrupted their undergraduate careers for at least ten consecutive calendar years may request 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. Those interested in requesting Academic Fresh Start should inquire at the registrar's office. Once a student is granted Academic Fresh Start, then all courses are marked with the percent symbol (%) and no longer considered in the computation of the student's GPA.

### Grade Appeal Procedure

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.

Step 1 - Student appeals grade in writing to instructor. The instructor responds to the appeal in writing within seven calendar days. If there is no resolution the student may proceed to Step 2.

Step 2 - Student appeals in writing to the division chair of the instructor within seven calendar days of receiving a decision from the instructor awarding the disputed grade. The date on the written response from the instructor shall be the benchmark. The written appeal should outline why the student thinks the awarded grade is in error and what grade they think they should have received. The division chair must research the appeal to discern whether there was an error in computation, and whether there was any bias in the awarding of grades. If the division chair finds justification for changing a grade, the instructor and division chair will follow procedure. If the division chair finds there is no justification for changing the awarded grade, the student may proceed to Step 3. The decision made by the division chair must be in writing and given within 14 calendar days of receiving the student's written appeal.

Step 3 - Student appeals in writing to the Dean of Instructional Services within seven calendar days of receiving the divisions chair's written decision. The date on the division chair's written response shall be the benchmark date for determining whether a written appeal meets the seven calendar day requirement. The Dean of Instructional Services investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was bias. If the Dean of Instructional Services 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 Director of Academic Programs or the Director of Workforce Education will provide a written response within 14 calendar days of receipt of the student's written appeal.

### Scholastic Performance

To be in scholastic good standing, students must have cumulative grade-point averages sufficient for the classification to avoid scholastic probation and 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 of the director of academic programs or director of workforce programs.

### 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.

### Scholastic 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.

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.

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

### 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 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 Instructional Services.

A student suspended the first time may submit a request for waiver of the one-semester waiting period, and appear before the admission 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, and students wishing to appear before the committee should contact the admissions office.

### 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 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



## Graduation Procedures

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.

### Scholastic Leadership Roll

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 - sometimes called the "dean's list" - students must:

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

### Consumer Complaints

Consumer complaints should begin in the office of the Dean of Student Services. The dean will send complaints to the appropriate offices. If complaints are not resolved at the level of origin, the student grievance and appeals procedure may be used. Student grievance and appeals are outlined in the student handbook.

## Graduation Procedures

### Application for Graduation

During the final semester of a student's degree or certificate program a degree application must be filed with the 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 will be available on the CBC website.

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 graduate in caps and gowns are required to pay for the 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 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	Graduated with highest honor
3.70	Graduated with high honor
3.50	Graduated 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.



## Alcohol and Drug Use Policy

### Alcohol

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

### Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any other intoxicant, or mood changing, mind altering, or behavior altering drugs. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also 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.

# Internet Use Policy

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## Violation

Students who violate this policy shall be subject to appropriate disciplinary action. 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.

## Notice

The District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol shall be published in the catalog and student handbook.

## Drug and Alcohol Testing Requirements

College students are required to be alcohol and drug free while on campus, acting on behalf of the 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 will follow the standards established by the 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, illegal alcohol consumption, or illegal possession of drugs.
3. A student has violated policy FLBE that prohibits the use, possession, sale, or transfer of drugs.
4. A student is enrolling or 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 will 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 which he or she considers relevant to the drug test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.

## Sources for Information on Illegal Drugs

National Institute on Drug Abuse, [www.nida.nih.gov](http://www.nida.nih.gov)

U.S. Drug Enforcement Administration, [www.usdoj.gov/dea](http://www.usdoj.gov/dea)

Texas Department of State Health Services, [www.tcada.state.tx.us](http://www.tcada.state.tx.us)

## Internet Use Policy

**Acceptable uses of the Internet and college E-mail:** The college encourages the use of the Internet and E-mail 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 E-mail and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following guidelines have been established for using E-mail and the Internet. Any improper use of the Internet or E-mail is not acceptable and will not be permitted.

**Unacceptable use of the Internet and college E-mail:** The college E-mail 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 E-mail 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 E-mail 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 E-mail/Internet system. No E-mail 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 E-mail/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, on-line 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 E-mail/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 E-mail/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 E-mail/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 e-mail/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 e-mail/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 e-mail/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 e-mail 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.

# Student Handbook



# Student Handbook

The learning community that is Coastal Bend College is pleased with the choice that each new student makes to begin the college experience with this institution. Students are welcomed, valued, and expected to assume responsibility for their own learning.

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 [www.coastalbend.edu](http://www.coastalbend.edu) under "CBC Publications."

## Admission Documentation

A student must provide the following in compliance with state requirements:

- Official transcripts-high school, GED, or college;
- Admissions application; and
- THEA or equivalent test results (if required by major).

## CBC 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 PRESCREENING 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:

- a. Vocational Nursing
- b. Child Development
- c. Dental Hygiene
- d. Radiology Technology
- e. Registered Nursing

### I. Criminal Background Checks:

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

- a. Felony convictions
- b. Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse)
- c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- d. Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances.
- e. Registered sex offenders
- f. 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.

- II. 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. 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 and directors/coordinators of programs. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.
- b. 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

- a. 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. Confidentiality 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.

## Schedule Changes

Registration is confirmed once fees have been paid. Any schedule changes, additions or deletions, require a visit to the on-site admissions office on the respective campus. Charges are incurred for each schedule change. Admissions offices at each location post their hours of operation.

## Bookstores

Textbooks must be ordered online at <http://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](http://www.coastalbend.edu). Bookstore employees and kiosks are available to assist students on-campus with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other goodies.

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

All bookstores are open until 6 p.m. first 12 days of Fall and Spring semesters and four days during Summer I and II semesters.

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 <http://CoastalBend.tbcOnCourse.com>. Assistance is available at the bookstore.

## Lockers

Lockers are available in the student center in Beeville. Lockers are the individual's responsibility. Lockers in other buildings are assigned for specialized courses.

## 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.



# Student Handbook

## NJCAA Sports

The mission of the Coastal Bend College Athletic Department is to provide programs that are highly competitive and nationally recognized. The athletic department will seek to provide each student athlete the opportunity to improve skills and competencies while obtaining a quality education with the best facilities and coaching staff available. The athletic department seeks to be a valuable resource to the college and the community emphasizing pride, promoting good will and providing high quality entertainment. Coastal Bend College athletes compete in the National Junior College Athletic Association.

## Intramural Sports/Athletics

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 include flag football, volleyball, basketball, softball, bowling, and tennis.

## Child Care Services

Child care services are available in the CBC Child Care Center in Beeville, and some students are eligible for financial assistance. Child care details are available by calling the day care center, (361) 358-0421. The financial aid staff provides information on financial assistance for childcare in Beeville, Alice, Kingsville, and Pleasanton. Their contact number is (361) 354-2237 or 1-866-722-2838 ext. 2237.

## Closed Campus Information

Good weather in South Texas keeps CBC's classes in session, but if a hurricane or (wow!) a snowstorm threatens safety, or a campus emergency is reported, the President may close classes. This does not happen often, but during terrible 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.

## Class Attendance

CBC takes attendance seriously. Students who need to be absent should contact their instructors ahead of time, if possible, to arrange for making up missed work. Excessive absences could result in the loss of financial aid, in being dropped from classes, or in being evicted from college housing. Course, program, and division attendance requirements will be clearly stated in all course syllabi and program handbooks. It is the responsibility of the students to attend class regularly and become knowledgeable of program policies.

## Steps to Change Major

- Step 1: Students may log into Campus Connect to change major.
- Step 2: Students are assigned to the appropriate faculty adviser.

## 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.

## Students with Special Needs

Coastal Bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. Special Needs Counselors at each campus 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 Counselor, Eddie Rojas

edrojas@coastalbend.edu  
(361) 354-2731

### Alice Counselor, Dee Berthold

deedee@coastalbend.edu  
(361) 664-2981 Ext. 3025

### Kingsville Counselor, Pete Trevino

ptrevino@coastalbend.edu  
(361) 592-1615 Ext. 4077

### Pleasanton Counselor, Lauren Denver

(830) 569-4222 Ext. 1203

## Services for Students with Disabilities

Disabled student parking, specialized counseling, restrooms and buildings are designed for those who may have special needs. Special needs counselors are available to help. Two college apartments and four Benton Hall rooms on the Beeville campus are equipped for wheelchair access.

## Counseling Services

Career details and personal support with individual goals are available at the counseling center. Professional advisers assist in planning college and career goals, offer varied forms of testing which help decision making, and provide personal counseling and referrals.

## Learning Resource Center

The Grady C. Hogue Learning Resource Center in Beeville serves as the main library. Room 130 in Alice, room 105A in Kingsville, and room 137 in Pleasanton serve as branch locations. Professional librarians are available to assist patrons at all locations. Reference materials, journals and computers are available at each site. Online resources are available at [www.coastalbend.edu/library](http://www.coastalbend.edu/library). An identification card is required to check out print resources and reserve materials.

## Financial Aid

Monetary assistance available through the financial aid office offers qualifying students government grants, scholarships, and college work-study. **Students who qualify for a scholarship, and graduate from high school 50 or more miles away,** could be eligible for a free Benton Hall room. This is subject to conditions authorized by the financial aid office and the Dean of Student Services. Anyone interested in additional financial aid (i.e. SEOG, Texas Grant, or college work-study including community services work-study) should observe the April 1 priority deadline. Students interested in Federal Student Loans should contact the Financial Aid Office at (361) 354-2238 or (866) 722-2838 Ext. 2238.

## Veterans Services

For information relating to basic eligibility, benefits, enrollment certifications, special problems and needs contact the Veterans Affairs specialist, located in the Financial Aid office, at (361) 354-2237. The 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 Veterans Affairs specialist provides information on qualifying for financial help under the **G.I. Bill**.

## Health Services

Because CBC is a community college, resident physicians or nurses are not employed. This means that anyone needing medical attention should contact their physician or seek treatment at the nearest medical facility or in case of a medical emergency should call 911.

## Student Insurance

Students not covered by their parent's medical insurance may purchase a student health plan. Applications or insurance coverage may be obtained from the campus counseling office. **Residents are encouraged to purchase their own insurance coverage. 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 occur on CBC property.

## Learning Assistance Center

The LAC offers numerous testing opportunities for students or potential students. Testing services vary by campus, including correspondence testing, make-up exams, ACC-



# Student Handbook

UPLACER and internet exams. Check individual campuses for operating hours.

## Student Support Services

Student Support Services (SSS) is a federally funded TRiO program designed to identify college students with academic potential. The program strives to increase students' retention, graduation, and transfer rates. It offers academic support for qualifying students. To be eligible, the student must be enrolled at CBC and must meet federal guidelines. The range of free services and activities include:

**Career Exploration:** Assistance for students who have not selected major fields of study;

**Counseling:** Financial aid advising, academic goal setting, and personal guidance for individuals or groups;

**Study Skills Advising:** Individual and group sessions on taking notes, preparing for examinations, and managing study time;

**Tutorial Assistance:** Individual tutorial assistance in any CBC course;

**Transfer Assistance:** Transfer information and opportunities to visit various four-year institutions to ease the transition from a two-year college to a four-year university; and

**Peer Mentoring Service:** Assistance to help freshmen succeed academically, vocationally, and socially through the use of mentors.

Student Support Services also sponsors workshops, campus tours, and cultural trips. The TRiO SSS offices are located in the LAC in the R.W. Dirks Student Services Building. Come by or call (361) 354-2718.

## Student Organizations

CBC encourages the formation of any worthwhile student organization. Each organization should have a faculty adviser, 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. For more information go to the website [www.coastalbend.edu](http://www.coastalbend.edu) under "Student Services."

## Policy for Fund Raising Activities 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. The policy exists to coordinate approaches to prospective donors; evaluate donor interests and ability to give; determine the most appropriate time for solicitation of funds; and ensure that all solicitation is aligned with the mission and philosophy of the College.

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 Institutional Advancement Office. The Institutional Advancement 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 Institutional Advancement 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.

## Procedures for Posting Announcements

Students wishing to post announcements or flyers on campus bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2304 in Beeville or the center directors in Alice, Kingsville, and Pleasanton.

## Minor Children on Campus

Minor children are not allowed on campus while student parents are attending classes.

Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.

## Institutional Response to Campus Crime

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

The Concealed Handgun Law allows eligible individuals who have acquired a permit to carry a concealed weapon, however, according to the Texas Penal Code, Section 46.03(a) a person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed. Section 46.05(a)(1) states that weapons are prohibited on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;

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 on campus 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 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.

## 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 is not permitted in college facilities or in college owned vehicles.

## Sexual Harassment Complaint Procedures

### PREVENTING SEXUAL HARASSMENT

Students should be able to recognize sexual harassment and more importantly should be able to tell whether they are being subjected to conduct that is inappropriate, unlawful, and not tolerated by the Coastal Bend College District. 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.

The complaint procedure is outlined in the following section. Any questions should be directed to Student Services.

### DEFINITION

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, students, or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities. Harassing conduct includes:
  - Epithets, slurs, negative stereotyping;
  - Threatening, intimidating, or hostile acts that relate to gender; or
  - Written or graphic material that denigrates or shows hostility or aversion

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toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on Coastal Bend College premises, or is circulated in the workplace.

## PROHIBITED CONDUCT

Students shall not engage in conduct constituting sexual harassment. Coastal Bend College officials or their agents will investigate all allegations of sexual harassment and officials shall take prompt and appropriate action against students found to engage in conduct constituting sexual harassment.

## COMPLAINT PROCEDURE

A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Dean of Student Services in accordance with the procedures in the Coastal Bend College's complaints policy as outlined below. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint.

Students who feel they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint should contact the Dean of Student Services.

The President of Coastal Bend College will be informed of all written complaints and may take any actions necessary at any time. Complaints of sexual harassment at Coastal Bend College will be taken seriously.

The following procedure will be followed as soon as a complaint is filed:

1. An investigation will be initiated immediately upon filing of a report by student(s). The administrator will evaluate the complaint.
2. The administrator will request that the complainant complete a harassment incident form listing the accused, relevant dates, alleged acts, frequency of conduct, and their response to the conduct. The administrator will then file a written report on the alleged conduct. The administrator will also advise the complainant that any allegations found to be false will be dealt with severely. Complainant will be apprised of the counseling opportunities available.
3. Witnesses named by the complainant will be interviewed confidentially and will be reminded that all details should remain confidential.
4. The accused will be interviewed and informed that failure to cooperate in the investigation is grounds for termination. Specific questions based on the complainant's allegations will be asked.
5. Witnesses named by the accused will be questioned.
6. Any documentary evidence will be examined and an investigation report will be written and reviewed by the parties deemed necessary. The report will be made available to the accused, the complainant, and the President.

## LEVELS OF DISCIPLINE

Investigations will result in one of three findings: sustained, not sustained, or inconclusive. A sustained complaint means the preponderance of evidence indicates that the sexual harassment policy has been violated. A penalty will be assigned by the President and if there is a finding of harassment, the accused will be able to appeal the finding or penalty assigned.

If a finding of not sustained is issued, evidence did not substantiate another finding and perhaps there was a misunderstanding or miscommunication. If the complaint is not sustained, the complainant will have the opportunity to contest the finding.

In an inconclusive case, both parties may be counseled. Written factual directives may be issued to the accused in any case.

Follow-up interviews will be conducted with the respective parties if deemed necessary.

## Sex Offender Registration

A person required under Chapter 62 of the Texas Code of Criminal Procedure to register as a sex offender must do so no later than seven days after the person begins to attend school. The student must report his or her status to an authority for campus security, or to municipal or county law enforcement. The authority will forward that information to college administrations.

A registered sex offender must notify authorities within seven days of terminating enrollment at the college, as per Chapter 62 of the Texas Code of Criminal Procedure.

## Sex Offender Registry Data

The Campus Sex Crimes Prevention Act provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education. Members of the Coastal Bend College campus community may access information on sex offenders residing in Texas from the Texas Department of Public Safety web site at: [https://records.txdps.state.tx.us/dps\\_web/Portal/index.aspx](https://records.txdps.state.tx.us/dps_web/Portal/index.aspx)

This link is provided to fulfill the requirement of the Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386).

## Grading Policies and Procedures

A detailed presentation on grading policies and procedures, as well as computation of grade point averages, is found in the catalog. Students should familiarize themselves with the grading system.

## Dropping Classes

Any student who stops attending a class, MAY be dropped with a grade of "Q". BUT the "Q" grade is not automatic. Any student who stops attending a class late in the semester will probably receive a grade of "F." The "F" grade applies to any class that the student stops attending EVEN IF PASSING at the time he/she stopped attending! The only sure way to drop a class safely is to complete a drop/add form and return it to the registrar's office prior to the drop deadline. Students may submit a written request to the registrar's office to be dropped from a course. The request must be postmarked prior to the deadline.

Students should know that dropping a class can impact:

1. Financial Aid
2. Scholarships
3. Veteran's Benefits
4. And, eligibility for residency in Benton Hall or college apartments.

## SIX COURSE DROP LIMIT

The following procedures are in compliance with Texas Senate Bill 1231 and Texas Education Code Section 51.907(c) : The ruling states, in part, that "undergraduate students, who enroll in an institution of higher education for the first time subsequent to the fall 2007 term, may not amass a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number."

The CBC counselor at each site will authorize the drop and determine if an exemption applies. A reason for the exemption will be entered on the drop form and signed by the counselor

## Scholastic Probation

A student is scholastically deficient and on scholastic probation for the following semester if the cumulative grade point average does not equal or exceed the minimum grade point average following:

Semester Hour Attempted	Minimum GPA
0-11	N/A
12-20	1.50
21-40	1.75
41-graduation	2.0

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## REMOVAL OF SCHOLASTIC PROBATION

A student on scholastic probation will be removed from probationary status at the end of the regular semester or summer session in which he/she achieves a cumulative grade point average that demonstrates satisfactory progress.

## Scholastic Suspension

A student on scholastic probation at the end of the next regular semester or summer session in residence who fails to meet the minimum grade point average of his/her classification (on both the cumulative grade point average and the current semester grade point average), is placed on scholastic suspension from the program in which he/she is enrolled.

Being on scholastic suspension makes a student ineligible to enroll in the program from which he/she is suspended for one regular semester. A student on scholastic suspension from a program for the second time is not automatically eligible for readmission to the same program.

## REMOVAL OF SCHOLASTIC SUSPENSION

A student who has been placed on scholastic suspension will be removed from suspension, placed on scholastic probation, and readmitted to the same program at the end of one regular semester period of suspension.

If a student is placed on scholastic suspension in the spring semester, he/she is eligible to attend the succeeding summer session.

A student who has been suspended, and wants to change his/her program of study may be readmitted under scholastic probation.

## Procedures for Students with Complaints 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.

Step 1 - Student appeals grade in writing to 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.

Step 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 date on the written response from the instructor shall be the benchmark. The written appeal should outline why the student thinks the awarded grade is in error and what grade they think they should have received. The division chair must research the appeal to discern whether there was an error in computation, and whether there was any bias in the awarding of grades. If the division chair finds justification for changing a grade, the instructor and division chair will follow procedure. If the division chair finds there is no justification for changing the awarded grade, the student may proceed to Step 3. The decision made by the division chair must be in writing and given within ten calendar days of receiving the student's written appeal.

Step 3 - Student appeals in writing to the Dean of Instructional Services within seven calendar days of receiving the divisions chair's written decision. The date on the division chair's written response shall be the benchmark date for determining whether a written appeal meets the seven calendar day requirement. The Dean of Instructional Services investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was bias. If the Dean of Instructional Services 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 Instructional Services will provide a written response within ten calendar days of receipt of the student's written appeal.

## Transfer Credits

Transcripts of students with transfer credit are evaluated by the Dean of Instructional Services. Transcripts offered for evaluation must be official. A student may appeal to the Dean of Instructional Services, if credit is denied.

## Official Summons

CBC administrators may request that students come to their offices to discuss records, financial affairs, conduct, educational programs or other matters. These requests are official summons. Failure to respond may result in formal disciplinary action.

## Grievance Procedures

Grievances of students concerning the abridgement of their rights and freedoms, including those of harassment and discrimination on the basis of race, color, creed, national origin, gender, age, or disability, shall be brought by the student to the attention of a faculty member or the Dean of Student Services. Students may be represented at any level of the grievance procedure. Appeal of administrative decisions should follow the customary appeals procedures:

1. To the immediate superior of the person against whom the grievance is filed.
2. Then through the organizational structure as chartered in the Policy Manual for Coastal Bend College ultimately reaching Student Services. The manual is available online at [www.coastalbend.edu](http://www.coastalbend.edu), under CBC Publications.
3. Appeals stemming from the decision of the Dean of Student Services may be made to the President of Coastal Bend College in writing within ten days following his decision, that an appeal is desired.

*Grievances of students against faculty members may be appealed to the college student affairs committee under the following procedure:*

1. Complaints concerning student rights and responsibilities may be originated by students, faculty, and staff members, and citizens outside the college community.
2. Such complaints should be directed to the Dean of Student Services.
3. The Dean of Student Services will investigate the complaint and will take appropriate action.
4. In case of a hearing with the student affairs committee, or in case of an appeal from action by the administrator, the students involved have the opportunity to present their views formally with the benefit of such counsel as they may secure including other students or student groups.
5. The student affairs committee shall make a recommendation in writing to the administrator who may accept, modify, or reject the recommendation, and the student or students concerned in the matter may accept or appeal the ensuing action of the administrator. In case of an appeal, the matter shall be forwarded to the Dean of Student Services along with all findings and recommendations.
6. The Dean of Student Services shall make such investigations and hold such hearings as he/she may think appropriate, and shall advise both the student or students and the administrator of his/her decision. The administrator will then take appropriate action to implement the decision.
7. Appeals from the decision of the Dean of Student Services may be made to President of Coastal Bend College. Such notice of appeal must be made in writing within ten days following the decision of the Dean of Student Services.

## Student Conduct

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited on college property and facilities and during college-sponsored activities.

1. Gambling, dishonesty or the use of intoxicating liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substance Act.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations

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and is punishable according to board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:

- a. Copying from another student's test paper.
  - b. Using test materials not authorized by the person administering the test.
  - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
  - d. Knowingly using, buying, selling, stealing, soliciting, in whole or in part the contents of a test which has not been administered.
  - e. The unauthorized transporting or removal, in whole or in part a test which has not been administered.
  - f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
  - g. Bribing another person to obtain a test which has not been administered or information about a test which has not been administered.
  - h. "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written or computerized work.
  - i. "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written or computerized work for fulfillment of course requirements.
4. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
  5. Possession or use of weapons or facsimile of weapons on District controlled property except for educational purposes that have the prior approval of the president.
  6. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
  7. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
  8. Issuance by a student to CBC of an "Insufficient Funds" check may result in denial of admission or readmission to CBC until the debt is paid or the check is redeemed.
  9. Violations of the penal statutes of Texas or the United States occurring on Coastal Bend College property or in connection with CBC-sponsored activities may also constitute violations affecting the education process and goals of Coastal Bend College.
  10. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
  11. Endangering the health or safety of members of the District community or visitors to the campus.
  12. Damaging or destroying District property.
  13. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

14. Malfeasance in an elective or appointive office of any college endeavor.
15. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a college activity.
16. Refusal or failure to comply with lawful order of any college or public official acting in the performance of duties in the administration and enforcement of college policies and regulations.
17. Unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access. Using college computers to access lewd or obscene information is prohibited. A person commits an offense if:
  - He/she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center; or
  - If he/she used the computer for purposes other than those approved by the instructor or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Texas Penal Code Chapter 33A.01-02. TELECOMMUNICATIONS CRIMES. Non-students who are found to be in violation of this policy are subject to being reported to local police authorities.

## Prohibition of Hazing

1. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students or include students at an educational institution. The term includes but is not limited to:
  - a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
  - b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
  - c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
  - d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
  - e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.



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2. An offense is committed if the person:
  - a. Engages in hazing;
  - b. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; or
  - d. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Student Services or other appropriate official of the institution.

## Students' Right to Records

In compliance with the provision of Section 438 of the General Education Provisions Act (Title IV of Public Law 90-247, as amended), Coastal Bend College publishes the following statement concerning the rights of students with respect to their student records.

### I. Types of Records

The following records are usually maintained for students at Coastal Bend College, but not all records are kept for every student:

- A. Admissions File. This includes copies of the Application for Admission and other admissions forms, American College Testing Program Student Assessment, transcripts from previous schools or colleges, and copies of correspondence sent or received.
- B. Record of Grades and Credits. This is the official permanent record from which "transcripts" are produced. It includes dates of attendance, courses in which student registered, final grade for each course, credit earned, grade points earned, and degrees or certificates awarded.
- C. Student Schedule Form. This form lists schedule of classes and details of the charges made for the current semester and date and amounts paid against these charges.
- D. Student Data File. This is a computer storage record of personal information originally given on the Student Basic Information form that is filled out the first time a student enrolls at Coastal Bend College. The Student Data File also includes class schedules, grades and credits for a current semester.
- E. Counseling and Testing Record. This may contain copies of degree plan, courses and programs completed, current schedule, and score reports on any special tests that may have been taken such as ACT, GED, and various aptitude or interest tests.

### II. Responsibility and Access to Records

- A. Admissions File, Record of Grades and Credits, Student Data File, and Schedule Card. Director of Admissions and Registrar; room A124, Administration Building. Records are also accessible to administrative officials and their secretaries, and to faculty members who have need to examine the file.
- B. Business Office Record. Room A104, Administration Building. Also accessible to the Cashier and the Business Manager.
- C. Counseling and Testing Record. Counselors, Dean of Student Services.
- D. Student records for specialized services and programs are under the jurisdiction of the directors of each service or program, and are also accessible to administrative officials, clerical employees of each program, and faculty members having a legitimate interest in the record.

### III. Record Review

Records that concern admission to the college, courses completed, and grades and credits awarded are permanent. These records are eventually scanned and the original paper copies of transcripts placed in storage. Original copies of admission records are destroyed after they have been scanned.

Magnetic disc and tape records are permanent but are modified and updated each semester of attendance at CBC.

- A. Coastal Bend College students have the right to inspect their personal student records, to request a copy of any record, to request explanation and interpretation of personal record, and to request that an item of information on their personal record be changed if believed to be inaccurate, misleading, or inappropriate.
- B. The procedure for requesting a review of a personal record is as follows.
  - (1) A formal request to the official responsible for the record should be made.
  - (2) If a reply is not received within 10 calendar days, a request may be made to the vice president of student services to investigate the matter and to report on the status of the request.
  - (3) Student may request a formal hearing before the college student affairs committee if no agreement concerning the initial request is reached. The manual is available online at [www.coastalbend.edu](http://www.coastalbend.edu), under "CBC Publications." (The detailed procedure for a hearing is set forth in the Coastal Bend College Policy Manual.)

### IV. Copies of Records

Copies of personal records may be obtained from the college official responsible for the particular record by making a request in writing and paying a fee for the cost of reproducing the record.

A record request form is available at the admissions office. (The college is permitted by law to take 45 days to provide copies of requested records.)

### V. Student Records Policy

The registrar is responsible for maintaining directory and student record information. Directory information may be released to the public and includes:

- Student's Name
- Current and Permanent Address
- Telephone Listing
- Date of Birth
- Major Field of Study
- Classification
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended

A student's consent to release directory information is presumed, unless a request to restrict the information is made by the student during registration before the beginning of each semester. This restriction of consent remains in effect for the duration of that semester. Every effort will be made to treat restricted information as confidential. In response to public inquiries, the college will only verify whether a student is currently enrolled.

All educational records at CBC are maintained in accordance with state and federal laws. College officials who act in the student's educational interest have access to student records without prior written consent of the student.

### VI. 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/fpc/index.htm](http://www.ed.gov/policy/gen/guide/fpc/index.htm).

## Campus Security

Coastal Bend College is an open campus. Students, faculty, staff, and citizens at large have access to the campus grounds, and when open, college facilities. Faculty, staff and occasionally student assistants have keys to various buildings and rooms on campus. No special campus security is provided during the daylight hours; however, Benton Hall does have a security guard on duty during the evening hours.

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Student residents, selected college administrators, and maintenance personnel have access to Benton Hall and the college apartments. Care is taken to limit the number of people with keys to student residences, and door locks are switched periodically.

## Campus Law Enforcement

The college does not have its own security department and relies on the local police and sheriff's departments for law enforcement services.

### 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 director 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.

### SECURITY AND SAFETY

Coastal Bend College is 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. CBC will continually recommend, develop, and implement security measures. However, for security measures to be effective everyone's support and awareness are needed.

### 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>

## Immunization Requirements

**TO ALL STUDENTS:** 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.

1. Measles (Rubeola, Red Measles, Hard Measles, 10-Day Measles): 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.
2. Tetanus (Lockjaw): The illness caused by tetanus results from the poison produced 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 interval. 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.
3. 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

- I. Students enrolled in health related courses that have or will have any direct patient contact should have the following immunizations:
  - A. Tetanus/Diphtheria (Td) - Must have had one dose within past ten years.
  - B. Measles - Those born since January 1, 1957, must have two doses since 12

months of age. The two doses must be at least 30 days apart.

- C. Mumps - Those born since January 1, 1957, must have at least one dose since 12 months of age.
- D. Rubella - At least one dose since 12 months of age is required.

- II. All students enrolled in health related courses which have or will have direct patient contact, especially contact with patient's blood.
 

Hepatitis B - A complete series or proof of immunity is encouraged prior to beginning direct patient care.

## Bacterial Meningitis

Beginning Spring 2012 semester, a new state law requires all students entering institutions of higher education to show evidence of receiving a bacterial meningitis vaccination or booster dose during the five year period prior to enrollment and not less than ten days before the first day of the semester. Entering students include transfer students from other colleges and returning or continuing students who have had a break in enrollment of at least one fall or spring semester.

The law allows for exceptions for:

- A student 30 years of age or older;
- A student enrolled only in online or other distance learning courses;
- A student who submits an affidavit or certificate signed by a physician duly registered and licensed to practice medicine in the United States. It must be stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; and
- A student who submits an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief. A conscientious exemption form (Affidavit Request for Exemption from Immunizations for Reasons of Conscience) from the Texas Department of State Health Services must be used. Several weeks are required to have the form approved by the Texas Department of State Health Services after it's been submitted.

To get the vaccine, check with your family doctor or local public health department.

For more information about immunization requirements, contact the dean of students services at (361) 354-2301.

### WHAT ARE THE SYMPTOMS?

Symptoms of Bacterial Meningitis include high fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea and 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 individuals should 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 DOES ONE INCREASE THE RISK OF GETTING BACTERIAL MENINGITIS?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

### WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure

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- 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; and
  - College students 25 years old or younger.
- Vaccinations are effective against 4 of the 5 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. Information may be obtained from a health care provider.
- Vaccination is safe - most common side effects are redness and minor pain at injection site for up to two days.

## HOW TO FIND OUT MORE INFORMATION?

- Contact a health care provider.
- Contact a college counselor.
- Contact the local or regional Texas Department of State Health Services office.
- Additional resources and information:  
The Center for Disease Control and Prevention, [www.cdc.gov/meningitis](http://www.cdc.gov/meningitis)  
American College Health Association, [www.acha.org](http://www.acha.org)



## Student Responsibilities

College officials may discipline individuals who cause disorders and disrupt the District's educational environment.

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis shall be placed on standards of student conduct rather than on limits or restrictions on students.

Students shall observe appropriate standards of conduct. A student's enrollment is authorized subject to acceptance of standards of conduct that are adopted by the Board and published in the college's policy manual available online at [www.coastalbend.edu](http://www.coastalbend.edu) under "CBC Publications" and may be explained and clarified in other statements prepared and published by the College. Noncompliance with these standards shall be sufficient cause for disciplinary action including suspension from College.

All applicable state laws and city ordinances are in effect and enforceable on the premises of the College.

The conduct of all persons on the premises of the College must be such as not to interfere with the orderly processes and governance of the College.

Any violation of the ordinances and laws that occur on the premises of the college shall upon conviction be punishable by the same penalties provided for in said ordinances or applicable laws.

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

In addition to activities prohibited by law, the following types of behavior shall be prohibited on College property and facilities, and during all College-sponsored activities wherever occurring.

1. Gambling, dishonesty, or the use of intoxicating liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty shall include a violation of the following rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. Cheating on a test shall include:
  - a. Copying from another student's test paper.
  - b. Using test materials not authorized by the person administering the test.
  - c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
  - d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
  - e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
  - f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
  - g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work, and the unacknowledged submission or incorporation of it in one's own work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

4. A student who owes a debt to the District or who writes an "insufficient funds" check



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to the District may be denied admission or readmission to the District until the debt is paid or the check redeemed.

5. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.
6. Possession or use of firearms or other weapons on District-controlled property except for educational purposes or as approved by the President.
7. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
8. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and person submitting to the hazing subject to appropriate discipline.
9. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
10. Endangering the health or safety of members of the District community or visitors to the campus.
11. Damaging or destroying District property.
12. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
13. Malfeasance in an elective or appointive office of any College endeavor.
14. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a College activity.
15. Refusing or failing to comply with a lawful order of any College or public official acting in the performance of duties in the administration and enforcement of College policies and regulations.
16. Unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access, or gaining access to data stored or maintained on the college's computers without the consent of an instructor, or employee authorized to provide use/access. A person commits an offense if:
  - He or she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center, or
  - If he or she uses the computer for purposes other than those approved by the instructor, or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Chapter 33, Section I, Texas Penal Code of the State of Texas. Non-students who are found to be in violation of this policy are subject to being reported to local police authorities.

*Please note that some CBC programs have separate and detailed stu-*

*dent policy and procedure manuals.*

## Student Conduct: Alcohol and Drug Use

### ALCOHOL

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

**Controlled Substances:** No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-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. Alcohol or any alcoholic beverage.
3. Any amusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug.
5. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

### EXCEPTIONS

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.

### VIOLATIONS

Students who violate this policy shall be subject to appropriate disciplinary action. 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.

### NOTICE

The District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol shall be published in the catalog and student handbook.

Drug and Alcohol Testing Requirements - College students are required to be alcohol and drug free while on campus, acting on behalf of the 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 will follow the standards established by the 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 or 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 policy FLBE that prohibits the use, possession, sale or transfer of drugs.
4. A student is enrolling or enrolled in a program involving public health and/or safety.
5. A student who resides in CBC housing or participates in CBC athletics.

Any student who is asked to submit to drug or alcohol testing under this policy is entitled



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to refuse to undergo such testing. However, failure to comply will 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 which he or she considers relevant to the drug test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.

## SOURCES FOR INFORMATION ON ILLEGAL DRUGS:

- National Institute on Drug Abuse, [www.nida.nih.gov](http://www.nida.nih.gov)
- U.S. Drug Enforcement Administration, [www.usdoj.gov/dea](http://www.usdoj.gov/dea)
- Texas Department of State Health Services, [www.tcada.state.tx.us](http://www.tcada.state.tx.us)

CBC joins the nation in its concern for the tremendous losses of human potential, success, and happiness destroyed by drug and alcohol abuse.

## ALCOHOL

It is unlawful for a person under the age of 21 to buy, possess, or consume alcohol. It is unlawful to sell or furnish alcohol to a minor. In addition to these offenses, a person who abuses alcohol might also be guilty of such offenses as driving while intoxicated or public intoxication. Specific offenses and their penalties are listed below:

- Sale to minor - up to 1 year in jail and/or up to \$1,000 fine
- Purchase by minor - fine up to \$500
- Consumption by minor - fine up to \$500
- Furnishing to minor - fine up to \$500
- Misrepresenting age by minor - fine up to \$500
- Public intoxication - fine up to \$200
- Driving while intoxicated - up to 2 years in the penitentiary and up to \$2,000 fine (If as a result of the condition someone is killed in an accident, the intoxicated driver may be subject to murder or manslaughter charges).

## COUNSELING SERVICES

Students or employees who have problems with chemical abuse are asked to schedule counseling appointments. The counseling office offers this service. The telephone numbers of the counseling offices are (361) 354-2304 in Beeville, (361) 664-2981 Ext. 3025 in Alice, (361) 592-1615 Ext. 4077 in Kingsville, and (830) 569-4222 Ext. 1203 in Pleasanton. Counseling sessions are confidential and referral services are available to area treatment centers. CBC counseling is free. No punitive action will be taken against first-offenders participating in rehabilitative drug or alcohol abuse counseling.

## LOCAL POLICIES

CBC has avenues for confidential support. Anyone with drug or alcohol abuse problems is first referred to counseling. A second offense requires that individuals seek help at a treatment center and be placed on probation. A third offense requires suspension from school or job termination, outlined in the CBC Policy Manual.

## Communicable Disease Procedure

- 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.
- 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 Vice President of Student Services. The administrator shall convene a meeting of appropriate individuals to determine the accuracy of the information and the response by the college.
  - a. Each case will be handled on an individual basis with approval of the administrator, the student, the student's private physician, and/or the state health department.
  - b. This group shall consider whether the student diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and college program. This group shall consider the student's knowledge about the transmission of communicable diseases and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Based on the reasonable judgments of the medical experts in this group, given the current state of medical knowledge, the groups will consider a) the nature of the risk (how the disease is transmitted); b) the duration of the risk (how long is the student infectious); c) the severity of the risk (what is the potential harm to third parties); and d) the probability that the disease will be transmitted and will cause varying degrees of harm.
  - c. Each case shall be re-evaluated when deemed necessary, or at least on a semi-annual basis, so long as the student has a communicable disease.
  - d. If the student wishes to contest decisions made by the student affairs committee, the procedures relative to any such appeal shall be those provided by applicable college policies and procedures, except that for reasons of privacy the student may bypass the student affairs committee and appeal directly to the Dean of Student Services.
- IV. The administrator may act as the college's designee for purposes of reporting communicable diseases to the state health department, if the disease is required by state law to be reported.
  - a. The administrator will function as liaison with the student's physician, and the coordinator of services provided by other staff.
  - b. The individual's right to privacy will be respected, therefore, knowledge that a student has a communicable disease should be confined to those persons with a direct need to know, as determined by the group specified in Section III A of these procedures.
  - c. Such individuals with a direct need to know may be campus personnel, such as the President, counselors or instructors. Those persons will be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease.
  - d. With regard to a student who has HIV infection, the group of persons with a direct need to know may be informed of the student's HIV infection only if the student authorizes disclosure. The administrator will seek permission to disclose the information to the groups of persons who have a need to know. In all cases, the administrator shall be informed of the student's HIV infection.
- V. The Texas legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have the HIV infection. All employees of the college are advised that of the Communicable Disease Prevention and Control Act (Article 4419b-1), Vernon's Texas Civil Statutes ("Act") defines "test result" to mean any statement or assertion that any identifiable individual is positive, negative, at risk, has or does not have a certain level of antigen or antibody, or any other statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS. Test results are confidential. Any person, firm, corporation, physician, hospital, blood center, blood bank, laboratory or other entity that possesses or has knowledge of a test result may not release or disclose a test result or allow a test result to become known.

# Student Handbook

- a. A test result may be released to a state health authority if reporting is required under the Act. With regard to the college, the administrator shall report to the state health authority those students attending college who are tentatively identified as having HIV infection.
  - b. A test result may be released to a physician, nurse or other health care professional that has a legitimate need to know the test result in order to provide for his or her protection and to provide for the student's health and welfare.
  - c. A test result may be released if the student or a person legally authorized to consent for the student voluntarily releases or discloses the test result or authorizes the release or disclosure of the test result. The authorization must be in writing and signed by the student or the person legally authorized to consent for the student, and must state the persons or entities to whom test results may be released or disclosed.
- VI. The administrator shall routinely monitor the medical status of all students identified as having a communicable disease. Changes in the student's medical status may warrant removal from the college program. Before a student is removed from program attendance, the administrator shall convene the group described in Section III A, to consider any new circumstances which may warrant removal. A student may be temporarily removed temporarily from program attendance because of open lesions, illness, illness in the college population or similar cause. Circumstances necessitating removal will be monitored as often as appropriate to determine whether the conditions precipitating removal have changed.
- VII. The student who has a communicable disease may need to be removed from the college campus or program for his or her own protection when causes of acute or short-term communicable diseases, such as measles or chicken pox, are occurring within the campus program population. The administrator will notify the student's physician and the student whenever the administrator becomes aware of such a situation. The student affairs committee will be responsible for determining whether the student should be removed from the college campus or program.
- VIII. Routine and standard procedures must be used to clean up after a student has an accident or injury on campus or in any college program. Blood or other bodily fluids emanating from **ANY** person should be treated cautiously. Gloves should be worn when cleaning up blood spills or other bodily fluid spills. These spills should be disinfected with a 10 percent bleach solution or an approved cleaning solution.
- IX. The college is prepared to refer students to sources of competent and confidential testing for HIV infection upon request for such screening. All testing shall be at the individual student's expense. In addition, the college is prepared to refer those desiring to be tested to qualified counselors outside the college. Such counseling shall be at the student's expense.
- X. The college recognizes that certain communicable diseases which students may contract, such as, but not limited to, measles, influenza, are not serious. For above mentioned communicable diseases, the foregoing administrative guidelines are permissive rather than mandatory, except for item IV, relating to reporting requirements and item VIII relating to the procedures for cleaning up bodily fluid spills.

## Student Discipline Procedures

1. When the Dean of Student Services (hereafter referred to as the "administrator") receives information that a student has allegedly violated a District policy or administrative rule, the administrator shall investigate the alleged violation. After completing a preliminary investigation, the administrator may:
  - a. Dismiss the allegation.
  - b. Summon the student for a conference. At this point the administrator shall notify the student of the right to be represented by a person of his/her own choice or an individual designated by the District. If the student wishes to be assisted by a representative, whether student designated or





# Student Handbook

district designated the conference shall be postponed to allow 48 hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the administrator shall:

- Dismiss the allegation
  - Proceed with the disposition of the violation described herein.
  - Prepare a complaint and proceed to the student affairs committee.
2. The administrator or the Dean of Student Services may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.
  3. In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure and the discipline is not expulsion, the administrator shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. The decision of the administrator may be appealed to the student affairs committee.
  4. In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the student affairs committee.
  5. The administrator shall notify the student concerned by letter of the date, time, and place of the hearing, which shall take place not fewer than ten business days after the date of the letter. If, however, the student has been suspended, the hearing shall take place as soon as possible, after which time the student has the right to return to class if no hearing has taken place. The ten-day notice requirement may be altered by the administrator or by mutual agreement of the hearing officer and the student.

6. The administrator may suspend or impose other appropriate penalties upon a student who fails without good cause to comply with a letter of notice; or, at the discretion of the administrator, he or she may proceed with the hearing in the student's absence.
7. 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 administrator shall administer the penalty, if any.
8. The Dean of Student Services and/or President, upon application of the disciplined student within ten days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.
9. The Board of Trustees, after consideration, may, at their discretion, hold a hearing and invite persons involved in the matter to come before the board. Any decision or recommendation of the Board of Trustees shall be entered in the minutes of the board meeting.

## Counselors:

### Bee County Campus

Toll free 1-866-722-2838 Ext. 2304

### Alice Campus

Toll free 1-866-891-2981 Ext. 3025

### Kingsville Campus

Toll free 1-866-262-1615 Ext. 4077

### Pleasanton Campus

Toll free 1-866-361-4222 Ext. 1203



# Dual Credit Handbook





## Dual Credit

Coastal Bend College Dual Credit is a great opportunity for high school juniors and seniors to earn college credit while still in high school.

The benefits offered by CBC's Dual Credit Program include:

- 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; and
- Significantly reduced cost of higher education; and
- Allows students taking workforce courses the opportunity to earn a Level 1 Certificate while in high school.

This handbook is designed to answer questions about the requirements, expectations, processes and services available to CBC dual credit. It includes:

- Information for Parents;
- General Program, Admissions, Testing and Registration Information;
- Enrollment Policies;
- Expectations and Requirements ;
- Tuition and Fees;
- CBC Student Services for Dual Credit Students; and
- High School Dual Credit Certificates.

Academic core courses or "basics" taken at CBC are fully transferable to public colleges and universities in the state of Texas and generally transferable to colleges and universities throughout the United States. Each student is advised to check with the college or university he/she plans to attend after high school before enrolling in dual credit courses, to ensure that courses taken through the dual credit program will be accepted. Workforce courses may not be transferable and are intended for those who plan to enter the workforce upon completion.

For more information about opportunities available to high school students through Coastal Bend College, contact the Dual Credit Program Office at (361) 592-1615 Ext. 4053 or toll free 1-866-262-1615 Ext. 4053. The Dual Credit Program Office is open Monday through Friday from 8 a.m. to 5p.m.

### Information for Parents

Dual credit allows a high school student to earn college credit while attending high school. In fact, when they get their high school diplomas, they could also be graduating with a sophomore standing in college, at a savings of about \$15,000, or with an entry-level workforce certificate.

Consider the following reasons for getting a head start on college:

- **ACCESS.** Dual credit students are official college students with access to the full range of services offered by Coastal Bend College. These include college academic planning services, career services, library access, computer lab access and academic support services. These services are free for all dual credit students and can help with education beyond high school.
- **CONVENIENCE.** Courses are taught at the high school campus, at the college or online depending on the arrangements made between Coastal Bend College and the local high school.
- **PROXIMITY TO HOME.** Attending college classes while living at home allows students to experience college life in a small setting and helps to prepare them for the transition from high school to college life away from home.
- **COST.** Taking dual credit courses costs less than regular college courses. Tuition and fees at CBC are a fraction of the cost of four-year institutions.
- **Student Success.** Successful completion of college-level courses gives high school students the confidence to be successful later as adults on college or

university campuses. Hands-on experience in learning the way college works will increase the likelihood of academic success when away at college as adults.

### Parent Orientations

Coastal Bend College hosts orientations at area high schools or other locations to familiarize parents of dual credit students with the costs, benefits and processes involved in attending college. In addition, orientation sessions provide information about applying for financial aid after graduation from high school, registration, state-mandated testing, eligibility requirements and other important information. For more information about parent orientation sessions, please contact the local high school counselor or Coastal Bend College Dual Credit Program staff at (361) 592-1615 Ext. 4053.

### Grade Disclosure

Students at Coastal Bend College are protected under the Federal Family Educational Rights and Privacy Act (FERPA). Instructors may speak generally about courses or assignments to parents or guardians, but will not disclose specific performance information about students. An authorization form is available for students to complete, and will be kept on file, allowing instructors or other CBC staff to speak to parents specifically about their dual credit student's performance/progress in a college-level course.

### Tuition for High School Students

No. of Hours	Registration Fee	Tuition	Bee County Residents	Out-of-District Fee	Non-Bee County Resident
1	\$40	20	0	10	70
2	40	40	0	20	100
3	40	60	0	30	130
4	40	80	0	40	160
5	40	100	0	50	190
6	40	120	0	60	220
7	40	140	0	70	250
8	40	160	0	80	280
9	40	180	0	90	310
10	40	200	0	100	340
11	40	220	0	110	370
12	40	240	0	120	400
13	40	260	0	130	430
14	40	280	0	140	460
15	40	300	0	150	490
16	40	320	0	160	520
17	40	340	0	170	550
18	40	360	0	180	580
19	40	380	0	90	610
20	40	400	0	200	640
21	40	420	0	210	670
Per Hour		20		10	
Minimum	40	20		10	

# Dual Credit

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## 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, and student accounts with billing information. Campus Connect is available on the college website at [www.coastalbend.edu](http://www.coastalbend.edu).

## General Information

### College Standards

College courses are both interesting and challenging. Students learn a great deal and are expected to work hard. On average, college students should plan to study at least two hours a week for every hour spent in the classroom. Students taking a three-semester hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Most students should schedule extra study time when exams are planned or course projects are due.

### College Grades

An instructor's system for assigning grades is indicated in the course syllabus. Most college instructors will not allow students to repeat work in order to make up for poor performance on a test or assignment or to improve a course grade. Students do not receive extra course credit for attendance. Extra credit is at the discretion of the course instructor.

Grades earned in a dual credit course become part of a student's permanent college record. High school students doing poorly in dual credit classes should contact the instructor for extra help as soon as possible. Another option is to drop classes. Students who withdraw before the official drop date listed in the college calendar will receive a "W" on their transcripts. In order to drop classes, the appropriate paperwork, with the signed approval of the high school counselor, must be turned in to the college before the last date for course withdrawal. More information can be found on the CBC Dual Credit webpage: [www.coastalbend.edu/dualcredit](http://www.coastalbend.edu/dualcredit).

In a dual credit course, it is possible to get a passing college grade and a failing high school grade or the opposite. High school policies apply regarding the awarding of high school credit. College policies apply regarding the awarding of college credit. High school students taking dual credit courses must understand both sets of policies. College policies are printed in the current course catalog.

### College Subjects

College courses sometimes deal with controversial issues or subject matter that high school courses may ordinarily avoid. Instructors teach the same course to dual credit students that he or she teaches at Coastal Bend College.

### College Attendance Policies

Instructors' attendance policies are stated in each course syllabus. Excessive absences could result in being dropped from classes. Students who need to be absent should contact their instructors ahead of time, if possible, to make alternative arrangements. Staying in communication with the instructor is the best way to avoid problems regarding attendance. It is each student's responsibility to notify the high school contact/counselor if such problems occur.

### Don't Be Afraid to Ask

Instructors are available to answer questions about course materials or class policies. All concerns about class performance or assignments should be discussed with the instructor.

### University Interscholastic League (UIL)

Students participating in dual credit or concurrent enrollment courses should check with their respective high schools before enrolling in classes that may cause them to lose their

eligibility to participate in University Interscholastic League contests under UIL rules Sub-Chapter M; Section 400, of the 1996-97 constitution and contest rules.

### Other Issues or Concerns

Questions or concerns about dual credit courses, can be addressed through the CBC Dual Credit Program Office at (361) 592-1615 Ext. 4053 or toll free 1(866) 262-1615 Ext. 4053.

## Program, Admissions, Testing, and Registration Information

Students who are enrolled in local high schools or home schooled may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called "dual credit," where college credit, as well as high school credit, is granted.

Area school districts have identified specific college-level courses at Coastal Bend College for which high school credit will be granted upon successful completion. Year-long high school courses require a two-semester college course sequence. Semester-long high school courses are generally associated with a one-semester college course.

For example, high school English IV, a yearlong course, requires a two-semester sequence of college courses, each a three-hour college credit, one-semester course, known as ENGL 1301 (Composition and Grammar ) and ENGL 1302 (Composition and Rhetoric). However, high school government is a one-semester course. The college course for which high school government credit may be granted is GOVT 2305 (American Government), a three-hour college credit, one semester course.

CBC recommends also enrolling in GOVT 2306 (State Government and Federalism) to ensure that this core requirement transfers to other colleges and universities. Each high school may have different requirements associated with taking semester-long courses. Check with a high school counselor.

Qualified students also may enroll in college courses other than those identified for dual credit to begin gaining additional college credits while still in high school. This is known as "concurrent enrollment," where only college credit is awarded. Concurrent students, as well as dual credit students, must meet certain criteria to be admitted to the college and must comply with all prerequisites for the college courses. Dual credit courses are offered at the high school campus during regular high school hours or at one of CBC's campuses during the day, evenings or on weekends. Courses are delivered face-to-face, via the Internet, with video conferencing or with a combination of each (hybrid).

### Texas Success Initiative (TSI)

The Texas Success Initiative is a state-mandated program that requires students entering college to demonstrate college-level readiness. This can be established by taking a state-approved test or by providing proof of college readiness. **Note: Passing TSI does not ensure enrollment in all college courses. Other college, academic, department or program requirements may apply and must be fulfilled.** Please see the "Curriculum" or "Course Descriptions" section of the current CBC course catalog for more details.

### Eligibility Requirements:

Students wishing to take advantage of dual credit and/or concurrent enrollment opportunities must meet all of the following eligibility requirements:

1. Be classified as a high school junior or senior and have **passed** the TAKS test;
2. Meet established admissions requirements at Coastal Bend College as well as appropriate prerequisites for any course;
3. Comply with the state-mandated Texas Success Initiative (TSI) Program;
4. If required, take applicable Coastal Bend College placement tests prior to enrolling;
5. Complete the CBC Dual Credit Permission Form, acquiring the appropriate school and parental signatures; and
6. Pay the reduced costs associated with taking a dual credit college course(s).

## Dual Credit

High school students who meet all of these requirements can begin the admissions process.

### Admissions Process:

The CBC Application for Admission is the official request to attend Coastal Bend College. In order for the admissions process to be completed so that the student can register and attend classes, the following must be submitted:

1. An application for admissions -- completed online at [www.ApplyTexas.org](http://www.ApplyTexas.org);
2. Verification that TSI and placement testing requirements -- students must be deemed eligible to enroll in college courses. Placement test scores must be provided to the Admissions Office directly from the testing company or must be identified on the official high school transcript at the initial time of admission to the college in order to qualify for this exemption; and
3. An official transcript of high school grades -- all high school transcripts must be official and mailed or hand-delivered in a sealed institutional envelope to the Admissions Office.

If transcripts are mailed, have them sent to:

**Coastal Bend College**  
Admissions Office  
3800 Charco Road  
Beeville, Texas 78102

### Exceptions to Course Limits and Junior/Senior Standing

High school dual credit students are limited to two classes per semester. Exceptions to this requirement are for students who demonstrate exceptional academic performance and capability as evidenced by grade point average, ACT or SAT scores, or other assessment instruments. Approval by the student's high school principal/counselor and the Coastal Bend College Director of Academic Programs or CBC Director of Workforce Programs is also required.

High school dual credit students must have junior year high school standing. Exceptions to this requirement are:

- Students who demonstrate exceptional academic performance and capabilities as evidenced by grade point average, PSAT/ NMSQT scores, ACT PLAN or other assessment instruments; and
- Students with less than junior high school standing who also demonstrate college readiness by achieving the minimum passing standards under the provisions of Texas Success Initiatives (being TSI Complete in the relevant subject area or being TSI exempt under the provisions of the TSI rules); and

Students who receive the approval of (1) a high school principal or counselor and (2) CBC Director of Academic Programs or CBC Director of Workforce Programs.

### Academic Course Eligibility Requirements

To be eligible to enroll in academic courses, high school students must attain college readiness scores on one of the following assessments:

#### College Readiness Scores by Exam

**TAKS Scores:** Math – 2200; English Language Arts – 2200; Writing – 3

**ACT Scores:** Composite – 23; minimum of 19 on the English and/or Math test

**SAT Scores:** Composite – 1070; minimum of 500 on the Verbal and/or Math test

**THEA Scores:** Reading – 230; Math 270; Writing – 220

**ACCUPLACER Scores:** Reading Comprehension – 78; College Math – 63; Sentence Skills – 80; and Written Essay – 6

**ASSET Scores:** Reading Skills – 41; Elementary Algebra – 38; Writing Skills (objective) – 40 and Written Essay – 6



Note: Students may enroll in workforce courses if the minimum high school passing standard on the TAKS test was achieved. For students who are exempt from taking the TAKS, other forms of evaluation may be conducted by CBC.

### Tech-Prep Credit

Coastal Bend College is a member of the College Tech-Prep Consortium of the Coastal Bend.

Tech-Prep 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 Tech-Prep credit. Students can often earn up to 12 college hours from high school courses without paying college tuition. Application for Tech-Prep credit must be made within two years of high school graduation.

To obtain Tech-Prep 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



# Dual Credit

- 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.
- Successfully complete six semester hours of other coursework at Coastal Bend College.

## Workforce Education Course Eligibility Requirements

To be eligible to enroll in dual credit workforce education courses for college credit, the student must:

- Have achieved the minimum high school passing standards on the Mathematics section and/or the English/Language Arts section of the 10th or 11th grade TAKS; and
- Enroll in only the workforce education dual credit courses for which the student demonstrates eligibility.

## Dual Credit Registration Requirements

Prior to registration for dual credit courses, a student must:

- Be a currently-attending high school student (public, private or home-schooled) classified as a junior or senior. (Exemptions are available for demonstrated outstanding academic performance on an individual basis.);
- Show college readiness scores on the TAKS, SAT, ACT, THEA, ASSET or ACCUPLACER assessments. (Workforce courses do not require college readiness scores; students must pass the TAKS at the high school level.);
- Supply an official high school transcript to CBC registrar;
- Present the completed CBC Dual Credit Permission Form with signature approval from the high school counselor/principal and parent/guardian; and
- Complete a Coastal Bend College Admissions Application (CBC has an open admissions policy).

## Other Expectations

College tuition and course fees must be paid each semester by the student unless the high school has made other arrangements. Bee County residents may be eligible for free tuition, but are still be responsible for course, lab or other fees.

An installment payment plan is available online, however, financial aid is limited to those who have either graduated from high school or have a GED.

The college will provide the course outline/syllabus will be that of the college.

Textbooks used must be college-level and approved by the college. The student will be responsible for the purchase of textbooks unless the high school has made other arrangements.

- Students will be limited to a maximum of two college courses per semester, unless granted permission prior to registration by the high school principal and CBC Director of Academic Programs or CBC Director of Workforce Programs.
- Students will be responsible for following all rules of CBC and their respective high school.
- Students enrolled in dual credit courses are taking college-level courses and will be treated as college students.
- Enrollment in dual credit courses may affect eligibility for UIL activities. Check with UIL or high school officials for specific requirements.
- Students are protected by the Federal Family Educational Rights and Privacy Act (FERPA).

## Required Forms and Transcripts for Dual Credit Registration

The following completed forms and transcripts are required before admission to a dual credit course is granted:

- Admission form completed at [www.ApplyTexas.org](http://www.ApplyTexas.org);
- CBC Dual Credit Permission Form; and
- Current High School Transcript

## Dual Credit Course Restrictions and Limitations

Dual credit and concurrent enrollment students may not enroll in private music lessons, developmental courses or courses for which they have not met the course or skill-level prerequisite requirements.

## Enrollment Policies

The College reserves the right, when necessary, to cancel classes, change instructors and otherwise alter the published schedule. No charge will be made to students for changes due to cancelled classes. In order to replace a cancelled class, students should make changes before the end of late registration.

## Adding a Course

Dual credit students wishing to add a dual credit or concurrent enrollment course must submit the following before the end of registration:

1. A completed Dual Credit/Concurrent Enrollment Permission Form with appropriate signatures. Please note that if the additional course exceeds the two-course limit special permission must be indicated on the form; and
2. A completed Coastal Bend College Add / Drop Form. These forms are available in the high school counselor's office, CBC Student Services Office on each campus, CBC Dual Credit office, and CBC Admission and Registration Office. Appropriate tuition and fees must be paid by the deadlines published in the current course schedule.

## Dropping a Course

The following procedures are in compliance with Texas Senate Bill 1231 and Texas Education Code Section 51.907(c) : The ruling states, in part, that "undergraduate students, who enroll in an institution of higher education for the first time subsequent to the fall 2007 term, may not amass a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number."

Dual credit and concurrent students wishing to drop CBC courses must speak with their high school counselor and receive permission to drop. High school counselors will submit, to the CBC Dual Credit Office, completed and signed Coastal Bend College Add/Drop Forms indicating reasons for the drop. These forms are available in the high school counselor's office, CBC Student Services Office on each campus, CBC Dual Credit office, and CBC Admission and Registration Office. Drops must be submitted before the "last day to drop with a W" as indicated on the semester schedule.

Any student who stops attending a class, may be dropped with a grade of "Q," but the "Q" grade is not automatic. Any student who stops attending a class late in the semester will most likely receive a grade of "F." The "F" grade applies to any class that a student stops attending even if passing at the time he or she stopped attending. It is important that a student officially drop a course using the procedure outlined above.

More information regarding dropping courses can be found in the CBC Course Catalog and Student Handbook available print or as a downloadable PDF online at [www.coastalbend.edu](http://www.coastalbend.edu).

## Expectations and Requirements

1. Dual credit and concurrent enrollment students are expected to perform at the college level and to honor all deadlines published by the college or by the instructor. Individual instructors distribute class policies and syllabi during the first week of class detailing individual class requirements.
2. The college catalog and the student handbook, published annually at the beginning of each fall semester, are valuable resources for assisting students in getting the most out of what Coastal Bend College has to offer. They are sources of information about students' rights and responsibilities; rules and regulations for general student



## Dual Credit

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behavior; grievances and complaints procedures; and disciplinary policies and procedures that all students are expected to follow. For courses held at a high school campus, copies of the student handbook are available to the students through the high school counselor's office. Copies are also available online at the college's web site at [www.coastalbend.edu](http://www.coastalbend.edu).

3. Students taking dual credit or concurrent enrollment courses at any Coastal Bend College location are incorporated into the general population of the college.
4. Upon successful completion of college courses, dual credit students are responsible for requesting that the CBC registrar send college transcripts to high school officials to verify credit earned. This can be done through the Admission and Registration Office.

### Tuition and Fees

Eligible students may register for up to two dual credit courses (or more with special permission) each semester. Note: When registering for a course(s) and paying the tuition and fees, all dual credit students must submit a copy of their Dual Credit Permission Form to the Admissions and Registration Office.

Students who are Bee County residents pay zero tuition, although courses may require payment of fees, books and supplies. Students that are not Bee County residents are charged a reduced tuition of \$20 per semester hour (plus out-of-district fees) and a non-refundable registration fee of \$40 per semester. The student will have to pay for textbooks and other course materials (check with a high school counselor to see if the high school provides textbooks at no cost to students. Additional fees may apply for labs and online or video-conference classes.

Students taking dual credit courses at a high school campus during high school hours may or may not have to purchase a textbook depending on the course and the agreement between Coastal Bend College and the school district. Information about whether a textbook is provided or must be purchased will be available at the time of registration. Students taking courses at CBC for dual credit are responsible for purchasing textbooks and other course materials.

### Refunding of Fees and Charges

Dual credit and concurrent enrollment students seeking refunds for paid tuition and fees are subject to CBC's policies and procedures as outlined in the current course catalog less the **\$40 non-refundable** registration fee.

### Payment of Tuition and Fees

Tuition and fees for dual credit courses are due according to the deadlines published in the current semester's course schedule. Students who wish to pay by installment must do so online through FACTS Tuition Management by going to [www.coastalbend.edu](http://www.coastalbend.edu) and signing into Campus Connect. The payment plan requires the use of a bank account number or credit card number. There is a \$25 fee for the use of this service.

### CBC Student Services for Dual Credit Students

For college-enrolled students, Coastal Bend College Student Services provides a wide range of services designed to supplement a student's total college experience. Student Services serves as a vehicle for increased access to both technical and academic programs, as well as to the community at large. Dual credit students are strongly encouraged to make use of these services offered to all registered CBC students,

including academic and career counseling, career choice workshops and job assistance services. Student organizations and activities are also sponsored by Student Services and dual credit students are encouraged to take part in these as appropriate.

Dual credit students are entitled to use the college's resources available to all college students while enrolled at CBC. These include use of the library, computer labs and other services available to increase student success. In addition, dual credit students can access the academic advising and student financial aid offices to help map out their college plans while at CBC.

### Student ID

In order to use most of CBC facilities, dual credit students are required to have a Coastal Bend College ID card. Students must take their college tuition and fees statement, marked paid by the college, and present it along with a valid photo ID at on any campus library to receive a student ID card. Students who do not have a CBC student ID card will not be permitted to use certain facilities, the computer labs or check out library materials.

### Coastal Bend College Student Handbook

Each dual credit student enrolled in a course that is held on the high school campus during high school hours will have access, through the high school counselor's office, to the most current copy of the CBC Student Handbook that describes the services, policies and procedures available to all CBC students. The high school counselor's office will also have the most current copy of the CBC Dual Credit Student Handbook and the current semester's CBC course catalog. All publications are available online at [www.coastalbend.edu](http://www.coastalbend.edu) under "CBC Publications." . These publications provide students with information on how to access CBC services.

### Bookstore

Coastal Bend College bookstores, located on each CBC campus, allow students to purchase books and materials as conveniently and economically as possible. The bookstore maintains an inventory of textbooks that are selected from a list submitted by the instructors for all courses offered. For assistance in obtaining appropriate materials, the students need to inform bookstore personnel of the name and number of the course in which they are registered.

Students have the opportunity to sell their textbooks back to the CBC Bookstore at the end of semesters. To get the best return for books, make sure they are in good condition and have all pages intact, no ink writing, no excessive highlighting, and no water damage. If your books came as part of a set/package you will need to bring all pieces.

### Advisement and Testing Services

In order to enhance the success of students at Coastal Bend College, advisors are available in the Student Services center. The Testing Center provides services to assist students by realistically assessing academic achievement through different testing instruments. Results on these instruments are used: (1) for determining eligibility for certain college programs, (2) for some certifications, (3) for course placement and (4) for meeting requirements mandated by the state legislature. Testing schedules are published on a regular basis.

Information regarding advising and testing services available through Coastal Bend College can be obtained by calling (361) 354-2266.

# Dual Credit



## High School Dual Credit Certificates

### Level I Certificate High School Accounting

Course	Number	Course Name
ACNT	1303	Introduction to Accounting I
POFT	1401	Computer Applications I
ACNT	1311	Introduction to Computerized Accounting
ACNT	1329	Payroll Tax Accounting
BMGT	2309	Leadership

### Level I Certificate Automotive Technology

Course	Number	Course Name
AUMT	1305	Introduction to Automotive Technology
AUMT	2437	Automotive Electronics
AUMT	1307	Automotive Electrical Systems
AUMT	1319	Automotive Engine Repair
AUMT	1310	Automotive Brake Systems

### Level I Certificate Building Trades Technology

Course	Number	Course Name
CNBT	1210	Basic Construction Safety
CRPT	1311	Convention Roof Systems
CRPT	1329	Introduction to Carpentry
CRPT	1315	Conventional Wall Systems
CNBT	1300	Residential and Light Commercial Blueprint Reading
CRPT	1323	Floor Systems

### Level I Certificate High School Professional Business Technology

Course	Number	Course Name
ACNT	1301	Introduction to Accounting I
POFI	1401	Computer Applications or
COSC	1401	Intro to Computer and Information Science
IMED	1445	Interactive Multimedia Business Elective
BMGT	2309	Leadership

### Certified Nursing Assistant

Course	Number	Course Name
HPRS	1304	Basic Health Professions Skills
HPRS	1160	Basic Health Professions Clinical

### Level I Certificate High School Computer Information Technology

Course	Number	Course Name
POFT	2312	Business Correspondence and Communication
POFI	1401	Computer Applications I
ITSW	1407	Introduction to Database
POFT	1309	Administrative Office Procedures I

### Level I Certificate High School Computer Information Technology Networking/Cybersecurity Specialization

Course	Number	Course Name
ITNW	1425	Fundamentals of Networking Technologies
BMGT	2309	Leadership
ITSC	1425	Personal Computer Hardware
ITSC	1405	Introduction to PC Operating Systems

### Level I Certificate High School Computer Information Technology Networking Specialization

Course	Number	Course Name
ITCC	1402	CCNA 1: Networking Basics
ITCC	1406	CCNA 2: Router and Routing Basics
ITCC	1442	CCNA 3: Switching Basic and Intermediate Routing
ITCC	1446	CCNA 4: Wide Area Network (WAN) Technologies

### Level I Certificate High School Computer Information Technology Web Design Specialization

Course	Number	Course Name
IMED	1416	Web Design I
IMED	1445	Interactive Multimedia I
IMED	2415	Web Design II
ARTV	1341	3-D Animation I

### Criminal Justice Interest Certificate

Course	Number	Course Name
CRIJ	1301	Introduction to Criminal Justice
CRIJ	1306	Court Systems and Practices
CRIJ	1310	Fundamentals of Criminal Law
CRIJ	2323	Legal Aspects of Law Enforcement
CRIJ	2328	Police Systems and Practices

## Dual Credit

### Level I Certificate to Forensic Science

Course	Number	Course Name
CRIJ	1301	Introduction to Criminal Justice
CRIJ	2323	Legal Aspects of Law Enforcement
CRIJ	2328	Police Systems and Practices
CJSA	1308	Criminalistics I
CJSA	2323	Criminalistics II

### Level I Certificate High School Basic Design Skills

Course	Number	Course Name
DFTG	1409	Basic Computer-Aided Drafting
DFTG	1405	Technical Drafting
DFTG	2402	Machine Drafting
DFTG	2312	Technical Illustration and Presentation

### Level I Certificate High School Basic Early Development

Course	Number	Course Name
CDEC	1319	Child Guidance
CDEC	1321	The Infant and Toddler
CDEC	1313	Curriculum Resources for Early Childhood Programs
TECA	1311	Educating Young Children
TECA	1354	Child Growth and Development

### Level I Certificate High School Health Information Technology Medical Records Coding

Course	Number	Course Name
HRPS	1202	Wellness and Health Promotion
MDCA	1302	Human Disease/Pathophysiology
POFI	1401	Computer Applications I
HITT	1305	Medical Terminology I
POFM	1300	Medical Coding Basics

### Level I Certificate High School Machinist Basic

Course	Number	Course Name
MCHN	1217	Machining I
MCHN	1308	Basic Lathe
MCHN	1313	Basic Milling Operation
MCHN	1320	Precision Tools and Measurement
MCHN	1343	Machine Shop Mathematics
MCHN	2303	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls

### Level I Certificate High School Professional Business Technology Administrative Assistant

Course	Number	Course Name
ACNT	1303	Introduction to Accounting I
POFT	1321	Business Math
POFI	1401	Computer Applications I
POFT	1329	Beginning Keyboarding
POFT	2301	or Intermediate Keyboarding
POFT	1309	Administrative Office Procedures I

### Level I Certificate High School Professional Business Technology Medical Specialization

Course	Number	Course Name
HRPS	1202	Wellness and Health Promotion
MDCA	1302	Human Disease/Pathophysiology
POFM	1300	Medical Coding Basics
POFI	1401	Computer Applications I
HITT	1305	Medical Terminology I

### Level I Certificate High School Professional Business Technology

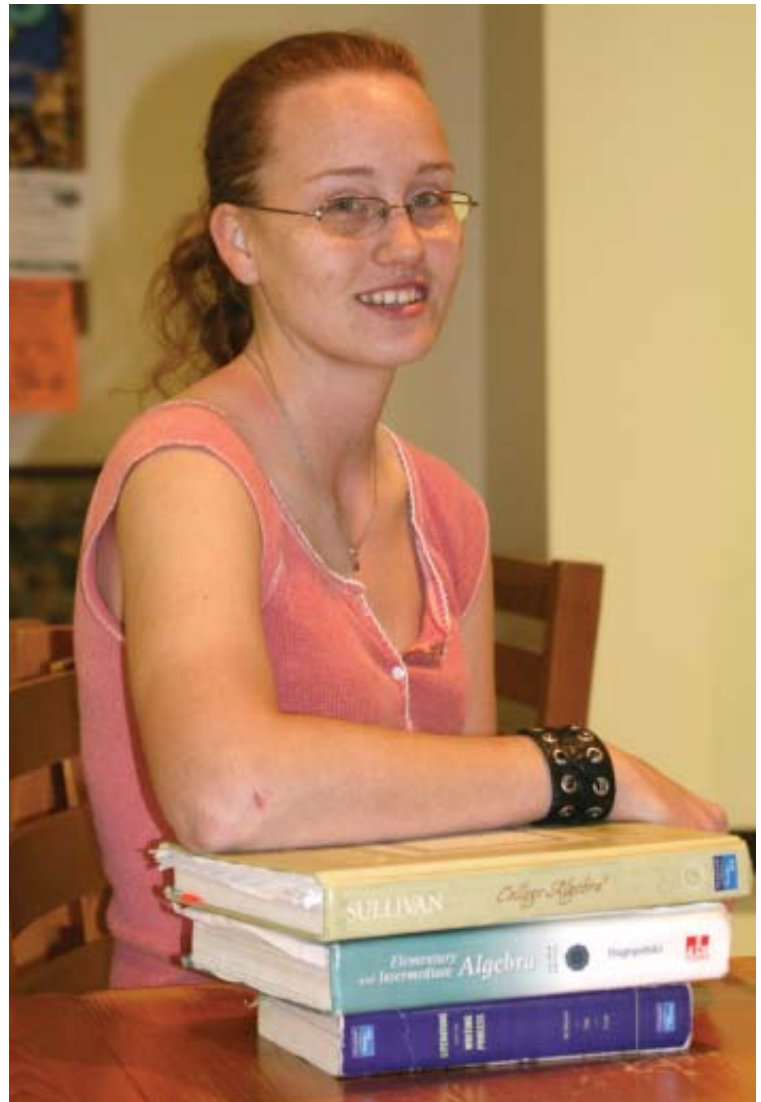
ACNT	1303	Introduction to Accounting
POFI	1401	Computer Applications I
IMED	1445	Interactive Multimedia
		or
COSC	1401	Introduction to Computing
BMGT	2309	Leadership
POFT		Professional Business Technology Elective

### Nail Technician

Course	Number	Course Name
CSME	1330	Orientation to Nail Technology
CSME	1431	Principles of Nail Technology I
CSME	1441	Principles of Nail Technology II
CSME	2430	Nail Enhancement

### Level I Certificate High School Welding

Course	Number	Course Name
WLDG	1421	Introduction to Welding Fundamentals
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)



# Instructional Services





# Instructional Divisions and Programs

## Instructional Divisions and Programs

CBC has instructional divisions under chairpersons supervised by the Director of Academic Programs and the Director of Workforce Programs. Divisions and chairpersons are:

### **Business Technology Division**

Jeanene Jones

### **College Preparatory Studies Division**

Irma Cantu

### **Fine Arts and Kinesiology Division**

Jayne Duryea

### **Human Services Division**

Noemi Aguilar

### **Industrial Division**

Juan A. Moreno

### **Communications Division**

Jeff Massengill

### **Mathematics and Physics Division**

Susan Moczygemba

### **Professional and Public Services Division**

Kevin Behr

### **Science Division**

Mark L. Secord

### **Social Sciences and Humanities Division**

Ed Massey

### **Technology Division**

Robert Roberts

### **Dental Hygiene Program**

Andrea K. Westmoreland

### **Nursing Program**

Betty Sims

### **Radiologic Technology Program**

Timothy Skaife

## 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, and Certificates of Achievement in specialized workforce education fields.

The Associate of Arts Degree is designed for students planning to transfer to senior colleges, 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 the 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 Certificates of Achievement. 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.

#### Requirements are:

- 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.
- 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 and presented for graduation. 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.
- For an Associate of Arts, Associate of Science, and certain Associate of Applied Science Degrees, the candidate must have completed two semester hours of kinesiology (physical education) activity courses. There are no exemptions for age, military service, or for women with children.
- 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. However, students in these programs are designated as "majoring" in an area for advising and reporting purposes.



# Associate of Arts and Science Degrees

Students seeking Associate of Arts or Associate of Science degrees must complete 60 semester hours of college level work, including 45 semester hours in the core curriculum, below. The 15 semester hours taken in addition to the core courses should be in the students' majors or minors. Generally speaking, universities will accept in transfer up to 66 semester hours taken at the freshman and sophomore level.

Students in specialized majors should complete the transfer curricula specified for their majors. As a general rule, students in specialized majors will complete more than 15 semester hours in their major and fewer hours in the core curriculum before transferring to a university.

If a student successfully completes this 45 semester credit hour core that block of courses may be transferred to any other public institution of higher education in Texas and the CBC core must be substituted for the receiving institution's core curriculum. The student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Texas Higher Education Coordinating Board has approved a larger core.

Core Curriculum	Semester Hours	Courses Taken	Term Taken
<b>Core Components for Associates in Arts and Science Degrees</b>			
<b>Communications</b>	(9)		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318; SPAN 1411	3		
<b>Mathematics</b>	(3)		
MATH 1314, 1316, 1324, 1332, 1342, 1350, 1442, 2412, 2413	3	MATH	
<b>Natural Science</b>	(6)		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1407, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 1411, 1412, 2425, 2426			
<b>Humanities and Fine Arts</b>	(6)		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321; HUMA 1301; PHIL 1301; SPAN 2306, 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	(15)		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	(6)		
KINE Activity Courses KINE 1100-1153; KINE 1238	2	KINE	
COSC 1401, 1436	4	COSC	
<b>Total Semester Hours:</b>	<b>(45)</b>		
<b>Courses in Major, Minor or Electives</b>	<b>(15)</b>		
<b>Total AA or AS Degree Requirement</b>	<b>(60)</b>		

# Core Curriculum

## Components of the Core Curriculum

### I. Communication (composition, speech communication, modern language)

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

#### Exemplary Educational Objectives

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

### II. Mathematics

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

#### Exemplary Educational Objectives

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

### III. Natural Sciences

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

#### Exemplary Educational Objectives

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analysis, and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

### IV. Humanities, Visual and Performing Arts

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and

performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

#### Exemplary Educational Objectives

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

### V. Social and Behavioral Sciences

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

#### Exemplary Educational Objectives

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine social institutions and processes across a range of historical periods, social structures, and cultures.
3. To use and critique alternative explanatory systems or theories.
4. To develop and communicate alternative explanations or solutions for contemporary social issues.
5. To analyze the effects of historical, social, political, economic, cultural, and global forces on the area under study.
6. To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
7. To understand the evolution and current role of the U.S. in the world.
8. To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
9. To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
10. To analyze, critically assess, and develop creative solutions to public policy problems.
11. To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
12. To identify and understand differences and commonalities within diverse cultures.

### VI. Institutionally Designated Option

#### A. Kinesiology

The objective of a kinesiology component of a core curriculum is to increase students' knowledge of how health and wellness can contribute to one's well-being.

#### Exemplary Educational Objectives

1. To understand the need and purpose of incorporating wellness into one's lifestyle;
2. To develop an understanding of various methods of assessing one's level of wellness;
3. To develop the knowledge necessary to participate in a wide variety of wellness activities throughout one's lifetime;

# Core Curriculum

- To develop an appreciation of the personal benefits provided by a wellness lifestyle;
- To develop the skills necessary to develop and participate in different wellness activities.

## B. Computer Literacy

The objective of a computer literacy component of a core curriculum is to increase students' knowledge of how computers impact their life and work.

### Exemplary Educational Objectives

- To use the Internet for research;
- To use a word processor for report writing;
- To use a spreadsheet for data collection and analysis;
- To use E-mail to communicate; and,
- To be able to integrate the above software.

### Basic Intellectual Competencies in the Core Curriculum

The core curriculum guidelines described here are predicated on the judgment that a series of basic intellectual competencies — reading, writing, speaking, listening, critical thinking, and computer literacy — are essential to the learning process in any discipline and thus should inform any core curriculum. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

**READING:** Reading at the college level means the ability to analyze and interpret a variety of printed materials — books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

**WRITING:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

**SPEAKING:** Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

**LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

**CRITICAL THINKING:** Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

**COMPUTER LITERACY:** Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

### PERSPECTIVES IN THE CORE CURRICULUM

Another imperative of a core curriculum is that it contain courses that help students attain the following:

- Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diversified world;
- Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society;
- Recognize the importance of maintaining health and wellness;
- Develop a capacity to use knowledge of how technology and science affect their lives;
- Develop personal values for ethical behavior;
- Develop the ability to make aesthetic judgments;
- Use logical reasoning in problem solving; and,
- Integrate knowledge and understand the interrelationships of the scholarly disciplines.





# Associate of Arts in Teaching

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## Associate of Arts in Teaching Leading to Initial Texas Teacher Certification, 8-12, EC-12 Other Than Special Education, Requirements

Students seeking Associate of Arts in Teaching degree 4th through 12th grade must select content area in teaching field (12 credit hours).

### AAT Components – Total: 60 SCHs

- Completed core curriculum (42-48 SCHs) PLUS:
- EDUC 1301, EDUC 2301 (up to 6 SCHs)
- Content area teaching fields/academic disciplines (up to 12 SCHs)

### Grades 8-12 Certification (areas)

- 8-12 History
- 8-12 Social Studies
- 8-12 Mathematics
- 8-12 Life Sciences
- 8-12 Physical Sciences
- 8-12 Science
- 8-12 English Language Arts & Reading
- 8-12 Computer Science
- 8-12 Technology Applications
- 8-12 Health Science Technology Education
- 8-12 Speech
- 8-12 Journalism
- 6-12 Business Education
- 8-12 Marketing Education
- 8-12 Mathematics & Physics
- 8-12 Agricultural Sciences and Technology
- 6-12 Technology Education
- 6-12 Languages other than English
- 6-12 Family and Consumer Sciences
- 8-12 Dance
- 8-12 Mathematics & Physical Science & Engineering
- 8-12 Human Development and Family Studies
- 8-12 Hospitality, Nutrition and Food Sciences
- 8-12 Other content area teaching fields/academic disciplines TBA (i.e., Chemistry)

### EC-Grade 12 Certification other than Special Education

- EC-12 Music
  - EC-12 Physical Education
  - EC-12 Art
  - EC-12 Health
  - EC-12 Theatre Arts
  - EC-12 Technology Applications
  - EC-12 Languages other than English
  - EC-12 Other non-special education fields
-

# Field of Study Curriculum in Computer Science

## Associate of Science

This is a proposed curriculum in Computer Science designed to facilitate the transfer from a community college to a university granting the Bachelor of Science degree in Computer Science. Students seeking the Associates in Science degree must complete the 62 hours of college credit.

<b>Core Curriculum</b>	<b>Semester Hours</b>	<b>Courses Taken</b>	<b>Term Taken</b>
<b>Core Components for Associates in Arts and Science Degrees</b>			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321, 1342, 2333, 2341; SPAN 1411	3		
<b>Mathematics</b>	<b>(8)</b>		
MATH 2413, 2414		MATH	
<b>Natural Science</b>	<b>(8)</b>		
PHYS 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321; HUMA 1301; PHIL 1301; SPAN 2306, 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(2)</b>		
KINE Activity Courses KINE 1100-1153; KINE 1238	2	KINE	
COSC 1401, 1436	4	COSC	
<b>Computer Science Courses</b>	<b>(16)</b>		
COSC 1436, 2425, 2436		COSC	
		COSC	
		COSC	
		COSC	
<b>Total AS Degree Requirement</b>	<b>(64)</b>		

# Field of Study Curriculum in Teaching

## Associate of Arts in Teaching

The field of study curriculum for early teaching is designed to apply to the Bachelor of Arts in Education. Students seeking an Associate in Arts degree must complete 63 semester hours of college level work including 45 hours in the core curriculum.

Core Curriculum	Semester Hours	Courses Taken	Term Taken
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321, 2333, 2341; SPAN 1411	3		
<b>Mathematics</b>	<b>(3)</b>		
MATH 1314, 1316, 1324, 1350, 1442, 1412, 2413		MATH	
<b>Natural Science</b>	<b>(6)</b>		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1407, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 1411, 1412, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1304, 1311, 1316, 2326, 2333, 2346, 2366; DRAM 1310; MUSI 1211, 1212, 1301, 1306, 1308, 1309, 2331, 2352	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331, 2352; SPAN 2311, 2321; HUMA 1301	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1100-1153; KINE 1238	2	KINE	
COSC 1401, 1436	4	COSC	
<b>Required for AAT Degree</b>	<b>(45) CORE</b>		
<b>Education</b>	<b>(18)</b>		
EDUC 1301, 2301			
MATH 1350			
SCIENCE			
<b>Total AA Degree Requirements</b>	<b>(63)</b>		

# Transfers

## Transfer of Course Credit from CBC

Arts and Sciences courses completed at CBC should transfer to other colleges and universities. These are the courses listed in this catalog with Coordinating Board approval numbers. These courses are considered "lower-division" courses, meaning freshman or sophomore level courses. They are considered part of the curricula approved by the Coordinating Board for transfer.

Many of the courses listed in this catalog without Coordinating Board approval numbers also transfer. The transfer of these courses is at the option of the receiving college or university.

Courses designated as being developmental in nature, or as not counting towards an associate in arts or an associate in science degree, do not generally transfer.

Students majoring in music need to be advised by one of the music faculty concerning the music transfer curriculum. A total of 66 semester hours are in the lower division music curriculum. The music faculty will advise students of the courses which will transfer in block to four year colleges and universities. Students will complete 27 to 35 lower division semester credit hours in music and 31-39 semester credit hours from the general education core curriculum for a total of 66 semester credit hours. Students completing the lower division music transfer curriculum will be awarded the AA or AS degree. Students will be required to complete the general education core of the institution to which the student transfers.

The Coordinating Board has adopted a rule and a procedure for resolving transfer disputes. This procedure is found in Chapter 5, Subchapter A, Section 5.4 of the Coordinating Board rules and follows:

## Transfer Curricula and Resolution of Transfer Disputes for Lower-Division Courses

- The following procedures shall be followed by public institutions of higher education in the resolution of transfer disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for the denial.
- The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination about a dispute concerning the transfer of course credit to the involved student and institutions.
- All public institutions of higher education shall publish the procedures described in (a) and (b) immediately above in their course catalogs for lower-division courses.

## Transfer Guarantee

Arts and Sciences courses completed at CBC should transfer to any Texas college or university. These courses are listed in the CBC catalog with Texas Higher Education Coordinating Board approval numbers.

Coordinating Board rule Chapter 5, Subchapter A, Section 5.4 provides that if a public college or university refuses to accept a CBC transfer course for credit, that institution will give written notice both to the student and to CBC. The two institutions and the student will attempt to resolve the question. If the student is dissatisfied with the settlement, the student may appeal, within 45 days, to the Coordinating Board for final determination.

CBC offers this guarantee to graduates receiving Associate of Arts or Associate of Science degrees: should there be a transfer dispute\* and should the Coordinating Board decide that a transfer course(s) taken at CBC will not transfer, then the student is entitled to enroll at CBC in up to 9 semester hours of courses that will transfer without paying the cost of tuition or fees.

\*See the Coordinating Board definitions of "transfer disputes" and "transfer problems."

## Transfer Disputes vs. Transfer Problems

Problems that occur during the transfer process will not always be categorized as disputes and transfer problems will not follow dispute procedures and guidelines. Problems are clearly within the jurisdiction of the receiving institution.

## Transfer Problems

Problems may include, but are not limited to these situations:

- A student may lose credit hours or have to take additional, lower level credit hours when he or she changes majors.
- Students may not decide which upper-level/senior institution they will attend to complete their degree until after they have completed significant lower-level coursework. Courses taken may not apply or transfer to the institution selected.
- A student may take more than 66 lower-level credit hours.
- A student may have received unsatisfactory grades in lower-level courses.
- The student may take workforce education, developmental or remedial courses that are not defined as general academic courses.
- Compliance with external accrediting agencies, newly enacted legislation, and changes in Texas Education Agency or Coordinating Board regulations may invalidate courses students have already completed.
- Institutions may not accept work that is considered too old.
- The student may repeat courses to raise grade-point averages. Duplicate credit would not be accepted.

## Transfer Disputes

To qualify for a "dispute," the course or courses in question must be offered by the institution denying credit. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual.

To initiate a dispute, Coordinating Board form CB-TDR must be completed and forwarded to Texas Higher Education Coordinating Board.

## Second Associate Degree

A second associate degree may be conferred after the candidate has completed at least 15 semester hours in addition to those counted toward the first associate degree. The candidate must also have completed the specific curriculum requirements of the second degree and maintained a minimum 2.0 cumulative grade-point average on the total hours counted toward the second degree.



# University Transfer Programs and Degrees

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## University - Transfer Degrees

Texas Higher Education Coordinating Board designates the Associate of Arts and Associate of Science as collegiate degrees related to baccalaureate degrees in arts and science. At CBC, students may earn either of these associate degrees by completing planned curricula of freshman and sophomore academic courses. These are approved by the coordinating board and are transferable to senior colleges and universities in Texas. CBC maintains contact with these institutions to insure that CBC academic courses are equivalent to those at four-year colleges.

### Enrollment

To enroll in an Associate of Arts or Associate of Science Degree program, students must first meet requirements for entrance to CBC. Although CBC is committed to the concept of open door admissions, this does not imply that immediately upon admission a student is eligible to enroll in any course offered. In cases where academic deficiencies are identified, it is necessary that these be overcome before taking university-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.

### Advising

Since students enrolled in university-transfer programs generally plan to seek bachelor's degrees at universities, the selection of courses to complete the freshman and sophomore years should be done with assistance by counselors or faculty advisers. Not all senior institutions agree on the same list of courses for meeting requirements for the same degree. Advisers are familiar with requirements various universities have for specific degrees. Once a student selects a major field of study and identifies the senior institution for transfer, the adviser assists in developing a degree plan consistent with that institution's requirements. This assures the maximum transfer credit for CBC courses.

Courses taken should follow the degree plan. If a student's goal changes, a revised degree plan must be developed. Students may take courses not listed in degree plans, but some may not be applicable for a degree. Accumulation of credit alone does not ensure graduation.

### Graduation and Degrees

Associate of Arts and Associate of Science Degrees are granted to students who successfully complete university-transfer programs in accordance with approved degree plans, and who meet requirements of the degree indicated on the degree application. Refer to the requirements for degrees and certificates section of this catalog.

## University-Transfer Programs Suggested Courses of Study Associate of Arts Degree or Associate of Science Degree

Anthropology  
Art  
Art (Commercial, Studio)  
Biology  
Business Administration  
Chemistry  
Computer Information Systems  
Computer Science  
Criminal Justice  
Drama  
Education  
Engineering  
Geology  
General Studies  
Government  
History  
Interdisciplinary Studies  
Kinesiology  
Mathematics  
Music  
Nursing  
Physics  
Pre-Chiropractic  
Pre-Dental  
Pre-Law  
Pre-Medicine  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Registered Nursing  
Pre-Speech Pathology/Audiology  
Pre-Veterinary Medicine  
Psychology  
Science  
Secondary Education (by major)  
Sociology  
Social Work  
Spanish and Bilingual Education  
Speech Communication  
Teaching

# Workforce Education Programs and Degrees

## Workforce Education Programs

Workforce Education is any form of education, training or retraining which 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 community colleges. CBC accepts responsibilities for providing high quality workforce education programs tailored to meet the needs of people in its geographic area.

Workforce Education Program offerings at CBC include technical programs and others in the fields of business, industry, health and public services. To assure that these programs continue to provide relevant training, the college uses advisory committees. Each area of study has an advisory committee made up of professionals in the field who advise college officials in planning, conducting, and evaluating programs.

## Enrollment

To enroll in workforce education programs, students must meet CBC entrance requirements. Some programs have additional requirements. Refer to the descriptions of programs on the following pages for any special requirements.

## Graduation and Degrees

The Associate in Applied Science Degree is granted to students who successfully complete designed two-year programs. Certificates are awarded for satisfactory 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." Students graduating with Associate in Applied Science Degrees or Level II Certificates must also pass all segments of the TASP or THEA test.

## Special Requirements for AAS Degrees

Students who successfully complete prescribed two-year Workforce education programs, including their competencies and Capstone experiences, are awarded Associate of Applied Science Degrees.

## Special Requirements for Certificates in Specialized Workforce Education Fields

Students who successfully complete courses of study for certificates in specialized Workforce education programs, including their competency profiles and Capstone experiences, are eligible for certificates in those fields.

## Guarantee for Job Competency

If an Associate of Applied Science (A.A.S.) or Certificate of Achievement graduate is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill 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 A.A.S. Degree or Certificate of Achievement beginning May, 1993 or there after in a workforce education program identified in the college catalog.
2. The graduate must have completed the A.A.S. Degree or Certificate of Achievement at the District (with seventy-five percent of the credits being earned at the district) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the director of workforce programs.

## Programs Offering A.A.S. Degree Only

Dental Hygiene  
Radiologic Technology  
Forensic Science

## Programs Offering A.A.S. Degree and Certificate

Accounting  
Airframe and Power Technology  
Automotive Technology  
Computer Information Technology  
Cosmetology  
Drafting and Design Technology  
Early Development and Education  
Law Enforcement  
Machinist  
Medical Records Coding Specialist  
Nursing  
Oil and Gas Technology  
Pharmacy Technician  
Professional Business Technology  
Welding

4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Coastal Bend College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, vice president of instructional services, division chairperson, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit 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 a calendar year from the time the educational plan is agreed upon. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
9. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
10. Students' sole remedy against District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
11. The program can be initiated through a written contact with the office of the college president.

# Accounting

The rapid progress and many changes of today's modern business and industry have created a need to train people in specific skills or trades. The Accounting Program is designed to qualify students for immediate employment in business and industry as bookkeepers or junior accountants. Associate of Applied Science Degree and Level I Certificate of Achievement are awards available in this program. Students in the Accounting program take either ACCT 2302 or take a Capstone exam. For a listing of advisory committee members go to Additional Information section of the catalog.

Accounting is a Tech Prep program. Students who have successfully completed appropriate Accounting courses in high school through an Accounting Tech Program may receive college credit for those courses.

## Accounting Curriculum A.A.S Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
BUSI 1301	Introduction to Business	3	0	3
ACNT 1303	Introducton to Accounting I	2	4	3
POFT 1321	Business Math	2	4	3
ENGL	English Elective	3	0	3
POFT 1401	Computer Applications I	3	3	4
MATH 1332	Contemporary Math	3	3	3
or				
GEOL 1305	Environmental Geology	3	0	3
				<u>19</u>

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
ACCT 2401	Principles of Accounting	3	3	4
POFT 1419	Records and Information Management I3		3	4
ACNT 1329	Payroll and Business Tax Accounting	2	4	3
ACNT 1311	Introduction to Computerizd Accounting 2		4	3
POFI 1441	Computer Applications II	3	3	<u>4</u>
				18

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ACCT 2402	Principles of Accounting II	3	3	4
ACNT 1331	Federal Income Tax: Individual	2	4	3
ACNT 2330	Governmental and Not-for-Profit Accounting	2	4	3
SPCH	Speech Elective	3	0	3
BMGT 1382	Cooperative Education	1	20	3
or				
	Elective	3	0	<u>3</u>
				16

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
BUSI 2309	Leadership	3	0	3
ACNT 2302	Accounting Capstone	2	4	3
ACNT 1313	Computerized Accounting Social/Behavioral Science Elective	2	4	3
	Arts/Humanities Elective	3	0	3
BMGT 2382	Cooperative Education	1	20	3
or				
POFT 1309	Administrative Office Procedures I	2	4	<u>3</u>
				18

## Accounting Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
BUSI 1301	Introduction to Business	3	0	3
ACNT 1303	Introducton to Accounting I	2	4	3
POFT 1321	Business Math	2	4	3
POFT 1401	Computer Applications I	3	3	<u>4</u>
				13

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
ACCT 2401	Principles of Accounting	3	3	4
ACNT 1329	Payroll and Business Tax Accounting	2	4	3
ACNT 1311	Introduction to Computerizd Accounting 2		4	3
POFI 1441	Computer Applications II	3	3	<u>4</u>
				14

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
ACCT 2402	Principles of Accounting II	3	3	4
ACNT 1331	Federal Income Tax: Individual	2	4	3
ACNT 2330	Governmental and Not-for-Profit Accounting	2	4	3
POFT 1419	Records and Information Management I3		3	4
BMGT 1382	Cooperative Education	1	20	3
or				
	Elective	3	0	<u>3</u>
				17

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1311	Technical Report Writing and Business Correspondence	3	0	3
BUSI 2309	Leadership	3	0	3
ACNT 2302	Accounting Capstone	2	4	3
ACNT 1313	Computerized Accounting	2	4	3
BMGT 2382	Cooperative Education	1	20	3
or				
POFT 1309	Administrative Office Procedures I	2	4	<u>3</u>
				15

# Accounting

## Accounting Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
ACNT 1303	Introduction to Accounting I	2	4	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFT 1321	Business Math	2	4	3
POFT 1419	Records and Information Management I	3	3	4
POFT 1401	Computer Applications I	3	3	4
				17

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
ACCT 2401	Principles of Accounting	3	3	4
ACCT 1329	Payroll and Business Tax Accounting	2	4	3
ACNT 1311	Introduction to Computerized Accounting	2	4	3
POFT 1309	Administrative Office Procedures I	2	4	3
ACNT 1331	Federal Income Tax: Individual	2	4	3
	or			
BMGT 1382	Cooperative Education	1	20	3
				16

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1311	Technical Report Writing and Business Correspondence	3	0	3
POFI 1441	Computer Applications II	3	3	4
				7

## High School Dual Credit

Course		Lecture	Lab	Sem. Hrs.
ACNT 1303	Introduction to Accounting I	2	4	3
POFT 1401	Computer Applications I	3	3	4
ACNT 1311	Introduction to Computerized Accounting	2	4	3
ACNT 1329	Payroll Tax Accounting	2	4	3
BMGT 2309	Leadership	3	0	3
				16



# Airframe and Power Technology

Airframe and Power Technology is a program to teach students to become airframe and/or power mechanics. These professionals work as mechanics and repair persons in the aircraft industry. The curriculum is designed to prepare students to take the FAA exams to qualify as a licensed aircraft mechanic. The program is offering an AAS degree and certificate programs.

## Airframe Curriculum A.A.S. Degree

### First Year, First Semester

Course	Lecture	Lab	Sem. Hrs.	Course	Lecture	Lab	Sem. Hrs.
ENGL 1301	3	1	3	AERM 1208	1	4	2
MATH 1314	3	0	3	AERM 1310	2	3	3
AERM 1201	2	0	2	AERM 1205	1	4	2
AERM 1203	1	4	2	AERM 1314	1	5	3
AERM 1315	2	3	3	PHYS 1401	3	3	4
ELEC	3	0	3	SPCH 1311	3	0	3
			16				17

### First Year, Second Semester

### Second Year, First Semester

Course	Lecture	Lab	Sem. Hrs.
ELEC	3	0	3
AERM 1241	1	3	2
AERM 1345	1	6	3
AERM 1243	1	2	2
AERM 1253	1	3	2
AERM 1352	1	7	3
			15

### Second Year, Second Semester

Course	Lecture	Lab	Sem. Hrs.
AERM 1349	1	5	3
AERM 1350	2	3	3
AERM 1254	1	4	2
AERM 1347	2	3	3
AERM 2233	1	4	2
AERM 2231	1	3	3
			16

## Airframe and Power Technology Curriculum Powerplant Level I Certificate

### First Semester

Course	Lecture	Lab	Sem. Hrs.
AERM 1203	1	4	2
AERM 1315	2	3	3
AERM 1208	1	4	2
AERM 1310	2	3	3
AERM 1205	1	4	2
			12

### Second Semester

Course	Lecture	Lab	Sem. Hrs.
AERM 1314	1	5	3
AERM 1351	2	4	3
AERM 2351	2	4	3
AERM 1340	2	4	3
			12

### Third Session

Course	Lecture	Lab	Sem. Hrs.
AERM 1357	1	6	3
AERM 2352	1	6	3
			6

### Fourth Semester

Course	Lecture	Lab	Sem. Hrs.
AERM 1444	3	4	4
AERM 2447	2	8	4
AERM 1456	2	6	4
			12

# Airframe and Power Technology

## Airframe and Power Technology Curriculum

### Airframe Level I Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1203	Shop Practices	1	4	2
AERM 1315	Aviation Science	2	3	3
AERM 1208	Federal Aviation Regulations	1	4	2
AERM 1310	Ground Operations	2	3	3
AERM 1205	Weight and Balance	1	4	2
				12

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1314	Basic Electricity	1	5	3
AERM 1241	Wood, Fabric, and Finishes	1	3	2
AERM 1254	Aircraft Composites	1	4	2
AERM 1347	Airframe Auxiliary Systems	2	3	3
AERM 2233	Assembly and Rigging	1	4	2
				12

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1352	Aircraft Sheet Metal	1	7	3
AERM 1345	Airframe Electrical Systems	1	6	3
				6

#### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1243	Instruments and Navigation/ Communication	1	2	2
AERM 1253	Aircraft Welding	1	3	2
AERM 1349	Hydraulic, Pneumatic, and Fuel Systems	1	5	3
AERM 1350	Landing Gear Systems	2	3	3
AERM 2231	Airframe Inspection	1	3	2
				12

## Airframe and Power Technology Curriculum

### Turbine Aircraft Training Level I Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1203	Shop Practices	1	4	2
AERM 1315	Aviation Science	2	3	3
AERM 1314	Basic Electricity	1	5	3
AERM 2233	Assembly and Rigging	1	4	2
AERM 1243	Instruments and Navigation/ Communication	1	2	2
				12

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1345	Aircraft Electrical Systems	1	6	3
AERM 1347	Airframe Auxiliary Systems	2	3	3
AERM 1351	Aircraft Turbine Engine Theory	2	4	3
AERM 2351	Aircraft Turbine Engine Overhaul	1	5	3
				12

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AERM 1352	Aircraft Sheet Metal	1	7	3
AERM 1456	Aircraft Powerplant Electrical	2	6	4
				7

## High School Dual Credit

### General Aviation Certification – HS

Course		Lecture	Lab	Sem. Hrs.
AERM 1208	Federal Aviation Regulations	1	4	2
AERM 1315	Aviation Science	2	3	3
AERM 1203	Shop Practice	1	4	2
AERM 1205	Weight and Balance	1	4	2
AERM 1310	Ground Operations	2	3	3
AERM 1314	Basic Electricity	1	5	3
				15

# Automotive Technology

Training in the Automotive Technology Program prepares a student with skills and knowledge for employment as an entry-level automotive technician. Training is in various phases of automotive technology including engines, electrical, autotronics, suspension systems, power trains, air conditioning, and tune-up. The student will also complete a course in the use of microcomputers. Shop experiences include automotive work typical of work done in an automotive repair shop. Level I Certificate of Achievement and Level II Certificate of Achievement are awards available in this program. In order to graduate, the student must pass the required courses and Capstones for the applicable degree plan. For a listing of advisory committee members go to Additional Information section of the catalog.

Automotive Technology is a tech-prep program. Students who have successfully completed appropriate automotive courses in high school, through an automotive tech-prep program articulated with CBC, may receive college credit for those courses.

## Automotive Technology Curriculum A.A.S. Degree

### First Semester, First Year

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Automotive Drive Train and Axles	2	4	3
AUMT 1307	Automotive Electrical Systems	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1305	Introduction to Automotive Technology	2	4	3
COSC 1401	Intro to Computers	3	3	4
POFI 1401	Computer Applications I	3	3	4
				<u>16</u>

### Second Semester, First Year

Course		Lecture	Lab	Sem. Hrs.
	Arts/Humanities Elective	3	0	3
AUMT 1316	Automotive Suspension and Steering Systems	2	4	3
AUMT 1319	Automotive Engine Repair	2	4	3
AUMT 1345	Automotive Heating and Air Conditioning	2	4	3
AUMT 2317	Automotive Engine Performance Analysis I	2	4	3
AUMT 1310	Automotive Brake Systems	2	4	3
				<u>18</u>

### First Semester, Second Year

Course		Lecture	Lab	Sem. Hrs.
GEOL 1305	Environmental Geology	3	0	3
	Speech Elective	3	0	3
AUMT 2321	Automotive Electrical Lighting and Accessories	2	4	3
AUMT 2325	Automotive Automatic Transmission and Transaxle	2	4	3
AUMT 2334	Automotive Engine Performance Analysis II	2	4	3
AUMT 2328	Automotive Service 2	4	0	3
AUMT 2380	Cooperative Education - Automobile/ Automotive Mechanics Technology/ Technician	1	0	3
				<u>18</u>

### Second Semester, Second Year

Course		Lecture	Lab	Sem. Hrs.
AUMT 2437	Automotive Electronics	2	6	4
AUMT 2443	Advanced Emission Systems Diagnostics	2	6	4
	Social/Behavioral Science Elective	3	0	3
ENGL 1301	Composition and Grammar	3	1	3
				<u>14</u>

## Basic Automotive Skills Curriculum Level I Certificate High School Dual Credit

Course		Lecture	Lab	Sem. Hrs.
AUMT 1305	Introduction to Automotive Technology	2	4	3
AUMT 2437	Automotive Electronics	2	6	4
AUMT 1307	Automotive Electrical Systems	2	3	3
AUMT 1319	Automotive Engine Repair	2	4	3
AUMT 1310	Automotive Brake Systems	2	4	3
				<u>16</u>

# Automotive Technology

## Automotive Technology Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1291	Special Topics in Applied Math, General	1	0	1
AUMT 1305	Introduction to Automotive Technology	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1307	Automotive Electrical Systems	2	4	3
POFI 1401	Computer Applications I or	3	3	4
COSC 1401	Introduction to Computers and Information Science	3	3	<u>4</u> 14

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 1316	Suspension and Steering	2	4	3
AUMT 1319	Automotive Engine Repair	2	4	3
AUMT 1345	Automotive Heating and Air Conditioning	2	4	3
AUMT 2317	Engine Performance Analysis I	2	4	3
AUMT 1310	Automotive Brake Systems	2	4	<u>3</u> 15

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Manual Drive Train and Axles	2	4	3
AUMT 2321	Automotive Electrical Lighting and Accessories	2	4	3
AUMT 2325	Automatic Transmission and Transaxle	2	4	3
WLDG 1421	Introduction to Welding Fundamentals	2	4	4
AUMT 2328	Automotive Service or	2	4	3
AUMT 1380	Cooperative Education - Automobile/ Automotive Mechanics Technology/ Technician	1	20	<u>3</u> 16

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2437	Automotive Electronics	2	6	4
AUMT 2457	Automotive Alternative Fuels	2	6	4
AUMT 2443	Automotive Emissions Licensing Preparation	2	6	<u>4</u> 12

\*All students enrolling in a cooperative education class must declare a major in a automotive technology program.

## Automotive Technology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1291	Special Topics in Applied Math, General	2	0	2
AUMT 1305	Introduction to Automotive Technology	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1319	Automotive Engine Repair	2	4	3
AUMT 2437	Automotive Electronics	2	6	<u>4</u> 15

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 1345	Automotive Heating and Air Conditioning	2	4	3
AUMT 1316	Automotive Suspension and Steering Systems	2	4	3
AUMT 2317	Engine Performance Analysis I	2	4	3
AUMT 1310	Automotive Brake Systems	2	4	3
AUMT 1307	Automotive Electrical Systems	2	3	<u>3</u> 15

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Automotive Drive Train and Axles	2	4	3
AUMT 2321	Automotive Electrical Lighting and Accessories	2	4	3
AUMT 2325	Automotive Transmission and Transaxle	2	4	3
AUMT 2328	Automotive Service or	2	4	3
AUMT 1380	Cooperative Education - Auto/ Automotive Mechanic/Technician	1	20	<u>3</u> 12



# Computer Information Technology

The importance of computer literacy in modern business and industry has brought increased demand for trained computer personnel. The Computer Information Technology program prepares students for diversified entry-level positions in the computer industry. Associate of Applied Science Degree and Level I Certificate of Achievement are awards available in this program. A Capstone exam is administered to all potential graduates. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to "Additional Information" section of this catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

Computer Information Technology is a Tech Prep program. Students who have successfully completed appropriate CIT courses in high school, through a Computer Information Technology Tech Program may receive college credit for those courses.

## Computer Information Technology Curriculum

### A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL	English Elective	3	0	3
MATH	Math Elective	3	0	3
	or			
MATH	1332 Contemporary Mathematics I	3	0	3
COSC	1401 Introduction to Computing or	3	3	4
POFI	1401 Computer Applications I	3	3	4
ITSC	1405 Intro to PC Operating Systems-(Windows)	3	4	4
ACNT	1303 Introduction to Accounting I	2	4	3
				17

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Social/ Behavioral Science Elective	3	0	3
ITSW	1407 Intro to Database- (Access)	3	4	4
IMED	1416 Web Design I	3	4	4
	or			
COSC	1415 Fundamentals of Programming	3	4	4
ACNT	1311 Intro. To Computerized Accounting	2	4	3
ITSC	1425 Personal Computer Hardware	3	3	4
				18

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ITSY	1400 Fundamentals of Information Security	3	4	4
SPCH	Speech Elective	3	0	3
ITSC	1421 Intermediate PC Operating Systems (Linux)	3	4	4
ITCC	1310 Cisco Discovery 1: Networking for Home and Small Business	2	4	3
	or			
ITNW	1325 Fundamentals of Networking Technologies	2	4	3
	Arts/Humanities	3	0	3
				17

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
GAME	1403 Intro to Game Design and Development	3	4	4
	CIT Elective	2-3	3-4	3-4
	or			
COSC	1309 Introduction to Logic	2	3	3
COSC	1430 Computer Programming with Visual Basic	3	3	4
ITNW	1453 Supporting Network Server Infrastructure	3	4	4
				15-16

## Computer Information Technology Curriculum

### Level II Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT	2312 Business Correspondence and Communications	3	0	3
ACNT	1303 Introduction to Accounting I	2	4	3
ITSC	1405 Introduction to PC Operating Systems (Windows)	3	4	4
COSC	1401 Introduction to Computing	3	3	4
	or			
POFI	1401 Computer Applications I	3	3	4
				14

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
ITNW	1325 Fundamentals of Networking Technologies	2	4	3
	or			
ITCC	1310 Cisco Discover 1: Networking for Home and Small Business	2	4	3
ITSC	1425 Personal Computer Hardware	3	3	4
ITSC	1421 Intermediate PC Operating Systems (Linux)	3	4	4
ITSW	1407 Introduction to Database (Access)	3	4	4
				15

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT	1321 Business Math	2	3	3
IMED	1416 Web Design I	3	4	4
	or			
COSC	1415 Fundamentals of Programming	3	4	4
ACNT	1311 Introduction to Computerized Accounting	2	4	3
ITSY	1400 Fundamentals of Information Security	3	4	4
				14

#### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
ITNW	1453 Supporting Network Server Infrastructure	3	4	4
	CIT Elective	2	3	3
	or			
COSC	1309 Introduction to Logic	2	3	3
COSC	1430 Computer Programming	3	3	4
GAME	1403 Introduction to Game Design and Development	3	4	4
				15

# Computer Information Technology

## Computer Information Technology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.	
POFT	2312	Business Correspondence and Communications	3	0	3
ACNT	1303	Introduction to Accounting I	2	4	3
POFT	1321	Business Math	2	3	3
ITSC	1405	Introduction to PC Operating Systems (Windows)	3	4	4
COSC	1401	Introduction to Computing or Computer Applications I	3	3	4
					17

### Second Semester

Course		Lecture	Lab	Sem. Hrs.	
ITNW	1325	Fundamentals of Networking Technologies	2	4	3
ITCC	1310	Cisco Discover 1: Networking for Home and Small Business	2	4	3
ITSC	1425	Personal Computer Hardware	3	3	4
IMED	1416	Web Design I	3	4	4
COSC	1415	Fundamentals of Programming	3	4	4
ITSW	1407	Introduction to Database (Access)	3	4	4
ITSY	1400	Fundamentals of Information Security	3	4	4
					19

### Third Semester

Course		Lecture	Lab	Sem. Hrs.	
	CIT Elective	2	3	3	
COSC	1309	Introduction to Logic	2	3	3
BMGT	1382	Cooperative Education	1	20	3
	or CIT Elective	2	3	3	
					6

## Computer Information Technology Level I Certificate High School

Course		Lecture	Lab	Sem. Hrs.	
BGMT	2309	Leadership	3	0	3
POFT	2312	Business Correspondence and Communications	3	0	3
POFI	1401	Computer Applications I	3	3	4
ITSW	1407	Introduction to Database (Access)	3	4	4
POFT	1309	Administrative Office Procedure I	3	0	3
					17

# Computer Information Technology

## Computer Information Technology (Networking Specialization) Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1310	Cisco Discovery 1: Networking for Home and Small Business	2	4	3
		or			
ITNW	1325	Fundamentals of Networking Technologies	2	4	3
COSC	1401	Introduction to Computing	3	3	4
		or			
POFI	1401	Computer Applications I	3	3	4
POFT	2312	Business Correspondence and Communications	3	0	3
ITSC	1405	Introductin to PC Operating Systems (Windows)	3	4	<u>4</u> 14

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1311	Discovery 2: Working at a Small-to-Medium Business or ISP	2	4	3
ITSY	1400	Fundamentals of Information Security	3	4	4
ITSC	1425	Personal Computer Hardware	3	3	4
ITSW	1407	Introduction to Database (Access)	3	4	<u>4</u> 15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1312	Cisco Discovery 3: Introducing Routing and Switching in the Enterprise	2	4	3
POFT	1321	Business Math	2	3	<u>3</u> 6

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1313	Cisco Discovery 4: Designing and Supporting Computer Networks	2	4	3
ITSC	1421	Intermediate PC Operating Systems (Linux)	3	4	<u>4</u> 7



# Computer Information Technology

## Computer Information Technology (Web Design/Game) Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL	English Elective	3	0	3
IMED 1416	Web Design I	3	4	4
COSC 1401	Introduction to Computing or	3	3	4
POFI 1401	Computer Applications I	3	3	4
GAME 1403	Introduction to Game Design and Development	3	4	4
ITSC 1405	Introduction to PC Operating Systems (Windows)	3	4	<u>4</u> 19

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
IMED 1445	Interactive Digital Media I	3	4	4
GAME 1443	Game & Simulation Programming I	3	4	4
SPCH	Speech Elective	3	0	3
MATH	Math Elective or	3	0	3
MATH 1332	Contemporary Mathematics I	3	0	3
GRPH 1459	Vector Graphics for Production (Photoshop)	3	4	<u>4</u> 18

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ARTV 1451	Digital Video	3	3	4
	Social/Behavioral Science Elective Arts/Humanities	3	0	3
ACCT 1303	Introduction to Accounting I or	2	4	3
GAME 1459	Game & Simulation Programming II	3	4	4
ARTV 1341	3-D Animation I	2	4	<u>3</u> 16-17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
GAME 2433	Game & Simulation Programming III or	3	4	4
IMED 2415	Web Design II	3	4	4
ITSW 1407	Introduction to Database (Access)	3	4	4
ITSY 1400	Fundamentals of Information Security	3	4	4
IMED 2311	Portfolio Development or	2	4	3
BMGT 1382	Cooperative Education	1	20	<u>3</u> 15

## Computer Information Technology (Web Design/Game) Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 2312	Business Correspondence and Communications	3	0	3
IMED 1416	Web Design I	3	4	4
COSC 1401	Introduction to Computing or	3	3	4
POFI 1401	Computer Applications I	3	3	4
GAME 1403	Introduction to Game Design and Development	3	4	<u>4</u> 15

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
IMED 1445	Interactive Digital Media I	3	4	4
GAME 1443	Game & Simulation Programming I	3	4	4
ITSW 1407	Introduction to Database (Access)	3	4	4
GRPH 1459	Vector Graphics for Production (Photoshop)	3	4	<u>4</u> 16

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
ARTV 1451	Digital Video	3	3	4
ACNT 1303	Introduction to Accounting I or	2	4	3
GAME 1459	Game & Simulation Programming II	3	4	4
ITSY 1400	Fundamentals of Information Security	3	4	4
ARTV 1341	3-D Animation I	2	4	<u>3</u> 14-15

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
GAME 2433	Game & Simulation Programming III or 3	3	4	4
IMED 2415	Web Design II	3	4	4
POFT 1321	Business Math	2	3	3
BMGT 1382	Cooperative Education or	1	20	3
IMED 2311	Portfolio Development	2	4	<u>3</u> 10



# Computer Information Technology

## Computer Information Technology (Web Design/Game) Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
IMED 1416	Web Design I		3	4	4
POFT 2312	Business Correspondence and Communications		3	0	3
GAME 1403	Introduction to Game Design and Development		3	4	4
POFI 1401	Computer Applications I		3	3	4
COSC 1401	Introduction to Computing		3	3	4
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
IMED 1445	Interactive Digital Media I		3	4	4
IMED 2415	Web Design II		3	4	4
	or				
GAME 1443	Game and Simulation Programming I		3	4	4
ARTV 1451	Digital Video		3	3	4
GRPH 1459	Vector Graphics for Production (Photoshop)		3	4	4
					16

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
POFT 1321	Business Math		2	3	3
ITSY 1400	Fundamentals of Information Security		3	4	4
IMED 2311	Portfolio Development		2	4	3
	or				
BMGT 1382	Cooperative Education		1	20	3
					10



# Cosmetology

Cosmetology training provides skills and knowledge for entry-level employment as a cosmetologist. The program meets requirements of the Texas Department of Licensing and Regulation. Students are selected to fill vacancies each semester from qualified applicants or with instructor approval. Students desiring to enter cosmetology training should contact cosmetology instructors for further information. A Certificate of Achievement is awarded upon satisfactory completion of all courses and a mock exam (in classroom practice exam) with a grade of 75 or higher. Capstone will be administered upon completion of 1500 hours. Successful completion of the entire program and instructor recommendation is required to qualify to take the examination given by the Texas Department of Licensing and Regulation. Passage of the examination is required to practice in the profession. Information on cosmetology exam results is available in the counseling office. For a listing of advisory committee members go to the Additional Information section of the catalog.

## Cosmetology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1401	Orientation to Cosmetology	2	8	4
CSME 1405	Fundamentals of Cosmetology	2	8	4
CSME 1551	Artistry of Hair, Theory and Practice	3	8	5
CSME 2204	Intro to the Theory and Chemistry of Hair Color	1	3	<u>2</u>
				15

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1453	Chemical Reformation & Related Theory	2	8	4
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1547	Principles of Skin/Facial and Related Theory	3	8	5
CSME 2202	Intro to Application of Hair Color	0	4	<u>2</u>
				15

### First Year, Summer Session I

Course		Lecture	Lab	Sem. Hrs.
CSME 2441	Preparation of Texas Cosmetology Commission and Examination	2	8	4
CSME 2343	Salon Development	1	5	<u>3</u>
				7

### First Year, Summer Session II

Course		Lecture	Lab	Sem. Hrs.
CSME 2539	Advance Hair Design	4	3	5

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1301	Composition and Grammar	3	1	3
COSC 1401	Microcomputer Applications	3	3	4
PSYC 2301	General Psychology	3	0	3
BUSI 1301	Introduction to Business	3	0	<u>3</u>
				9-10

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1302	Composition and Rhetoric	3	0	3
ENGL 2314	Technical Writing	3	0	3
BIOL	Biology Elective	3	0	3
MATH	Math Elective	3	0	3
HIST 1301	U.S. History Before 1863	3	0	3
ARTS	Fine Arts Elective	3	0	<u>3</u>
				9

# Cosmetology

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## Cosmetology Curriculum Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1401	Orientation to Cosmetology	2	8	4
CSME 1405	Fundamentals of Cosmetology	2	8	4
CSME 1551	Artistry of Hair, Theory and Practice	3	8	5
CSME 2204	Intro to the Theory and Chemistry of Hair Color	1	3	<u>2</u>
				15

### 12-Week Summer Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 2441	Preparation of Texas Cosmetology Commission and Examination	2	8	4
CSME 2539	Advance Hair Design	3	5	5
CSME 2343	Salon Development	1	5	<u>3</u>
				12

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1453	Chemical Reformation and Related Theory	2	8	4
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	3	8	4
CSME 2202	Intro to Application of Hair Color	1	4	<u>2</u>
				15

## Nail Technology Curriculum Certificate

### Nail Technician

Course		Lecture	Lab	Sem. Hrs.
CSME 1330	Orientation to Nail Technology	2	7	3
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1441	Principles of Nail Technology II	2	8	4
CSME 2430	Nail Enhancement	2	8	<u>4</u>
				15

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# Cosmetology Student Instructor

This program provides skills and knowledge necessary to be a Cosmetology Instructor. Training is in clinic management and classroom teaching.

Students may be accepted at the beginning of each semester, and are selected from qualified applicants. Applicants must hold a valid cosmetology license in the State of Texas and high school diploma or GED is required, and take the Accuplacer test if applicable.

A Certificate of Achievement is awarded upon satisfactory completion of the 752-hour training program. The certificate qualifies the graduate to take the examination given by the Texas Department of Licensing and Regulation. Those passing may qualify as a licensed cosmetology instructor. Information on annual exam results are available in the counseling office.

Students desiring to enter the instructor program should contact the cosmetology instructor for further information.

## Cosmetology Student Instructor Curriculum 752-Hours Certificate Program

### First Semester

Course			Lecture	Lab	Sem. Hrs.
CSME 1535	Orientation to the Instruction of Cosmetology		3	6	5
CSME 1434	Cosmetology Instructor I		2	6	4
CSME 2414	Cosmetology Instructor II		2	5	4
					13

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
CSME 2415	Cosmetology Instructor III		2	6	4
CSME 2444	Cosmetology Instructor IV		2	6	4
CSME 2445	Instructional Theory/Clinical		3	4	4
					12





# Dental Hygiene

The Dental Hygiene Program is accredited by the Council on Dental Education and 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). 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 Texas. Completion of the entire program and program director's recommendation is needed to qualify to take National and Western Regional Examining Board (WREB) examinations required for licensure.

Since class size is limited, admission is competitive. 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. They must also complete the college provided CPR certification as approved by the American Heart Association.

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Dental Hygiene Department has a separate application process. Criteria used for admission into the program include college placement test (ACT, SAT or THEA), and/or college experience and dental experience. Students entering the program should have a strong science background. Because of the competitive nature of the program, completing the general studies courses within the dental hygiene curriculum prior to applying is strongly recommended. Academic performance in these courses is scored according to the grade achieved, with science courses weighted more heavily than the non-science classes. A grade of "D" or "F" in any of the Dental Hygiene general studies courses will be factored into the process. An example of calculating course performance scores can be found on the Program's website which is updated periodically. The determinants for admission are college course work, applicable high school biology performance, college placement test scores, previous degrees awarded (bachelor, master), and dental chairside experience.

The following courses are program prerequisites and must be completed prior to admission into dental hygiene program:

CHEM 1406	Essentials of General And Biological Chemistry
BIOL 2401	Human Anatomy and Physiology I
BIOL 2402	Human Anatomy and Physiology II
BIOL 2420	Microbiology

Upon admission, the following items are required:

1. Current immunization record including Hepatitis B vaccine and Tuberculin test

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. For a listing of advisory committee members go to Additional Information section of the catalog.

## Dental Hygiene Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 1301	Orofacial Anatomy, Histology and Embryology	2	3	0	3
DHYG 1431	Preclinical Dental Hygiene	2	0	6	4
DHYG 1227	Preventive Dental Hygiene Care	2	0	0	<u>2</u> 9

### First Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 1304	Dental Radiology	2	4	0	3
DHYG 1361	Clinical Dental Hygiene I	0	0	9	3
DHYG 1215	Community Dentistry	1	3	0	2
SPCH 1311	Speech Communication	3	0	0	3
	or				
SPCH 1321	Business Professional Com.	3	0	0	3
DHYG 1335	Pharmacology for the Dental Hygienist	3	0	0	<u>3</u> 14

### First Year, Summer I

Course		Lecture	Lab	Clinic	Sem. Hrs.
PSYC 2301	General Psychology	3	0	0	<u>3</u> 3

### First Year, Summer II

Course		Lecture	Lab	Clinic	Sem. Hrs.
SOCI 2319	American Minorities	3	0	0	3
ENGL 1301	Composition and Grammar	3	0	0	<u>3</u> 6

### Second Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 2462	Clinical Dental Hygiene II	0	0	15	4
DHYG 1311	Periodontology	3	0	0	3
DHYG 1339	General and Oral Pathology	3	0	0	3
DHYG 2201	Contemporary Dental Hygiene Care I	2	1	0	<u>2</u> 12

### Second Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 2463	Clinical Dental Hygiene III	0	0	15	4
DHYG 1319	Dental Materials	2	3	0	3
DHYG 1123	Dental Hygiene Practice	1	0	0	1
DHYG 2231	Contemporary Dental Hygiene Care II	2	0	2	<u>2</u> 2
DHYG 1207	General and Dental Nutrition	2	0	0	<u>2</u> 12

# Drafting and Design

The curriculum in Drafting and Design provides basic general education in mathematics, science, English, and human relations. It includes training in mechanical, electrical, architectural, structural, electronic, topographic and pipe drafting, and computer assisted drafting (CAD). Drafting personnel are essential members of the technician/engineering team. The job requires skill in using drawing instruments, schematics, working drawings, and blueprints. Working with the engineer and scientist on new ideas, the drafting technician builds and tests products with the assistance of other specialists. An Associate of Applied Science Degree and Advanced Skills Mastery Certificate are awards available in this program. Students desiring to enroll should have at least two years of high school mathematics. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

Drafting and Design Technology is a tech-prep program. Students who have successfully completed appropriate drafting and design technology courses in high school, through a drafting and design tech-prep program articulated with CBC, may receive college credit for those courses.

## Drafting and Design Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 1405	Technical Drafting	3	3	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
ENGL 1301	Composition & Grammar	3	0	3
MATH 1314	College Algebra	3	0	3
ELECT	Humanities/ or Fine Arts Elective	3	0	3
				17

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2419	Inter. Computer Aided Drafting	3	3	4
DFTG 2402	Machine Drafting	3	3	4
ELECT	HIST 1301, 1302, 2301	3	0	3
GISC 1411	Intro To Geographic Information Systems	3	3	4
ELECT	Computer Information Technology or Computer Science Elective	3	3	4
				19

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2321	Topographic Drafting	2	4	3
ARCE 1352	Structural Detailing	2	4	3
DFTG 2312	Technical Illustration & Presentation	2	4	3
DFTG 2408	Instrumentation Drafting	3	3	4
DFTG 2417	Descriptive Geometry	3	3	4
				17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2323	Pipe Drafting	2	4	3
ARCE 2344	Statics and Strength of Materials	2	4	3
DFTG 1317	Arch. Drafting-Residential	2	4	3
DFTG* 2406	Machine Design	3	3	4
ELECT	Speech Elective	3	0	3
				16

\*Capstone Experience

## Drafting and Design Technology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 1405	Technical Drafting	3	3	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
DFTG 2312	Technical Illustration and Presentation	2	4	3
DFTG 2408	Instrumentation Drafting	3	3	4
DFTG 2417	Descriptive Geometry	3	3	4
				19

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2419	Inter. Computer-Aided Drafting	3	3	4
DFTG 2402	Machine Drafting	3	3	4
DFTG 2323	Pipe Drafting	2	4	3
DFTG 1317	Arch. Drafting - Res.	2	4	3
GISC 1411	Introduction to Geographic Information Systems	2	6	4
				18

\* Coop or internship can be substituted for any appropriate DFTG class.

# Early Development and Education

Early Development and Education provides skills and knowledge for entry-level employment in occupations in the field of early childhood. This includes jobs in child care centers, Head Start programs, preschool programs, private kindergartens and teacher assistants in public schools. Upon entry into the program, students may be required to have a TB Test; be certified in First Aid and CPR; or have a food handler's certificate. Students must not have a criminal record. The Early Development and Education program offers two Level 1 certificates and an Associate of Applied Science Degree. All workforce education students are required to pass a Capstone exam to graduate. The Capstone exam is administered the semester that student applies for graduation or CDEC 1164. A minimum grade of 75 must be obtained in each of the CDEC/TECA classes. Students not meeting program requirements or students who might be a threat to children will be exited from program. See the "Academic and Disciplinary Policies" section of this catalog for information about lab probation/suspension. For a listing of advisory committee members go to the "Additional Information" section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the "Additional Information" section of this catalog.

Accounting is a tech-prep program. Students who have successfully completed appropriate accounting courses in high school, through a accounting tech-prep program articulated with CBC, may receive college credit for those courses.

## Early Development and Education Curriculum A.A.S. Degree

### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
CDEC	1321	The Infant and Toddler	2	2	3
TECA	1311	Educating Young Children	3	1	3
CDEC	1319	Child Guidance	2	3	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	2	2	3
ENGL	1301	Composition & Grammar	3	0	3
PSYC	2301	General Psychology	3	0	3
					18

### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
CDEC	1356	Emergent Literacy for Early Childhood	2	3	3
CDEC	1358	Creative Arts for Early Childhood	2	2	3
TECA	1318	Wellness of the Young Child	3	1	3
GEOL	1305	Environmental Sciences or	3	0	3
MATH	1314	College Algebra	3	0	3
COSC	1401	Introduction to Computers and Information Science	3	3	4
ENGL		Elective	3	0	3
					19

### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
TECA	1303	Family, School and Community	3	1	3
TECA	1354	Child Growth & Development	3	0	3
CDEC	2307	Math and Science for Early Childhood	2	2	3
CDEC	2326	Administration of Programs for Children I	2	3	3
CDEC*	1417	Child Development Associate Training I	3	3	4
ELECT		Fine Arts	3	0	3
					19

### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
CDEC	1164	Practicum (or Field Experience) or	0	8	1
CDEC	2322	Child Development Associate Training II	3	1	3
CDEC	1323	Observation and Assessment	2	2	3
CDEC	2328	Administration of Programs for Children II	3	0	3
CDEC	1359	Children With Special Needs	2	2	3
SPCH		Elective	3	0	3
					13-15

\*Students take this course only if they plan to select the CDEC 2322 option in the last semester of the program.

## Early Development and Education Curriculum Child Care Provider Aide

### Level I Certificate

#### First Semester

Course			Lecture	Lab	Sem. Hrs.
CDEC	1321	The Infant & Toddler	2	2	3
TECA	1311	Educating Young Children	3	1	3
CDEC	1319	Child Guidance	2	3	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	2	2	3
CDEC	2326	Administration of Programs for Children I	2	3	3
					15

#### Second Semester

Course			Lecture	Lab	Sem. Hrs.
CDEC	1356	Emergent Literacy for Early Childhood	2	3	3
CDEC	1358	Creative Arts for Early Childhood	2	2	3
CDEC	1359	Children with Special Needs	2	2	3
TECA	1318	Wellness of the Young Child	3	1	3
CDEC	1323	Observation and Assessment	2	2	3
					15

## High School Dual Credit

### Level I Certificate Basic Early Development

Course			Lecture	Lab	Sem. Hrs.
CDEC	1319	Child Guidance	2	3	3
CDEC	1321	The Infant and Toddler	2	2	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	2	2	3
TECA	1311	Educating Young Children	3	1	3
TECA	1354	Child Growth and Development	3	0	3
					15

# Forensic Science

This workforce course of study is designed to provide the student with the necessary skills and knowledge to investigate, document, and collect physical evidence at various types of crime scenes. The student will study the science based disciplines found within the specialized Field of Forensic Science and Criminalistics and will prepare the student for employment as a Crime Scene Technician. Course emphasis will include a combination of criminal justice, natural sciences, psychology, and mathematics, as well as specialized courses concerned with crime scene analysis, documentation, collection techniques and reconstruction.

## Forensic Science Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1301	Composition and Grammar	3	0	3
MATH 1314	College Algebra	3	1	3
CRIJ 1301	Introduction to Criminal Justice	3	0	3
CJSA 1308	Criminalistics I	3	0	3
BIOL	ELECTIVE	3-4	0	<u>3-4</u>
				15-16

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1302	Composition and Rhetoric	3	0	3
GOVT	ELECTIVE	3	0	3
CHEM 1411	General Chemistry	3	3	4
CRIJ 2314	Criminal Investigations	3	2	3
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	<u>3</u>
				16

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CRIJ 1306	Courts and Criminal Practices	3	0	3
CRIJ 1310	Fundamentals of Criminal Law	3	0	3
CJSA 2323	Criminalistics II	3	2	3
PSYC 2301	General Psychology	3	0	3
COSC 1401	Introduction to Computers	3	3	<u>4</u>
				16

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CRIJ 2328	Police Systems and Practices	3	0	3
CJSA 1400	Death Investigations	2	4	4
CJLE 1325	Criminal Justice Survey	3	0	3
	or			
CJSA 1264	Practicum -- Criminal Justice	2	0	2
	SPEECH ELECTIVE	3	0	3
SPAN 1411	Elementary Spanish	3	3	<u>4</u>
				16-17



# Health Information Technology Medical Records Coding

The Medical Records Coding Specialist Program trains a student to be proficient in performing such medical record functions as records analysis, information storage and retrieval, coding and indexing of diseases and operations, assignments of DRGs, and release of medical information. Graduates of the program are prepared with the knowledge and skills to code and maintain medical records in hospitals, ambulatory care facilities, mental health facilities, and long-term care facilities. The content of the program is based on guidelines established by the American Health Information Management Association. The primary goal of the Medical Records Coding program is to prepare students to serve as coders or entry-level records technicians. Upon completion of the program, graduates are eligible to sit for the national examination to become a CCA, CCS, or CCS-P. Prospective students must complete and meet minimum admission standards to the college. Criteria used for admission into the program include college placement test (ACCUPLACER), and/or college experience. All medical record/coding courses must be taken in sequential order as listed in the AAS Medical Records/Coding Specialist Program. A minimum grade of 75 must be obtained in each HITT course in order to progress and remain in the program. For a listing of advisory committee members go to Additional Information section of the catalog. \*All students enrolling in a cooperative education class must declare a major in a business administration program.

Medical Records Coding Specialist is a Tech Prep program. Students who have successfully completed appropriate Medical Records Coding Specialist courses in high school, through a Medical Records Coding Specialist Tech Program may receive college credit for those courses.

## Health Information Technology Medical Records Coding Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.	
POFM	1300	Medical Coding Basics	2	4	3
BIOL	2304	Introduction to Anatomy & Physiology	3	0	3
		Arts/Humanities Elective	3	0	3
MDCA	1302	Human Disease/Pathophysiology	2	3	3
HITT	1305	Medical Terminology I	2	3	3
HITT	1401	Health Data Content and Structure	3	2	4
Total Hours					19

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.	
		Social/Behavioral Science	3	0	3
HITT	1441	Coding and Classification Systems	3	3	4
HITT	1249	Pharmacology	1	4	2
MRMT	1307	Medical Transcription I	2	4	3
HITT	1166	Practicum (or field experience) Health Info/Medical Records Technology/Technician	0	7	1
HITT	1253	Legal and Ethical Aspects of Health Information	1	4	2
POFM	1317	Medical Administrative Support	2	4	3
					18

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.	
HITT	2330	Health Information Organization and Supervision	2	3	3
HITT	2435	Coding and Reimbursement	3	3	4
ENGL		English Elective	3	0	3
HITT	1167	Practicum (or field experience) Health Info/Medical Records Technology/Technician	0	7	1
HITT	1211	Computers in Health Care	1	4	2
POFI	1401	Computer Applications I	3	3	4
					17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.	
SPCH		Speech Elective	3	0	3
POFM	1377	Medical Insurance	2	3	3
HITT	2346	Advanced Medical Coding	2	4	3
HITT	1345	Health Care Delivery Systems	2	3	3
HITT	2245	Coding Certification Exam Review	1	4	2
HITT	2166	Practicum (or field experience) Health Info/Medical Records Technology/Technician	0	7	1
HITT	1391	Special Topics in Health Information Technology/Technician	2	3	3
					18



# Health Information Technology Medical Records Coding

## Health Information Technology Medical Records Coding Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
BIOL 2304	Introduction to Anatomy & Physiology	3	0	3
MDCA 1302	Human Disease/Pathophysiology	2	3	3
POFM 1300	Medical Coding Basics	2	4	3
HITT 1253	Legal and Ethical Aspects of Health Information	1	4	2
HITT 1305	Medical Terminology I	2	3	3
HITT 1401	Health Data Content and Structure	3	2	4
				18

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1401	Computer Applications I	3	3	4
HITT 1441	Coding and Classification Systems	3	3	4
HITT 1249	Pharmacology	1	4	2
MRMT 1307	Medical Transcription I	2	4	3
HITT 1166	Practicum (or field experience) Health Info/Medical Records Technology/Technician	0	7	1
POFM 1327	Medical Insurance	2	3	3
				17

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
HITT 2435	Coding and Reimbursement	3	3	4
HITT 2245	Coding Certification Exam Review	1	4	2
HITT 1167	Practicum (or field experience) Health Info/Medical Records Technology/Technician	0	7	1
				7

## Health Information Technology Medical Records Coding Curriculum Level I High School Certificate

Course		Lecture	Lab	Sem. Hrs.
HRPS 1202	Wellness and Health Promotion	2	0	2
MDCA 1302	Human Disease/Pathophysiology	2	3	3
POFI 1401	Computer Applications I	3	3	4
HITT 1305	Medical Terminology I	2	3	3
POFM 1300	Medical Coding Basics	2	4	3
				15

## Law Enforcement/Criminal Justice

The two-year curriculum prepares students for employment in public or private agencies charged with the responsibility of public safety, crime prevention, crime investigation, criminal apprehension, offender rehabilitation, and confinement. Tech-Prep credit will be awarded using the CJLE or CJSA course prefix. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

Law enforcement is a tech-prep program. Students who have successfully completed appropriate law enforcement courses in high school, through a law enforcement tech-prep program articulated with CBC, may receive college credit for those courses.

### Law Enforcement Curriculum Law Enforcement Option A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CRIJ 1301	Introduction to Criminal Justice or	3	0	3
CJSA 1322	Introduction to Criminal Justice	3	0	3
CRIJ 2314	Criminal Investigation	3	2	3
CRIJ 2328	Police Systems and Practices	3	0	3
ENGL 1301	Composition and Grammar	3	1	3
SPAN 1411	Elementary Spanish	3	3	<u>4</u>
				16

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CRIJ 1313	Juvenile Justice or	3	0	3
CJSA 1317	Juvenile Justice	3	0	3
CRIJ 1310	Fundamentals of Criminal Law or	3	0	3
CJSA 1327	Fundamentals of Criminal Law	3	0	3
CRIJ 1306	Courts Systems and Practices or	3	0	3
CJSA 1313	Courts Systems and Practices	3	0	3
CJSA 2323	Criminalistics II	3	2	3
ENGL 2311	Advanced Composition and Report Writing	3	0	<u>3</u>
				15

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CJLE 2445	Vice and Narcotics	4	0	4
CRIJ 2323	Legal Aspects of Law Enforcement	3	0	3
CJLE 2474	Texas Peace Officer Citizen Encounters	3	4	4
GOVT	Government Elective or			
PSYC	Psychology Elective	3	0	3
SPCH	Speech Elective	3	0	<u>3</u>
				17

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CJLE 1325	Criminal Justice Survey	3	0	3
CJLE 2420	Texas Peace Officer Procedures	3	4	4
CJLE 2247	Tactical Skills for Policing	1	4	2
CJLE 2237	Advanced Firearms	1	2	2
CJLE 1433	Traffic Law and Investigation	4	2	4
SCI or	Science Elective			
MATH	Math Elective	3	3	<u>3-4</u>
				18-19

# Law Enforcement/Criminal Justice

## Criminal Justice Curriculum Certificate

Course			Lecture	Lab	Sem. Hrs.
CRIJ	1301	Introduction to Criminal Justice	3	0	3
CRIJ	1306	Courts and Criminal Practices	3	0	3
CRIJ	1310	Fundamentals of Criminal Law	3	0	3
CRIJ	2323	Legal Aspects of Law Enforcement	3	0	3
CRIJ	2328	Police Systems and Practices	3	0	3
					<u>15</u>

## Enhanced Mastery Curriculum Crime Scene Investigation

Course			Lecture	Lab	Sem. Hrs.
CJSA	1308	Criminalistics I	2	4	3
CJSA	1400	Death Investigation I	2	5	4
PHTC	1311	Fundamentals of Photography	2	2	3
					<u>10</u>

## Enhanced Skills Curriculum Counter Terrorism Education

Course			Lecture	Lab	Sem. Hrs.
HMSY	1342	Understanding and Combating Terrorism	3	0	3
CJLE	1394	Special Topics in Law Enforcement/ Police Science-Weapons of Mass Destruction	3	0	3
CJLE	1494	Special Topics in Law Enforcement/ Police Science-Terrorism Preparedness and Incident Recovery	3	2	4
					<u>10</u>



# Machinist

The Machinist program at Coastal Bend College provides the student with and opportunity to obtain up-to-date training in position as an entry-level machinist. Students will receive a background in machining, precids measuring, and technical program solving. This program provides an associate of applied science degree, and a certificate of completion - Machinist. Training occurs in a well-equipped machine shop laboratory which provides hands-on learning opportunities on various types of shop equipment.

## Machinist Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I	1	2	2
MCHN 1313	Basic Milling Operation	1	6	3
MCHN 1308	Basic Lathe	1	6	3
MCHN 1343	Machine Shop Mathematics	3	0	3
MCHN 1320	Precision Tools and Measurements	2	3	3
MCHN 2303	Fundamentals of CNC Controls	1	6	3
				17

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
MCHN 1358	Intermediate Lathe Operation	1	6	3
MCHN 2302	Intermediate Milling Operation	1	6	3
MCHN 2335	Advanced CNC Machining	1	6	3
MCHN 2341	Advanced Machining I	1	6	3
MCHN 2345	Advanced Machining II	1	6	3
				15

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1301	Composition and Grammar	3	1	3
	Speech Elective	3	0	3
MCHN 2230	Milling Machine III	1	3	2
MCHN 2238	Milling Machine IV	1	3	2
MCHN 2344	Computerized Numerical Control Programming	2	3	3
				13

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Math or Science	3	0	3
	Humanities Elective	3	0	3
	Social/Behavioral Elective	3	0	3
MCHN 2231	Advanced Engine Lathe I	1	3	2
MCHN 1481	Cooperative Education in Machine	0	0	4
				15

## Machinist Curriculum Machinist -- Basic Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I	1	2	2
MCHN 1313	Basic Milling Operation	1	6	3
MCHN 1308	Basic Lathe	1	6	3
MCHN 1343	Machine Shop Mathematics	3	0	3
MCHN 1320	Precision Tools and Measurements	2	3	3
MCHN 2303	Fundamentals of CNC Controls	1	6	3
				17

## Machinist Curriculum Machinist -- Intermediate Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I	1	2	2
MCHN 1313	Basic Milling Operation	1	6	3
MCHN 1308	Basic Lathe	1	6	3
MCHN 1343	Machine Shop Mathematics	3	0	3
MCHN 1320	Precision Tools and Measurements	2	3	3
MCHN 2303	Fundamentals of CNC Controls	1	6	3
				17

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
MCHN 1358	Intermediate Lathe Operation	1	6	3
MCHN 2302	Intermediate Milling Operation	1	6	3
MCHN 2335	Advanced CNC Machining	1	6	3
MCHN 2341	Advanced Machining I	1	6	3
MCHN 2345	Advanced Machining II	1	6	3
				15

# Nursing

The objectives of the Vocational Nursing Program are to provide learners with fundamental knowledge for the practice of vocational nursing and to prepare students for the licensure examination. The minimum requirements are a high school diploma or GED. The program length is three semesters, Fall, Spring and Summer. Program content is delivered in online, classroom, laboratory, and at clinical sites. Clinical sites are health care agencies where vocational nursing is practiced. Entry into the program is competitive.

Application packets are given to those persons who attain a satisfactory score on the Test of Essential Academic Skills (TEAS). The TEAS may only be taken once per enrollment cycle. Completed application packets are evaluated by the Nursing Admissions Committee. Applicants to the Vocational Nursing Program must also apply to the college under a separate process outlined earlier in the catalog under "Admission Requirements and Procedures".

Potential applicants must have a negative drug and background check from a Coastal Bend College approved vendor. Applicants with issues of eligibility for licensure, must complete the Declaratory Order process with the Board of Nursing prior to admission to the program. The Board of Nursing may deny licensure to persons with issues of eligibility for licensure, such as felony convictions. Please refer to the Board of Nursing web site, [www.bon.state.tx.us](http://www.bon.state.tx.us), for more information.

A \$50 application fee must accompany each application submitted to the Vocational Nursing Department. Completed applications must be submitted by the scheduled date. The deadline date will be posted in the application packet. Complete applications are submitted to: Department of Nursing Education, Coastal Bend College. Selected applicants must complete a CPR course which includes resuscitation of the adult, child, and infant; a physical examination, completed immunizations, and negative background and drug screens prior to final acceptance into the Vocational Nursing Program. Applicants are subject to random drug tests while enrolled in the Vocational Nursing Program. Successful completion of all courses in the curriculum, Capstone II, and program director recommendation are required to be eligible to apply for the licensure examination.

For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

## Vocational Nursing Curriculum Level I Certificate

### First Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1227	Essentials of Medication Administration	1	4	0	80	2
VNSG	1320	Anatomy and Physiology for Allied Health	3	0	0	48	3
VNSG	1423	Basic Nursing Skills	2	6	0	128	4
VNSG	1122	Vocational Nursing Concepts	1	0	0	16	1
VNSG	1116	Nutrition	1	0	0	16	1
VNSG	1133	Growth and Development	1	0	0	16	1
VNSG	1115	Disease Control and Prevention	1	0	0	16	1
VNSG	1361	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	12	192	3
		Totals	10	10	12	512	16

### Second Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1230	Maternal-Neonatal Nursing	2	0	0	32	2
VNSG	2431	Advanced Nursing Skills	2	6	0	128	4
VNSG	1126	Gerontology	1	0	0	16	1
VNSG	1329	Medical-Surgical Nursing I	3	0	0	48	3
VNSG	1331	Pharmacology	3	0	0	48	3
VNSG	1234	Pediatrics	2	0	0	32	2
VNSG	2360	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	18	288	3
		Totals	13	6	18	592	18

### Third Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1219	Leadership and Professional Development	2	0	0	32	2
VNSG	1432	Medical-Surgical Nursing II	4	0	0	64	4
VNSG	1201	Mental Health and Mental Illness	2	0	0	32	2
VNSG	2462	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	18	288	4
		Totals	8	0	18	416	12
<b>Program Totals</b>			<b>31</b>	<b>16</b>	<b>48</b>	<b>1520</b>	<b>46</b>



# Nursing

## LVN-RN Bridge Program Curriculum

Based upon competency evaluation, the transcript will reflect 18 semester credit hours for HPRS 1304, HPRS 1160, RNSG 1201, RNSG1300, RNSG 1244, RNSG 1341, RNSG 1161, and RNSG 2213.

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
BIOL	1408	General Biology	3	3	0	64	4
BIOL	2401	Anatomy and Physiology I	3	3		64	4
BIOL	2402	Anatomy and Physiology II	3	3		64	4
BIOL	2420	Microbiology	3	3		64	4
CHEM	1406	Essentials of General and Biological Chemistry	3	3		64	4
PSYCH	2301	General Psychology	3			48	3
PSYCH	2314	Human Growth and Development				48	3
MATH	1314	College Algebra	3			48	3
ENG	1301	Composition and Grammar	3			48	3
PHIL	2306	Ethics	3			48	3
		<b>Total</b>	<b>27</b>	<b>15</b>	<b>0</b>	<b>560</b>	<b>35</b>

### Summer

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1327	Transition from Vocational to Professional Nursing	3	0	0	48	3
		<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>3</b>

### Level 3 Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1343	Complex Concepts of Adult Health Includes Leadership and Professional Development	3	1		64	3
RNSG	1163	Clinical (Adult Health)			6	96	1
RNSG	2201	Care of Children and Families	1	4		80	2
RNSG	2160	Clinical (Children)			6	96	1
RNSG	2206	Nursing Informatics	1	2		48	2
		<b>Total</b>	<b>5</b>	<b>7</b>	<b>12</b>	<b>384</b>	<b>9</b>

### Level 4 Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	2331	Advanced Concepts of Adult Health	3	1		64	3
RNSG	2161	Clinical (Adult Health) Capstone			6	96	1
RNSG	1253	Care of the High Risk Childbearing Family	1	4		80	2
RNSG	2162	Clinical (Childbearing)			6	96	1
		<b>Total</b>	<b>4</b>	<b>5</b>	<b>12</b>	<b>336</b>	<b>7</b>
		<b>Grand Total</b>	<b>39</b>	<b>27</b>	<b>24</b>	<b>1328</b>	<b>54</b>

Ratio 1:3.6

Eighteen nursing credits for experience will be added upon evaluation for a total of 72 semester hours  
 Transcript will list credit for RNSG 1201, RNSG 1300, HPRS 1160, HPRS 1304,  
 RNSG 1244, RNSG 1341, RNSG 1161, RNSG 2213, and RNSG 1162

# Nursing

Coastal Bend College offers the generic Professional Nursing Program and the LVN to RN Bridge. Both programs lead to an Associate in Applied Science in Nursing degree. The content will be offered in a hybrid format which blends the traditional face to face presentation with an online presentation. Students will have clinical rotations in local hospitals, long term care facilities and doctor's offices. Entry into the program is competitive.

Application packets are given to those persons who attain a satisfactory score on the Test of Essential Academic Skills (TEAS). The TEAS may only be taken once per enrollment cycle. Completed application packets are evaluated by the Admissions Committee. Applicants to the Professional Nursing Program and to the LVN-RN Bridge program must also apply to the college under a separate process outlined earlier in the catalog under "Admission Requirements and Procedures".

Potential applicants must have a negative drug and background check from a Coastal Bend College approved vendor. Applicants with issues of eligibility for licensure, must complete the Declaratory Order process with the Board of Nursing prior to admission to the program. The Board of Nursing may deny licensure to persons with issues of eligibility for licensure, such as felony convictions. Please refer to the Board of Nursing web site, [www.bon.state.tx.us](http://www.bon.state.tx.us), for more information.

A \$50 application fee must accompany each application submitted to the Nursing Department. Completed applications must be submitted by the scheduled date. The deadline date will be posted in the application packet. Complete applications are submitted to: Director, Nursing Education, Coastal Bend College. Selected applicants must complete a CPR course which includes resuscitation of the adult, child, and infant; a physical examination, and completed immunizations prior to final acceptance into the Nursing Program. Applicants are be subject to random drug tests while enrolled in the Nursing Program. Successful completion of all courses in the curriculum, including the Capstone course, and program director recommendation are required to be eligible to apply for the licensure examination. For a listing of advisory committee members go to Additional Information section of the catalog.

## Nursing (Generic) Curriculum A.A.S. Degree

### Prerequisites

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
HPRS	1304	Basic Health Profession Skills	2	4		96	3
HPRS	1160	Clinical			3	48	1
		Total	2	4	3	144	4

### First Semester Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	2206	Nursing Information Systems	2			32	2
RNSG	1201	Pharmacology	2	0		32	2
RNSG	1113	Introduction to the Profession of Nursing	1	0	0	16	1
RNSG	1244	Nursing Skills II	1	4		80	2
RNSG	1300	Health Assessment Across the Lifespan	2	4		96	3
PSYCH	2301	General Psychology	3			48	3
BIOL	1408	General Biology	3	3		64	4
		Total	14	11	0	368	17

### Second Semester Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1341	Common Concepts of Adult Health	3	1		64	3
RNSG	1161	Clinical (Common Concepts...)			6	96	1
RNSG	2213	Mental Health Nursing	2	0		32	2
PSYCH	2314	Human Growth and Development	3			48	3
BIOL	2401	Anatomy and Physiology I	3	3		64	4
PHIL	2306	Ethics	3			48	3
		Total	14	4	6	352	16

### Third Semester Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1343	Complex Concepts of Adult Health	3	1		64	3
RNSG	1163	Clinical (Adult Health)			6	96	1
RNSG	2201	Care of Children and Families	2	1		48	2
RNSG	2160	Clinical (Children)			6	96	1
BIOL	2420	Microbiology	3	3		64	4
BIOL	2402	Anatomy and Physiology II	3	3		64	4
MATH	1314	College Algebra	3			48	3
		Total	14	8	12	480	18

### Fourth Semester Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1207	Nursing Jurisprudence	2	1		48	2
RNSG	2331	Advanced Concepts of Adult Health	3	1		64	3
RNSG	2161	Clinical (Adult Health) Capstone			6	96	1
RNSG	1253	Care of the High Risk Childbearing Family	2	1		48	2
RNSG	2162	Clinical (Childbearing)			6	96	1
CHEM	1406	Biological Chemistry	3	3		64	4
ENG	1301	Composition and Grammar	3			48	3
		Total	13	6	12	464	16

# Oil and Gas Technology

The primary objective of the Oil and Gas Technology Program is to provide the student a general education in math, science, English, and an extensive curriculum of oil and gas courses so that upon graduation the students may be sought after by industry and be hired as a competent employee.

Oil and gas technology is a tech-prep program. Students who have successfully completed appropriate oil and gas technology courses in high school, through an oil and gas tech-prep program articulated with CBC, may receive college credit for those courses.

## Oil and Gas Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
PTRT 1301	Overview of Petroleum Industry	3	0	3
CHEM 1405	Intro to Chemistry	3	3	4
PTRT 1391	Special Topics-Basic Electricity	2	4	3
MATH 1314	College Algebra	3	2	3
PTRT 1312	Petroleum Regulations	3	0	3
				16

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
GISC 1411	Introduction to Geographic Information Systems	3	3	4
PTRT 1403	Drilling	3	3	4
GEOL 1305	Environmental Geology	3	0	3
ENGL 1301	Composition and Grammar	3	0	3
PTRT 1313	Industrial Safety	3	0	3
				17

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
PHYS 1401	General College Physics	3	3	4
SPCH 1311	Speech Communications	3	0	3
PTRT 1424	Petroleum Instrumentation	3	3	4
PTRT 1307	Production Methods	2	4	3
PTRT 1491	Special Topics-Oil and Gas Measurements	3	3	4
				18

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
PTRT 2331	Well Completions	2	4	3
PTRT 2432	Artificial Lift	3	3	4
	Humanities or Fine arts Elective	3	0	3
	Social/Behavioral Science Elective	3	0	3
	CIT or Computer Science Elective	4	0	4
				17

\* Coop or internship can be substituted for any appropriate PTRT class.

## Oil and Gas Technology Curriculum Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
PTRT 1301	Overview of Petroleum Industry	3	0	3
PTRT 1312	Petroleum Regulations	3	0	3
PTRT 1424	Petroleum Instrumentation	3	3	4
PTRT 1307	Production Methods	2	4	3
				13

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
PTRT 1403	Drilling	3	3	4
PTRT 1313	Industrial Safety	3	0	3
PTRT 2331	Well Completions	2	4	3
PTRT 2432	Artificial Lift	3	3	4
				14

\* Coop or internship can be substituted for any appropriate PTRT class.

# Pharmacy Technician

The Pharmacy Technician program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings. Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records. Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the national Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT). The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Pharmacy Technician Program has a separate application process. There is a health science fee of \$250 per semester.

After acceptance into the program, the student must submit a completed physical examination which includes the complete Hepatitis B series, a current college transcript and a current card of completion in Cardiopulmonary Resuscitation (CPR) for Health Care Providers which must be maintained throughout the program. The student must pass a criminal history check and drug screen test, at student's expense.

Pharmacy tech is a tech-prep program. Students who have successfully completed appropriate pharmacology courses in high school, through a pharmacology tech-prep program articulated with CBC, may receive college credit for those courses.

Coastal Bend College Pharmacy Technician program will be seeking accreditation from the Accreditation Services Division of the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814.

## Pharmacy Technician Curriculum A.A.S. Degree

### Prerequisites

Course			Lecture	Lab	Sem. Hrs.
HITT	1305	Medical Terminology I	2	3	3
ELECT		Humanities/Fine Arts	3	0	3
BIOL	2401	Human Anatomy and Physiology I	3	3	4
POFI	1401	Computer Applications I	3	3	4
ENGL	1301	Composition I	3	1	<u>3</u>
					17

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1301	Introduction to Pharmacy	3	1	3
PHRA	1305	Drug Classification	3	0	3
PHRA	1313	Community Pharmacy Practice	2	4	3
PHRA	1449	Institutional Pharmacy Practice	2	4	4
PHRA	1266	Practicum I	0	16	<u>2</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1441	Pharmacy Drug Therapy and Treatment	3	4	4
PHRA	1209	Pharmacy Mathematics I	2	0	2
PHRA	2330	Innovative Pharmacy Practices	3	0	3
PHRA	1445	Intravenous Admix and Sterile Compounds	3	2	4
PHRA	1267	Practicum II	0	16	<u>2</u>
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1206	Computerized Drug Delivery Systems	2	1	2
PHRA	2266	Practicum III	0	16	<u>2</u>
					4

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1243	Pharmacy Technology Certification Review	2	1	2
PHRA	1207	Ethics and Texas Pharmacy Law	2	0	<u>2</u>
					4

### Fifth Semester

Course			Lecture	Lab	Sem. Hrs.
SPCH	1311	Speech Communication	3	0	3
		or			
SPCH	1321	Business and Professional Communications	3	0	3
PSYC	2301	General Psychology	3	0	3
BIOL	2402	Human Anatomy and Physiology II	3	3	4
CHEM	1405	Basic Chemistry	3	3	<u>4</u>
					14

# Pharmacy Technician

## Pharmacy Technician Curriculum Level II Certificate

### Prerequisites

Course			Lecture	Lab	Sem. Hrs.
HITT	1305	Medical Terminology I	2	3	3
ELECT		Humanities/Fine Arts	3	0	3
BIOL	2401	Human Anatomy and Physiology I	3	3	4
POFI	1401	Computer Applications I	3	3	4
ENGL	1301	Composition I	3	1	<u>3</u>
					17

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1301	Introduction to Pharmacy	3	1	3
PHRA	1305	Drug Classification	3	0	3
PHRA	1313	Community Pharmacy Practice	2	4	3
PHRA	1449	Institutional Pharmacy Practice	2	4	4
PHRA	1266	Practicum I	0	16	<u>2</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1441	Pharmacy Drug Therapy and Treatment	3	4	4
PHRA	1209	Pharmacy Mathematics I	2	0	2
PHRA	2330	Innovative Pharmacy Practices	3	0	3
PHRA	1445	Intravenous Admix and Sterile Compounds	3	2	4
PHRA	1267	Practicum II	0	16	<u>2</u>
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1206	Computerized Drug Delivery Systems	2	1	2
PHRA	2266	Practicum III	0	16	<u>2</u>
					4

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1243	Pharmacy Technology Certification Review	2	1	2
PHRA	1207	Ethics and Texas Pharmacy Law	2	0	<u>2</u>
					4





# Professional Business Technology

Accelerated growth of business and industry demands qualified office professionals. This creates a need for employees to perform a variety of duties including accounting, general office procedures, computer skills and working with the public. Studies in this program build marketable skills and enhance promotion potential in a variety of business settings. Associate of Applied Science Degree, Level II and Level I Certificates of Achievement awards are available. In this program, a Capstone exam is administered to all potential graduates in POFT 2331. For a listing of advisory committee members, got to the Additional Information section of this catalog. For information on Level I High School Dual Credit Certifications, got to the Additional Information section of this catalog.

Professional Business Technology is a tech-prep program. Students who have successfully completed appropriate Professional Business Technology courses in high school, through a Professional Business Technology Tech Program may receive college credit for those courses.

## Professional Business Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
	Social/Behavioral Elective	3	0	3
POFT 1321	Business Math	2	4	3
BUSI 1301	Introduction to Business	3	0	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFI 1401	Computer Applications I	3	3	<u>4</u>
				19

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
GEOL 1305	Environmental Science	3	0	3
MATH 1332	Contemporary Mathematics	3	3	3
IMED 1416	Web Design I	3	3	4
POFT 1309	Administrative Office Procedures I	2	4	3
ACNT 1303	Introduction to Accounting I	2	4	<u>3</u>
				17

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records and Information Management I3	3	4	4
POFT 1349	Administrative Office Procedures II	2	4	3
ITSC 1425	Personal Computer Hardware or	3	3	4
GRPH 1459	Vector Graphics for Production or	3	3	4
BMGT 1382	Cooperative Education	1	20	3
BMGT 2309	Leadership	3	0	3
ENGL	English Elective	3	0	<u>3</u>
				16-17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Humanities Elective	3	0	3
POFT 2431	Administrative Systems	2	4	4
ACNT 1311	Introduction to Computerized Accounting2	4	4	3
ACNT 1329	Payroll and Business Tax	2	2	3
POFT 1313	Professional Workforce or	3	0	3
BMGT 2382	Cooperative Education	1	20	3
SPCH	Speech Elective	3	0	<u>3</u>
				19

## Professional Business Technology Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
POFT 1321	Business Math	2	4	3
BUSI 1301	Introduction to Business	3	0	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFI 1401	Computer Applications I	3	3	<u>4</u>
				16

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
IMED 1416	Web Design I	3	3	4
POFT 1309	Administrative Office Procedures I	2	4	3
ACNT 1303	Introduction to Accounting I	2	4	<u>3</u>
				14

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records and Information Management I3	3	4	4
POFT 1349	Administrative Office Procedures II	2	4	3
ITSC 1425	Personal Computer Hardware or	3	3	4
BMGT 1382	Cooperative Education	1	20	3
BMGT 2309	Leadership	3	0	3
				16-17

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
	Humanities Elective	3	0	3
POFT 2331	Administrative Systems	2	4	3
ACNT 1311	Introduction to Computerized Accounting2	4	4	3
ACNT 1329	Payroll and Business Tax	2	2	3
POFT 1313	Professional Workforce or	3	0	3
BMGT 2382	Cooperative Education	1	20	<u>3</u>
				19

# Professional Business Technology

## Professional Business Technology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
POFT 1321	Business Math	2	4	3
POFT 2312	Business Correspondence and Communications	3	0	3
POFT 1419	Records and Information Management I	3	3	4
POFI 1401	Computer Applications I	3	3	4
				<u>17</u>

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
IMED 1416	Web Design I	3	3	4
POFT 1309	Administrative Office Procedures I	2	4	3
BMGT 2309	Leadership	3	0	3
ACNT 1303	Introduction to Accounting I	2	4	3
				<u>17</u>

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1349	Administrative Office Procedures II	2	4	3
	or			
BMGT 1382	Cooperative Education	1	20	3
POFT 2331	Administration Systems	2	4	3
				<u>6</u>

## Professional Business Technology Curriculum Medical Administrative Assistant Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
HITT 1305	Medical Terminology I	2	3	3
POFM 1300	Medical Coding Basics	2	4	3
POFI 1401	Computer Applications I	3	3	4
HITT 1401	Health Data Content and Structure	3	2	4
BIOL 2304	Introduction to Anatomy & Physiology	3	0	3
				<u>17</u>

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
MDCA 1302	Human Disease/Pathophysiology	2	3	3
HITT 1253	Legal and Ethical Aspects of Health Information	1	4	2
POFM 1327	Medical Insurance	2	3	3
HITT 1249	Pharmacology	1	4	2
MRMT 1307	Medical Transcription I	2	4	3
POFI 1441	Computer Applications II	3	3	4
				<u>17</u>

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFM 1317	Medical Administrative Support	2	4	3
POFT 1419	Records and Information Management I	3	3	4
				<u>7</u>

## Professional Business Technology Level I Certificate High School

Course		Lecture	Lab	Sem. Hrs.
ACNT 1303	Introduction to Accounting	2	4	3
POFI 1401	Computer Applications I	3	3	4
IMED 1445	Interactive Multimedia	3	3	4
	or			
COSC 1401	Introduction to Computing	3	3	4
BMGT 2309	Leadership	3	0	3
POFT	Professional Business Technology Elective	3	0	3
				<u>17</u>

# Radiologic Technology

The purpose of the program is to prepare students to perform at an entry-level Radiographic Technologist position and to provide the community with competent and compassionate Radiographic Technologist. Upon successful completion of the program, 72 hours, the student will receive an Associate of Applied Science Degree and will then be eligible to take the American Registry of Radiologic Technologists exam to become a certified Radiographic Technologist. After the registry exam has been completed and passed, students must then apply to the State of Texas for a Medical Radiographic Technologist license. This license is issued by the Texas Department of Health as required by The State of Texas for employment as a Medical Radiographic Technologist.

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Radiographic Technology Program has a separate application process. There is a health sciences fee of \$250.

Upon admission, the following items are required: Current immunization record including Hepatitis B vaccine and Tuberculin test, CPR, physical exam; criminal background check; drug screening test; and, liability insurance. Coastal Bend College Radiologic Program is to provide students with the optimal learning experience to meet the standards as set forth by the American Registry of Radiologic Technologist. JRCERT accreditation of this program is expected during the course of the program for 2007-2009 academic years. For a list of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

Radiologic Technology is a tech-prep program. Students who have successfully completed appropriate medical terminology courses in high school, through a medical terminology tech-prep program articulated with CBC, may receive college credit for those courses.

## Radiologic Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course	Lecture	Lab	Clinic	Sem. Hrs.
RADR 1309 Introduction to Radiology and Patient Care	3	0	0	3
RADR 1411 Basic Radiographic Procedures	3	2	0	4
RADR 2309 Radiographic Imaging Equipment	3	1	0	3
RADR 1260 Clinical-Medical Radiographic Technology	0	0	12	2
BIOL 2401 Human Anatomy and Physiology I	3	3	0	4
HITT 1205 Medical Terminology I	2	0	0	2
				<u>18</u>

### First Year, Second Semester

Course	Lecture	Lab	Clinic	Sem. Hrs.
BIOL 2402 Human Anatomy and Physiology II	3	3	0	4
RADR 2401 Intermediate Radiographic Procedures	3	2	0	4
RADR 1213 Principles of Radiographic Imaging I	2	0	0	2
RADR 1261 Clinical-Medical Radiographic Technology II	0	0	12	2
				<u>12</u>

### First Year, Summer Semester

Course	Lecture	Lab	Clinic	Sem. Hrs.
ENGL 1301 Composition and Grammar	3	0	0	3
RADR 2331 Advanced Radiographic Procedures	3	0	0	3
RADR 1362 Clinical-Medical Radiographic Technology III	0	0	18	3
				<u>9</u>

### Second Year, First Semester

Course	Lecture	Lab	Clinic	Sem. Hrs.
HUMA Humanities Elective	3	0	0	3
SPCH Speech Elective	3	0	0	3
MATH 1314 College Algebra	3	0	0	3
RADR 2217 Radiographic Pathology	2	0	0	2
RADR 2305 Principles of Radiographic Imaging II	3	0	0	3
RADR 2261 Clinical-Medical Radiographic Technology V	0	0	12	2
				<u>16</u>

### Second Year, Second Semester

Course	Lecture	Lab	Clinic	Sem. Hrs.
PSYC 2301 Psychology	3	0	0	3
RADR 2333 Advanced Medical Imaging	3	0	0	3
RADR 2313 Radiation Biology and Protection	3	0	0	3
RADR 2262 Clinical-Medical Radiographic Technology VI	0	0	12	2
RADR 2335 Radiologic Seminar (Capstone)	3	0	0	3
				<u>14</u>

# Welding Technology

The curriculum builds skills in Shielded Metal Arc Welding (SMAW), Oxy-Acetylene Welding (OAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) for employment in many industries with different requirements for cutting and welding. These skills are required in the fabrication and construction of vessels and structures, and their maintenance and repair. Emphasis is on the opportunity to gain practical, with related courses in shop math, welding theory, drafting and layout, plate and pipe fabrication, and the properties of various metals.

Welding is a tech-prep program. Students who have successfully completed appropriate welding courses in high school, through a welding tech-prep program articulated with CBC, may receive college credit for those courses.

In addition to the Associate of Applied Science degree, Level I and Level II certificates may be earned in welding. Graduation with any award requires completion of the curriculum and passage of the program's Capstone. Capstone exams are given in WLDG 2451 for the Associate of Applied Science degree and Level II certificate, WLDG 1434 for the Level I certificate, and WLDG 1430 under the Basic Welding Skills Curriculum. For a listing of advisory committee members go to Additional Information section of the catalog.

## Welding Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
WLDG 1437	Introduction to Metallurgy	2	4	3
WLDG 1313	Intro to Blueprint Reading for Welders	2	4	3
WLDG 1421	Intro to Welding Fundamentals	2	6	4
COSC 1401	Intro to Computers and Information Science	3	3	4
POFI 1401	Computer Applications I	3	3	4
POFT 1309*	Administrative Office Procedures I	2	4	<u>3</u> 14-15

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1417	Introduction to Layout and Fabrication	2	6	4
WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1435	Introduction to Pipe Welding (SMAW)	2	6	4
WLDG 1457	Intermediate Shielding Metal Arc Welding (SMAW)	2	6	4
	Arts/Humanities Elective	3	0	<u>3</u> 19

\* Tech Prep Only

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 1434	Intro to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG 2406	Intermediate Pipe Welding (SMAW)	2	6	4
GEOL 1305	Environmental Geology	3	0	3
	Speech Elective	3	0	<u>3</u> 18

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 2413	Welding Using Multiple Processes	2	6	4
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	2	6	4
ENGL 1301	Composition and Grammar	3	1	3
	Social and Behavioral Science Elective	3	0	<u>3</u> 18

## Basic Welding Skills Curriculum Level I Certificate High School Dual Credit

Course		Lecture	Lab	Sem. Hrs.
WLDG 1421	Introduction to Welding Fundamentals	2	6	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	<u>4</u> 16

# Welding Technology

## Welding Technology Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
WLDG 1437	Introduction to Metallurgy	2	4	3
WLDG 1313	Introduction to Blueprint Reading for Welders	2	4	3
WLDG 1421	Introduction to Welding Fundamentals	2	6	4
POFI 1401	Computer Applications I or	3	3	4
COSC 1401	Introduction to Computers and Information Science or	3	3	4
POFT 1309*	Administrative Office Procedures I	2	4	<u>3</u>

\* Tech Prep Only

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### Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1417	Introduction to Layout and Fabrication	2	6	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1435	Introduction to Pipe Welding (SMAW)	2	6	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	<u>4</u>

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### Third Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG 2406	Intermediate Pipe Welding (SMAW)	2	6	<u>4</u>

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### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 2413	Welding Using Multiple Processes	2	6	4
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	2	6	<u>4</u>

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## Basic Welding Technology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
WLDG 1437	Introduction to Metallurgy	2	4	3
WLDG 1313	Introduction to Blueprint Reading for Welders	2	4	3
WLDG 1421	Introduction to Welding Fundamentals	2	6	4
POFI 1401	Computer Applications I or	3	3	4
COSC 1401	Introduction to Computers and Information Science or	3	3	4
POFT 1309*	Administrative Office Procedures I	2	4	<u>3</u>

\* Tech Prep Only

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### Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1417	Introduction to Layout and Fabrication	2	6	4
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	<u>4</u>

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### Third Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG 1435	Introduction to Pipe Welding (SMAW)	2	6	<u>4</u>

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# Course Symbol Key

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Accounting	ACCT, ACNT	ACCT, ACNT	Accounting
Air Conditioning	HART	AERM	Aviation
Art	ARTS	ARCE	Drafting and Design
Automotive	AUMT	ARTS	Art
Aviation	AERM	ARTV	Computer Information Technology
Basic Electricity	ELPT	AUMT	Automotive
Biology	BIOL	BIOL	Biology
Business	BUSI, BUSG	BMGT	Management
Certified Nurse Aide	HITT, HPRS	BUSI, BUSG	Business
Chemistry	CHEM	CETT	Electronics
Coding	HITT, HPRS	CDEC	Early Development and Education
Communication	COMM	CHEM	Chemistry
Computer Information Technology	ARTV, GRPH, GAME, IMED, ITCC, ITNW, TMC, ITSC, ITSE, ITSW	CJCR	Corrections/Correctional Admin.
Computer Science	COSC	CJLE	Law Enforcement/Police Science
Cosmetology	CSME	CJSA	Criminal Justice Studies
Dental Hygiene	DHYG	COMM	Communication
Drafting & Design	DFTG, ARCE	COSC	Computer Science
Drama	DRAM	CRIJ	Criminal Justice (Academic)
Early Development and Education	CDEC, TECA	CSME	Cosmetology
Economics	ECON	DHYG	Dental Hygiene
Education	EDUC	DFTG	Drafting & Design
English	ENGL	DRAM	Drama
Engineering	ENGR	ECON	Economics
Geographic Information Systems	GISC	EDUC	Education
Geography	GEOG	ELPT	Basic Electricity
Geology	GEOG	ENGL	English
Government	GOVT	ENGR	Engineering
History	HIST	GAME	Computer Information Technology
Humanities	HUMA	GEOG	Geography
Kinesiology	KINE	GEOG	Geology
Law Enforcement	CJCR, CJLE, CJSA, CRIJ	GISC	Geographic Information Systems
Machinist	MCHN	GOVT	Government
Management	HRPO, BMGT	GRPH	Computer Information Technology
Mathematics	MATH	HART	Air Conditioning
Music	MUSI	HIST	History
Music Applied	MUAP	HITT, HPRS	Coding, Certified Nurse Aide
Oil and Gas Technology	PTRT	HRPO	Management
Office Administration	POFM, POFT, POFI	HUMA	Humanities
Pharmacy Technician	PHRA	IMED	Computer Information Technology
Photography	PHTC	ITCC, ITNW	Computer Information Technology
Physics	PHYS	ITMC, ITSC	Computer Information Technology
Professional Nursing	RNSG	ITSE, ITSW	Computer Information Technology
Psychology	PSYC	KINE	Kinesiology
Radiologic Technology	RADR	MATH	Math
Reading	RDNG	MCHN	Machinist
Sociology	SOCI	MRMT	Medical Transcription
Spanish	SPAN	MUAP	Music Applied
Speech	SPCH	MUSI	Music
Vocational Nursing	VNSG	PHRA	Pharmacy Technician
Welding	WLDG	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

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# Course Descriptions

**MATH 1314 College Algebra (2701015419) 3-0**

**Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements in 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.

## 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 70s and 80s 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 2401 Principles of Accounting (5203015104) 3-3

Emphasis on financial accounting for sole proprietorship, partnerships, and corporations; transaction analysis; financial statements; and equity accounting.

### ACCT 2402 Principles of Accounting (5203015104) 3-3

**Prerequisite: ACCT 2401**

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 2401**

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 2401, POFI 1441, and also completion of ACCT 2402 or co-enrollment.**

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 2401**

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.

# Course Descriptions

## ACNT 2302 Accounting Capstone 2-4

**Prerequisite:** ACNT 1311, ACCT 2401, POFI 1441, and also completion of ACCT 2402 or co-enrollment.

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.

## 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.



# Course Descriptions

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<b>ARTS 2311 Design III (5004015326)</b>	<b>1-5</b>
<b>Prerequisite: nine hours Art including ARTS 1311 and 1312, or instructor approval</b>	
Investigation of solutions to problems of total composition, from inception through showing, with emphasis on individual expression using two- and three-dimensional concepts.	
<b>ARTS 2316 Painting I (5007085226)</b>	<b>3-3</b>
Introduction to the medium of paint and its potential for suggesting form and expressing emotion and idea.	
<b>ARTS 2317 Painting II (5007085226)</b>	<b>3-3</b>
<b>Prerequisite: ARTS 2316, or instructor approval</b>	
Continuation of Painting I with emphasis on individual expression.	
<b>ARTS 2323 Drawing III (5007055326)</b>	<b>3-6</b>
<b>Prerequisite: ARTS 1317, or instructor approval</b>	
Life Drawing. Emphasizing structure and action of the human figure.	
<b>ARTS 2326 Sculpture I (5007095126)</b>	<b>2-4</b>
Introduction to the media, techniques, and aesthetics of sculpture as they relate to form and expression. Projects involve clay, plaster, and mixed media.	
<b>ARTS 2327 Sculpture II (5007095126)</b>	<b>2-4</b>
<b>Prerequisite: ARTS 2326, or instructor approval</b>	
Continuation of Sculpture I with emphasis on design, execution, and exhibition of sculpture. Projects involve wood, welded steel, and mixed media.	
<b>ARTS 2333 Printmaking I (5007105126)</b>	<b>2-4</b>
A studio course introduction to various, basic printmaking processes.	
<b>ARTS 2346 Ceramics I (5007115126)</b>	<b>2-4</b>
Introduction to basic ceramic processes including hand building, wheel throwing, and glazing techniques. Emphasis on creativity, craftsmanship, and technical development.	
<b>ARTS 2347 Ceramics II (5007115126)</b>	<b>2-4</b>
<b>Prerequisite: ARTS 2346, or instructor approval</b>	
Further development of technical skills with an emphasis on individual expression as applied toward ceramic ware. Exploration of glazing and firing techniques.	
<b>ARTS 2356 Photography (5006055126)</b>	<b>3-3</b>
An introductory course in black and white photography stressing photo composition, use of photographic equipment, and fundamentals in photographic processing including darkroom experience.	
<b>ARTS 2366 Watercolor I (5007085326)</b>	<b>3-3</b>
A studio course exploring techniques in water-based media.	
<b>ARTS 2367 Watercolor II (5007085326)</b>	<b>3-3</b>
<b>Prerequisite: ARTS 2366, or instructor approval</b>	
A further investigation of water-based media.	
<b>ARTS 2371 Glass (5007035326)</b>	<b>3-2</b>
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.	
<b>ARTS 2389 Cooperative in Art (2401035212)</b>	<b>0-7</b>
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

<b>AUMT 1305 Introduction to Automotive Technology</b>	<b>2-4</b>
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.	
<b>AUMT 1306 Automotive Engine Removal and Installation</b>	<b>2-4</b>
Fundamentals of engine inspection, removal, and installation procedures. Course content may be manufacturer specific.	
<b>AUMT 1307 Automotive Electrical Systems</b>	<b>2-4</b>
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.	
<b>AUMT 1310 Automotive Brake Systems</b>	<b>2-4</b>
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.	
<b>AUMT 1316 Automotive Suspension and Steering Systems</b>	<b>2-4</b>
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.	
<b>AUMT 1319 Automotive Engine Repair</b>	<b>2-4</b>
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.	
<b>AUMT 1345 Automotive Heating and Air Conditioning</b>	<b>2-4</b>
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.	
<b>AUMT 1380 Cooperative Education Auto/ Automotive Mechanic/Technician</b>	<b>1-20</b>
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.	
<b>AUMT 2313 Automotive Drive Train and Axles</b>	<b>2-4</b>
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.	
<b>AUMT 2317 Automotive Engine Performance Analysis I</b>	<b>2-4</b>
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.	
<b>AUMT 2321 Automotive Electrical Lighting and Accessories</b>	<b>2-4</b>
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.	



# Course Descriptions

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## **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 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 2440 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.

## **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.

## **TECM 1291 Special Topics in Applied Mathematics, General 2-0**

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.

### **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.



# Course Descriptions

**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.

## 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 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. Recommended for health science and pre-professional science majors.

# Course Descriptions

## 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 complement lectures. Recommended for pre-professional and health sciences majors.

## Business

### BUSG 2317 Business Law/Contracts 3-0

The relationship of law to business/commercial transactions.

### 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.

### BUSI 2302 Legal Environment of Business (2201015224) 3-0

The role of law in business and society. Instruction includes government regulations of business, legal reasoning, sources of law, social policy and legal institutions, as well as anti-trust, security regulations, consumer protection, environmental, worker health and safety, employment discrimination, and other laws affecting business.

## 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.

## Coding Specialist

### HITT 1166, 1167 Practicum\*\* 0-7

**Prerequisites: HITT 1401**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. \*\*Practicum for HITT 1166, 1167, 2166, and 2167 must be taken in order.

### HITT 1211 Computers in Health Care 1-4

**Prerequisite: POFI 1401 (may be taken concurrently)**

Concepts of computer technology related to health care data.

### HITT 1249 Pharmacology 1-4

**Prerequisites: POFM 1213 and POFM 2223**

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

### HITT 1253 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 1305 Medical Terminology I 2-3

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

### HITT 1345 Health Care Delivery Systems 2-3

**Prerequisite: HITT 1401**

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies

### HITT 1391 Special Topics in Health Information Technology/Technician 2-3

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### HITT 1401 Health Data Content and Structure 3-2

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, regulatory agencies, forms, and screens.

### HITT 1441 Coding and Classification Systems 3-3

Basic coding rules, conventions, and guidelines using clinical classification systems.

### HITT 2245 Coding Certification Exam Review 1-4

**Prerequisite: HITT 1441 and HITT 2435**

Development of coding techniques with emphasis on accurately assigning ambulatory patient classifications and Diagnosis Related Groups for reimbursement purposes in the health care industry.

### HITT 2339 Health Information Organization and Supervision 2-3

Principles of organization and supervision of human, financial, and physical resources.

# Course Descriptions

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## **HITT 2346 Advanced Medical Coding 2-4**

### **Prerequisite: HITT 1441 and HITT 2435**

Course Description: ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

## **HITT 2435 Coding and Reimbursement Methodologies 3-3**

### **Prerequisite: HITT 1441**

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

## **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 2-0**

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 2-3**

### **Prerequisite: BIOL 2304 or co-enrollment**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

## **MRMT 1307 Medical Transcription I 2-4**

### **Prerequisite: HITT 1203, 1205, POFT 1329, and POFI 1301**

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

## 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 1451 Digital Video 3-3**

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.

## **CPMT 2449 Advanced Computer Networking Technology 3-4**

Network technology emphasizing network operating systems, network connectivity, hardware, and software. Includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments.

## **GAME 1403 Introduction to Game Design and Development 3-4**

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 1443 Game and Simulation Programming I 3-3**

Game and simulation programming includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

## **GAME 1459 Game and Simulation Programming II 3-3**

### **Prerequisite: GAME 1443 or COSC 1436**

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.

## **GAME 2433 Game and Simulation Programming I 3-3**

### **Prerequisite: GAME 1459**

Advanced applications of game and simulation programming techniques. Includes advanced rendering techniques and BSP trees. Incorporates shadowing, lighting collision detection, and 3D animation and motion.

## **GRPH 1459 Vector Graphics for Production 3-3**

A study and use of vector graphics for production.

## **IMED 1416 Web Design I 3-3**

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers.

## **IMED 1445 Interactive Multimedia I 3-3**

Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.

## **IMED 2415 Web Design II 3-3**

### **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 web sites according to accessibility standards, cultural appearance, and legal issues.

## **ITCC 1308 Introduction to Voice over Internet Protocol (VoIP) 2-4**

Basic concepts of voice over internet protocol (VoIP). Focuses on technology integration of and data transmission in network communications.

## **ITCC 1310 Cisco Discovery 1: Networking for Home and Small Businesses 3-3**

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 3-3**

### **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 e-mail 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.



# Course Descriptions

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## **ITCC 1312 Discovery 3: Intro Routing and Switching in the Enterprise** 3-3

**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 Discovery: Designing and Supporting Computer Networks** 3-3

**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 1453 Supporting Network Server Infrastructure** 3-4

Installing, configuring, managing, and supporting a network infrastructure.

## **ITNW 2354 Internet/Intranet Server** 2-4

Designing, installing, configuring, maintaining, and managing an Internet/Intranet server.

## **ITSW 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.

## **ITSC 1405 Introduction to PC Operating Systems (Windows)** 3-3

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

## **ITSC 1425 Personal Computer Hardware** 3-3

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

## **ITSE 1431 Introduction to Visual BASIC Programming** 3-3

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files.

## **ITSE 2409 Database Programming (Access)** 3-3

Database development using database programming techniques emphasizing database structures, modeling, and database access.

## **ITSC 1421 Intermediate PC Operating Systems** 3-4

Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

## **ITSC 1425 Personal Computer Hardware** 3-3

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

## **ITSW 1407 Introduction to Database** 3-4

Introduction to database theory and the practical applications of a database.

## **ITSY 1400 Fundamentals of Information Security** 3-4

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.

## **ITSY 2401 Firewalls and Network Security** 3-4

Identify elements of firewall design, types of security threats and responses to security

attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

## Computer Science

### **COSC 1309 Logic Design (1102015107)** 3-2

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 1401 Introduction to Computing (1101015107)** 3-3

Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

### **COSC 1415 Fundamentals of Programming (1102015207) (4 SCH version)** 3-3

**Prerequisite:** MATH 1314 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 1430 Computer Programming (1102015207) (4 SCH version)** 3-3

**Prerequisite:** MATH 1314 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 1436 Programming Fundamentals I (1102015507)** 3-3

**Prerequisite:** MATH 1314 or Instructor Approval

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

### **COSC 1437 Programming Fundamentals II (1102015607)** 3-3

**Prerequisite:** MATH 1314 or Instructor Approval

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software.

### **COSC 2425 Computer Organization and Machine Language (1102015407)** 3-3

**Prerequisite:** MATH 1314 or Instructor Approval

Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.

### **COSC 2436 Programming Fundamentals III (1102015707)** 3-3

**Prerequisite:** MATH 1314 or Instructor Approval

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

# Course Descriptions

## Cosmetology

<b>CSME 1330 Orientation to Nail Technology</b>	<b>2-7</b>
An overview of the fundamental skills and knowledge necessary for the field of nail technology. (Introductory)	
<b>CSME 1401 Orientation to Cosmetology</b>	<b>2-8</b>
An overview of the skills and knowledge necessary for the field of cosmetology.	
<b>CSME 1405 Fundamentals of Cosmetology</b>	<b>2-8</b>
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial chemical services, shampoo, haircut, wet styling, comb-out.	
<b>CSME 1431 Principles of Nail Technology II</b>	<b>2-7</b>
A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory and related skills of nail technology. (Intermediate)	
<b>CSME 1547 Principles of Skin/Facial and Related Theory</b>	<b>3-8</b>
In-depth coverage of the theory and practice of skin care, facials, and cosmetics.	
<b>CSME 1453 Chemical Reformation &amp; Related Theory</b>	<b>2-8</b>
Presentation of the theory and practice of chemical reformation, include terminology, application, and workplace competencies.	
<b>CSME 1551 Artistry of Hair, Theory and Practice</b>	<b>3-8</b>
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.	
<b>CSME 2202 Introduction to Application of Hair Color</b>	<b>0-4</b>
Introduction of various basic hair color applications including all safety and sanitation procedures.	
<b>CSME 2204 Introduction to the Theory and Chemistry of Hair Color</b>	<b>0-5</b>
The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.	
<b>CSME 2343 Salon Development</b>	<b>1-5</b>
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.	
<b>CSME 1431 Principles of Nail Technology I</b>	<b>2-8</b>
A course in the theory, application and related technology of artificial nails. (Advanced)	
<b>CSME 2430 Nail Enhancement</b>	<b>2-8</b>
A course in the theory, application, and related technology of artificial nails.	
<b>CSME 2441 Preparation for the State Licensing Examination</b>	<b>2-8</b>
Preparation for the State Licensing Examination.	
<b>CSME 2539 Advanced Hair Design</b>	<b>4-3</b>
Advanced concepts in the theory and practice of hair design.	
<b>Cosmetology Instructor</b>	
<b>CSME 1535 Orientation to the Instruction of Cosmetology</b>	<b>3-6</b>
An overview of the skills and knowledge necessary for the instruction of cosmetology students.	
<b>CSME 1434 Cosmetology Instructor I</b>	<b>2-6</b>
The fundamentals of instructing cosmetology students.	
<b>CSME 2414 Cosmetology Instructor II</b>	<b>2-5</b>
A continuation of the fundamentals of instructing cosmetology students.	



<b>CSME 2415 Cosmetology Instructor III</b>	<b>2-6</b>
Presentation of lesson plan assignments and evaluation techniques.	
<b>CSME 2444 Cosmetology Instructor IV</b>	<b>2-6</b>
Advanced concepts of instruction in a cosmetology program. Topics include demonstration and development and implementation of advanced evaluation and assessment techniques.	
<b>CSME 2445 Instructional Theory and Clinic Operation</b>	<b>3-4</b>
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.	
<b>Criminal Justice/Law Enforcement</b>	
<b>CJLE 1325 Criminal Justice Survey</b>	<b>3-0</b>
An overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.	



# Course Descriptions

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**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 stud the various disciplines and specialty areas associated with Forensic science and the processing of crime scenes.

**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; 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; 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**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

**CRIJ 2313 Correctional Systems & Practices**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

**CRIJ 2314 Criminal Investigation (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.

# Course Descriptions

**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 1123 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 1207 General & Dental Nutrition 2-0**  
**Prerequisite: DHYG 1431**  
General nutrition and nutritional biochemistry with emphasis on the effects of nutrition, dental health, diet, and application of counseling strategies.

**DHYG 1215 Community Dentistry 1-3**  
**Prerequisite: DHYG 1431**  
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 dental hygienist in the dental health care system emphasizing the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of the dental hygienist as an educator.

**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**  
Radiation physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques.

**DHYG 1311 Periodontology 3-0**  
**Prerequisite: DHYG 1431,1361**  
Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary practice setting.

**DHYG 1319 Dental Materials 2-3**  
**Prerequisite: DHYG 1301,1361**  
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**  
Classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications.

**DHYG 1339 General & Oral Pathology 3-0**  
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. Introductory clinical experience in instrumentation, prophylaxis procedures, and preventive techniques are applied during direct patient care. Development and refinement of skills and techniques are emphasized.



**DHYG 1431 Preclinical Dental Hygiene 2-6**  
Foundational knowledge for performing clinical skills on patients with emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis.

**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. Intermediate clinical experience in instrumentation, prophylaxis procedures.

# Course Descriptions

## **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. Advanced clinical experience in instrumentation, prophylaxis procedures, and preventative techniques are applied during direct patient care. Development and refinement of skills and techniques are emphasized.

## 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 changes 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,

### **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.

### **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.



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.



# Course Descriptions

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**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 23336 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 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 of curriculum design and implementation in developmentally appropriate 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, appropriate 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. *\*Upon completion of CDEC 1417 and CDEC 2322, students can apply for CDA credentials. See department chair for additional information.*

**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. *\*Upon completion of CDEC 1417 and CDEC 2322, students can apply for CDA credentials. See department chair for additional information.*

**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.

**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, and technical applications in programs.

**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.

# Course Descriptions

## **TECA 1303 Families, School and Community (1301015209) 3-1**

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board 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. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of 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 1318 Wellness of the Young Child (1301015309) 3-1**

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 is aligned 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**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

## Education

### **EDUC 1300 Learning Framework (4227015125) 3-0**

**Prerequisite: 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 current Coastal Bend College Catalog for more information.**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) 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.

### **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) includes 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; and, 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

## English

### **ENGL 0122, Remedial English (3201085312) 1-0, 1-2**

Helps students improve their ability to write unified, coherent, and well edited essays. Provides students with remediation in preparation for the writing portion of the THEA test. Designed for students who have completed developmental English or whose THEA writing scores were nearly passing. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

### **ENGL 0311 Fundamentals of Grammar and Composition I (0321085312) 3-2**

Instruction in punctuation, grammar and usage; practice in writing sentences and paragraphs of varied theoretical types. Recommended for students with minimal communication skills. One hour lab is required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

### **ENGL 0312 Fundamentals of Grammar and Composition II (3201085312) 3-2**

**Prerequisite: ENGL 0311 or an appropriate score on reading component of an approved academic skills assessment. See "Testing Requirements" section of this catalog for more information.**

Provides students with fundamentals of grammar and composition necessary to enter college composition courses. The basic principles of composition are introduced, and intensive practice in writing essays of varied theoretical types is given. One hour lab required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science degrees.

### **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.



# Course Descriptions

## 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, nonfiction, 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, nonfiction, 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 (601045213) 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 2331 Masterpieces of World Literature (601045213) 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.

## Geography

### GEOG 1303 World Geography (4507015325) 3-0

Prerequisite: Passing score on Reading Section of THEA or ACCUPLACER equivalent  
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.*

### GEOG 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.

### GEOG 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.

### GEOG 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.

### GEOG 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.

### GEOG 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.

### GEOG 2409 Descriptive Mineralogy and Crystallography (4006015203) 3-3

**Prerequisite: GEOG 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

### Prerequisite Statement

*To enroll in any Government course, students must have completed ENGL 1302 or ENGL 2311 with a grade of "C" or better, be concurrently enrolled in ENGL 1302 or ENGL 2311, or have the instructor's approval.*

### GOVT 2305 American Government (4510025125) 3-0

**See prerequisite statement.**

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.

# Course Descriptions

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**GOVT 2306 State Government and Federalism (4510025125) 3-0**  
**See prerequisite statement.**

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.

**GOVT 2389 Cooperative in Government (4501015125) 1-6**

An instructional program designed to integrate on-campus study with practical hands-on work experience in government. In conjunction with class seminars, the student will set specific goals and objectives in the study of government. Credit will be given for only one cooperative course (2389).

## 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.

**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 Portiariato 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.

**HIST 2389 Cooperative in History (4501015125) 1-6**

An instructional program designed to integrate on-campus study with practical hands-on work experience in history. In conjunction with class seminars, the student will set specific goals and objectives in the study of history. Credit will be given for only one cooperative course (2389).

## 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, 1101, 1102 Adaptive and Restricted (3601085123) 1-2**

A course for students who cannot participate in regular kinesiology courses due to health.

**KINE 1103 Body Sculpting and Conditioning (3601085123) 1-2**

A course that uses light weights, calisthenics, and conditioning activities to improve body composition. Emphasis is placed on nutrition and a healthy life style.

**KINE 1104, 1144 Advanced Conditioning (3601085123) 1-2**

Evaluation of the student's current level of physical conditioning and implementation of various activities to maintain and improve physical fitness.

**KINE 1105 Weight Control and Aerobic Conditioning (3601085123) 1-2**

A course including calisthenic exercises, weight training, nutrition counseling and conditioning activities for students with weight problems.

**KINE 1106, 1126 Beginning and Intermediate Aerobic Dance (3601145123) 1-2**

Courses that incorporate the fundamental skills of aerobic dance and choreography with emphasis on the maintenance and/or improvement of physical fitness.

**KINE 1107 Jazz Dancing (3601145123) 1-2**

An Introduction to theory, technique and vocabulary of tap and jazz dancing with emphasis on basic steps and choreographed routines.

**KINE 1108 Aerobic Fitness (3601085123) 1-2**

A course that incorporates the five components of health-related fitness. Emphasis is on improving cardiovascular endurance, muscular endurance, and flexibility.

# Course Descriptions

<b>KINE 1109, Judo and 1110 Intermediate Judo (3601085123)</b>	<b>1-2</b>	<b>KINE 1124, 1125 Intermediate and Advanced Volleyball (3601085123)</b>	<b>1-2</b>
<b>Prerequisite for 1110: KINE 1109</b>		Fundamental skills for beginning, intermediate and advanced volleyball.	
Fundamental learning and practice in beginning and intermediate judo.			
<b>KINE 1111 Team Sports (3601085123)</b>	<b>1-2</b>	<b>KINE 1127, 1128 Karate and Intermediate Karate (3601085123)</b>	<b>1-2</b>
Introduces of concepts and fundamentals of softball & soccer.		<b>Prerequisite for 1128: KINE 1127</b>	
		Fundamental and intermediate skills and practice in karate.	
<b>KINE 1112 Team Sports (3601085123)</b>	<b>1-2</b>	<b>KINE 1129 Self Defense (3601085123)</b>	<b>1-2</b>
Introduces of concepts and fundamentals basketball, and volleyball.		Fundamental skills and techniques of self-defense to combat assault and rape.	
<b>KINE 1113, Badminton and 1123 Intermediate Badminton (3601085123)</b>	<b>1-2</b>	<b>KINE 1130, 1132 Intermediate and Advanced Basketball and Sports Skills (3601085123)</b>	<b>1-2</b>
Fundamental learning and practice in beginning and intermediate badminton.		Instruction in intermediate and advanced basketball and other sport skills.	
<b>KINE 1133, Beginning and 1135 Intermediate Swimming (3601085123)</b>	<b>1-2</b>	<b>KINE 1139 Recreational Sports (3601085123)</b>	<b>1-2</b>
A course in the fundamental and advanced skills of recreational swimming and basic water safety. American Red Cross certification may be obtained.		Fundamental skills and practice in a diversified number of recreational sports, including fitness activities, racquet sports, individual and team sports.	
<b>KINE 1114, 1134 Bowling and Advanced Bowling (3601085123)</b>	<b>1-2</b>	<b>KINE 1140, 1148 Weight Training and Advanced Weight Training (3601085123)</b>	<b>1-2</b>
<b>Prerequisite for 1134: KINE 1114, or instructor approval</b>		Basic and advanced instruction in fitness and weight training techniques using free weights and Nautilus machines. Emphasis on individualized programs in muscular strength and endurance.	
Fundamental instruction and practice in elementary and advanced bowling. A fee of \$85 will be charged for the Bowling Center use.			
<b>KINE 1115 Mat Pilates (3601085123)</b>	<b>1-2</b>	<b>KINE 1143 Frisbee Golf (3601085123)</b>	<b>1-2</b>
This course incorporates Pilates-based exercises and the six principle of Pilates. This workout targets the entire body utilizing your body weight to build strength. There is no aerobic segment in this workout. This workout does combine natural-fluid movements to enhance posture, flexibility, body symmetry, and relieve stress. Yoga Mat Required.		Instruction in fundamentals of Frisbee golf.	
<b>KINE 1116 Folk and Line Dance (3601145123)</b>	<b>1-2</b>	<b>KINE 1142 1145 Beginning and Advanced Golf (3601085123)</b>	<b>1-2</b>
A course including instruction and active participation in international folk dances and current line dances.		<b>Prerequisite for 1145: KINE 1142</b>	
		Instruction in fundamental and advanced golf.	
<b>KINE 1117, 1137, Beginning, Intermediate 1147 and Advanced Tennis (3601085123)</b>	<b>1-2</b>	<b>KINE 1150 Adult Fitness Programs (3601085123)</b>	<b>1-2</b>
<b>Prerequisite for 1137: KINE 1117, or instructor approval</b>		A course primarily for working adults who desire to become more aware of fitness techniques and to become involved in a fitness program. This course involves group instruction, but allows students to work at their level of fitness.	
<b>Prerequisite for 1147: KINE 1137, or instructor approval</b>			
Fundamental skills for beginning, intermediate and advanced tennis.		<b>KINE 1153 Life Guard Training (3601085323)</b>	<b>1-2</b>
<b>KINE 1118, 1138 Fencing &amp; Intermediate Fencing (3601085123)</b>	<b>1-2</b>	<b>Prerequisite: KINE 1135 or American Red Cross Certification Swimmer Level</b>	
<b>Prerequisite for 1138: KINE 1118</b>		Lifeguard certification awarded upon successful completion of all the required skills.	
Fundamental learning and practice in elementary and intermediate techniques of foil fencing.		<b>KINE 1206 Standard First Aid (5103015316)</b>	<b>2-0</b>
<b>KINE 1119 Yoga (3601085123)</b>	<b>1-2</b>	A lecture, audio-visual, and demonstration course in community first aid and safety. Adult, infant, child, & two-man CPR training is included in this course. This course does NOT include ARC or NSC certification; for certification, please consult an instructor.	
Instruction in the practice of Yoga. General philosophy, history, and benefits of overall health and wellness will be included. Emphasis on performance of posture, breathing, concentration, and relaxation techniques will be demonstrated and practiced.		<b>KINE 1238- Introduction to Physical Fitness</b>	<b>2-0</b>
<b>KINE 1120, Beginning and 1121 Advanced Gymnastics (3601085123)</b>	<b>1-2</b>	This course will cover the aspects of wellness and how to design and implicate a personal fitness program. This course does not involve any physical activity and is completely online. This course will fulfill the two (2) hour Kinesiology requirement for graduates.	
<b>Prerequisite for 1121: KINE 1120</b>		<b>KINE 1301 Foundations of Kinesiology (3105015223)</b>	<b>3-0</b>
Instruction in fundamental and advanced techniques. Students learn to choreograph and perform gymnastics routines. Safety instruction is incorporated for beginning and advanced skills.		Orients students in the Kinesiology field through lectures, presentations, and field trips. This course includes the history of the field and career opportunities available today.	
<b>KINE 1123 Water Aerobics (3601085123)</b>	<b>1-2</b>	<b>KINE 1304 Personal Health (Concepts of Healthful Living) (5103015116)</b>	<b>3-0</b>
Emphasizes knowledge and development of cardiovascular endurance, flexibility, strength, and muscular endurance through aerobic workouts using the resistance of water. Safety and responsibility regarding water activities will also be addressed.		Investigation of the principles, practices, and problems related to personal health.	
		<b>KINE 1305 Community Health (5103015116)</b>	<b>3-0</b>
		Study of community-wide health problems which influence our society. Introduction to principles of personal health, mental health, nutrition, drug abuse, exercise, and sexuality. Community health services, public health agencies, and sanitation measures are explored. Field trips to various agencies and associations.	

# Course Descriptions

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## **KINE 1306 Standard First Aid (5103015316) 3-0**

A lecture, audio-visual, and demonstration course in American Red Cross Community First Aid and Safety or National Safety Council. Adult, infant, child, & two-man CPR and First Aid training are included in this course. ARC or NSC certification is awarded upon successful completion.

## **KINE 1308 Sports Officiating (3101015123) 3-0**

Instruction and practice in basketball and volleyball officiating. Opportunities for experience are provided in intramural sports.

## **KINE 1331 Kinesiology in Elementary School (3105015223) 3-0**

A detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program. Emphasizes is placed on establishing a learning environment that encourages appropriate behavior and promotes learning.

## **KINE 1338 Concepts of Physical Fitness (3105015123) 3-0**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. Through lecture, discussion, outside readings and experiments, students will be helped to understand procedures for developing personal fitness programs.

## **KINE 1346 Drug Education (5103015316) 3-0**

Study of the use and abuse of alcohol, tobacco, and other harmful drugs with emphasis on the physiological, sociological, and psychological effects.

## 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**

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**

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**

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 -- Machine Tool Technology/Machinist 0-4**

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**

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, staggetooth cutters, rotary table and dividing heads.

### **MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls 1-6**

An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

### **MCHN 2230 Milling Machine III 1-3**

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**

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**

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**

A study of advanced techniques in Computer-Aided Manufacturing (CAM).

### **MCHN 2341 Advanced Machining I 1-6**

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**

Programming and operation of computer numerically controlled (CNC) machine shop equipment.

### **MCHN 2345 Advanced Machining II 1-6**

Advanced milling, drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

## Management

### **BMGT 1303 Principles of Management 3-0**

Concepts, terminology, principles, theories, and issues in the field of management.

### **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 3-0**

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.

### **HRPO 2301 Human Resources Management 3-0**

Behavioral and legal approaches to the management of human resources in organizations.



# Course Descriptions

## Mathematics

### **MATH 0305 College Preparatory Review (3201045119) 2-2**

Provides students with remediation in preparation for college level mathematics. Also prepares students for the mathematics portion of the ACCUPLACER test. This course is non-transferable and does not count toward an Associate in Arts or Associate in Science degree.

### **MATH 0310 Pre-Algebra Mathematics (3201045119) 3-3**

Fractions, mixed numbers, decimals, percent, signed numbers; metric, geometry, perimeter, area, volume and American systems of units.

### **MATH 0321 Beginning Algebra (3201045119) 3-3**

**Prerequisite: A grade of A, B or C in MATH 0310 or an appropriate score on math section of an alternative test or ACCUPLACER test**

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 ACCUPLACER test.**

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 Accuplacer 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 1316 Plane Trigonometry (2701015319) 3-0**

**Prerequisite: MATH 1314**

Angular measure, angular and linear velocity, trigonometric functions and their graphs, identities solutions of triangles, areas of triangles, trigonometric equations, inverse trigonometric functions and their graphs, trigonometric form of complex numbers, and applications.

### **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 Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).**

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 Accuplacer or any score in the college level math module of Accuplacer 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.

### **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 Accuplacer 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 Accuplacer 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.



# Course Descriptions

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## **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.

## **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.

# Course Descriptions

**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 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 and 1 hour per week 1/2-0 and 1-0**  
**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.

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 1113 Introduction to the Profession of Nursing

Overview of the various roles of professional nursing within the health care system and the roles of the health care team. Identification of how current events, attitudes, behaviors, and technology impact the nursing role and the role of nursing students in the health care setting. This course lends itself to either a blocked or integrated 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.

## Course Descriptions

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### **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 High Risk Childbearing Family 2-2-1**

Study of concepts related to the provision of nursing care for high risk childbearing families with emphasis on judgment, skills, and professional values within a legal/ethical framework.

### **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.

### **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-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-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.

# Course Descriptions

**PTRT 2432 Artificial Lift**  
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.

## Professional Business Technology

**MRMT 1307 Medical Transcription I** 2-4  
**Prerequisite:** HITT 1305, POFT 1329, and POFI 1401  
Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

**POFI 1401 Computer Applications I** 3-3  
Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

**POFI 1441 Computer Applications II** 3-3  
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 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, 1401 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** 3-0  
Preparation for career success including, ethics, interpersonal relations, professional attire, and advancement.

**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 1329 Beginning Keyboarding** 2-4  
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**POFT 1349 Administrative Office Procedures II** 2-4  
In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.

**POFT 1419 Records and Information Management I** 3-3  
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 1492 Special Topics in Administrative Assistant/ Secretarial Science, General** 3-3  
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**POFT 2312 Business Correspondence and Communication** 3-0  
Development of writing and presentation skills to produce effective business communications.

**POFT 2331 Administrative Systems** 2-4  
**Prerequisite:** POFI 1401, POFI 1441, and POFT 1349 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.

## 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** 4-3-4  
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.



# Course Descriptions

## PHRA 1209 Pharmacy Mathematics 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 Intravenous Admin. And Sterile Compounding 4-3-2

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.

## 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 Technology 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 1401 General College Physics I (4008015303) 3-3 Prerequisite: MATH 1314 or concurrent enrollment

Fundamentals of classical mechanics and heat. For liberal arts students and elementary education majors; not appropriate for students majoring in physics, mathematics, or engineering.

## PHYS 1302 General College Physics II (4008015303) 3-3 Prerequisite: PHYS 1401 or instructor approval

Fundamentals of classical electricity, magnetism, light and sound; includes introduction to particle behavior at the level of atoms and molecules. For liberal arts students and elementary education majors; not appropriate for students majoring in physics, mathematics, or engineering.

## PHYS 1303 Stars and Galaxies (4002015103) 3-3 Prerequisite: Math 1314 or current enrollment

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and Galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. This course will be taught via the Internet.

## PHYS 1304 Solar System (4002015203) 3-3 Prerequisite: Math 1314 or current enrollment

This course concerns 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. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. This course will be taught via the Internet.

## PHYS 2425 Mechanics I (4008015403) 3-3 Prerequisite: MATH 2413 or registration therein

Calculus-oriented introduction to classical mechanics and heat.

## PHYS 2426 Electricity and Magnetism (4008015403) 3-3 Prerequisite: PHYS 2425 & MATH 2414 or registered in MATH 2414

Principles of classical electricity, magnetism and light; introduction to atomic physics.

## Psychology

## PSYC 0111, 0211, 0311 Personal Development (3201015212) 3-0

Includes assessment of individual strengths and weaknesses to begin positive redirection of personal, academic and career goals. Small group sessions used extensively.

## PSYC 0333 Study Skills (3201015212) 3-0

Internet-based study skills course designed for students needing developmental work in reading, writing, or mathematics.

## Course Descriptions

**PSYC 2301 General Psychology (4201015125) 3-0**  
**Prerequisite:** Demonstrated readiness to perform college-level academic coursework in reading. See the "Testing Requirements" section of this catalog for more information.

An introduction to psychology including growth and development, perception, learning and intelligence, emotions, personality development, and mental health.

**PSYC 2302 Applied Psychology (4201015225) 3-0**  
 Study of the application of psychological principles and insights in such fields as business, industry, education, medicine, law enforcement, social work, and government work. Material from the major perspectives of psychology, including psychodynamic, cognitive-behavioral, and humanistic viewpoint will be examined.

**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. See page 15 for more information.

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. See page 15 for more information.

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. See page 15 for more information.

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.

**PSYC 2319 Social Psychology (4216015125) 3-0**  
**Prerequisite:** Demonstrated readiness to perform college-level academic coursework in reading. See "Testing Requirements" section of this catalog for more information.

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

**RADR 1213 Principles of Radiographic Imaging I 2-0**  
**Prerequisite:** RADR 1411  
 Radiographic image quality and the effects of exposure variables.

**RADR 1260 Clinical - Radiologic Technology Science - Radiographer 0-16**  
**Co-requisite:** RADR 1309, 1411  
 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 1261 Clinical - Radiologic Tech./Science-Radiographer 0-16**  
**Prerequisite:** RADR 1309, 1411  
 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**  
**Prerequisite:** Must be accepted into the Radiologic Technology Program  
 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**  
**Prerequisite:** RADR 1309  
 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 1261  
 Disease processes and their appearance on radiographic images.

# Course Descriptions

**RADR 2360 Clinical - Radiologic Technology/Science - Radiographer 0-24**

**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 2401 Intermediate Radiographic Procedures 3-2**

**Prerequisite: RADR 1309**

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**

**Co-requisites: RADR 1309, 1411**

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 2261**

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 2261**

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

**RADR 2261 Clinical - Radiologic Technology/Science - Radiographer 0-16**

**Prerequisite: RADR 2360**

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 2262 Clinical - Radiologic Technology/Science - Radiographer 0-16**

**Prerequisite: RADR 2261**

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 2431 Advanced Radiographic Procedures 4-0**

**Prerequisite: RADR 2301**

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

## Reading

**RDNG 0122, 1-0**

**0222 Remedial Reading (32010852) 1-2**

Review of the reading competencies necessary to perform effectively in college-level coursework and preparation for the reading portion of the THEA test. Designed for students whose THEA or ACCUPLACER reading scores were nearly passing. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

**RDNG 0311 Preparatory Reading I (3201085212) 3-2**

For students who need help in improving reading skills. Review of vocabulary, reading comprehension, and critical reasoning. Designed for students whose independent reading level is below college level. One hour lab required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

**RDNG 0322 Preparatory Reading II (3201085212) 3-2**

**Prerequisite: RDNG 0311 or an appropriate score on reading component of an approved academic skills assessment. See "Testing Requirements" section of this catalog for more information.**

Continued improvement of vocabulary, reading comprehension, and critical reasoning necessary to perform effectively in college-level course work. Includes skills necessary for college-level academic coursework in reading. One hour lab required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

## 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**

**See prerequisite statement.**

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**

**See prerequisite statement.**

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.



# Course Descriptions



**SOCI 2301 Marriage and the Family (4511015425) 3-0**  
See prerequisite statement.

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**  
See prerequisite statement.

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).

## 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.

## 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 (or equivalent) 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.

## 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.



## Course Descriptions

### **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 1136 Mental Health 1-0**

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.



### **VNSG 1138 Mental Illness 1-0**

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

### **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 biopscho-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 Clinicals - 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.

**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 medicalsurgical conditions in the health-illness continuum. Includes a variety of health care settings.

**VNSG 2360 Clinicals - 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 2-4**  
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: Introduction to Shielded Metal Arc Welding 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**  
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**  
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**  
Advanced topics in GMAW welding, including welding in various positions and directions.

**WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 2-6**  
Advanced topics in GTAW welding, including welding in various positions and directions.



# Institutional Advancement





## Continuing Education

It is the mission of CBC Continuing Education Division to provide quality workforce, avocational and customized non-credit educational opportunities.

These programs-- adult vocational education, community service, avocational, customized contract and workforce development training-- provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities. The course offerings are based on assessment of community and business needs and interests. Continuing education 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 CBC Lott-Canada Facility or at the main offices of the Alice, Kingsville, or Pleasanton campuses 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 Master Card. 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 or ACCUPLACER or other scores are required for registration in a continuing education course.

If a continuing education 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 CE 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 continuing education "mirror courses" with approval of the Dean of Institutional Advancement and the Dean of Instructional Services. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to the Dean of Instructional Services 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.

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

### 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 6-12;
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.

Continuing education instructors are selected based on training, knowledge and experience. Course offerings are provided face-to-face and online. For specific courses, check the CE website: [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce).

Contact the Continuing Education Office at (361) 362-COED (2633) or [ghstraus@coastalbend.edu](mailto:ghstraus@coastalbend.edu) or visit the office located at 900 W. Corpus Christi Street, Hwy 59 West, Beeville, Texas or the front offices at the Alice, Kingsville and Pleasanton Campuses.



### Customized Contract Training

Coastal Bend College Customized Training 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 a CBC campus, or online via the Internet. A Customized Training 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.

### Continuing Education -- Main Office

CBC Lott-Canada Facility  
900 W. Corpus Christi Street, Hwy 59 West  
Beeville, Texas 78102

For CE at Alice, Kingsville and Pleasanton Campuses, check at the front office.

Customized Training Representatives:

Alice Campus	(361) 664-2981 Ext. 3039
Beeville Campus	(361) 362-2633
Kingsville Campus	(361) 592-1615 Ext. 4053
Pleasanton Campus	(830) 569-4222 Ext. 1232

### Petroleum Industry Training

Coastal Bend College offers a wide variety of face-to-face and online safety courses including, but not limited to, OSHA, hazardous materials, blood borne pathogens, and HIPPA regulations. A brochure of classes is available upon request and the curriculum made be customized for each company. Companies interested in providing safety training for a group of individuals should call the CE 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.

# Continuing Education

CBC CE courses have been approved for Certified Professional Education units by:

- National Center for Competency Testing
- National Healthcareer Association
- Texas Association of Social Workers
- Texas Department of Aging and Disability Services
- Texas Department of Public Safety
- 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. Professional recertification in cosmetology, real estate, financial planning and food protection management are offered by **360 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. **Tooling U** offers short courses for those who work in the manufacturing industry. **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](http://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
Stained Glass	Motorcycle Riders Course
Kids College (offered in the summer)	
"Pilates"	Spanish

## SEARCH

**Seniors Engaging in Arts, Recreation, Culture and Hyperspace (SEARCH)** is a special program that provides enrichment opportunities for participants in a wide variety of activities. Seniors who wish to participate in activities should call the Continuing Education Facilitator for further information and to be put on a mailing list.



Activities include field trips to sites of interest around Texas, including historical sites, museums, archeological digs, and bird watching. Tours include day trips around the area, the Bob Bullock Texas State History Museum in Austin, classes specialized for seniors, and longer tours to destinations in the U. S.

Tours to selected sites in the United States are periodically arranged with Collette Vacations. Profits from the tours are dedicated to CBC Continuing Education Scholarships.

Call the CE Office for destinations and information on planned trips.

## Kids College

Children between six and 12 years of age are invited to explore a different theme each summer at CBC Kids College. The "kids" will venture into music, dance, art, physical fitness training, guitar and other fun and interesting activities. 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.

A finale is held on the last day to showcase what the children have experienced. Depending upon funding, some partial scholarships are available due to the generosity of the Joe Barnhart Foundation.

For more information check out the CE website [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce) or call the CE Beeville Office at (361) 362-COED (2633).

## 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
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Classes are offered in Beeville, George West, Taft, Sinton, and Ingleside. Hours vary at each location. Contact the CBC ABE office at (361) 362-6095 for further information.

## Continuing Education

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### 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 Dean of Institutional Advancement at Coastal Bend College by email to [ghstraus@coastalbend.edu](mailto:ghstraus@coastalbend.edu) or through regular mail to: Coastal Bend College Continuing Education, 3800 Charco Road, Beeville, Texas 78102 or drop it off at CBC Lott-Canada Facility at 900 W. Corpus Christi Street, Hwy 59 West in Beeville.



# Housing Handbook





# Housing Handbook

*The administration, faculty, and staff welcome all residents to campus housing. CBC operates 20-one bedroom apartments and Benton Hall, which houses 134 male and female students. The CBC community seeks to promote a safe and comfortable living environment. To this end all residents are to become thoroughly acquainted with and to abide by all CBC housing regulations and policies.*

To be eligible for campus housing, a student must be enrolled and must maintain full-time status.

**Benton Hall** is an air-conditioned, coed dormitory which houses about 134 students. Each room is designed as a suite. Two suites are designed for students with physical disabilities.

**Assignments** are done by the Housing Coordinator.

**Bacterial Meningitis:** House Bill 4189 requires first-time students living in on-campus housing to be vaccinated against bacterial meningitis ten days prior to move-in. There are exceptions for compliance for a student who provides an affidavit from a physician that states that the vaccine would be harmful to the student's health or for a student who sign an affidavit citing a religious objection to the vaccine.

**Alcohol Possession:** Residents are governed by the alcohol/drug policies as outlined in the Campus Housing Regulations Section of the Student Handbook. Residents and their guests ARE NOT allowed to have consumable alcohol anywhere on CBC property or campus housing. Residents MAY NOT keep alcoholic beverage containers in the rooms or apartments. Residents found in violation of this rule, regardless of who supplied the alcohol, are subject to immediate suspension and/or expulsion from campus housing. This policy holds true for all residents regardless of age.

**Drug Possession:** Illegal non-prescription drugs are prohibited. Possession, use, and/or sale of an illegal drug (as defined in the CBC Policy Manual and the Student Handbook) is forbidden. Residents found in violation of this rule, regardless of who supplied the drugs, are subject to immediate expulsion or suspension, and applicable to state and federal laws. Law enforcement officials will be summoned to handle these violations.

**Guests:** Residents are liable for the conduct of their family, friends and guests.

**Cost:** A \$250 deposit must be submitted along with the housing application to the business office. No deposit will be accepted without an application. Dormitory residents must select one of the plans listed below:

**Furniture:** Each dormitory room is supplied with two twin beds and a dresser depending on the type of bed in the room.

**Utilities:** Electrical, water, sewage, garbage collection fees, television cable and internet are included in the cost of the dorm rental plans. CBC does not provide telephone service for each dormitory room. Residents wanting telephone service in their assigned rooms will need to contract with a local provider for this service. Residents are liable for the cost of this service.

## Failure to Make Payments -- Dorms/Apartments

Failure to pay rental fees by the first of each month for apartment residents and scheduled installment payments for dormitory residents; or residents who fail to pay CBC for any fees or damages may result in immediate suspension from housing, loss of future housing privileges, deposit forfeiture, registration, graduation, and/or transcript blocks. If rent is not paid by the 5th of the month, a \$25 late charge will be assessed. For rent paid after the 5th of the month, there will be a \$25 late fee plus a \$20-per-day fee for each day late.

## College Apartments

CBC has 20 one-bedroom apartments next to the campus. 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:

- (1) Returning apartment residents;
- (2) Married or single students needing a unit designed for those with physical disabilities;
- (3) Married or single students with children;
- (4) Married students;
- (5) International or non-Texas citizens;
- (6) single students age 21 or older; and
- (7) Single students under age 21.

**Cost:** A \$250 deposit must be submitted along with the housing application to the business office. No deposit will be accepted without an application.

The monthly rental fee of \$550 per resident is due on the first of each month. 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.

**Furniture and Equipment:** 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.

**Playground:** The playground is located between the apartments and the tennis courts. Children must not be left unattended at the playground.

**Utilities:** 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.

## Additional Housing Information

**Appliances:** Dormitory residents are allowed to bring one microwave and one small refrigerator (4.0 cubic feet). No other cooking devices are allowed.

**Class Hour Requirements:** All housing residents are required to be enrolled at Coastal Bend College as a full-time student. Full-time status is defined as:

**Fall and Spring Semesters .. 12 or more semester hours**  
**Summer Sessions ..... 9 or more semester hours**

**Identification Cards:** Dorm residents are required to purchase two CBC student identification cards. One card is for the student and the other card is for the student life coordinator. Apartment residents must purchase one student identification card.

## Housing Refund/Cancellation Deadlines

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

**Apartment and dormitory 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. A withdrawing student attending CBC for the first time and who is receiving Title IV financial assistance will receive credit to a refund based on PL102.325.

**Health Care Facilities:** CBC does not have a health care facility on campus. Residents can call 911 for emergencies. Residents needing emergency care will be taken to the local hospital. Emergencies must be reported to the Housing Coordinator.

# Housing Handbook

**Laundry Facilities:** Coin-operated machines are located at Benton Hall. The facilities close nightly at 12 p.m. and during the holidays.

**Lease Agreements:** All residents are required to sign a lease. The lease is for one academic semester and may be renewed for an additional semester. Violating the terms of the lease agreement will result in the forfeiture of the deposit and the student will be obligated to pay all rental fees in accordance with the signed lease agreement. Students may reside in CBC housing facilities for a maximum of three years.

**Pets:** Fish, birds, and other animals are not allowed.

**Vacations:** During the Christmas holidays, spring break vacation, and at the end of each term, dormitory residents are not allowed to occupy their assigned facility. All dormitory residents are required to turn in their room keys to the Student Life Coordinator.

**Keys:** The Housing Coordinator is required to change the lock to the student's assigned facility if the key is lost or is not returned and the student will be assessed a fee of \$75 for this service. The Housing Coordinator will inform the resident of check-out dates and procedures.

## How to Apply:

Contact the Housing Coordinator at (361) 354-2304 or 1-866-722-2838 Ext. 2304, for an application or obtain one under "Housing" on the college website at www.coastalbend.edu. 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 Supervision

The Housing Coordinator supervises all campus housing and reports directly to the Dean of Student Services. The housing office telephone number is (361) 354-2304.

Residents are considered adults and are expected to act accordingly. Residents agree to abide by all housing rules and regulations as outlined in this handbook, the residency contract, and the CBC Policy Manual. **Residents must read this handbook carefully.** All questions regarding housing issues should be directed to the Housing Coordinator.

The college retains the right to determine or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, and other aspects of its programs without prior notice.

## Housing Rules and Regulations

The following policies govern campus-housing areas:

- Residents and their guests must abide by all housing rules and regulations.
- Residents and their guests must maintain proper conduct.
- Residents and their guests must respect the rights of the roommate and suitemates.
- Visitors must end their visit immediately upon request by the resident's roommate.
- Guests are required to leave the Benton Hall when visitation hours end.
- Overnight guests (including family and friends) are not permitted in Benton Hall or apartments.
- Benton Hall and apartments are college facilities and are for the residents' use only. Area motels are available for out-of-town guests.
- Loitering outside Benton Hall by residents and their guests is prohibited after visitation hours.

## ADVERTISING (SOLICITING AND POSTING)

The Housing Coordinator must approve advertising/soliciting in campus housing areas. The solicitor must abide by housing rules and regulations concerning visitations. Solicitations must be confined to the students' rooms.

## AIR CONDITIONING-HEATING CLOSETS AND VENTS

Personal items may not be stored in the air conditioning/heating closets in the college apartments. Air conditioning vents should be kept clean at all times. This means no items in the vents or covers on the vents are allowed, this is a violation of safety regulations.

## ALCOHOL AND ALCOHOLIC BEVERAGE CONTAINERS

No consumable alcohol is permitted in campus housing areas, rooms or apartments, even if the resident is of legal drinking age. Residents are not permitted to keep alcoholic containers in their rooms or apartments. Possession of alcoholic containers constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other CBC policies and regulations. Students violating this policy may be suspended and expelled from campus residence halls or apartments as outlined under the "Suspension" section in this handbook. CBC is a drug and alcohol-free campus.

## APARTMENT PLAYGROUND

The playground is for the children of apartment residents only. An adult **MUST** supervise children on the playground at all times.

## BATHROOMS (BENTON HALL)

Benton Hall bathrooms are shared between two rooms. Roommates and suitemates are responsible for cleaning the bathroom and purchasing cleaning supplies. Food, grease, paper towels, and feminine hygiene products are **NOT** to be disposed of down the toilets, sinks or shower drains.

## CLEANLINESS

Rooms and apartments must be kept clean. Residents will forfeit deposits if they check out without cleaning their rooms or apartments. See the "Checkout Procedures" section in this handbook.

## CODE OF STUDENT CONDUCT

Residents are responsible for the conduct of family, friends and guests. Residents agree to abide by all housing rules and regulations as outlined in this handbook and in the CBC Policy Manual. Housing residents are prohibited from:

- Gambling and hazing;
- Fighting and screaming;
- Using profanity; and
- Selling, distributing, and consuming alcoholic beverages and illegal narcotics on college property.

## OVERNIGHT GUESTS

No one, Benton Hall resident or not, may be allowed to reside overnight in someone else's room. The roommate is the **ONLY** person allowed to stay overnight in the room.

## COOKING

Benton Hall residents are permitted **ONLY** a microwave oven in their rooms for cooking. The Housing Coordinator will confiscate all unauthorized cooking equipment. Food should not be left uncovered.

## DECORATIONS

Residents are permitted to decorate rooms or apartments with plants, posters and pictures. Lewd pictures and posters are prohibited. Residents will be held liable for any damages to the walls caused by large nails, tape, and thumb tacks.

## DEPOSITS

Rent deposits for a Benton Hall room or an apartment does not guarantee the applicant a room or apartment, however, a rent deposit places the student on a priority waiting list. The deposit will be held during the student's occupancy and will be returned when:

- The housing office receives a written cancellation notice as per the "Cancellation of Housing Reservation" section of this handbook;
- The room or apartment is damage free;
- All fees have been paid; and,
- The resident has not been suspended.

**NOTE:** Resident students may request the return of the \$250 deposit once the Benton Hall room or apartment has been vacated, the room has been inspected by the Housing Coordinator, and the Housing Coordinator has determined that **the room has been**

# Housing Handbook

**left in good condition.** All requests for return of deposits will be submitted to the Business Office by the Housing Coordinator. Requests will be processed in two to four weeks.

## DOORS, WINDOWS, WALLS AND CEILINGS

- Doors and windows must remain locked at all times for security reasons.
- Residents and guests are not permitted to mark, write or draw on the doors, windows, walls, and ceilings.
- Tampering with ceiling panels is prohibited and constitutes a serious breach of security regulations.

## BENTON HALL LOBBY

Residents and guests may use the lobby for watching television, visitations, and leisure activities as follows:

Sunday-Thursday ..... 6:30 a.m. - 11 p.m.  
Friday-Saturday ..... 6:30 a.m. - 1 a.m.

Residents and guests are not allowed to use the Benton Hall lobby furniture for sleeping; as footrests; cushions as pillows; and may not move the furniture to another location.

## DRESS CODE

When in public areas, residents are expected to dress in appropriate attire:

- Shirts, shorts, pants/slacks, dresses and skirts (Shorts and pants/slacks are not to be worn below the hip/waist); and
- Robes over sleepwear.

## FURNITURE

Residents are responsible for the furniture in their rooms or apartments. Residents are not permitted to remove furniture from the assigned facility or to exchange furniture with other rooms or apartments. Beds are not to be transformed into bunk-bed styles. Waterbeds are not allowed. CBC personnel reserve the right to remove or replace Benton Hall and apartment furniture, fixtures and appliances.

## GUEST AND VISITATION HOURS

Benton Hall residents of the opposite gender and visitors may visit on the following schedule:

Sunday - Thursday ..... 6:30 a.m. - 11 p.m.  
Friday & Saturday ..... 6:30 a.m. - 1 a.m.

## HEALTHCARE FACILITIES

BC does not have a health care facility on campus. Accidents or emergencies should be immediately reported to the Housing Coordinator. Students needing emergency care will be taken to:

**Christus Spohn Hospital Beeville**  
1500 E. Houston St.  
Beeville, TX 78102  
(361) 354-2000

## HELPFUL ROOMMATE HINTS

- Honesty, understanding and mutual respect are important elements in learning to live with a roommate.
- Communication between roommates and suitemates is vital.
- Pet peeves, musical tastes, feelings, and preferences should be discussed.
- Problems between roommates should be discussed and kept in confidence.
- Schedules for showering, cleaning, studying, sleeping, and entertaining guests should be developed.
- Living area should be kept clean and comfortable.
- Record of shared expenses should developed and maintained.

## ROOM/APARTMENT ASSIGNMENTS

Housing assignments are determined by the Housing Coordinator. Any requests for a different living arrangement must be submitted to and approved by the Housing Coordinator.

## CANCELLATION OF SERVICES

The College President may cancel classes and cafeteria services during inclement weather or for emergency evacuation. In the event of an emergency, an immediate evacuation may be ordered and residents may be required to vacate the campus and/or housing facilities. If an emergency situation such as a tornado does not permit the evacuation, residents should seek shelter in the restroom of Benton Hall rooms or apartments.

## INSECTS

Rooms and apartments must be kept clean to reduce insect infestation. The Housing Coordinator should be informed of any insect problems. Benton Hall and the apartments are sprayed quarterly by a professional pest control company.

## INSPECTIONS

Random room checks will supplement inspections scheduled at the discretion of the Housing Coordinator. Residents are required to: Clean the mirrors, sinks, shower/bath-tub and toilet; dust the furniture; sweep and mop the floors; wash the dishes daily; keep dirty clothes in laundry containers; and take trash to the trash cans and receptacle daily. The receptacle is located in the Benton Hall parking lot.

## STUDENT INSURANCE

Students not covered by their parent's medical insurance may purchase a student health plan. Applications for insurance coverage can be obtained from the campus counseling office. Residents are encouraged to purchase their own insurance coverage. CBC does not provide insurance coverage.

## LIABILITY

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 guests which occur on CBC property.

## KEYS

Residents are responsible for Benton Hall room or apartment keys issued during check-in. Keys must be kept on the person at all times. Locks will be changed in the event of key loss and the student will be charged for this service.

- The Housing Coordinator must be notified when a key has been lost.
- Residents are not permitted to duplicate Benton Hall room or apartment keys.
- Broken keys will be replaced at no charge to the resident.
- Lost keys will be replaced at a charge of \$75, which will be required before receiving another key and re-entering the room or apartment.

## LAUNDRY FACILITIES

The laundry facilities are located at Benton Hall. Cost is \$1 per load. Laundry facilities close at 12 a.m. (midnight). CBC is not responsible for any items left in or stolen from the machines. Problems with laundry facilities/equipment should be reported to the Housing Coordinator. Residents should:

- Never leave laundry unattended;
- Unload machines immediately when the cycle is complete;
- Clean the lint from the dryer filters; and
- Keep the laundry facilities clean.

## RESIDENTIAL HOUSING AGREEMENTS

Residents are required to sign a residency contract. Each contract is for one academic semester and may be extended for a complete academic year. No refunds are made which are inconsistent with the contract. The contract is binding and students are responsible for paying the rental fees in full as stipulated in the contract. The contract should be read carefully before signing. Students may reside in CBC housing for a maximum of three years.

## LIGHT BULB REPLACEMENT

Apartment residents must replace their own light bulbs. Benton Hall residents should notify the Housing Coordinator when a light bulb needs replacing.

## MAINTENANCE

Maintenance requests should be submitted to the Housing Coordinator as soon as possible. Residents must use the official online request form available.

# Housing Handbook

## MISCELLANEOUS POLICIES

Items listed below apply to both Benton Hall and apartment residents unless otherwise specified:

- Obscene materials, posters and pictures are not allowed in Benton Hall rooms and apartments.
- Fighting and the use of profanity are prohibited.
- Incense, candles, and fireworks are prohibited.
- Water guns and balloons are prohibited.
- Throwing objects and playing in the Benton Hall courtyard is prohibited.
- Large flags, fishnets, parachutes or other combustible items are prohibited.
- Dartboards are prohibited.
- Motorcycles must be parked in the Benton Hall or apartment parking lots.
- Recreational vehicles, boats and trailers are prohibited on CBC property, including parking lots.
- The use of electrical heaters, electrical grills and skillets, hot plates, toasters, barbeque grills, toaster ovens, popcorn makers, tea and coffee makers by Benton Hall residents are prohibited.
- Benton Hall residents may use a microwave.
- Apartment residents may use a toaster, microwave, tea and coffee makers.

## PARKING

Residents are required to obtain a housing vehicle parking sticker. Citations will be issued to and fines will be assessed for residents without vehicle parking stickers and for parking in unauthorized zones and lots. Apartment residents are assigned one parking space per apartment. If an apartment resident has more than one vehicle, the resident may park in the visitor parking area.

## PETS

Benton Hall and apartment residents are not allowed to have pets of any kind. Violation may result in expulsion and residents may incur expenses for damages or cleaning fees.

## QUIET HOURS

Housing areas should be places where students can study and sleep. Quiet hours begin nightly at 11 p.m. and are observed until 6:30 a.m. the next morning. During quiet hours, the following policies are enforced:

- Loud noises (stereo, television, etc.) are prohibited;
- Residents are not allowed to loiter outside housing areas, parking lots or campus buildings;
- The use of cordless or cell phones by residents outside their rooms is prohibited;
- Tobacco smokers are permitted to smoke outside, in front of their rooms, for 5 minutes; and
- Residents are not allowed to socialize during smoking breaks.

## RECREATIONAL AND SOCIAL ACTIVITIES

To protect the rights of other residents and for the promotion of an environment conducive to learning, "parties" are not allowed at Benton Hall or the apartments without the consent of the Housing Coordinator. Recreational and social activities are scheduled throughout the semester by the Housing Coordinator. Residents wanting to assist the Housing Coordinator with recreational and social activities are invited to join the Benton Hall Club.

## RENOVATIONS

Students are not allowed to renovate, construct any structure, paint or carpet their rooms or apartments.

## REQUESTS

Moving furniture or other is not allowed without checking with the Housing Coordinator.

## INSPECTIONS

Room inspections are conducted throughout the scholastic year. Citations will be issued if deemed necessary. Expulsion from room assignment may be considered after the third citation is issued to a resident.

## DRUGS

Over the counter medications and prescriptions issued by a medical Physician are permitted. Possession, use, or sale of an illegal drug (as defined by the CBC Policy Manual and

according to all State and Federal Laws) is prohibited. Students who violate this policy and those who test positive for drug use are subject to immediate suspension and expulsion from campus housing. Law enforcement officials will be summoned to handle such violations. CBC is a drug free campus. There is no probation for this offense.

## ENTRY, SEARCH AND SEIZURE

Staff members may enter a student's room or apartment after knocking. Rooms and apartments will be entered in the absence of the occupant only in an emergency, for inspections, inventories, maintenance, postal deliveries or for a reasonable cause. Cause is defined as a reason to believe that a rule has been violated, and that the violation is sufficient enough to jeopardize the well being of the Benton Hall or apartment living group.

## Fires Safety Information for Housing Residents

Coastal Bend College is committed to providing housing residents with a safe environment. Fire Drills at Coastal Bend College will be conducted to familiarize housing occupants with the safety and evacuation processes. As such the College has developed the following procedures.

## EMERGENCY PROCEDURES

### Fire Reporting Procedures

The following procedures should be followed if you discover a FIRE:

1. If indoors and possible, please close the door to the room involved.
2. Call 911.
3. Report the fire to the Coastal Bend College Housing Supervisor, Physical Plant staff, Dean of Student Services and/or President's Office. Call from a safe location, away from the fire. Never assume that someone else has called.
4. Extinguish the fire using the appropriate fire extinguisher only if you have been properly trained and the fire is small. To operate a fire extinguisher, remember the word PASS:
  - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
  - Aim low at the base of the fire.
  - Squeeze the lever slowly and evenly.
  - Sweep the nozzle from side-to-side.

### Fire Alarm Procedures

1. All faculty, staff, students and guests are required to evacuate the building during a fire alarm. When evacuating the building, use the most direct means of exit possible. Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke, stay in the room. Call 911. Pack wet towels under the door to prevent smoke entry. Let people know you are trapped. Wave a towel or pillowcase out the window. Stay low on the ground near the window. If you must break a window do so cautiously to avoid injury. If the door is not hot, open it slowly. If there is no smoke or fire, you may exit. If the smoke is light, crawl low to safety.
2. As you exit, close the door to your room. This will contain the fire and make it easier to extinguish. Find a safe route.
3. If you observe other people in the area who are not aware of the alarm, advise them and ask that they evacuate. You should not attempt to force them to leave.
4. Proceed to the designated meeting area to answer roll call. The first option is the flag pole in front of the administration building. If this area is unsafe proceed to the area by the entrance of the college opposite of the campus sign and across from the street from the campus apartments. Do not obstruct emergency vehicle routes. If someone was unable to get out of the building or if they cannot be found, report this to the Coastal Bend College personnel and emergency responders as soon as possible.
5. Do not attempt to go back to the building until Coastal Bend College personnel or the Beeville Fire Department have given clearance.
6. Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for.



# Housing Handbook

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## INFRACTIONS

### Failure to Evacuate

Except for emergency response agencies, all occupants in the building will evacuate during a fire alarm. Individuals or groups failing to evacuate will be subject to expulsion from college housing and / or criminal prosecution. The Fire Department and Coastal Bend College personnel will perform building sweeps. Residents found in their rooms during a fire or fire alarm will be reported to the Dean of Student Services for disciplinary action. Students must evacuate even if they feel or are told the fire alarm is not real.

### Fire Hydrants and Fire Lanes

No vehicle except for emergency response vehicles are allowed to park in designated fire lanes or in front of a fire hydrant. Coastal Bend College shall not be responsible for any damage to a motor vehicle that obstructs the response of the Fire Department or other emergency response agency.

### Other Infractions

Students may face expulsion from college housing, and/or criminal prosecution for the following:

- Any person who intentionally blocks or otherwise hampers the duties of the Fire Department or other safety personnel during a fire or medical emergency;
- Any person who without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire;
- Any person who modifies or tampers with the fire detection and/or suppression system (including fire extinguishers) in any building or room who knowingly sets fire to components of a building (i.e. doors, bulletin boards, and furniture) and/or the building;
- Anyone who possesses and/or activates a smoke bomb or other fireworks;
- Anyone who initiates a bomb threat; and
- Any person who through his action endangers another individual.

## SAFETY PRECAUTIONS

### Fire Hazards

Most residence hall fires start in a student room. Causes could include:

- Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids, outdoor and indoor grills, and other similar items are hazards. These items are not allowed in buildings and shall be removed at the owner's expense.
- Careless disposal of smoking material, cooking equipment, candles, improper wiring and poorly installed lights (including holiday lighting) are hazardous and not allowed.

### Room Inspections

For health and safety reasons Coastal Bend College will inspect each room, at least twice annually to help maintain a healthy and safe living environment. When the College receives a complaint about an area or room relative to health and safety, the College can and will inspect and rectify the hazardous condition at the resident's expense. The Coastal Bend College staff and/or the Dean of Students Services can inspect, correct, and if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room, or building.

## FIRE EXTINGUISHERS

Each apartment and room at Benton Hall has a fire extinguisher. It is to be used for emergencies only. If the extinguisher is discharged in a non-emergency, the resident will be charged for refills. CBC maintenance personnel inspect extinguishers monthly as designated by evacuation procedures outlined in this handbook.

## FIRE SAFETY

In the event of a fire, residents will exit the upstairs Benton Hall rooms and go to the nearest stairwell leading down to the first floor and move to open areas away from the building. Residents on the first floor will go directly from the room to open areas.

## IMPORTANT PHONE NUMBERS

Emergency .....	911
Housing Supervisor .....	(361) 354-1296
Physical Plant Service Desk .....	(361) 354-2347
Dean of Student Services .....	(361) 354-2304
President's Office .....	(361) 354-2200

## Student Dorm Internet Use Policy

### Acceptable uses of the Internet and college e-mail

The college encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet services 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 e-mail and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following rules have been established for using e-mail and the internet. Any improper use of the Internet or e-mail is not acceptable and will not be permitted.

### Unacceptable uses of the Internet and college e-mail

The college e-mail 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 e-mail 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 e-mail or Internet for personal gain is prohibited.

## Communication

Each person is responsible for the content of all text, audio or images that they send over the college's e-mail/Internet system. No e-mail 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 e-mail/Internet system should contain the person's name. 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, downloading of any unauthorized software is prohibited. All commercial software downloaded must be registered to the user who downloaded them. Persons should contact the CBC Computer Center if they have any questions.

## Copyright Issues

Copyrighted materials belonging to entities other than the college, may not be transmitted by persons on the college's e-mail/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 single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including probation or suspension.

## Security

The college routinely monitors usage patterns for its e-mail/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 e-mail/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 e-mail/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.

# Housing Handbook

## Violations

Any person who abuses the privilege of college facilitated access to e-mail or the Internet will be subject to corrective action up to and including probation or suspension. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations.

## Housing Mailing Addresses

Mail may be picked up in the mailroom located in the Grady C. Hogue Learning Resource Center.

Benton Hall residents should have mail addressed as follows:

**Resident's Name**  
Coastal Bend College  
Benton Hall  
3600 Charco Rd.  
Beeville, TX 78102

Apartment residents will receive mail directly from the U.S. Postal Service. Mailboxes are located outside the apartments next to the A-section of the apartment complex. Apartment residents should have their mail addressed as followed:

**Resident's Name**  
3701 Charco Rd.  
Apt. # \_\_\_\_\_  
Beeville, TX 78102

## Cancellation of Housing Reservation

To receive a deposit refund, the housing office must receive a written cancellation notice by:

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

## Check-in Procedures

1. Proper check-in procedures include signing the residency contract and receiving a key to the assigned facility after providing proof of bacterial meningitis shot or exemption and submitting the deposit fee.
2. Completion of any portion of the check-in procedures constitutes occupancy and obligates students to all policies outlined in the residency contract. This contract is binding and the student is responsible for paying the rental fees in full as stipulated in the contract. The rent and deposit will not be prorated or refunded if a student vacates or is evicted from Benton Hall or the college apartments during the semester.
3. A withdrawing student attending CBC for the first time, who is receiving Title IV financial assistance, will receive a refund credit based on PL 102.325.
4. Students will be notified of check-in dates prior to the beginning of the semester.
5. Students who fail to occupy rooms or apartments by 5 p.m. on the first class day of each semester will forfeit their deposits and reservations.
6. CBC housing residents need to complete the online training program Preventing Sexual Harassment. This course is mandatory and you may access the course through the following link:  
<http://training.newmedalearning.com/psh/coastalbendc/index.htm>  
The user-friendly course requires approximately 60 to 90 minutes to complete. Upon completion of the reading section a 15-question mastery test is required. A score of 80 or higher must be achieved in order to pass the test. A score lower than 80 requires a retake. Upon successful completion, the test taker will be prompted to print a certificate. A copy of the certificate of completion must be submitted to the Housing Coordinator. The certificate will be placed in each student's residence file. Please note, an e-mail will be sent to the Dean of Student Service with the test taker's name, date of completion, and score.

## Check-out Procedures

Check-out dates will be posted at the end of each semester. Residents must follow these procedures:

1. Personal belongings left in the rooms or apartments will become CBC property, and as such, CBC reserves the right to dispose of this property.
2. Rooms/apartments should be cleaned and sanitized. This includes sweeping, mopping, dusting the furniture, cleaning all appliances, kitchen (apartments only) and the bathroom.
3. All trash should be placed in the trash bins.
4. Decals, posters, writings or markings should be removed from walls, windows, and mirrors and these should be thoroughly cleaned.
5. Power to the refrigerator breaker should not be shut off. (All food must be removed and refrigerator cleaned or student will be charged for cleaning.)
6. Keys must be returned to the Housing Coordinator the day the student checks out to prevent a charge for changing the lock. Benton Hall residents must turn in their keys at the end of each semester and the keys will be reissued when the student checks-in for the next semester.
7. Students who fail to check-out with the Housing Coordinator forfeit their deposit.
8. Fees must be paid in full before checking out of the apartments or Benton Hall.
9. Apartment residents must provide the Housing Coordinator a minimum of 30 days notice in order to be eligible for refunds of deposit or rental fees. Refer to the "Suspension," section of this handbook. Suspended residents will be charged for any damages to the room/apartment and its furnishings and for any necessary cleaning.
10. Residents suspended from campus housing will not receive a refund of the deposit or rental fees. Refer to the "Suspension," section of this handbook.

## Class Load Requirements

All residents must be full-time students and must maintain full-time status to meet eligibility requirements for campus housing. Full-time status is defined as a minimum of a 12-hour scholastic load. The Housing Coordinator may allow exceptions for student enrolled in 9 hours but full-time students will have priority.

## College Apartments

A \$250 deposit must be submitted along with the housing application. The monthly rental fee of \$600 per adult occupant is due on the first of each month. A \$25 fee will be assessed if rent is not paid in full by the fifth day of the month. A \$20 per day fee will be assessed after the fifth 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 could result in eviction.

Apartments are furnished and equipped 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. A playground is located between the apartments and the tennis courts.

Utilities such as water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area providers for cable and telephone service.

# Housing Handbook

## Rental Fees

**All rental fees are subject to change.**

**THE FOLLOWING RENTAL PLANS AND PAYMENT OPTIONS ARE AVAILABLE TO THE BENTON HALL RESIDENTS:**

### Benton Hall Room Plans

(Fall and Spring semesters)

Amount: \$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.

### 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.

Due Date: Before occupying Benton Hall room.

#### 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

Dorm 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.

### Fall 2011

#### Plan Semester Cost

15-Meal	\$1,183.31	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 241 meals at a unit price of \$4.91. Meals do not carry over.
19-Meal	\$1,395	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 300 meals at a unit price of \$4.65. Meals do not carry over.

### Spring 2012

#### Plan Semester Cost

15-Meal	\$1,252.05	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 255 meals at a unit price of \$4.91. Meals do not carry over.
19-Meal	\$1,385.70	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 298 meals at a unit price of \$4.65. Meals do not carry over.

## Safety Tips

Doors must not be left open even for a short period of time and must be locked at all times.

- Valuables should be locked in the closet.
- Serial numbers for all valuables should be recorded for identification purposes.
- Residents should use the buddy system when walking after dark.
- Residents should keep roommates and suitemates informed of their whereabouts and of approximate time of return at all times.
- Strangers should not be allowed in living quarters.

## Security Officers

Security officers are on duty during the evening hours. They are present for students' safety and to enforce CBC policies and regulations. Problems should be reported to the officers if the Housing Coordinator is unavailable. Residents are obligated to abide by the security officer's requests. Security officers are ONLY to observe and report violation of rules or problems that may occur. Residents are not required to share confidential or personal information with the security staff. Residents are free to come and go as they please as long as all housing rules are followed.

## Skates, Roller Blades and Skateboards

Benton Hall residents are not allowed to use skating equipment around Benton Hall, the apartments, the Benton Hall basketball court or around campus buildings. Skating equipment may be used during posted hours on the walking track.

## Smoking

The smoking of tobacco products inside Benton Hall rooms and lobby, college apartments, or any college facility is prohibited. All Benton Hall and apartment residents and their guests are required to smoke outdoors.

## Smoke Alarms

Smoke alarms are installed in each Benton Hall room and apartment. These are not to be disarmed or removed. Violations of this policy could result in disciplinary action. CBC maintenance personnel inspect alarms once a month. Benton Hall or apartment residents are responsible for the condition of the alarms in their living quarters and are subject to payment of fee for broken alarms.

## Storage

Residents should remove all personal property from the premises prior to checking out of their assigned facility. Items left behind will not be stored but will be considered CBC property and will be discarded. Residents should consider the use of commercial storage facilities available in the Beeville area.

## Suspension

Residents suspended or evicted from campus housing will not receive a refund on deposit or rental fees. Suspended students are liable for all rental fees in accordance with the signed lease agreements; are not allowed to visit in any Benton Hall or apartment areas; and are subject to trespassing charges. CBC retains the right to prosecute violators once law enforcement officials have been notified.

## Vacations

Benton Hall residents are not allowed to occupy their assigned facility during school holidays. The Housing Coordinator will inform the residents of checkout dates and procedures. Students must vacate Benton Hall rooms on the following holidays and when the Housing Coordinator feels it necessary for the Benton Hall rooms to be vacated unless other arrangements are made with the Housing Coordinator.

- Thanksgiving
- Christmas
- Spring Break

Air conditioning, heat, and hot water may not be available during school holidays. Valuable possessions should be taken home during the holidays to reduce the threat of theft. CBC will not be held liable if property is vandalized or stolen from the Benton Hall rooms or apartments.

Apartment residents may continue to reside in their assigned facility during school vacations provided that the resident has renewed the lease agreement for the next semester and that the rent has been paid in full.

## Weapons

Weapons or facsimiles of weapons are prohibited on CBC property. Residents cannot store weapons or facsimiles in their rooms, apartments, vehicles or CBC property in general.

## **Additional Information**





## 2011-2012 Advisory Committee Members

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### Accounting and Professional Business Technology

Bridge, Linda, Tax Accessor/Collector, Bee County Tax Office, Beeville  
 Brundrett, Henrietta, Secretary, Marion Williams, Jr., Attorney at Law, Beeville  
 Carter, Joe, Owner, Joe Carter Associates, Beeville  
 Clark, Don, Owner, Clark and Clarke Associates  
 Dudley, Rick, Agent, Brooke Insurance, Beeville  
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 Hernandez, Anabel, Administrative Assistant, Alice  
 Huie, Shambryan, Accounting Department Supervisor, State Bank & Trust, Beeville  
 Mordica, Clyde, Trust Officer, First State Bank of Odem, Odem  
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 Perez, Mary, Medical Administrative Assistant, George West  
 Rautman, Ron, Manager, Beeville Country Club, Beeville  
 Rayes, Donna, Attorney, Pleasanton  
 Ries, Jerry, Manager, Capehart Housing, Beeville  
 Selman, Robin, Technology Director, A.C. Jones High School, Beeville  
 Stambaugh, Jessica, Personnel, TDCJ-McConnell Unit, Beeville  
 Valdez, Mima, Counselor, Texas Workforce Network, Beeville

### Air Conditioning and Refrigeration

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 Altman, Jim, Owner, Four Seasons Air Conditioning & Heating, Kingsville  
 Clopton, Curtis, Vocational Coordinator, Federal Correctional Institution, Three Rivers  
 Garcia, Mark, Owner, Country Air-Heating & Air Conditioning, Beeville  
 Hickey, Charles, Owner, Hickey Air Conditioning Co., Beeville  
 Laney, Karen, State Agent, Texas Rehabilitation Commission, Beeville  
 Nunez, Carlos, Owner, Charlie's, A/C & Heating, Kingsville  
 Nunez, Ibrey, Owner, Ibrey & Sons AC & Heating, Kingsville  
 Ramos, Rudy, Owner, Ramos Refrigeration & AC Sales & Service, Kingsville  
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 Smart, Causey Don, Owner, Smart's A/C & Refrigeration, Kenedy  
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 Wiatrek, John, Owner, J.W. Services, Karnes City

### Airframe and Power Technology

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 Montez, Joe B., Beeville Development Authority, Beeville  
 Thomson, Ken, Sikorsky, Beeville  
 Worsham, Harold, Sikorsky, Beeville

### Automotive Technology

Camdem, Russell, Owner/Technician, C&H Automotive, Beeville  
 Cox, Joe, Service Manager, Dave Moore Ford, Beeville  
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 Denert, Bill, Owner, Snap Auto Parts, Kenedy  
 Gisler, Rodney, Owner/Technician, Performance Plus Auto Repair Shop, Three Rivers  
 Laney, Karen, Counselor, Texas Rehabilitation Commission, Beeville  
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 Loxterman, Lee, Manager, Performance Plus Auto Repair Shop, Three Rivers  
 Oliveras, Rick, Technician, Dave Moore Ford, Beeville  
 Rodgers, Robert, Parts Manager, Dave Moore Ford, Beeville  
 Rodriguez, Oscar, Manager, O'Reillys Auto Parts, Beeville  
 Schroyer, Bill, Owner, Pride Machine Shop, Beeville  
 Valdez, Mima, Counselor, Texas Workforce Network, Beeville

### Early Development and Education

Alaniz, Veronica, Parent, CBC Day Care Center, Beeville  
 Benavides, Isabel, Family Services Worker, Benavides Head Start, Benavides  
 Birdwell, Rosella, Director, Pleasanton Pep Center, Pleasanton

Cantu, Valerie, Center Director, BCAA Head Start, Beeville  
 Colecio, Nori, Director, Alice Head Start, Alice  
 Garza, Angelica, Director, Texas Migrant Council, Alice  
 Garza, Nelda, Owner, Little Lambs Learning Academy, Beeville  
 Ibarra, Elsa R., Owner, Happy Days Child Care Center, Beeville  
 Kinney, Michelle, Teacher, Karnes City Head Start, Karnes City  
 Krause, Phyllis, Director, It's a Small World Nursery School, Karnes City  
 Krause, Will, Parent, CBC Day Care Center, Beeville  
 Laney, Karen, Vocational Rehab, Counselor, Rehabilitation Commission, Beeville  
 Loya, Stephanie, Trinity Center Director, BCAA Head Start, Beeville  
 Luna, Dianna M., Family Day Home, Three Rivers  
 McArthur, Anna P., Ph.D, professor, Texas A&M University -- Kingsville  
 Mendez, Yolanda, Education/Transition Coordinator, BCAA Research Resource Center, Beeville  
 Ortiz, Anna, Director, A.C. Jones Child Care Center, Beeville  
 Ponce, Sheryl, Owner/Director, Kids Day Care Center, Refugio  
 Ray, Gay, vocational Rehab Counselor, Texas Rehabilitation Commission, Beeville  
 Rodriguez, Marivel, Teacher, Alice High School, Alice  
 Sanders, Dr. Jana, Associate Professor of Education, College of Education, Corpus Christi  
 Scotten, Ann, Teacher, A.C. Jones High School, Beeville  
 Trevino, Linda, Dental Health Coordinator, BCAA Medina Center, Beeville  
 Turner, Karen, Quality Development Specialist, Education Service Center, Corpus Christi

### Medical Records/Coding Specialist

Adames, Naomi, RHIT, Coder, Alice Regional Hospital, Alice  
 Thompson, Fran, RHIT (retired), Beeville  
 Barrington, Janette, Medical Records Supervisor, TDCJ - Garza West, Beeville  
 Barnett, Kelly, RHIT, Medical Records, Driscoll Children's Hospital, Corpus Christi  
 Horne, Debbie, Medical Records, Driscoll Children's Hospital, Corpus Christi  
 Kaiser, Bonnie, RHIA, Director of Medical Records, Citizens Medical Center, Victoria  
 Menager, Kathy, R.N., Consultant, Moore's City Drugs, Sinton  
 Ohrt, Sheila, RHIT, Medical Records, Citizens Medical Center, Victoria  
 Ousley, Lonnie, RHIT, Coder, University Hospital, San Antonio  
 Parma, Susan, RHIA, Director of Medical Records, DeTar Hospital, Victoria  
 Reyes, Rachel, RHIT, Medical Records, Driscoll Children's Hospital, Corpus Christi  
 Spears, Heather, RHIA, Medical Records, Christus Spohn Hospital Corpus Christi - Memorial, Corpus Christi  
 Stroppiana, Barbara, RHIA, Information Systems, Driscoll Children's Hospital, Corpus Christi  
 Weidenfeller, Tami, RHIA, Director of Medical Records, Christus Spohn Hospital Corpus Christi - Memorial, Corpus Christi

### Computer Information Technology

Blankenship, Ed, Computer Consultant, Sikorsky Support Services, Beeville, Texas  
 Higdon, Kenneth, Computer Teacher, A.C. Jones High School, Beeville, Texas  
 Alfaro, Veronica, Counselor, Academy High School, Kingsville  
 Arteaga, Marcus, Network Administrator, Brooke Insurance, Beeville  
 Brown, Alan, Owner, Brown Computer Services, Jourdanton  
 Cann, Art, Co-owner, Fresh Start Computers, Corpus Christi  
 Cann, Patsy, Co-owner, Fresh Start Computers, Corpus Christi  
 Cooper, Bryan, Owner, Long Horn Computer Services, Pleasanton  
 Driver, Thom, Instructor, Academy High School, Kingsville  
 Hindes, Jim, Director of Technology, Pleasanton I.S.D., Pleasanton  
 Keach, Christy, Technology Instructor, George West High School, George West  
 Laney, Karen, Counselor, Texas Division of Rehabilitation Services, Beeville  
 McCafferty, Jason, Network Administrator, Bee County Joe Barnhart Bee County Public Library, Beeville  
 Munoz, Anthony, Technology Director, Pettus I.S.D., Pettus  
 Ortiz, Adolf, owner, Prime Technology Solutions, Poteet  
 Pate, Sean, City manager/Technology Solutions, Poteet  
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 Ray, Gay, Counselor, Texas Division of Rehabilitation Services, Beeville  
 Ray, Jeanie, Counselor, Workforce One, Beeville  
 Rodriguez, Dawn, Asst. Technology Director, Three Rivers I.S.D., Three Rivers

# 2011-2012 Advisory Committee Members

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 Rushing, Thomasine, Technology Director, Three Rivers I.S.D., Three Rivers  
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 Sparks, Ty, Technology Director, George West I.S.D., George West  
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 Steele, Harold, Principal, Karnes City High School, Karnes City

## Continuing Education/Adult Basic Education

Adams-Meyer, Carla, Member, Kleberg CO Adult Literacy Council, Kingsville  
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 Casarez, Raul, Judge, Bee County, Beeville  
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 Del Bosque, Lisa, Director, Beeville Chamber of Commerce, Beeville  
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 Franco, Charity, Juvenile Probation Office, Bee County Juvenile Probation Dept., Beeville  
 Garcia, Cheryl, COO, Atascosa Health Center, Pleasanton  
 Garcia, Rudy, Owner, Affordable Insurance, Beeville  
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 Kruckenberg, Dean, Jim Wells County Economic Development Corp., Alice  
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 Martinez, Pete, President, Beeville Adult Literacy Council, Beeville  
 Mora, Lisa, Director of Human Resources, Weatherford International Ltd, Corpus Christi  
 Pierson, Mike, Director, Three Rivers Chamber of Commerce, Three Rivers  
 Ramirez-Garcia, Crystal, Director, Los Mestafios Career Academy, Falfurrias  
 Ramos, Raymond, Vice President, Christus Spohn Beeville, Beeville  
 Saenz-Ngo, Angela, Southern Region Director, Excel Trucking Service, Alice  
 Salazar, Viola, Director, Beeville Housing Authority, Beeville  
 Saucedo, Martha, Specialist, Bee Development Authority, Beeville  
 Seals, Pat, Director of Technical Programs, A. C. Jones High School, Beeville  
 Simo, Anna, Executive Director, Bee County Action Agency, Beeville  
 Small, Monty, Director, Atascosa Health Center, Pleasanton  
 Stasny, Susan, Chair CE Advisory, Small Business Owner, Beeville  
 Taylor, Kathy, Program Facilitator, Leadership Bee County, Beeville  
 Webb, Rick, Truancy Officer, Beeville ISD, Beeville  
 Wood, Tony, Director, National Spill Control School, Corpus Christi

## Cosmetology

Southmayd, Kandi, Owner, Beeville  
 Franco, Elaine, Manager, Smart Style, Beeville  
 Perez, Toni, Stylist, Beeville  
 Haskin, Tiffany, Stylist, Smart Style, Beeville  
 Rendon, Rebecca, Owner, Beeville  
 Trevino, Joel, Owner, Beeville  
 Flores, Carol, Stylist, Beeville  
 Cortez, Seneca, Stylist, Beeville  
 Hernandez, Pat, Stylist, Beeville  
 Cook, Ed, Owner, Artistic Hair Design, Beeville  
 Landreth, Gloria, Owner, Hair Dynamix, Beeville  
 Upton, Rich, Manager, Fantastic Sams, San Antonio  
 Mack, Timbo, Stylist, Corpus Christi  
 Balboa, Sheila, Manager, Smart Styles, Kingsville

## Dental Hygiene

Cuellar, Arnold, D.D.S., General Practice, Portland  
 Carroll, Cheri, R.D.H., Private Practice, Victoria  
 Franke, Larry, D.D.S., General Practice, Karnes City  
 Hesselstine, Tammy, R.D.H., Private Practice, Sinton  
 Huckman, Michael, D.D.S., General Practice, Beeville  
 Schultz, Gary, D.D.S., General Practice, Beeville  
 Suggs, Sandy, R.D.H., Private Practice, Portland  
 Shelton, Elizabeth, D.D.S., Private Practice, Beeville

## Drafting and Design Technology

Battle, Sarah J., Office Manager, Don B. McDonald Architect, San Antonio  
 Elizalde, Roberto, Application Specialist, City of Corpus Christi (GIS), Corpus Christi  
 Garza, Servando, CAD Operator, Coym & Rehmet Engineering, Alice  
 Griffin, Cathie, Vice President of Industrial Production, Red Ewald, Inc., Karnes City  
 Hanson, Curtis, Designer, Fluor-Daniel, Inc., Sugar Land  
 Hanson, Robert, Designer, J.V. Industrial, Corpus Christi  
 Janysek, Matthew, Piping Designer, Valero Refinery, Three Rivers  
 Kutac, Jason, Engineering, Espey Consultants, Inc., Austin  
 Moczygemba, Sherwin, Pipe Designer, Fluor-Daniel, Inc., Sugar Land  
 Ortiz, Alfonso, Designer, Al Ortiz, Piping Engineer & Design Specialist, Houston  
 Ramirez, Jorge, Engineering Specialist I, Texas Dept. of Transportation, Hebbronville  
 Renteria, Jason, Drafting Supervisor, TECHNOS Corporation, Schertz  
 Velasquez, Raul, Designer, Drill-Quip, Inc., Houston

## Law Enforcement

Bylar, Michael, San Patricio County Sheriffs Office, Sinton  
 Busby, Larry, Sheriff, Live Oak Sheriff's Office, George West  
 Alvarez, Phillip, Correctional Officer, Federal Bureau of Prisons, Three Rivers  
 Bueno, Danny, Chief, Alice Police Dept., Alice  
 Canales, David R., Deputy Sheriff, San Diego Sheriff Dept., San Diego  
 Carrizales, Carlos, Sheriff, Bee County Sheriff's Office, Beeville  
 Cavazos, Julian, Commander, Kingsville Police Dept. Kingsville  
 Franco, Charity, Juvenile Probation Office, Bee County Juvenile Dept. Beeville  
 Franco, Derek, Investigator, Bee County Sheriffs Office, Beeville  
 Dubose, Duane, Chief, Kenedy Police Dept. Kenedy  
 Flores, Lauro G., Civilian Instructor, Dilley High School, Dilley  
 Garcia, Edelmiro, Civilian Instructor, Aransas Pass ISD, Aransas Pass  
 Gonzales, Steve, Asst. Chief, Atascosa County Sheriff Dept., Jourdanton  
 Hinds, Jason, Civilian Instructor, AC Jones High School, Beeville  
 Hyland, John, Chief Corpus Christi International Airport Public Safety, Corpus Christi  
 Jefferson, Kenneth, Asst. Chief, Beeville Police Dept. Beeville  
 Juarez, Armando, Inbound Coordinator, U.S. Customs, Corpus Christi  
 Jones, Ronnie, Sergeant, Bee Co. Sheriff's Dept., Beeville  
 Kalisik, Norma, Deputy, Atascosa County Sheriff's Dept., Jourdanton  
 Lopez, Oscar, Sheriff, Jim Wells Sheriff's Department, Alice  
 Mata, Edward, Sheriff, Kerberg County Sheriff  
 Martinez, Daniella, Probation Officer, 36th Judicial Dist. Juvenile Probation, San Patricio  
 Mendez, Roy, Chief, San Diego Police Dept., San Diego  
 Olivares, Ronnie, County Commissioner, Bee County Beeville  
 Reid, Lisa, Civilian Instructor, San Antonio ISD, San Antonio  
 Riojas, Fred, Trooper, Texas Dept. of Public Safety, Kleberg County Courthouse, Ed  
 Lopez Building, Kingsville  
 Rivera, Jesse, Border Patrol Agent, United States Border Patrol, McAllen  
 Rodgers, Aurthor, Chief, Orange Grove Police Dept, Orange Grove  
 Stuart, Patricia Hickman, Civilian Member, Hickman Ranch, Beeville  
 Torres, Rick, Chief, Kingsville Police Dept., Kingsville  
 Trevino, Joe, Chief, Beeville Police Dept., Beeville  
 Young, Sandra, Civilian Instructor, Montgomery ISD, Montgomery

## Machinist

Danos, Gerald, President, Dixie Iron Works, Alice  
 Garcia, Virginia, Business Service Rep, WorkForce Solutions of the Coastal Bend, Alice  
 Castillo, J.R., Placement Specialist, WorkForce Solutions of the Coastal Bend, Alice  
 Little, Mark, Endyn, Alice  
 Perez, Frank, Director, Career and Technical Education, Alice High School, Alice  
 Ramirez, Frank, Owner, Alice Machine Shop, Alice  
 Rivera, Estella, Employment Specialist, WorkSource, Alice  
 Tagle, Ramiro, Owner, RamGear, Alice  
 Tagle, Roy, Owner, RamGear, Alice  
 Williams, Becky, Owner, Downtime Machine Shop, Alice  
 Williams, Don, Owner, Downtime Machine Shop, Alice

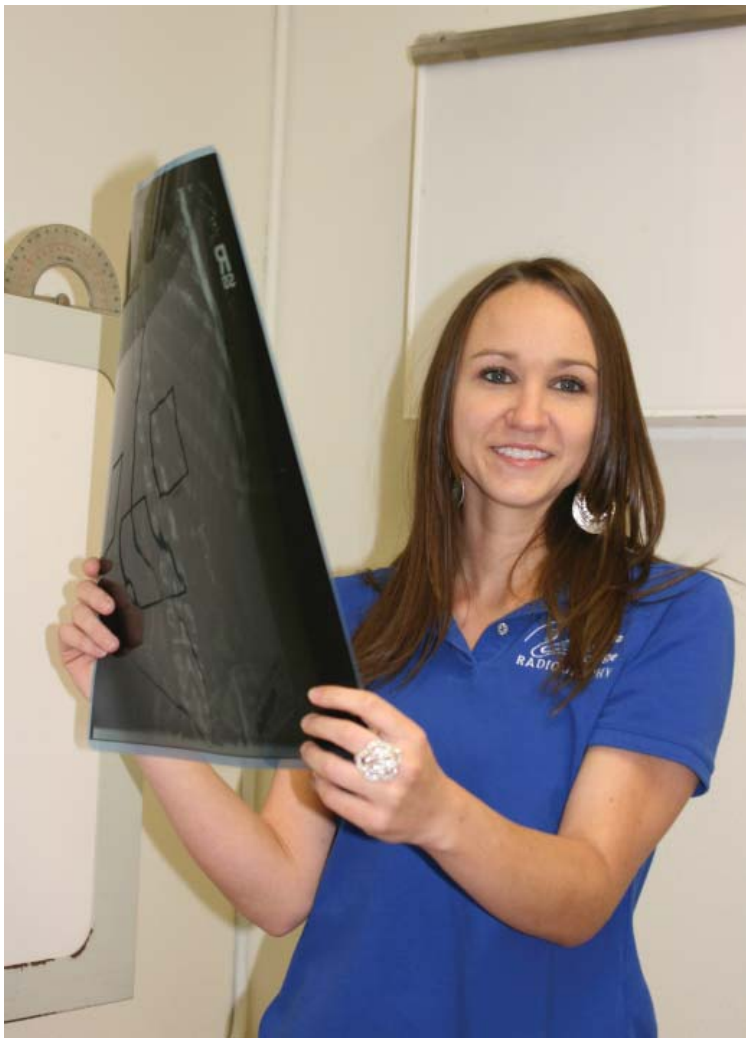
## 2011-2012 Advisory Committee Members

### Oil and Gas Technology

Fischer, John, General Manager, R.W. Dirks Petroleum Engineer, Inc., Tuleta  
 Halbrook, Joe, Reliability Engineer/Manager, Valero Corporation, Three Rivers  
 Jones, Wayne "Coach," Artificial Lift Systems, Weatherford International LGD, Houston  
 Ruiz, Gilbert, Chief Operator, Valero Corporation, Three Rivers  
 Vera, Sergio, Environmental Science, Valero Corporation, Three Rivers

### Pharmacy Technician

Everett, Dora, Pharmacy Technician District Trainer, CVS  
 Everett, Mitchell, Pharmacy Department Head Bay Area Corpus Christi Medical Center  
 Garza, Larry, Pharmacy Manager, HEB  
 Harrell III, Nick, Manager/Owner, Harrell's Pharmacy  
 Jones, Buddy, Pharmacist, Walgreens Kingsville  
 Mendoza, Alice, Pharmacy Department Head, Christus Spohn Kleberg  
 Mendoza, Joe, Pharmacy Manager, Walgreens  
 Ornelas, Elsa, Manager/Owner, Elsa's Pill Box and More  
 Paz, Diana, district Pharmacy Manager, Walgreens Corpus Christi District  
 Ratka, Anna, Ph.D., Pharm.D. Professor and Chair of Pharmaceutical Sciences, Irma  
 Lerma Rangel College of Pharmacy  
 Rivera, Selena R., Pharmacy Technician, Christus Spohn Alice  
 Robbins, Monica, Pharmacy Training Coordinator, Corpus Christi District  
 Salinas, Donna, Pharmacy Manager, HEB Beeville  
 Soliz, Michelle, Pharmacy Manager, Walgreens  
 Smith, Melva, Pharmacy Technician/Prescription Center Owner  
 Ugues, Annie, Pharmacy Manager, Wal-Mart



### Professional Business Technology

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 Clark, Don, Beeville  
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 Dobson, Danny, Beeville  
 Duffy, Paula, Barnhart, Beeville  
 Gaitan, Amie, TDCJ McConnel, Beeville  
 Gibbud, Andrea, Bee County Tax Office, Beeville  
 Montez, Joe B., Bee Development, Beeville  
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 Ries, Jerry, Beeville  
 Rivas, Marta, Workforce Division, Beeville  
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 Seals, Patrick, A.C. Jones High School, Beeville  
 Warnix, Laura, Pettus ISD, Pettus

### Radiologic Technology

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 Colburn, Paul, Radiology Department Coordinator, Christus Spohn Hospital Alice,  
 Deases, Fred, Radiology Department Coordinator, Christus Spohn Hospital Kleberg,  
 Kingsville  
 Garcia, Dicky, Radiology Department Coordinator, Refugio Memorial Hospital, Refugio  
 Lewis, Barbara, Radiology Department Coordinator, South Texas Regional Hospital,  
 Jourdanton  
 Leyva, Roy, Radiology Department Coordinator, Christus Spohn Hospital Kleberg,  
 Kingsville  
 Munoz, Joel, Radiology Department Coordinator, Christus Spohn Hospital Alice,

### Department of Nursing Education

Blagg, Linda, DON, The Heights Rehabilitation and Long Term Care, Pleasanton  
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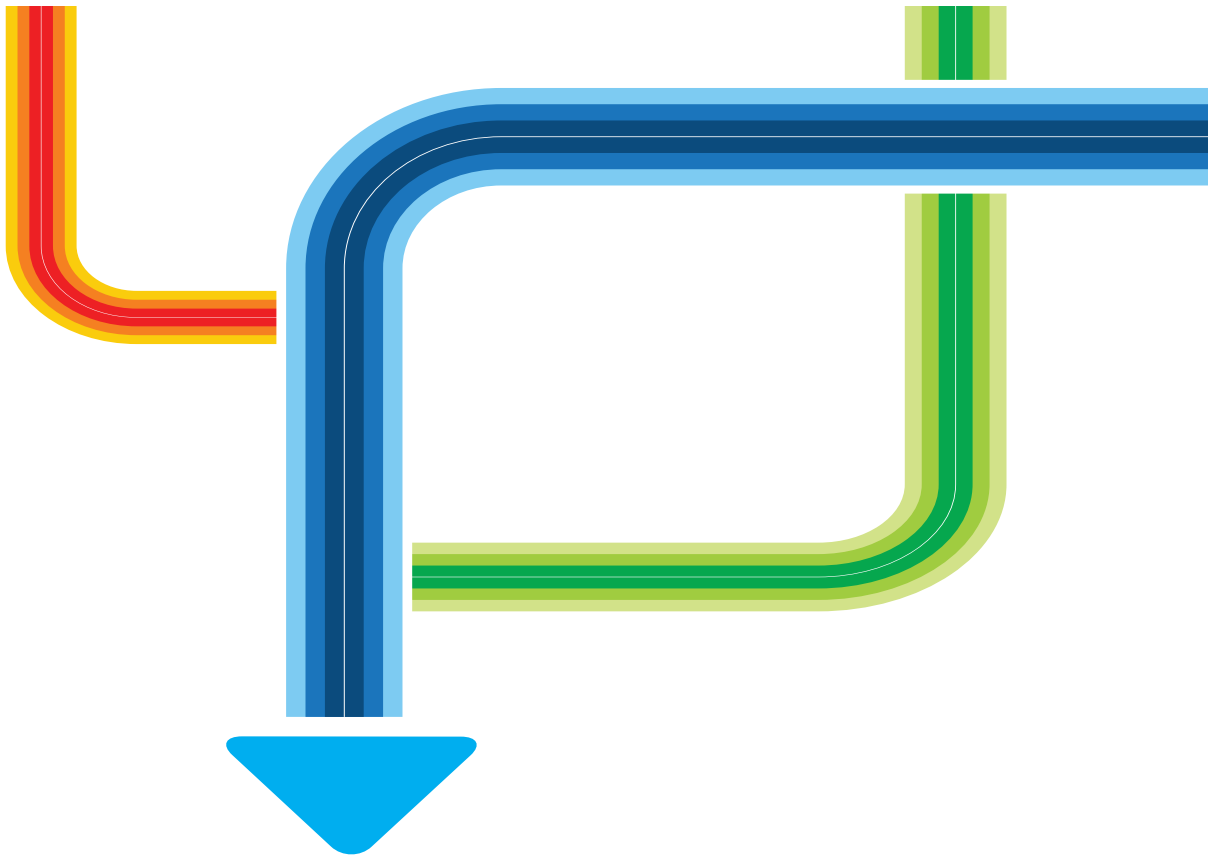
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