

**2022-2023**

**COURSE CATALOG**

**&**

**Student Handbook**

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

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# 2022-2023 Academic Calendar

## Fall 2022

Fall 2022 Registration Begins	March
Payment Deadline for Fall 2022 Registration Online Only	August 14
Drop Date for Non-Payment of Tuition and Fees	August 15
Faculty resumes Work	August 15
Last Day for Fall Registration	August 19
Final Payment Deadline for Fall Registration Online Only	August 21
Drop Date for Non-Payment of Tuition & Fees	August 22
Classes Begin	August 22
Last Day for Schedule Changes (ADD/DROP)	August 26
Final Payment Deadline Online Only	August 28
Final Drop Date for Non-Payment of Tuition and Fees	August 29
Labor Day Holiday	September 5
Submission of Non-Attendance	September 7-9
Census Date	September 12
Last Day to Apply for December Graduation	October 10
Mid-Term Grades Due	October 17
Spring 2023 Registration Begins	October
Last Day to Withdraw from Classes with a "W"	November 4
Thanksgiving Holiday	November 21-25
Last Day for Day & Evening Classes	December 8
Final Exams	December 9-13
All Grades Due in Registrar's Office 12:00 Noon	December 14
Nurse Pinning	December 15
Fall Commencement	December 15
Faculty Winter Break Leave (begins 5:00 p.m.)	December 15
Dorm Close (by noon)	December 16
Administration & Staff Winter Break Leave (begins 5:00 p.m.)	December 16

## First 8 Week Fall 2022 Flex Term

Fall 2022 First 8 Week Flex Term Registration Begins	March
Payment Deadline for Fall 2022 First 8 Week Flex Term Registration Online Only	August 14
Drop Date for Non-Payment of Tuition and Fees	August 15
Last Day for Fall First 8 Week Flex Term Registration	August 19
Final Payment Deadline for Fall 2022 First 8 Week Flex Term Registration Online Only	August 21
Final Drop Date for Non-Payment of Tuition and Fees	August 22
Classes Begin	August 22
Last Day for Schedule Changes	August 26
Final Payment Online Only	August 28
Final Drop for Non-Payment	August 29
Submission of Non-Attendance	August 26-29
Census Date	August 30
Labor Day Holiday	September 5
Mid-Term Grades Due	September 19
Last Day to Withdraw from Classes with a "W"	September 30
Final Exams	October 10-11
All Grades Due in Registrar's Office 12:00 Noon	October 14

## Second 8 Week Fall 2022 Flex Term

Fall 2022 Second 8 Week Flex Term Registration Online Only	March
Payment Deadline for Fall 2022 Second 8 Week Flex Term Registration Online Only	October 9
Drop Date for Non-Payment of Tuition and Fees	October 10
Last Day for Fall 2022 Second 8 Week Flex Term Registration	October 17
Final Payment Deadline for Fall 2022 Second 8 Week Flex Term Registration Online Only	October 17
Final Drop Date for Non-Payment of Tuition and Fees	October 18
Classes Begin	October 17
Last Day for Schedule Changes	October 21
Submission of Non-Attendance	October 21-24
Census Date	October 25
Mid-Term Grades Due	November 14
Last Day to Withdraw from Classes with a "W"	November 22
Thanksgiving Holiday	November 21-25

Final Exams	December 9-13
All Grades Due in Registrar's Office 12:00 Noon	December 14

## 12 Week Fall 2022 Flex Term

Fall 2022 12 Week Flex Term Registration Begins	March
Payment Deadline for Fall 2022 12 Week Flex Term Registration Online Only	September 11
Drop Date for Non-Payment of Tuition and Fees	September 12
Last Day for Fall 2022 12 Week Flex Term Registration	September 16
Final Payment Deadline for Fall 12 Week Term Registration Online Only	September 18
Final Drop Date for Non-Payment of Tuition and Fees	September 19
Classes Begin	September 19
Last Day for Schedule Changes	September 23
Submission of Non-Attendance	September 27-29
Census Date	October 3
Mid-Term Grades Due	October 31
Last Day to Withdraw from Classes with a "W"	November 22
Thanksgiving Holiday	November 21-25
Final Exams	December 2-8
All Grades Due in Registrar's Office 12:00 Noon	December 12

## WinterMester 2022

WinterMester 2022 Registration Begins	October
Payment Deadline for WinterMester 2022 Registration Online Only	December 8
Drop date for Non-Payment of Tuition and Fees	December 9
Classes Begin	December 9
Last Day for Schedule Changes	December 9
Census Date	December 12
Last Day to Withdraw from Classes with a "W"	December 13
Christmas Holiday	December 23-25
Classes End/Final Exams	January 3
Grades Due in Registrar's Office 5:00 p.m.	January 4

## Spring 2023

Spring 2023 Registration Begins	October
Administrative Offices Open	January 3
Payment Deadline for Spring 2023 Registration Online Only	January 8
Faculty resumes Work	January 9
Drop Date for Non-Payment of Tuition and Fees	January 9
Final Payment Deadline for Spring 2023 Registration	January 16
Martin Luther King Holiday	January 16
Drop Date for Non-Payment of Tuition and Fees	January 17
Classes Begin	January 17
Last Day for Schedule Changes	January 20
Final Payment Deadline Online Only	January 22
Final Drop Date for Non-Payment of Tuition and Fees	January 23
Submission of Non-Attendance	February 1- 3
Last Day to Apply for May Graduation	February 6
Census Date	February 6
Fall 2023 Registration Begins	March
Spring Break Holiday	March 13-17
Mid-Term Grades Due	March 21
Spring Holiday	April 7-10
Last Day to Withdraw from Classes with a "W"	April 13
Last Day for Day and Evening Classes	May 4
Final Exams	May 5-9
All Grades Due in Registrar's Office 12:00 Noon	May 10
Nurse Pinning	May 11
Spring Commencement	May 12
Dorms Close (by 5:00 p.m.)	May 12

## 2022-2023 Academic Calendar

### First 8 Week Spring 2023 Flex Term

Spring 2023 First 8 Week Flex Term Registration Begins	October
Payment Deadline for Spring 2023 First 8 Week Flex Term Registration Online Only	January 8
Drop Date for Non-Payment of Tuition and Fees	January 9
Last Day for Spring 2023 First 8 Week Flex Term Registration	January 13
Final Payment Deadline for Spring 2023 First 8 Week Flex Term Registration Online Only	January 16
Martin Luther King Holiday	January 16
Final Drop Date for Non-Payment of Tuition and Fees	January 17
Classes Begin	January 17
Submission of Non-Attendance	January 20-24
Census Date	January 25
Last Day for Schedule Changes	January 27
Mid-Term Grades Due	February 13
Last Day to Withdraw from Classes with a "W"	February 20
Final Exams	March 3-9
All Grades Due in Registrar's Office 12:00 Noon	March 10

### Second 8 Week Spring 2023 Flex Term

Spring 2023 Second 8 Week Flex Term Registration	October
Payment Deadline for Spring 2023 Second 8 Week Flex Registration Online Only	March 9
Drop Date for Non-Payment of Tuition and Fees	March 10
Spring Break Holiday	March 13-17
Last Day for Spring 2023 Second 8 Week Flex Term Registration	March 20
Final Payment Deadline for Spring 2023 Second 8 Week Flex Term Registration Online Only	March 20
Final Drop Date for Non-Payment of Tuition and Fees	March 21
Classes Begin	March 20
Last Day for Schedule Changes	March 24
Submission of Non-Attendance	March 23-27
Census Date	March 28
Spring Holiday	April 7-10
Mid-Term Grades Due	April 14
Last Day to Withdraw Classes with a "W"	April 26
Final Exams	May 5-9
All Grades Due in Registrar's Office 12:00 Noon	May 10

### 12 Week Spring 2023 Flex Term

Spring 2023 12 Week Flex Term Registration Begins	October
Payment Deadline for Spring 2023 12 Week Flex Term Registration Online Only	February 5
Drop Date for Non-Payment of Tuition and Fees	February 6
Last Day for Spring 2023 12 Week Flex Term Registration	February 10
Final Payment Deadline for Spring 2023 12 Week Flex Term Registration Online Only	February 12
Final Drop Date for Non-Payment of Tuition and Fees	February 13
Classes Begin	February 13
Last Day for Schedule Changes	February 17
Submission of Non-Attendance	February 22-24
Census Date	February 27
Spring Break Holiday	March 13-17
Mid-Term Grades Due	March 29
Spring Holiday	April 7-10
Last Day to Withdraw from Classes with a "W"	April 16
Final Exams	May 5-9
All Grades Due in Registrar's Office 12:00 Noon	May 10

### MayMester 2023

MayMester 2023 Registration Begins	February
Payment Deadline for MayMester 2023 Registration Online Only	April 30
Drop Date for Non-Payment of Tuition and Fees	May 1
Final Payment for MayMester 2023 Registration Online Only	May 7
Final Drop Date for Non-Payment of Tuition and Fees	May 8
Classes Begin	May 8
Last Day for Schedule Changes	May 8
Census Day	May 9
Last Day to Withdraw from Classes with a "W"	May 17
Classes End/Final Exams	May 26
Grades Due in Registrar's Office 5:00 pm	May 26
Memorial Day Holiday	May 29

### Summer Sessions 2023

#### Summer 2023 Session I

Summer 2023 Session I Registration Begins	March
Last Day for Summer 2023 Session I Registration	May 25
Payment Deadline for Summer 2023 Session I Registration Online Only	May 29
Memorial Day Holiday	May 29
Classes Begin	May 30
Drop Date for Non-Payment of Tuition and Fees	May 30
Last Day for Schedule Changes	May 31
Submission of Non-Attendance	May 31-June 1
Census Day	June 5
Last Day to Apply for Summer Graduation	June 12
Mid-Term Grades Due	June 12
Last Day to Withdraw from Classes with a "W"	June 14
Juneteenth Holiday	June 19
July 4th Holiday	July 4
Last Day of Classes	July 6
Final Exams	July 10
Grades Due in Registrar's Office 12:00 Noon	July 11

#### Summer 2023 Session II

Summer 2023 Session II Registration Begins	March
Last Day for Summer 2023 Session II Registration	July 11
Payment Deadline for Summer 2023 Session II Registration in Person or Online	July 11
Drop Date for Non-Payment of Tuition and Fees	July 12
Classes Begin	July 11
Last Day for Schedule Changes	July 12
Submission of Non-Attendance	July 13
Census Day	July 17
Mid-Term Grades Due	July 25
Last Day to Withdraw from Classes with a "W"	July 27
Last Day of Classes	August 17
Final Exams	August 18
Grades Due in Registrar's Office 12:00 Noon	August 21

#### 9 Week Summer 2023 Session

Summer 2023 9 Week Session Registration Begins	March
Last Day for Summer 2023 9 Week Session Registration	May 25
Payment Deadline for Summer 2023 9 Week Session Registration Online Only	May 29
Memorial Day Holiday	May 29
Classes Begin	May 30
Drop Date for Non-Payment of Tuition and Fees	May 30



# 2022-2023 Academic Calendar

## 9 Week Summer 2023 Session (continued)

Last Day for Schedule Changes	May 31
Submission of Non-Attendance	June 6-7
Census Day	June 8
Last Day to Apply for Summer Graduation	June 12
Juneteenth Holiday	June 19
Mid-Term Grades Due	June 26
Last Day to Withdraw from Classes with a "W"	June 29
July 4th Holiday	July 4
Last Day of Classes	July 25
Final Exams	July 26
Grades Due in Registrar's Office 12:00 Noon	July 27

## 12 Week Summer 2023 Session

Summer 2023 12 Week Session Registration Begins	March
Last Day for Summer 2023 12 Week Session Registration	May 26
Payment Deadline for Summer 2023 12 Week Session	
Registration Online Only	May 29
Memorial Day Holiday	May 29
Classes Begin	May 30
Drop Date for Non-Payment of Tuition and Fees	May 30
Last Day for Schedule Changes	May 31
Last Day to Apply for Summer Graduation	June 12
Submission of Non-Attendance	June 14-15
Juneteenth Holiday	June 19
Census Date	June 20
Last Day to Withdraw from Classes with a "W"	July 3
July 4th Holiday	July 4
Mid-Term Grades Due	July 6
Last Day of Classes	August 16
Final Exams	August 17
Grades Due in Registrar's Office 12:00 Noon	August 18

Access CBC's web-based registration system at [www.coastalbend.edu](http://www.coastalbend.edu).  
 Fridays of each month are reserved for college related meetings.



# General Information

## General Information

### Where to Write or Call

#### Beeville Campus

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

[Beeville@coastalbend.edu](mailto:Beeville@coastalbend.edu)

#### Alice Site

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

[Alice@coastalbend.edu](mailto:Alice@coastalbend.edu)

#### Kingsville Site

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

[Kingsville@coastalbend.edu](mailto:Kingsville@coastalbend.edu)

#### Pleasanton Site

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

[Pleasanton@coastalbend.edu](mailto:Pleasanton@coastalbend.edu)

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

### Coastal Bend College Catalog

This is the 2022-2023 catalog. This catalog describes programs and activities of Coastal Bend College (CBC).

This catalog is a general information publication only. It is not intended to, nor does it, contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and CBC. The College reserves the right to withdraw courses at any time, to change fees and tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever enacted by the College's administration and will apply to both prospective students and those already enrolled.

While this catalog was prepared based on the best information available at the time, CBC reserves the right to change any information, including tuition and fees, course offerings, and admissions requirements, without notice or obligation in keeping with policies approved by the Board of Trustees of CBC.

### Accreditation

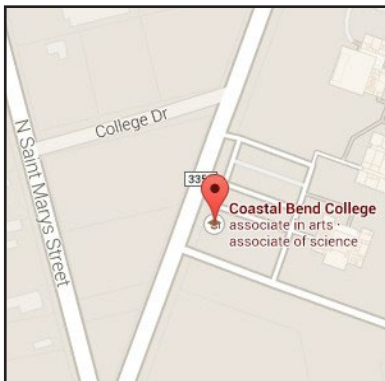
Coastal Bend College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Coastal Bend College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### Standing

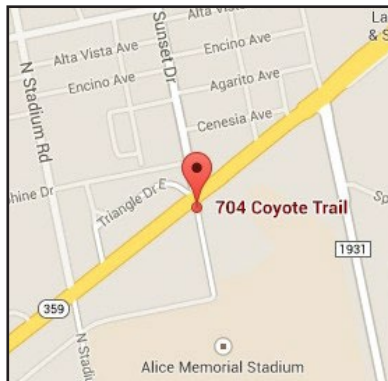
CBC is recognized by the Texas Higher Education Coordinating Board (THECB).

### Statement of Equal Opportunity

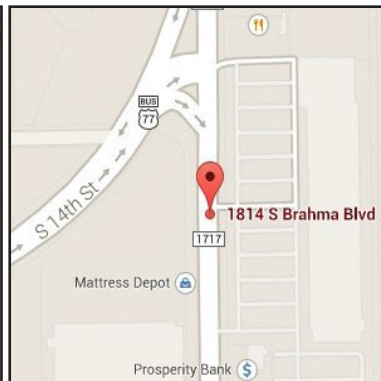
Coastal Bend College prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, sex, including sexual harassment, sexual violence (non-consensual sexual contact and nonconsensual sexual intercourse), sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and aiding or facilitating the commission of a violation of this policy, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the discrimination complaint processes is a violation of Coastal Bend College policy and is prohibited. The coordinator for compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 is the Dean of Student Services & Accessibility. The Dean of Student Services & Accessibility also coordinates Coastal Bend College's Americans with Disabilities Act programs for students. The Coordinator for Title IX of the Education Amendments of 1972 is the Director of Human Resources. For additional information, please see Coastal Bend College Board Policies FFDA (Local) and FFDB (Local), which are available online in Coastal Bend College's Board Policy Manual, at <https://pol.tasb.org/Home/Index/155>.



**Beeville Campus**



**Alice Site**



**Kingsville Site**



**Pleasanton Site**

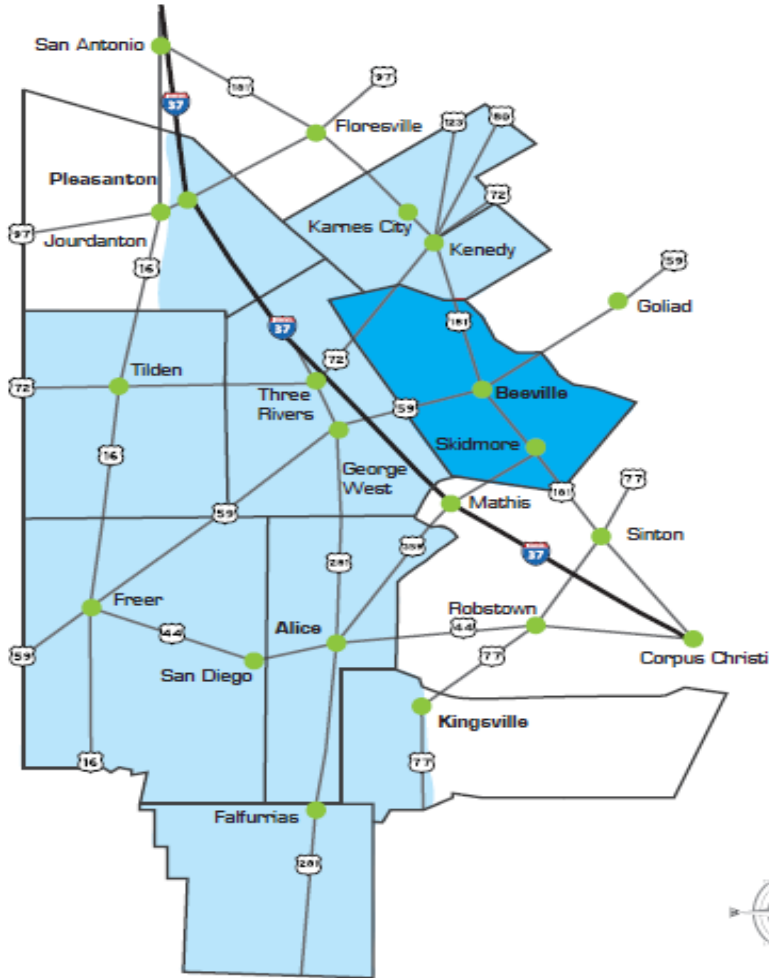
# Service Area Map

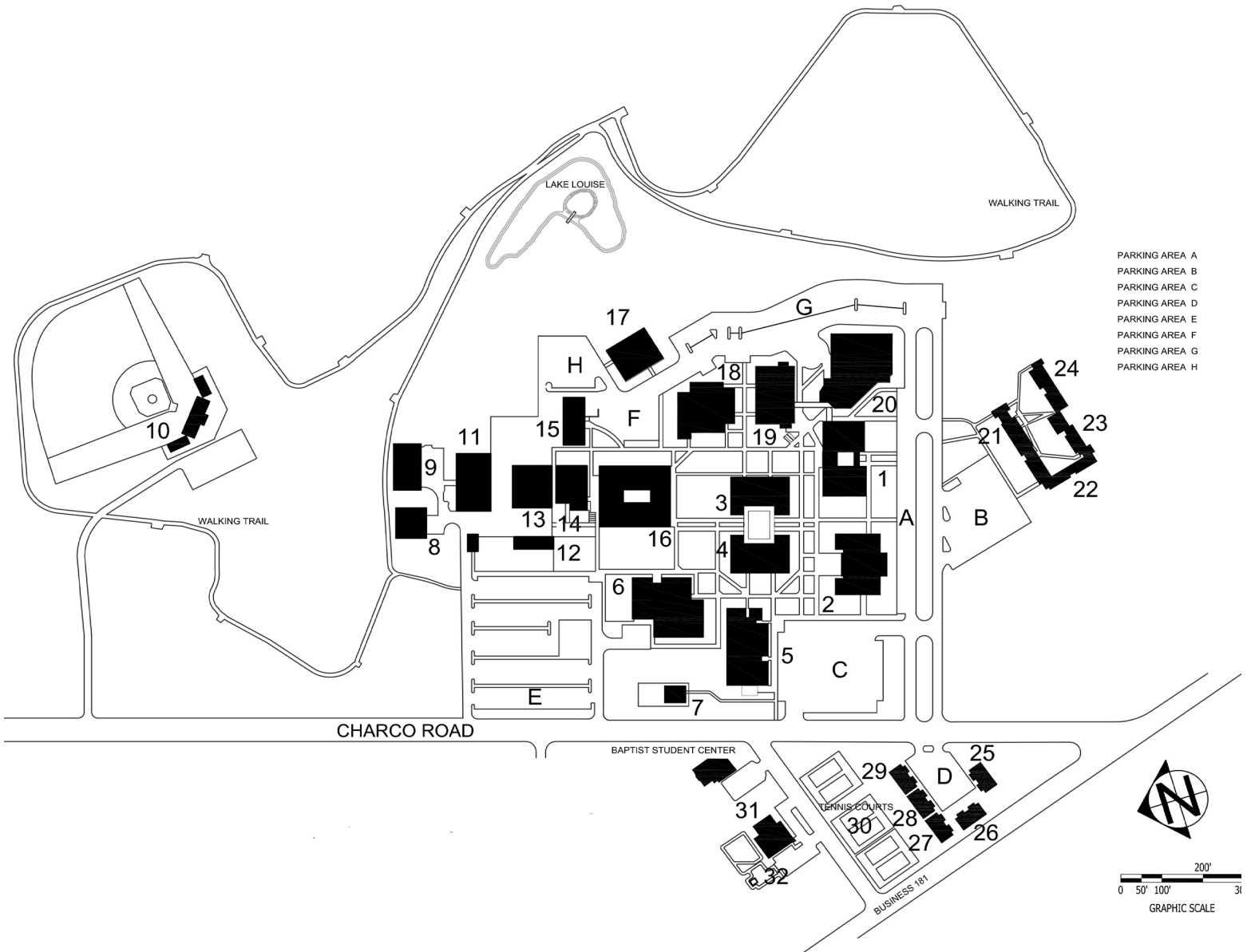
Counties Served by Coastal Bend College

- |        |           |           |
|--------|-----------|-----------|
| Bee    | Jim Wells | McMullen  |
| Brooks | Karnes    | Atascosa* |
| Duval  | Live Oak  | Kleberg*  |

*\*CBC serves parts of Atascosa and Kleberg counties*

## Service Area Map





- PARKING AREA A
- PARKING AREA B
- PARKING AREA C
- PARKING AREA D
- PARKING AREA E
- PARKING AREA F
- PARKING AREA G
- PARKING AREA H

### Legend

1. Robert J. Beasley Jr. – Administration & Louise Welder Hall – Business Center	17. Dan A. Hughes – Petroleum / Radiology
2. Gertrude Russell Jones – Auditorium	18. R.W. Dirks Student Services
3. Fred C. Latcham Jr. – Academic	19. James R. Dougherty – Student Union (SUB) / Book Store
4. Paul & Sarah Jaure – Sciences	20. Grady C. Hogue – Learning Resource Center / Mailroom
5. Frank Jostes Visual Arts/Simon Michael Art Gallery / Health Sciences	21. Benton Hall – Dormitory A
6. Peter S. Maracek – Physical Fitness Center	22. Benton Hall – Dormitory B
7. Glass Blowing Studio	23. Benton Hall – Dormitory C
8. Multi-Purpose Bldg. – A / Oil & Gas Technology	24. Benton Hall – Dormitory D
9. Multi-Purpose Bldg. – B	25. College Apartments – E
10. Joe Hunter Field	26. College Apartments – D
11. Multi-Purpose Bldg. – C	27. College Apartments – C
12. Central Plant	28. College Apartments – B
13. Luis P. & Joe Henry Alaniz Automotive Technology	29. College Apartments – A
14. James R. Dougherty Jr. – 2 <sup>nd</sup> Floor – Dental Hygiene, 1 <sup>st</sup> Floor – Maintenance Office	30. Tennis Courts
15. 2 <sup>nd</sup> Floor – Criminal Justice / Law Enforcement, 1 <sup>st</sup> Floor – Welding Technology	31. Head Start Center
16. George F. Elam – Technical - Vocational	32. Head Start Center Storage
	Parking Areas A, B, C, D, E, F, G, H



## Beeville Named Campus Facilities

### Robert J. Beasley, Jr. – Administration Building & Louise Welder Hall – Business Center

This is one of five original CBC buildings opened in 1967 and dedicated in 1968. The west wing houses offices of the president, provost, executive director of institutional effectiveness and research, CBC department of public safety, board of trustees' conference room, and human resources department. The east wing houses the business office, IT services department, and CBC Foundation office. The west wing of 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. The east wing of this building was dedicated in 2022 in honor of Louise Welder Hall who served over 30 years as a CBC board of trustees member and was the first woman elected to the board.

### Gertrude R. Jones Auditorium

This center for college and community cultural programs opened in 1967 and contains an auditorium, classrooms, and offices such as the Women's Shelter of South Texas. Drama productions, musicals, and other cultural programs are presented in the auditorium. The late Gertrude Russell Jones was a longtime college supporter and Bee County civic leader.

### Fred C. Latcham, Jr. Academic Building

This building opened in 1967 and contains classrooms and offices of faculty in the communications, social sciences, and foreign language areas. 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.

### Paul & Sarah Jaure Sciences Building

This building opened in 1967 and contains classrooms, laboratories, and offices of faculty in the science, math, and economics areas. It was dedicated in 2021 to Paul and Sarah Jaure who were both active in education all of their careers. Paul Jaure served over 30 years as a CBC board of trustees member.

### Peter S. Marecek Physical Fitness Center

The fitness center opened in 1967 and 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

This building 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 1967 and contains offices of athletic coaches, IT technical support staff, dental hygiene and career and technical education faculty, and the dean of career and technical education. It also houses the cosmetology classroom and lab, architecture and civil engineering classroom, Esports and computer labs, dental hygiene classroom and lab, and video conferencing/distance learning classrooms.

### James R. Dougherty Student Center

Campus student life in Beeville finds its focus in the James R. Dougherty Student Center, completed in the spring of 1969, and constructed with the assistance of a generous gift to the college from the James R. Dougherty family of Beeville. This building contains the

bookstore, cafeteria, game area, lounges, TRIO/Upward Bound program offices, and the CBC Student Government Association.

### Joe Hunter Field

Coastal Bend College athletes use the baseball field and six tennis courts for club sports, recreation, and University Interscholastic League competitions. Opened in 1972 and completely renovated in 2015, the sports facilities were built through contributions from Louise W. Hunter as a memorial to her husband, Joseph R. Hunter.

### Benton Hall

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

### James R. Dougherty, Jr. Dental Technology Building

This building was completed in the fall of 1973 and houses the CBC dental hygiene clinic, classroom, and office of the director. It was dedicated by the Dougherty family in memory of the late James R. Dougherty, Jr., who lost his life in combat.

### Grady C. Hogue Learning Resource Center (Library)

Dedicated in November 1978, the Learning Resource Center, commonly known as the library, contains more than 115,000 volumes. A sunken area houses reference materials, atlases, the PLE collection, newspapers, and back issues of periodicals (bound and microfilm). Current periodicals, the main circulating book collection, the Texana collection, Internet computers, microfilm readers, printers, and scanners are housed on the upper level. The Reference/Circulation desk is located near the security entrance with staff available to assist students. The online catalog is available on the Library website. Electronic resources (e-books, databases, journals, and multimedia) are accessible online on or off campus. The building honors the late Dr. Grady C. Hogue, the first president of CBC, serving from 1965 to 1984.

### Frank Jostes Visual Arts Building / Simon Michael Art Gallery

This building is named in honor of the late Frank Jostes of Tynan, an original member of the CBC board of trustees and one of the persons responsible for creating a college in Beeville. The building was completed in 1982 and houses offices, classrooms and labs for art and allied health and serves as a regional testing site for CNA licensure. 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 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 1999. CBC was the first community college in Texas to construct such a facility, now the oldest academic educational glass blowing facility in the state.

## **Beeville Named Campus Facilities**

### **Dan A. Hughes Petroleum Technology Building**

Dedicated in November 1983, this building contains the radiologic technology program offices, lab, and classroom. 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.

### **R.W. Dirks Student Services Building**

Completed in the fall of 1990, the student services building is a showcase of services available to CBC students. It houses financial aid, admissions, TRIO talent search, dual enrollment, student success center, testing center, classrooms, and the Cougar Center. The building was named in honor of R.W. "Bill" Dirks, a former board member and previous chairman of the CBC board of trustees.

### **Luis P. & Joe Henry Alaniz Automotive Technology Building**

This building was opened in 1967 and dedicated in 2022 to Luis P. and Joe Henry Alaniz in recognition of their long-time support of Coastal Bend College and the community. They have been local business owners in the automotive industry since 1973. This building houses the automotive program offices, lab and classroom and the welding program classroom.



## Coastal Bend College Board of Trustees



**Victor Gomez**  
Chair



**Eloy Rodriguez**  
Vice Chair



**Carroll W. Lohse**  
Secretary



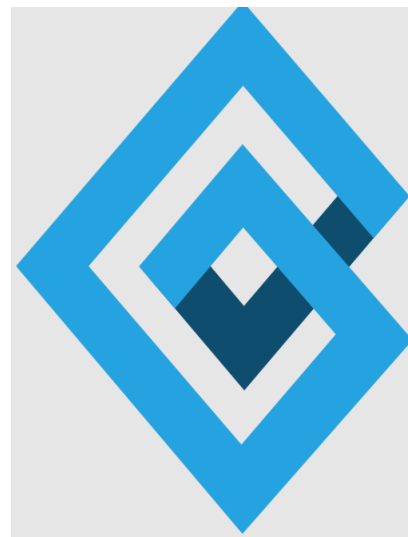
**Mercy Flynn**



**Jeff Massengill**



**Jerry Sanchez**



**Velma Elizalde**



**Dr. Justin Hoggard**  
College President



## College History

Bee County Junior College District was created by election on November 2, 1965. The election resulted from several years of work to establish a community college for Bee County. Support was shown by residents in an overwhelming five-to-one majority for the creation of the district. The desire for a community college was again demonstrated on December 7, 1965, when district citizens approved a tax to support Bee County College (BCC), and bond issues to build the college. Bee County College opened September 1967 with 790 students, 24 full-time instructors, and 11 part-time instructors.

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

The original CBC 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. The college's fourth president, Dr. Thomas B. Baynum served from 2007-2011. The college's fifth president, retired Victoria College CEO, Dr. Jimmy L. Goodson, served as interim president until May 2012. Dr. Beatriz Espinoza officially became the sixth president of Coastal Bend College on June 1, 2012. Dr. Carry DeAtley was named interim president on April 25, 2019. Dr. Justin Hoggard, the current president of Coastal Bend College, has served since November 4, 2019.

### 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 gas production, and the Texas Department of Criminal Justice.

### Beeville Campus

The Beeville campus, located at 3800 Charco Road in Beeville, is a hub of active students and welcoming advisors, directors, and faculty. All employees are there to serve the students and help guide their path to success! We offer credit classes in academic areas (Core Curriculum) which can transfer to various colleges or universities. Both the academic and the career and technical education areas offer opportunities for future employment by skills training and providing access to the Workforce Solutions of the Coastal Bend Center on site. CBC works with area Independent School Districts to offer Dual Credit courses to students still attending high school as well as Dual Credit classes to high school students who wish to attend CBC. We also offer learning opportunities in continuing education for students of any age. All CBC sites provide students' access to Library Resources through the CBC website.

### Alice Site

This CBC site was opened in 1989 and is located at 704 Coyote Trail in Alice. University transfer courses and career and technical education programs are offered.

### Kingsville Site

This CBC site was opened in 1990 and is located at 1814 S. Brahma Boulevard in Kingsville. University transfer courses and career and technical education programs are offered.

### Pleasanton Site

This CBC site was opened in 2002 and is located at 1411 Bensdale Road in Pleasanton. University transfer courses and career and technical education programs are offered.

### Board of Trustees

Carroll W. Lohse	1999-
Victor Gomez	2010-
Jerry Sanchez	2021-
Mercy Flynn	2020-
Eloy Rodriguez	2020-
Velma Elizalde	2022-
Jeff Massengill	2022-

### President

Dr. Justin Hoggard	2019-
--------------------	-------

### Former Presidents

Dr. Grady C. Hogue	1965-1984
Dr. Norman E. Wallace	1984-1999
Dr. John M. Brockman	1999-2007
Dr. Thomas B. Baynum	2007-2011
Dr. Jimmy L. Goodson (Interim)	2011-2012
Dr. Beatriz T. Espinoza	2012-2019
Dr. Carry DeAtley (Interim)	2019-2019

### Former Board of Trustees

George F. Elam, Jr.	1965-1967
George Spikes	1965-1971
Paul A. Schulz	1965-1972
Fred C. Latcham, Jr.	1965-1978
Peter S. Marecek	1965-1988
Frank Jostes	1965-1999
Robert J. Beasley, Jr.	1965-2002
Joseph Obregon	1967-1968
Jessy Garza	1968-1972
R.W. "Bill" Dirks	1971-2008
Henry J. Medina	1972-1982
Dr. E.C. "Buck" Spellman	1972-1997
Louise W. Hall	1978-2014
Paul A. Jaure	1982-2014
Rickey De Leon	1988-1997
Dr. Grady C. "Sam" Hogue, Jr.	1997-2009
Emilia H. Dominguez	1998-2013
Fred C. Morón	2002-2010
Laura Fischer	2008-2018
Doug Arnold	2009-2013
Martha Warner	2013-2022
Bryce Carrillo	2014-2015
Dee Bernal	2014-2016
George P. Trace Morrill, III	2014-2020
Jeff Massengill	2014-2020
Andrew Arthur	2016-2018
Dela Cagle Castillo	2018-2020
Taylor Tomlin	2018-2021
William Whitworth	2020-2020
Sid Arismendez	2020-2022

# Mission, Goals, and Values

## Mission

Coastal Bend College is a student-centered community college committed to delivering superb educational and life enriching opportunities to its students and the communities it serves.

## Goals

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

1. The College District will provide equitable opportunities for lifelong learning and training needs by empowering students through engaging quality instruction, enhancing supportive learning communities; and providing comprehensive student-centered services and programs to ensure that students reach their aspirations.
2. The College District will identify and develop focused initiatives and activities supporting cultural, workforce, and economic development to improve quality of life.
3. The College District will effectively and efficiently use resources to maximize student, community, employee, and fiscal efficacy.

## Role

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



## Core Values

- |           |               |
|-----------|---------------|
| Service   | Innovation    |
| Integrity | Excellence    |
| Respect   | Leadership    |
| Diversity | Collaboration |
| Learning  | Communication |

## Vision

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

## Strategic Plan: 2020-2025

### College Priorities

- Student
- Community
- Resources

For a copy of the CBC Strategic Plan, click [here](#).



# Coastal Bend College Foundation

## Mission Statement

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

## Goals

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

## Funding Priorities

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

## Donations

Solicitation of gifts by any department, faculty, staff, or campus organization must be conducted through the CBC Foundation. Gifts (monetary or other) received by departments, employees, and/or students must be reported to the CBC Foundation to ensure donor appreciation and recognition standards are met as well as ensuring CBC can legally accept the gift. For more information, please contact the CBC Foundation at (361) 354-2348.

## CBC Employee Donations

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



## Board of Directors

### Executive Board

- President
- VP of Development
- VP of Events & Marketing
- VP of Finance & Governance
- VP of Programs
- Secretary
- CBC President
- Board of Trustees Representative

- Reagan Florence, Karnes
- Maria Lola Castro, Bee
- Johanna Crespo-Quinones, Bee
- TBA
- Mary Jan Jenkins, Jim Wells
- TBA
- Dr. Justin Hoggard, Bee
- Jerry Sanchez, Bee

### Directors

- Mary Aman, Bee
- Maria Lola Castro, Bee
- Arden Dorn, Karnes
- Rusty Garvin, Atascosa
- Edmundo "Eddie" Garza, Kleberg
- Kelly McNeese-Hensley, Bee
- Amy Koenning, Jim Wells
- Libby Spires, Bee

### Directors Emeritus

- R.W. Dirks, Bee
- R.W. Dirks Petroleum Engineer, Inc.
- Jim Kirkpatrick, Kleberg
- Kirkpatrick & Associates
- Daren Wilder, Live Oak
- Dougherty Foundation

### Contact Us:

Coastal Bend College Foundation  
 3800 Charco Rd.  
 Beeville, TX 78102  
[foundation@coastalbend.edu](mailto:foundation@coastalbend.edu)

### Foundation Staff

Paul Cantrell  
 Executive Director  
[pcantrell@coastalbend.edu](mailto:pcantrell@coastalbend.edu)  
 (361) 354-2520

Kevin Keller  
 Senior Administrative Assistant,  
 College Advancement  
[kjkeller@coastalbend.edu](mailto:kjkeller@coastalbend.edu)  
 (361) 354-2348

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



## Organization Chart

### President (361) 354-2200

Hoggard, Justin (Ed.D.) President  
 Garcia, Anna Executive Assistant/Secretary to the Board of Trustees  
 Cowan, Mary Senior Administrative Assistant

### Provost/Chief Academic Officer (361) 354-2446

Rehak, Patricia (Ph.D.) Provost/Chief Academic Officer  
 Meek, Beth Senior Administrative Assistant to the Provost

### Institutional Effectiveness (361) 354-2326

Lane, Michelle (Ed.D.) Exec. Director of Institutional Effectiveness & Research  
 Landreth, Diana Senior Administrative Assistant  
 Morgan, Christi Grants and Assessments Specialist  
 Rowlett, Michael Data Scientist  
 Randle, D. Scott Database Administrator/Head Programmer

### Transfer and General Education (361) 354-2527

Secord, Mark Dean  
 Garza, Sonya Administrative Assistant

### Career and Technical Education (361) 354-2276

Bleibdrey, Jarod Dean  
 Garza, Belinda Administrative Assistant  
 Majek, Amanda CTE Recruitment & Retention Specialist  
 Gonzalez, Macedonio Coordinator (Industrial Technology)  
 Bowman-Bowen, Lisa D. Coordinator (Public and Professional Services)  
 Gambrell, Tomora Coordinator (Human Culture and Education Services)

### Workforce Dev. & Continuing Education (361) 354-2306

Becknell, Braden Director  
 Dion, Taylor Support Specialist – CE

### Nursing & Allied Health (361) 664-2981 ext. 3039

Hernandez, Loana Dean  
 Cadena, Debbie Administrative Assistant

### Dental Hygiene Division (361) 354-2561

Southerland, Lynn Director  
 Boatman, Marybeth Support Specialist – Dental Hygiene

### Nursing Division (361) 354-2544

Hernandez, Loana Dean, Nursing and Allied Health  
 Flores, Heather Support Specialist - Nursing  
 Berryhill, Karen Director of CNA

### Radiologic Technology Division (361) 354-2501

Wall, Virginia Director  
 Cadena, Debbie Administrative Assistant

### Business Services (361) 354-2220

Bergstrom, Tracey Chief Financial Officer  
 TBD Senior Accountant  
 TBD Staff Accountant  
 Cortez, Donna Accounts Payable Specialist  
 Gutierrez, Zhe'anna Accounts Receivable Specialist  
 Gutierrez, Genesis Procurement Specialist  
 Sanchez, Cristina Accounting Technician  
 TBD Grants Compliance & Property Manager  
 Saucedo, Vanessa AR Cashier  
 Miller, Peggy Office Asst./Bus Office Asst. (Pleasanton)  
 Ramos, Esperanza Hope Business Office Assistant (Kingsville)  
 Trevino, Vicky Business Office Assistant (Alice)

### Custodial/Grounds/Maintenance (361) 354-2559

Colmenero, Jacinto 'JC' Director of Physical Plant  
 Sandoval, Mary Jane Administrative Assistant (PT)  
 TBD Lead Custodian  
 Bennett, Timothy Grounds Supervisor

### CBC Foundation (361) 354-2348

Cantrell, Paul Executive Director  
 Keller, Kevin Senior Administrative Assistant

### Human Resources (361) 354-2210

Lytle, Dixie Director of Human Resources  
 Dunn, Melissa Administrative Assistant  
 Atkinson, Sue HR Specialist / Benefits Specialist  
 Gamez, Emily Payroll Coordinator

### IT Services (361) 354-2508

Ramirez, Amador Director of Information Technology  
 Franco, Ryan Network Administrator  
 Castillo, Erica System Administrator  
 Jaure, Cynthia Help Desk Operator  
 TBD Lead PC Technician  
 Landreth, Joshua IT Technician  
 Maldonado, Jonathan IT Technician  
 Tanksley, Joshua IT Technician

### Marketing & Public Relations (361) 354-2259

Ramirez, Amanda Director (Interim)  
 Billard, Lara Website Technician  
 TBD Communications Specialist  
 Gonzalez, Rene Mailroom & Print Services Specialist

### Public Safety & Emergency Mgmt. (361) 354-2338

Rodriguez, Oscar Acting Chief of Police & Emergency Mgmt.  
 Landreth, Diana Senior Administrative Assistant

### Dean of Student Services and Accessibility

#### (361) 354-2300

Devora-Jones, Kayla (Ed.D.) Dean  
 Holderfield, Chelsea Administrative Assistant  
 Calvert, Robert Director of Accessibility Services (Alice)  
 TBD Career Development Coordinator

#### Admissions/Registrar (361) 354-2217

Fuller, Candy Director  
 Luther, Mary Jane Admissions/Registrar Representative  
 Ramoz, Rachael Senior Admissions Specialist  
 Casarez, Maria Tina Admissions Specialist  
 Rosas, Valerie Admissions Specialist

#### Dual Credit (361) 354-2714

Gaitan, Susie Director  
 Tamez, Kaylah Administrative Assistant  
 Finke, Shannon Dual Credit Specialist  
 Saldivar, Matthew Dual Credit Specialist

#### Financial Aid (361) 354-2238

Morales, Nora Director  
 Munoz, Steven Assistant Director & Veteran Affairs (Alice)  
 Gonzales, Estella Financial Aid Advisor (Beeville)  
 Tamez, Yvonne Financial Aid Advisor (Kingsville)  
 Yzaguirre, Susanna Financial Aid Specialist (Beeville)

#### Testing (361) 354-2334

Kreis, Roberta Coordinator  
 Hadid, Sandra Testing Specialist

#### TRIO Talent Search – Alice (361) 664-2981, ext. 3081

Escalante, Yanissa Program Director  
 Soliz, Deborah Administrative Assistant  
 Cavazos, Juan Success Coach  
 TBD Success Coach

# Organization Chart

## TRIO Talent Search – Beeville (361) 354-2706

Bruns, Andrea Program Director  
 Hernandez, Ruby Administrative Assistant  
 Brett, Nancy Success Coach  
 Carabajal, Sarah Success Coach  
 Garcia, Sarah Success Coach

## TRIO Upward Bound (361) 354-2715

Hernandez, Joe Program Director  
 Lopez, Adamari Administrative Assistant  
 Arismendez, Iris Success Coach  
 TBD Success Coach

## TRIO Upward Bound Rural (361) 354-2715

Jimenez, Adriana Program Director  
 Adkins, Tabitha Administrative Assistant  
 Hollis, Stephanie Success Coach

## Library Services (361) 354-2737

TBD Director of Library Services  
 Benavides, Ray Circulation Specialist  
 TBD Electronic Resources Librarian

## CBC Student Success Team (361) 354-2300

Rea, Daniel Student Success Coordinator (Beeville)  
 Abrigo-Villarreal, Angelita Success Coach (Beeville)  
 Cavazos, Jessica Success Coach (Kingsville)  
 O'Bryant, Randi Success Coach (Pleasanton)  
 TBD Success Coach (Beeville)  
 Rincon, Katryna Success Coach (Beeville)

## Residence Life (361) 354-2772

Hillyard, Harold Residence Life Director  
 Collins, Nolan Apartment Manager

## Site Administration

**Alice Site (361) 664-2981**  
 Castaneda, Lisa Director  
 Ramirez, Maria Administrative Assistant

**Kingsville Site (361) 592-1615**  
 Woods, Keenan Director  
 Ramos, Esperanza Hope Administrative Support Specialist

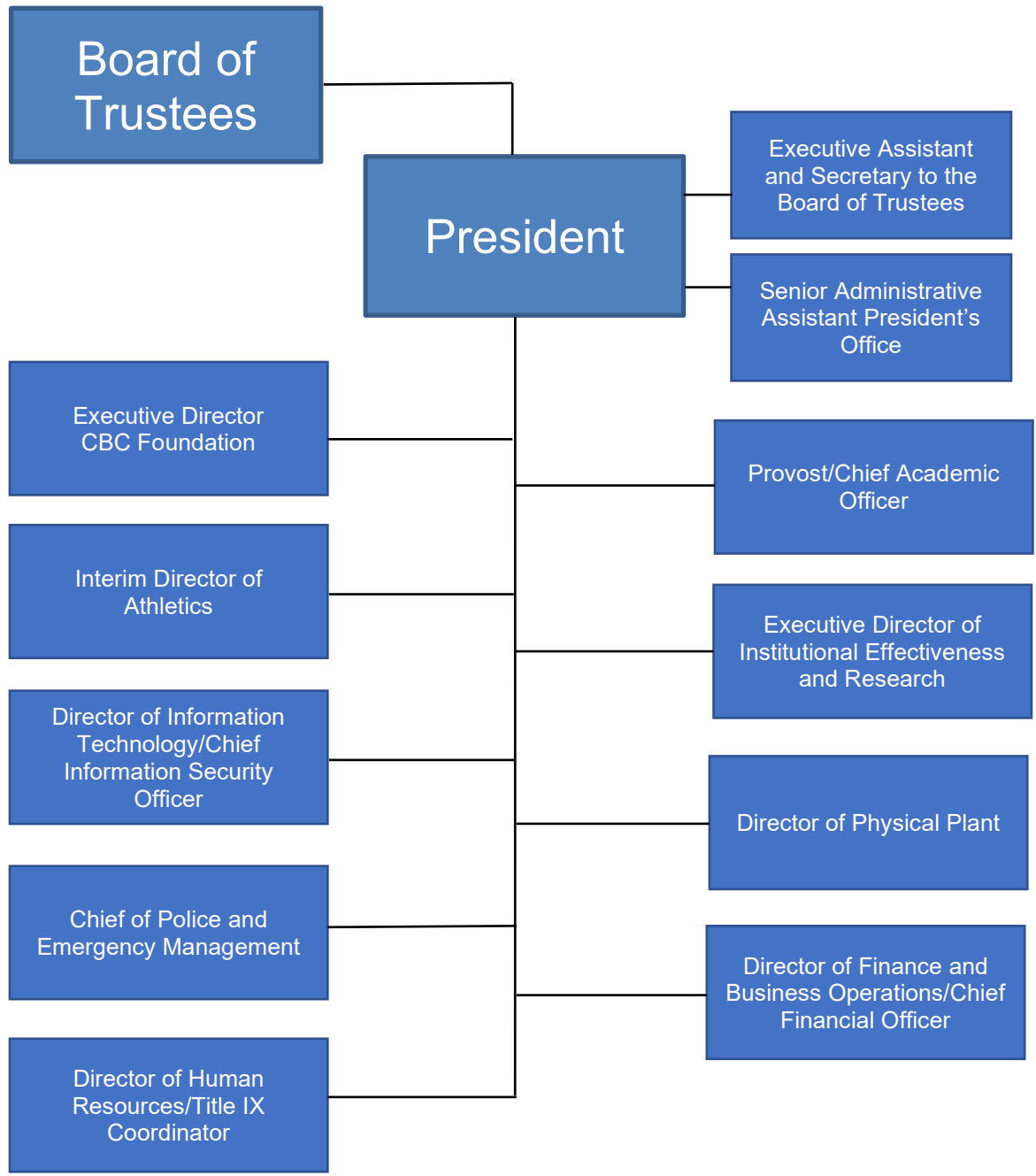
**Pleasanton Site (830) 569-4222**  
 Johnson, Twila Director (Interim)  
 Meyers, Peggy Office Assistant

## Athletics (361) 354-2721

Garza, Vicente Director (Interim)  
 Byrd, Robert Assistant Athletic Director  
 Dion, Macy Head Volleyball Coach (Interim)  
 Bauerle, Brian Head Baseball Coach  
 Chavez, Michael Assistant Baseball Coach (FT)  
 TBD Assistant Baseball Coach (PT)  
 Cummins, Stephen Head Soccer Coach  
 Grave, Gui Assistant Soccer Coach  
 Byrd, Robert Head Men's Basketball Coach  
 Martinez, Brandon Assistant Men's Basketball Coach  
 Collins, Nolan Head Esports Coach  
 Purswell, Nathan Head Women's Basketball Coach  
 Cowan, Alexis Assistant Women's Basketball Coach  
 Salazar, Roland Head Softball Coach  
 Allen, Bethany Assistant Softball Coach (FT)  
 TBD Assistant Softball Coach (PT)  
 Greenup, Terry Athletic Trainer  
 Armstrong, Terry Gym Monitor



# Organization Chart



# Student Handbook

## Admission Procedures

CBC (Coastal Bend College) is pleased with each student's choice to begin their college experience with this institution.

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

Specific programs, such as Dental Hygiene, Nursing, and Radiologic Technology may include specific requirements for entry beyond the general admission criteria. These requirements may be found in the Career and Technical Education Programs section of this catalog.

### Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new entering students who are 21 years of age and under to provide proof of a meningitis vaccination at least 10 days prior to the first day of courses. This includes returning students who have had a fall or spring semester lapse in enrollment and are 21 years of age or younger. Students who fail to comply with this requirement may have holds placed on registration and may be unable to attend courses until proof of vaccination is provided as noted on the Admissions/Registrar Office webpage.

An entering student is classified as a first-time student of an institution of higher education, private, or independent institution of higher education, and includes a transfer student or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

### Exceptions to Bacterial Meningitis Vaccination Requirement

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

- The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014) or
- The student is enrolled only in online or other distance education courses or
- The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training or
- The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus or
- The student is incarcerated in a Texas prison
- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution an affidavit or certificate signed by a physician, who is duly registered and licensed to practice medicine in the United States, stating that, in the physician's opinion, the vaccination would be injurious to the health and well-being of the student or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used. or
- Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY)

For Public Junior College Students only: to access the DSHS secure online exemption form click here: <https://corequestjc.dshs.texas.gov/>. A copy of the form must be submitted to the designated college official at the institution the student will be attending.

### Student Residents

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than 10 days prior to moving in or be qualified for an exemption. For more information, please visit [coastalbend.edu/reslife](http://coastalbend.edu/reslife). Exemptions as noted above may also apply.

## 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 prospective 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, e.g., going to and from clinical sites or childcare centers as part of a course or curriculum of study.

### Timing of Pre-Screening Requirements

All drug screen tests and criminal background checks will be conducted upon notification of acceptance into a 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:

- Athletics
- Child Development
- Dental Hygiene
- Radiology Technology
- Nursing

### Criminal Background Checks

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

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

Notes:

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

### Pre-Assignment Drug Screening

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



## Admission Procedures

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

### New Students

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

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

### Beginning Freshmen Must:

- Submit admissions form completed online at <https://www.goapplytexas.org/>
- Submit an official transcript of high school grades and credits. When the documents show proof of high school graduation, no further admission certifications are required. Applicants who have not graduated from high school may show that they have Certificates of High School Equivalency based on GED examinations. These examinations may be taken at CBC's Student Success Center. Applicants who have neither high school diplomas nor equivalency certificates may be granted individual approval depending on the chosen program of study.
- Submit proof of Bacterial Meningitis Immunization (See Admission procedures for waivers and exemptions)
- 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 (e.g., 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 Texas Education Agency (TEA) minimums for high school completion.
- Official copy of Texas Success Initiative (TSI) Assessment scores, if not exempt. For additional information, see the "Testing" section of this catalog. A student who successfully completes a college preparatory course under Texas Education Code 28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding agreement with a partnering institution of higher education to accept the exemption for the college preparatory course. Student should contact the Admissions Office to verify this exemption.
- Contact individual department for additional requirements:
 

Admissions/Registrar's Office	(361) 354-2217
Success Coach-Beeville	(361) 354-2300
Cosmetology- Beeville	(361) 354-2521
Nursing Education- Beeville	(361) 354-2544
Radiology-Beeville	(361) 354-2302
Dental Hygiene-Beeville	(361) 354-2561
Success Coach-Alice	(361) 664-2981 Ext. 3025
Nursing Education- Alice	(361) 664-2981 Ext. 3031
Success Coach-Kingsville	(361) 592-1615 Ext. 4076
Cosmetology- Kingsville	(361) 592-1615 Ext. 4083
Nursing Education- Kingsville	(361) 592-1615 Ext. 4027
Success Coach-Pleasanton	(830) 569-4222 Ext. 1225

Nursing Education- Pleasanton

(830) 569-4222 Ext. 1218

Cosmetology- Pleasanton

(830) 569-4222 Ext. 1215

*Potential students can call 1-866-722-2838 and ask to be transferred to the appropriate department.*

### New Student Orientation

New Student Orientation is mandatory for all First Time in College Students (FTIC) (less than 12 hours successfully completed), transfer students with less than 24 hours successfully completed, and students seeking Level I or Level II Certificates or an Associate Degree. Orientation is essential to support students' overall institutional knowledge, confidence, and awareness of resources; it will introduce students not only to their new life in higher education but will begin the process of alerting them early on to the associated expectations and self-discipline required in becoming and remaining successful students. Information is presented to increase familiarity with the registration procedures and develop a working familiarity of the availability of college resources and how to utilize those resources at CBC. Students will also learn about developing time management and study skills, knowledge of student activities and clubs available, importance of deadlines, classroom etiquette, and what to expect on their first day.

All new students are encouraged to complete an admission form online at <https://www.goapplytexas.org> and report entrance testing results to the Admissions/Registrar's Office prior to orientation.

### Transfer Students

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

#### Transfer students must submit:

- Admission form completed online at <https://www.goapplytexas.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 meet with the CBC Admissions/Registrar's Office to finalize the admission process.

Transcripts of students with transfer credit are evaluated by the Admissions/Registrar's Office. Students must complete the Transcript Evaluation Form found at [www.coastalbend.edu/admissions\\_forms/](http://www.coastalbend.edu/admissions_forms/).

### Returning Students

Students who previously attended CBC, and who have not attended any other institution, may enroll if in good standing. Returning students who have attended other colleges since their last attendance at CBC are under the same requirements as college transfer students. Returning students who have not registered with CBC within the last calendar year must complete an admissions application online at <https://www.goapplytexas.org/>.

### Academic Fresh Start

Students who have had an interruption in their undergraduate coursework for at least ten consecutive years may request an Academic Fresh Start. All college-level work covered by this policy is eliminated from computation of the grade point average (GPA) and none of the work is applied toward a degree. Such work, however, will not be removed from the student's records. Academic Fresh Start will be granted to eligible students only once during their CBC academic careers and is irrevocable. Those interested in requesting an Academic Fresh Start should inquire at the Admissions/Registrar's Office.

### Home Schooled Students

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

- Have completed the equivalent of the junior year of high school (16 units)
- Provide a notarized record of the school subjects completed (consistent with TEA minimum requirements)
- Meet College testing requirements

# Admission Procedures

## Dual Credit

Dual Credit is defined as a student receiving high school credit toward a high school diploma and college credit toward an Associate Degree or a Workforce certificate.

Technical Program Option: Dual Credit students may earn elective high school credit toward their high school diploma and college credit towards their chosen pathway. CBC has created various career pathways to pursue.

Academic Program Option: Dual Credit students may earn high school credit toward their high school diploma and college credit toward an Associate degree. Liberal Arts and Science degrees at CBC are designed to transfer to a Texas four-year university of student's choice. We always encourage students to meet with their high school counselor and Dual Credit Specialist on a regular basis to make sure you are taking the appropriate courses for "dual credit".

## Benefits of taking Dual Credit courses:

- Allow students to earn college credits while simultaneously earning high school credit
- CBC's low cost of \$33 per credit hour, significantly less than the regular in-district cost
- Provide classes accessible to a variety of students at convenient times
- Offer both Academic (core curriculum and transfer) and Career and Technical Education pathways
- Shorten or eliminate the time for students to attain a CBC certificate or associate degree after high school graduation
- Provide students with college credit transferable to CBC or other college or university. TSI Assessment is \$30 for all students.

## Student Eligibility

Students meeting all CBC admission requirements by the deadlines published on the CBC Academic Calendar may be accepted into the Dual Credit program. In compliance with state-mandated laws, the assessment policy set forth by the College, and the high school requirements, students must meet the eligibility criteria and demonstrate the following academic prerequisites at the time of enrollment on the Dual Credit program:

- Compliance in a least one relevant area of the TSI Assessment as defined in the CBC Catalog (students seeking a Level I certificate or below are exempt from the TSI Assessment)
- Achievement of the required basic skills prerequisites as defined in the CBC Catalog
- Achievement of appropriate ISD eligibility criteria and satisfactory completion of high school course(s)
- Students must be enrolled in grades 9-12 (this includes Summer before 9th grade year)
- A student enrolling in more than two dual credit courses in a semester must pass all courses during that semester with a grade of C or better to continue to enroll in more than two dual credit courses in following semesters.

For more information contact the Office Dual Credit:

Coastal Bend College  
Office of Dual Credit  
Dirks 126

Phone: (361) 354-2723

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

## International Students

International students must comply with the following:

1. An admissions form completed online at <https://www.goapplytexas.org/> must be submitted
2. A valid "Certificate of Immunization," signed by a physician or public health official, must be submitted. It must give evidence of immunization for bacterial Meningitis, 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. Test of English as a Foreign Language (TOEFL) score of 500 on paper-based test or 173-187 on computer-based, or 61 on the Internet based TOEFL. TOEFL Alternatives: SAT Reading 400 or ACT Verbal 21 English or students who have at least 12 transferable hours AND have completed English Composition I with a C or better or completion of the advanced-level Texas Intensive English Program (TIEP) offered by Texas International Education Consortium (TIEC) or a 90 or higher on the Duolingo English Test.
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 International Applicant Checklist is available at [www.coastalbend.edu/admissions/](http://www.coastalbend.edu/admissions/) under Requirements by Student Type. 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 who are participating in intercollegiate sports 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. Results of these tests will determine courses for which a student may register. For additional information see TSI Assessment, "Indicators of Readiness".

## Admission Inquiries

CBC Admissions Office: Phone: (361) 354-2217 or 1-866-722-2838 Ext. 2217

Access additional information via our Help Desk, which is available via the "[Chat](#)" link located on the Coastal Bend College website at [www.coastalbend.edu](http://www.coastalbend.edu).



# Testing

## Testing Requirements

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

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

## Evaluation

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

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

## TSI Assessment

CBC uses the Texas Success Initiative (TSI) Assessment as its primary college placement tool. The TSI assesses students' math, reading, and writing abilities and is designed to provide placement, advisement, and guidance information for students. Assessments are delivered in a computer adaptive mode. The assessment scores and diagnostics will be provided immediately after completion of the TSI assessment.

The TSI scores are also used to determine placement and the need for college preparatory education (e.g., developmental courses). For locations, dates, and times of operation, contact information, and fees, please go to [www.coastalbend.edu/testing](http://www.coastalbend.edu/testing) or call (361) 354-2334.

## Advising Component

Students are advised and placed in courses based on their assessment scores. Success Coaches place students in college developmental courses if test results indicate the need.

## Mandatory Pre-Assessment Activity

1. This assessment is based upon the students' scores on the TSI Assessment which will determine whether the student is eligible for college level courses or if they will be required to take developmental courses. Developmental course hours do not count towards a certificate or degree. However, developmental courses help students build skills to be successful in college level courses.
2. Resources are available from the [College Board Texas Success Initiative Sample Questions](#).
3. Developmental Course Options:
  - Non-Course Based Option (NCBO) – a non-semester length course delivered in an intense workshop setting
  - Integrated Course – a course that integrates two areas, such as Reading and Writing, together so that a student gets two courses for the time and price of one course
4. CBC offers various course options:
  - Lecture and lab courses which are taught classroom style with instructor face-to-face and lab courses
  - Distance Learning courses – taught in a classroom setting with video camera and microphone links to multiple CBC sites with other students. The instructor may move around from site-to-site to have face-to-face time with each site.
  - Online courses – taught via the internet
  - Hybrid courses – taught partially face-to-face and partially online

5. Resources
  - Tutoring: <http://www.coastalbend.edu/tutoring/>
  - Financial Aid: <http://www.coastalbend.edu/FinAid/>
  - Accessibility Services: <http://www.coastalbend.edu/oas/>
  - Library: <http://lrc.coastalbend.edu/about>
  - Success Coaches/Recruiters: <http://coastalbend.edu/success-coaching/>
  - Testing: <http://www.coastalbend.edu/testing/>
  - Student Life: <http://www.coastalbend.edu/StudentLife/>

For more information call the Testing Center at (361) 354-2334 or go to <http://www.coastalbend.edu/testing>

## Exceptions to the TSI Requirements

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 [assessed] and performs at or above the standards that cannot be raised by institutions. The TSI Assessment Exemptions Chart is available at [www.coastalbend.edu/tsi](http://www.coastalbend.edu/tsi) in the TSI Testing Exemptions section link to [2021 TSI Testing Exemptions](#).

## Waivers from TSI Requirements

Students who are non-degree seeking or are enrolled in a Level I Certificate program of study are waived from TSI requirements but must meet the course prerequisites and TSI requirements. Additionally, Level I Certificate students are counseled by their success coach to determine if any developmental courses would be of benefit as they seek to develop workforce skills. The students will lose their waived status if they enroll in courses outside of the Level I Certificate or if they no longer qualify as non-degree seeking. Students who have successfully completed the HB5 High School College Readiness Course with an acceptable high school partner are waived from TSI requirements for 24 months.

## Re-Testing

A student may retake an assessment instrument as often as they would like, subject to availability. It is strongly recommended that the student review the exam material at <http://www.coastalbend.edu/tsiresource/> before they re-test to determine their readiness to perform freshman-level academic coursework. Students are encouraged to enroll in the TSI Bootcamp to review and prepare them for the TSI exam.

## Determination of Readiness to Perform Freshman-Level Academic Coursework

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

## Indicators of Readiness

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

1. College readiness scores on TSIA or TSIA 2.0 within 5 years of enrollment
2. Developmental Education coursework and/or intervention learning outcomes developed by the Board based on the Texas College and Career Readiness Standards
3. Performance in developmental education

## College Preparatory Placement

Students can be placed in courses based on either assessment test scores or successful course completion. Completion of IRW 0311, NCBW 0112, MATH 0421, NCBM 0124, and NCBM 0132 will meet the reading, writing, and mathematics prerequisites for most college level courses.

## 2022-2023 Placement Chart for Reading, Writing, and Math

Test scores are valid for 5 years from the testing date. If a student does not meet any of the state of Texas exemptions, they must take the TSI Assessment for placement.

# Testing

## Sequence of College Preparatory Courses

The TSI Course Placement Chart is available at [www.coastalbend.edu/tsi](http://www.coastalbend.edu/tsi) in the TSI Placement and Coursework section link to [2021 Placement Chart](#).

For more information about testing or to sign up online, click [here](#).

## Texas Success Initiative (TSI) Graduation Requirements

The state of Texas requires all students graduating from Coastal Bend College with a level II certificate or associate degree to meet TSI requirements in all areas.

## Labs

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

## Online Registration

Students that are not TSI compliant (require remediation courses) will be blocked from online registration of a course that requires a specific or prescribed sequence.

## Pre-Requisites

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

## 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 the course 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 career and technical education programs at CBC use special pre-entrance tests to select students. Descriptions of these programs specify when such tests are required.

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

## Hours Earned from Testing Programs

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

For an associate degree, a minimum of 16 semester credits of course work prior to graduation must be earned at CBC. At least 25% of the total credits required for an associate degree or certificate must be earned at CBC.

## 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 to the Admissions/Registrars' Office 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.)	

## CBC Subject Competency Examinations

Course credit may be awarded based on 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 successfully completing 15 semester credit hours **at CBC** with a "C" or better
- A subject competency examination will be given only under certain circumstances. A student should have obtained, either through academic preparation or experiences, competencies equal to those ordinarily attained through completing a particular course
- Credit by examination is not permitted for university transfer lab courses
- Credit by examination is not available for all courses
- A [Test Out Subject Competency Petition form](#) to request subject competency examination must be approved by a faculty, advisor, the chair of the division in which the course is offered, and the Dean of Transfer and General Education or the Dean of Career and Technical Education
- Satisfactory performance with a grade of "C" or better on the examination will earn credit for the course and a grade of "CR" will be transcribed. The instructor will note grade on the [Test Out Subject Competency Petition form](#) and route according to form requirements.
- There is no requirement for enrolling in a higher-level course in the same subject after receiving credit by examination unless program requirements require higher level course(s)
- See the Other Charges for Services section for semester credit hour charges applied to transcript subject competency test out
- CBC subject competency exam fees start at \$25 and vary based on course requirements

# Testing

## College Board Advance Placement (AP)

Entering freshmen who have participated in advanced 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 as shown in the course equivalencies chart below. 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 will not be posted until the student has completed 25% of the credit hours in their curriculum at CBC. Official copies of the AP scores must be presented to the Admissions/Registrars' Office before credit may be awarded.

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, PO Box 977, Princeton, NJ 08541.

Coastal Bend College Advanced Placement (AP) Exam Course Equivalencies			
AP Course Exam	AP Exam Score	CBC Equivalency	General Education Requirement Fulfilled
Art History	3, 4, or 5	ARTS 1303	CBC Elective Course
Art 2D Design	3, 4, or 5	ARTS 1311	CBC Elective Course
Biology	3, 4, or 5	BIOL 1313/BIOL 1113	CBC Elective Course
Chemistry	4 or 5	CHEM 1311/1111 & 1312/1112	CBC Elective Course
Economics, Macro	3, 4, or 5	ECON 2301	CBC Core Course Social & Behavioral Sciences
Economics, Micro	3, 4, or 5	ECON 2302	CBC Core Course Social & Behavioral Sciences
English Language and composition	3, 4, or 5	ENGL 1301	CBC Core Course Communication
English composition and literature	3, 4, or 5	ENGL 1301	CBC Core Course Communication
Government/politics, US	3, 4, or 5	GOVT 2305	CBC Core Course Government/Political Science
Mathematics: Calculus AB	3, 4, or 5	MATH 2413	CBC Elective Course
Mathematics: Calculus	3, 4, or 5	MATH 2413, 2414	CBC Elective Course
Physics C: Mechanics	3, 4, or 5	PHYS 2425	CBC Elective Course
Psychology	3, 4, or 5	PSYC 2301	CBC Core Course Social & Behavioral Sciences
Spanish Language	3, 4, or 5	SPAN 1411, 1412	CBC Elective Course
U.S History	3, 4, or 5	HIST 1301	CBC Core Course American History
World History	3, 4, or 5	HIST 2321	CBC Elective Course

## National Testing Programs

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

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

**College Placement Test:** See [TSI Assessment](#).

**General Education Development Tests (GED):** This is a nationally recognized examination to determine high school equivalency. The GED is administered year-round in Beeville in the Testing Center. Please check the [testing website](#) for details: [www.coastalbend.edu/gedtesting](http://www.coastalbend.edu/gedtesting) or (361) 354-2334 for details.

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



# Tuition and Fees

## Residency

Tuition is charged based on a student's residency status. An in-district student is defined as a resident of the Bee County taxing district. An out-of-district student is defined as a resident of Texas residing outside the Bee County taxing district. To qualify for in-district tuition a student must have legally resided in Bee County for the 12-month period immediately preceding their initial enrollment at CBC. For questions on residency status, see the CBC website at [http://www.coastalbend.edu/residency\\_information/](http://www.coastalbend.edu/residency_information/).

## Installment Plan

An installment payment plan is available to all students at the time of initial registration. The plan, which is administered by TouchNet, is only available online via Cougar Den/ Student Self Service/Student Finance and requires the use of a bank account number or a credit card. There is a \$25 fee for this service.

## Charges by Semester

In-District Tuition.....	\$70 per semester hour
Out-of-District Tuition.....	\$132 per semester hour
Out-of-Texas Tuition.....	\$147 per semester hour
Additional Differential Tuition by Program	
Dental Hygiene.....	\$25 per semester hour
Professional Nursing.....	\$25 per semester hour
Vocational Nursing.....	\$23 per semester hour
Benton Hall (Resident Hall).....	\$250

**Fees are subject to change**

## Non-Refundable Fees

General Use Fee.....	\$20 per semester hour
Installment Service Fee.....	\$25
Installment Plan Late Fee.....	\$15
Late Registration Fee.....	\$50
Registration.....	\$48

**Fees are subject to change**

## Other Charges for Services

Non-Course Based Remediation Fee.....	\$50
TSIA2 English Language Arts and Reading (ELAR).....	\$20
TSIA2 Mathematics Assessment.....	\$10
Returned Checks.....	\$35
Credit-by-Exam Tests.....	\$60 per semester credit hour
Conversion from Continuing Education course to credit course.....	\$25 per course
Printing Fees.....	\$10.00 per semester
Work/Life Exp Credit Conversion (CTE).....	\$25 per course
Correspondence Exam Fee.....	\$25

**Fees are subject to change**

## Tuition and Mandatory Fee Refund Policy

Drops and withdrawals from college are official at the time that the Admissions/Registrar's Office is notified. Notification is done by the completion of an [Add/Drop Form](#). Students will have their tuition and mandatory fees refunded 100% before the first course day. As prescribed by the Texas Higher Education Coordinating Board, the Coastal Bend College refund policy is as follows:

### Refund Guidelines

Students officially dropping or withdrawing from courses at Coastal Bend College will have their tuition calculated according to the following schedules:

#### Fall and Spring Semesters (16 Week Sessions)

- 100% Prior to the first class day\* of semester
- 70% During class days\* one (1) through fifteen (15)
- 25% During class days\* sixteen (16) through twenty (20)
- 0 After the twentieth (20) class day\*

#### Six Week Summer Sessions

- 100% Prior to the first class day\* of semester
- 70% During class days\* one (1) through five (5)
- 25% During class days\* six (6) through seven (7)

0 After the seventh (7) class day\*

## Flex-Term Sessions

100% Prior to the first class day\* of semester

Refer to the CBC Business Office for more information on refund percentages after the first class day.

Tuition and fees paid directly to the institution by a sponsor, donor, or in a scholarship are refunded to the sources, not directly to the students. If a student who has a scholarship withdraws before the end of the semester, the scholarship may be revoked, and the student may be required to repay the organization awarding the scholarship fund. If CBC must return federal funds they will be returned in the following order: William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and other Title IV funded programs.

## Credit Balance Refund Policy

Coastal Bend students with credit balances will be refunded via their Bank Mobile Refund preference. No paper checks are disbursed via the Business Office. All credit balances will be refunded in accordance with federal and state mandates, scholarship/sponsor requirements, and the College District policies.

## Excess Hours

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

Effective fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements are not included in the calculation of excess hours. For purposes of excess hours, resident undergraduate student includes a non-resident student who is permitted to pay resident tuition. For questions on Excess Hours contact the Admissions/Registrar's office at (361) 354-2217.

## Senior Citizen (65+) Tuition Waiver

To encourage senior citizens to continue their education and stay involved with local colleges and universities, Coastal Bend College is proud to offer this program. The maximum award is tuition for up to six hours per semester. The award does not cover fees charged for classes. It only covers tuition. No funds may be used to pay tuition for continuing education classes for which the college receives no state tax support.

The student must enroll in a class that is not already filled with students who are paying full price for the courses (If the class is too small to accommodate both regular students and senior citizens, the regular students must be given priority).

The student must enroll in classes for which the college receives tax support (e.g., a course that does not depend solely on student tuition and fees to cover its costs). If you meet these qualifications, please visit the Business Office with verification of age and your tuition waiver will be applied. The student must be 65 prior to the beginning of the semester enrolled.

## On-Campus Housing Fees

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

Activity Fee (per term).....	\$50
Residence Hall Room Only.....	\$900
Housing Fee.....	\$250
Apartment monthly rental fee (per apartment).....	\$600
(Covers water, electricity, sewage, and garbage collection fees)	



# Tuition and Fees

## Tuition for Dual Credit Students

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

**Note:** Certain programs may be subject to an additional per credit hour differential tuition. See page 30, Charges by Semester section, for program-specific additional differential tuition rates.



## Estimated Cost of Attendance 2022-2023

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	\$2,796	\$4,656
Books and Supplies	\$2,000	\$2,000
<b>Total</b>	<b>\$4,796</b>	<b>\$6,656</b>

## Meal Plan Fees

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

	Fall	Spring
15 Meals per Week	\$1,800	\$1,800
19 Meals per Week	\$2,150	\$2,150



## Tuition and Fees

### Tuition and Fees 2022-2023

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

**Note:** Certain programs may be subject to an additional per credit hour differential tuition. See page 30, Charges by Semester section, for program-specific additional differential tuition rates.





# Financial Aid

## Financial Aid Overview

Monetary assistance available through the financial aid office offers qualifying students government grants, and college work-study. To apply for financial aid, a student should apply online using the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov). Anyone interested in applying for additional financial aid (e.g., SEOG, TEOG, TPEG, or college work-study) should observe the May 1 priority deadline. Not all applicants will qualify for additional aid/grants.

Students interested in loans must attend a loan session every academic year. To find out when the next session will be held, contact the [Financial Aid Office](#).

**CBC Federal School Code: 003546.**

## Eligibility for Federal Financial Aid

To be eligible for financial assistance, students must:

- Must maintain Satisfactory Academic Progress in their course of study
- Must not be in default on any loan made, insured, or guaranteed under a government student loan program for attendance at any institution
- Must not owe a refund on grants previously received under the Federal Pell Grant or the Federal Supplemental Educational Opportunity Grant (FSEOG) programs
- Must be in a degree or certificate program
- Must have a high school diploma or GED
- Must be a U.S. citizen or eligible non-citizen
- Must have a valid Social Security number
- Must register with the Selective Service if required
- Must demonstrate financial need

## Grants

### Federal Pell Grant

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

### Texas Public Educational Grant (TPEG)

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

### Texas Educational Opportunity Grant (TEOG)

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

## Student Loans

### William D. Ford Federal Direct Loan Program

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

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

- Must be currently enrolled for at least 6 credit hours (including summer sessions)
- Must declare a major with the Admissions/Registrar’s Office
- Must be enrolled in courses that count toward their degree plan or certificate program. 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.
- 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.).

The student 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 course day during the fall and spring semesters and the 4th course 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.).

At Coastal Bend College student loans funds are requested from the Department of Education 30 days after the first course day of the fall, spring, and summer semesters. Students will be issued refunds dated no later than 14 business days after the date in which their account results in a credit balance. Refunds will be processed via Bank Mobile. 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 50 percent of the student’s enrollment has elapsed.

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

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

## 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.

### Coastal Bend College Scholarship

These scholarships are offered to a limited number of students, providing an award of \$400 per semester. 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.

## Financial Aid

### Outreach Scholarships

Outreach scholarships are available for a limited number of students majoring in Visual/Performing Arts, Language, Kinesiology, Science, Math/Physics, Social Sciences/Humanities, Public Services, Industrial, or Business Technology. 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 dean.

### Dreamkeepers Emergency Financial Aid Program

The purpose of the Dreamkeepers Emergency Financial Aid Program is to provide monetary relief to students for sudden, unexpected, unforeseen circumstances demanding immediate action and attention of the student which significantly interferes with student's ability to continue to access higher education. For more information, contact the Financial Aid office.

### Coastal Bend College Foundation Scholarships

A series of additional scholarships are available to students. These scholarships are listed on the foundation's website: [www.coastalbend.edu/foundation](http://www.coastalbend.edu/foundation).

## Work-Study Programs

### Federal and Texas College Work-Study Programs

The Federal and Texas College Work-Study Program 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 course schedules. Students are paid minimum wage. The financial aid office assists students that have been awarded financial aid with job placement.



## Satisfactory Academic Progress (SAP)

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

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

### 67% or Higher Requirement:

A student must have a *cumulative* course completion rate of 67% or higher to receive financial aid and maintain appropriate timeframe/pace.

#### Formula:

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

## For Students Who Do Not Meet Satisfactory Progress

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

## Maximum Eligibility

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



## Financial Aid

### Appeals Process

Students whose financial aid has been suspended may appeal for reinstatement of financial aid due to extenuating, documented circumstances such as illness, death in the family, or undue hardship. Suspension appeal forms can be obtained in the financial aid office. Students are responsible for writing their own appeal answers, providing all relevant third-party documentation, and enclosing a signed degree plan from an Academic Success Coach. Failure to provide the required documentation will result in the denial of the student's appeal. Appeals will be processed by Financial Aid Director and reviewed by the Financial Aid Committee. All financial aid awards remain cancelled until the student follows the appeal procedures and receives a written notification of reinstatement/ approval.

Appeals submitted at the beginning of a semester may take longer to receive a response.

### Approval of Appeal/Denial

The student will be notified of the decision in writing approximately a week after the meeting. A student who has a successful appeal is placed on Financial Aid probation and eligible to receive Title IV aid for the next payment period. If a student appeal is approved and requires more than one payment period to meet satisfactory academic progress, the student will be placed on an academic plan for one payment period. The Financial Aid Representative will review the academic plan at the end of the period to determine if the student is meeting the requirements of the academic plan. The student will continue to receive Title IV aid if the student continues to meet requirements. Failure to adhere to the conditions of the academic plan will result in the cancellation of all future financial aid assistance.

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

### Return of Title IV Financial Aid

#### Withdrawing while on Financial Aid

A student who is withdrawing and has received financial aid assistance for the current semester should visit the financial aid office to see if the amount of aid received is more than the actual assistance that they have earned. All students must complete the Notice of [Add/Drop Form](#). All forms must have the student's signature.

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 earned must pay back the excess funds.

The percentage of the refund is equal to the number of days attended divided by the number of days in the semester. For example, students who complete 30 percent of the payment period earn 30 percent of the assistance they were originally scheduled to receive. Students who complete more than 60 percent of the payment period have earned all 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 the excess funds, the student must return the remaining amount. CBC will return the unearned aid for which the college is responsible by repaying funds to the following sources in order, up to the total net amount disbursed from each service:

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

Students who receive more financial aid than they have earned must return the excess funds. Students are allowed 45 days to return the excess funds in full or make arrangements with CBC or the Department of Education to return the funds.

Any unreturned amount is considered a grant overpayment. A student having an overpayment is no longer eligible for federal financial aid at CBC or any other institution. A hold will be placed on the student's account preventing them from ordering transcripts and registering until the federal funds are repaid in full.

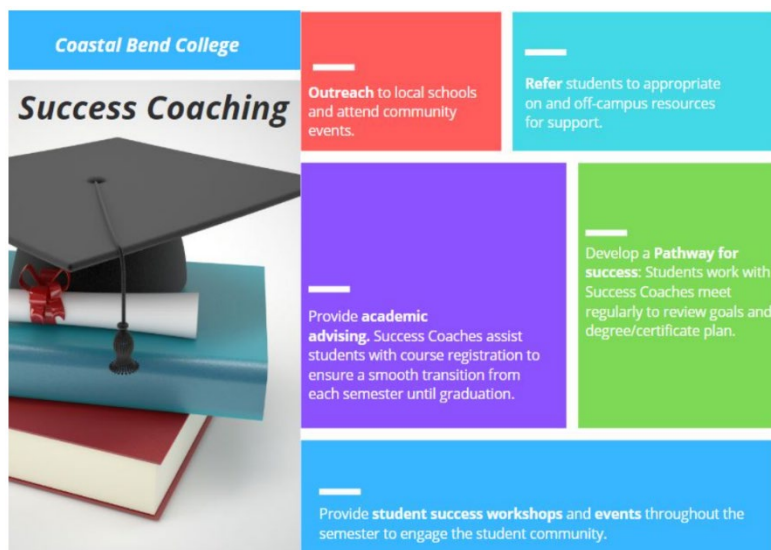


# Student Success Guide

## Advising

CBC is proud to offer a developmental approach to advising with Success Coaches who specialize in providing quality advising. The CBC Success Coaches provide students with advising sessions that are personalized to meet the goals of each student. Once the student chooses their preferred degree or certificate, the Success Coach will develop a pathway plan with the student. A "pathway" is simply a plan that not only determines the sequence of courses but outlines student success strategies to help them be successful along the way.

In addition to the advising session, the CBC Success Coaches host a variety of student success workshops throughout the semester (i.e., study tips, career exploration, note-taking methods, etc.). Currently, the workshops are offered in a virtual format. To learn more about the student success workshops, visit [www.coastalbend.edu/studentlife](http://www.coastalbend.edu/studentlife). CBC students can access the virtual room link through the college's Learning Management System, Blackboard.



## Degree Audit

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

## Change of Major

CBC students are required to declare a major at the time of application. However, sometimes interests and abilities change and a change of major is necessary. To change a major, please log into Cougar Den and complete the Change of Major form located under the Admissions and Registrar "Forms" section.

## Auditing Courses

When space is available, permission to audit a course may be granted by the Dean of Transfer and General Education or the Dean of Career and Technical Education. Students auditing courses are required to submit the Course Audit Form signed by the appropriate dean. Auditing students are not required to meet course prerequisites. Students auditing a course may not claim credit for the course. A student who registers for a course may not change from audit-to-credit nor credit-to-audit status after the scheduled add/drop period. Charges for auditing are the same as for enrollment for credit. See the Residency Charges Section of this catalog. Clinicals and courses with labs may normally not be audited. See department faculty for details. Students auditing a course must abide by all student conduct and responsibilities including immunization requirements.

## Continuing Education "Mirror Courses"

Those interested in enrolling for college courses through the "mirror" program should contact the Dean of Career and Technical Education by calling (361) 354-2339. 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 continuing education transcript of the course is also available upon request. Courses taken as continuing education may be converted to semester credit course hours when formal application for conversion is made to the Director of Workforce Development & Continuing Education, and if the student successfully completes the competency exam in the subject area and pays \$25 per course conversion.

## Credit for Prior Experiential Learning Based on Work / Life Experience

### I. Overview

Coastal Bend College students may apply to obtain course credit based on previous relevant life/work learning experience. The learning experience shall be from employment or workshop learning, recent and relevant, and of satisfactory performance. Students must demonstrate college level learning through a portfolio process.

#### A. Hour/Credit Ratio

College credit granted shall not be based solely on hours of experience but on relevant college level learning attained. Learning must meet standards as set by course syllabi/ outline.

#### B. Recency

The life/work experiences must have taken place within 5 years prior to the request date.

#### C. Self-Employment/Volunteer Work

Students may submit self-employment and/or volunteer experience for consideration. The division coordinator and faculty evaluator will establish individual criteria for evaluating such experience on a case-by-case basis. A life learning paper may be required as part of the portfolio.

#### D. Grade

Credit awarded for college level learning shall be noted on the official student transcript with a grade of "CR"

#### E. Cost

A non-refundable fee of \$25/course shall be assessed upon submission of portfolio, and prior to evaluation, for each course for which college credit is being requested.

#### F. Limitations

SACSCOC requires that 25% of a degree/award must be attained at the awarding institution. It is recommended that students take into consideration their overall collegiate plan with Coastal Bend College to avoid any potential limit of their requested credit conversion.

### II. Procedures

#### A. Compile a portfolio which may consist of:

- A completed Verification of Work Experience form
- A completed Request for Credit Based on Work/Life Experience form
- Student transcript and current semester schedule
- Student narrative explaining how prior learning meets standards as set by course syllabi/outline
- Course syllabi for all courses for which credit is being requested - syllabi can be obtained from the faculty member who will be evaluating the portfolio. Also attach the specific matrix located in the college catalog.
- Seminar/workshop content outlines and completion certificates
- Relevant work samples, letters of recommendation, licenses
- Life learning paper
- Performance of competency

## Student Success Guide

- B. Pay non-refundable fee of \$25.00 for each course for which credit is being requested
- C. Submit portfolio to the Office of Admissions and Registrar
- D. Registrar will forward portfolio to a faculty member trained in prior learning assessment. The student will receive a written response within thirty days.
- E. Appeals may be forwarded to the Office of the Provost. Appeals will be answered in writing within two weeks
- F. Obtain Signatures of Division Dean and Registrar
- G. The Office of Admissions and Registrar will retain permanently all documents used to verify the credit award for experiential learning

### III. Forms

This informational document, with inclusion of the credit forms, is available online through the Coastal Bend College website, within Cougar Den, Office of Admissions and Registrar.

### Evaluation of Transfer

CBC accepts coursework earned at accredited colleges and universities and considers 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. For a course to be accepted for the associate of arts or associate of science degree, it must have a grade of 'D' or better. To meet the requirements of most associate of applied science degrees or certificates, a grade of 'D' or better is also accepted. For CBC's Allied Health programs, all courses accepted must have a grade of 'C' or better. 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 Admissions/Registrar's Office at (361) 354-2217. Students must complete the Transcript Evaluation Form found at [www.coastalbend.edu/admissions](http://www.coastalbend.edu/admissions). Credit will be awarded provided that the student is officially enrolled at CBC and the student has furnished the Admissions/Registrar's Office an official transcript from the institution attended showing satisfactory completion.

### Student Load and Classification

Full-time students in the fall and spring semesters usually take course loads which range between 12 and 16 semester credit hours, with 12 semester credit hours the minimum for full-time classification. Students who wish to enroll in more than 16 semester hours must submit a completed Request for Excess Hour Form to the appropriate dean via email scan.

During a summer semester, students who wish to enroll in more than 6 semester credit hours per summer term must submit a Request for Excess Hour Form to the appropriate dean. During any abbreviated semester (Maymester, Flex), students may enroll in no more than 1 semester course hour per week over the length of the term. (Example: a three-week Maymester results in a maximum of 3-4 semester credit hour course).

### Adding a Course

To add a course at any campus/site, students can log into their Cougar Den account and complete the Add/Drop Form. Any additional charges are then paid at the Business Office. Courses may be added no later than the last date listed to do so in the academic calendar. Students must make up any work missed due to late course additions.

### Dropping a Course

To drop a course at any campus/site, students need to log into their Cougar Den account and complete an [Add/Drop Form](#). Any course needing to be dropped must be done in a timely manner within the drop date period. A "W" will be placed on the permanent record. Any requests made after the deadline date will not be accepted and the student will be given the letter grade earned for the course.

At the Student Success Center, the students will receive advising assistance. The success coach will check with the faculty and financial aid 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 courses or stop attending courses before the semester is over.

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 Dean before clearance is granted. Students must also clear all other holds before proceeding with the drop.

### Limitation on Number of Course Drops (Senate Bill 1231)

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Exemptions may apply. Contact the Admissions/Registrar's Office for more information or go to [www.coastalbend.edu/admissions](http://www.coastalbend.edu/admissions).

### Course Cancellation

When enrollment is insufficient to justify holding a course, that course will be cancelled. Students enrolled in face-to-face course will be notified by the instructor during the first class meeting. The instructor will advise students on other course options.

Students enrolled in an online course will be notified by a phone call and receive a message in the learning management system (Blackboard). If students need such courses to complete graduation requirements within a semester, they should consult with their success coach to seek appropriate course of action to graduate. Students will receive a 100% refund for cancelled courses.

### Learning Framework (My Cougar Course) Exemptions and Waivers

- The following certificate or degree programs are exempt:
  - Level 1 Cosmetology
  - Licensed Vocational Nurse
  - Registered Nurse
  - Radiology
  - Dental Hygiene
- Students who have completed 24 successfully (C or better) college level hours may request a waiver
- A student may request a [waiver](#) through [CBC's Appeals Process](#)

### Student Success Centers

Student Success Centers (SSC) serve all students and are aligned with the student-centered purpose of providing academic success support. The SSC is centrally located in the R.W. Dirks Student Services building, which is the primary location for students to receive assistance. The SSC is home to several programs that provide assistance to students. The SSCs at each of the three site locations are also conveniently positioned in student-centric areas. Additional tutoring locations are conveniently located in each CBC library.

### Career Services

The Career Services Center is committed to the career development of CBC students and alumni. We provide comprehensive services in all areas of career advising and assessment, career events and fairs, educational programs, and partnerships with local and state employers.

# Student Success Guide

Specifically, we commit to:

## Career Advising

- **Individual Career Advising:** Students needing one-on-one career guidance to discuss their choice of major or career interest, should contact a Success Coach at [studentsuccess@coastalbend.edu](mailto:studentsuccess@coastalbend.edu) and CTE students should contact the CTE Recruitment & Retention Specialist by visiting <http://www.coastalbend.edu/perkins/>.
- **Assessment Inventories:** Assessments are used to help students identify their skills, personality traits, and interests and provide suggestions regarding the careers and programs of study that they may be suited for.
- **Resume/Cover Letter Assistance:** CBC offers professional reviews of resumes, cover letters, and other additional documentation required for employment. Contact a Success Coach to schedule an appointment.
- **Two Business Day Review:** Students and Alumni can email at [studentsuccess@coastalbend.edu](mailto:studentsuccess@coastalbend.edu). A reply with changes or suggestions will be sent back within two business days.

**Interview Assistance:** CBC offers mock interviews for students and alumni to prepare them for upcoming job interviews.

## Workshops:

- Resume/Cover Letter Workshops
- Job Interviewing Techniques
- Dress for Success.

**Career Fair:** An annual city-wide career fair is held at each site at a designated location every spring semester to assist students with the job search process.

## Job Placement:

- Assists students in finding full or part-time employment
- Enables students the opportunity to upload their resume and connect with prospective employers
- Serves as a recruiting tool for internships

For more information, please visit <http://www.coastalbend.edu/cbcadvising/>.

## Workforce Solutions

Workforce Solutions of the Coastal Bend and Workforce Solutions Alamo have partnered with CBC and is in the Grady C. Hogue Learning Resource Center on the Beeville Campus, as well as inside the CBC Alice, Kingsville, and Pleasanton sites.

Workforce Solutions provides comprehensive human resource services for businesses and residents of their designated service areas. Their network of partners and providers offers a wide range of no-cost and low-cost opportunities for employers and job seekers. They offer recruitment services, job search assistance, training, childcare support, educational initiatives, and much more. They have developed innovative opportunities that bring together economic development, education, and employment. This results in a high-quality workforce system that ensures economic viability for the Coastal Bend community.



# Residence Life & Housing

## Housing

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

## Housing Applications

To apply for housing, please complete the online form at [www.coastalbend.edu/reslife](http://www.coastalbend.edu/reslife).

## Benton Hall

Benton Hall is a coed residence hall which houses 134 male and female students. Benton Hall is designed as a quasi-traditional style residence hall consisting of two rooms (double occupancy) connected by a bathroom, with each room having its own entrance. Rooms designed for accessibility are available on a first come first served basis.

## Cost

A \$250 fee must be submitted along with the housing application to the Office of Residence Life. No application will be accepted without the \$250 application fee, which does not guarantee a room or apartment. The Director of Residence Life will contact the applicant regarding vacancy. If there is no room available, the applicant will be refunded their \$250 payment. The applicant can also elect to be placed on the Housing Interest List and will be contacted by the Office of Residence Life should a vacancy become available.

The following payment options are available to the Benton Hall residents. The cost is \$900 per semester for each Benton Hall resident. Anything owed for a semester must be paid before the student is able to enroll for the following semester. Holds will be placed on the students account if all fees and payment is not paid in full. Benton Hall residents are required to purchase, at a minimum, a 15-meal plan for fall and spring semesters.

## 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 Meal Plans

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

	Fall	Spring
15 Meals per Week	\$1,800	\$1,800
19 Meals per Week	\$2,150	\$2,150

## College Apartments

CBC has 20 one-bedroom apartments adjacent to the campus. Each apartment is supplied with an electric stove, refrigerator, bed (twin), and dresser. End tables, kitchen table, two chairs, and love seat may be offered if available. One unit is designed for students and/or their dependents with physical disabilities. Two single students of the same gender may share an apartment.

## Assignments

Apartments are assigned based on the following priorities:

- Single students needing a unit designed for those with physical disabilities
- International or non-Texas residents

## Apartment Fees

A \$250 application fee must be submitted along with the housing application to the Student Life & Housing Office. No application will be accepted without the \$250 fee. The monthly rental fee of \$600 per resident is due on the first day of each month and the use of singles will be based on the overall demand of the apartments determined via housing applications. If two students reside in an apartment together, the fee is \$300 per student. Water, sewage, electricity, and garbage collection fees are included in the rental fees. Cable and telephone services are not provided through the college. 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 make arrangements for payment with the Business Office within the month that rent is due could result in eviction.

## Housing Refund/Cancellation Deadlines

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

## Extra Charges for On-Campus Residents

Housing charges/fees will be applied if the following are found:

- A student fails to clean their assigned facility prior to move out
- Damages to the room, apartment, or provided furnishings
- If a student fails to pay rent, the student may be evicted. The charge will remain on their student record and must be paid in full for access to a transcript
- Damages to any CBC vehicles or property
- A student violates rules or policies.

Charges will be based on the amount needed to replace or repair damage.

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

**All rental fees are subject to change.**

For more information, contact [reslife@coastalbed.edu](mailto:reslife@coastalbed.edu).



# Student Support Services

## Clubs and Organizations

Coastal Bend College encourages the formation of registered student organizations (RSOs). Each organization is required have a faculty/exempt-staff advisor, student officers, and purposes in harmony with the total college program. Except for certain honorary societies, clubs and organizations are open for membership to any CBC student. For more information, contact the [studentlife@coastalbend.edu](mailto:studentlife@coastalbend.edu).

## Electronic Devices

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

## Inclement Weather

In case of inclement weather which threatens student safety, a campus/site emergency, or a disruption of services of water or power, the President may cancel classes or close the affected location(s). During bad weather or emergencies, messages will be sent out via phone call, text, posting on Blackboard, posting on the CBC website, and posting on CBC's social media pages. Interested parties can also tune to local radio stations for details:

### Beeville

105.7 FM- KTKO

107.1 FM- KRXB

### Alice

92.1 FM- KOPY- Tejano

97.5 FM- KFTX- Country

### Kingsville

97.5 FM- KFTX

92.7 FM- KKBA

105.9 FM- KUKA- Spanish Oldies (San Diego)

### Pleasanton

92.5 FM- KRPT

94.1 FM- KTFM

95.7 FM- KLEY

102.3 FM- KSAQ

You may also tune to your local/regional television stations for instructions. Details will also be available at [www.coastalbend.edu](http://www.coastalbend.edu), and on CBC's social media sites at [www.facebook.com/coastalbendcollege](https://www.facebook.com/coastalbendcollege) and [www.twitter.com/cbcfuture](https://www.twitter.com/cbcfuture).

## Health Services

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

## Student Health

The institution does not assume responsibility or liability for health care or injuries incurred by students when taking part in intramural sports, physical activity courses, class, or student activities. Students not covered by their parents' insurance are highly encouraged to carry health-care insurance while enrolled at CBC. Students may review the information available at the [HealthCare.gov](http://HealthCare.gov) for the latest information on the marketplace insurance options.

## Student Insurance

Housing residents are encouraged to purchase their own renter's insurance. CBC does not provide insurance coverage. CBC, its governing board, administration, and employees do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guests which occurs on CBC property. Students not covered by their parent's medical insurance should contact an insurance agent for information about health coverage options available.

## Head Start Center

The Head Start Center, located adjacent to the Beeville campus, provides care for children of CBC students, faculty, staff, and the community with priority given to enrolled students. It serves children from 18 months to five years of age. The center is staffed by certified and degreed childcare providers and students enrolled in child development courses. Childhood and Education 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. Contact the [Financial Aid Office](#) for more information. Hours of operation are 7 a.m. until 6:00 p.m. Monday through Thursday and Friday from 8 a.m. until 5:00 p.m.

## Posting Announcements

Students wishing to post announcements or flyers on any campus/site bulletin boards must first obtain approval from the Dean of Student Services and Accessibility in Beeville. Student flyers can be emailed to [studentlife@coastalbend.edu](mailto:studentlife@coastalbend.edu) for approval.

## Parking

Parking permits for CBC employees are required at all four CBC locations. A parking fee is charged to all students enrolled in classes once per semester year.

### Parking Zone Restrictions

- No parking by curbs painted red – Fire/Hazard Zones
- No parking by curbs painted yellow – Loading Zone.
- 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 – Employee Only
- No parking except in residence hall or apartment lots for non-disabled students living on campus
- No parking on grounds, medians, drives, sidewalks, or anywhere outside of marked parking lot spaces

## Cougar Card

The Cougar Card is the identification (ID) card for CBC students. Cards are free when students register but are subject to a \$10 fee for a replacement card, if lost. A Cougar Card offers the same privileges available in a student ID including admission to certain events on campus, using library resources, and using certain college facilities. All Financial Aid refunds are disbursed through Bank Mobile either through a bibe or existing checking account.

The Cougar Card is not a credit card and funds are safe and FDIC insured. Plus, you can access your money through ATMs and Money Network checks! Cougar Cards are available at all CBC sites. Please visit [www.coastalbend.edu/cougarcard](http://www.coastalbend.edu/cougarcard) for more information. The Cougar Card point of contact is the library staff at each of our CBC sites.

## Cougar Card Fees

The ATM machine at each CBC site is free of charge. ATMs on the Allpoint Network are also free. Students may also cash Money Network checks free of charge at participating Walmart locations. Fees may apply if not used at the above locations and are subject to change. See the fee schedule in your welcome kit.

## Textbooks

Textbooks may be ordered online at [coastalbendbooks.com](http://coastalbendbooks.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) by clicking on "Bookstore" in the Current Student drop down list or by clicking [here](#). Bookstore employees and kiosks are available to assist students with the ordering process in person. Bookstores have cards, caps, monogrammed college wear, and other supplies/merchandise. Contact the Texas Book Company at (361) 354-2290.



## Student Support Services

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 [coastalbendbooks.com](http://coastalbendbooks.com). Assistance is available at the bookstore.

### Cougar Den

Students at Coastal Bend College have access to a student information account system called [Cougar Den](#). Through this portal, students have access to grades, course schedules (availability), unofficial transcripts, student accounts with billing information, and returning CBC students can utilize Cougar Den to register for courses. Students may also change their address and make installment payment arrangements through TELENET by signing into Cougar Den. [Cougar Den](#) is available on the college website at [www.coastalbend.edu](http://www.coastalbend.edu).

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

E-mail Support: [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

Telephone Support: 866-722-2838 ext. 2506 (Toll Free)  
361-354-2506 (Direct line)

Live Chat: Fall/Spring Hours: Monday-Friday, 8 a.m. to 5 p.m.  
Summer Hours: Monday-Thursday, 7:00 a.m. to 6:00 p.m.

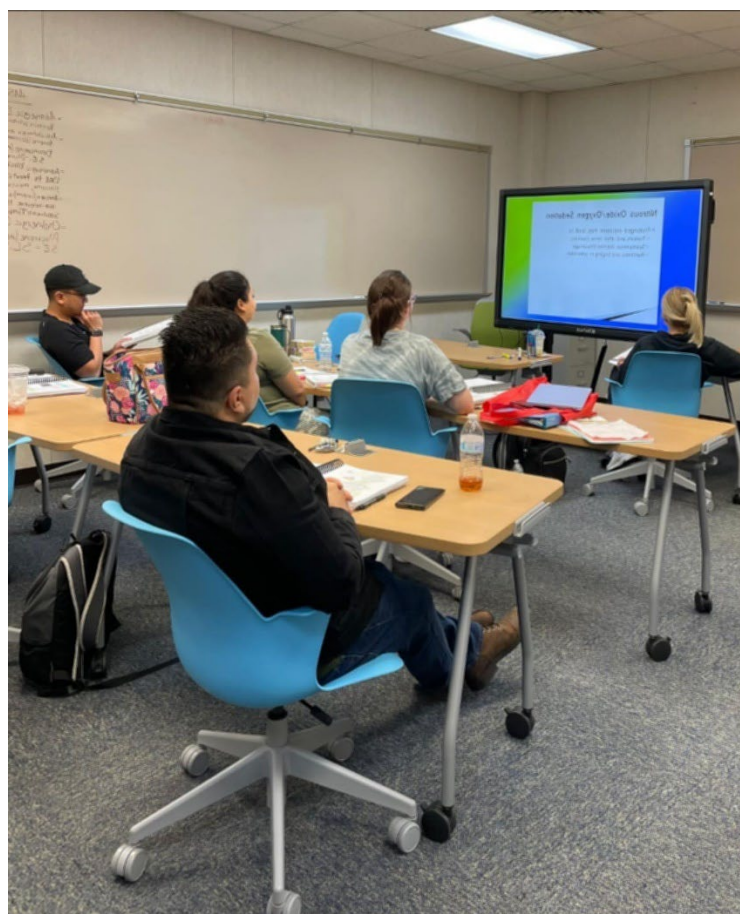
### Tutoring Services

Coastal Bend College is committed to student success for all students. Academic support, one-on-one tutoring services, group tutoring, and online tutoring is offered to students based on availability of tutors for the subject requested. All tutoring is free of charge and available to currently enrolled students at CBC. For more information, email [tutoring@coastalbend.edu](mailto:tutoring@coastalbend.edu).

### Online Learning Student Resources

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

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



## Athletics

### NJCAA Athletics

Coastal Bend College is proud of their association with the National Junior College Athletic Association (NJCAA). Coastal Bend College competes in six NJCAA Division I sports and NJCAA E (National Junior College Athletic Association Esports).

Coastal Bend College's NJCAA Division I sports include men's baseball, men's soccer, women's volleyball, men's and women's basketball, and women's softball. Coastal Bend College proudly sponsors Esports for both male and female student athletes. The Esports program began in 2021. Scholarship monies are available in each these sports. The Coastal Bend College athletic program belongs to the Region XIV, a conference of twenty community colleges throughout the state of Texas and Louisiana.

The CBC athletic program represents an exemplary model of intercollegiate athletics where excellence is pursued within the framework of full support for the institution's academic mission. The CBC athletic program is committed to the success of highly motivated student-athletes, coaches, and staff by emphasizing the positive value of physical activity, learned skills, competition, good sportsmanship, and teamwork. For general information including scheduled events, visit our athletic website, [www.cbcatletics.com](http://www.cbcatletics.com).



## Outreach Programs

### TRIO Programs

CBC hosts four federal TRIO programs which include TRIO upward Bound, TRIO Upward Bound – Rural, TRIO Talent Search – Beeville, and TRIO Talent Search – Alice.

### TRIO Upward Bound Programs

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education (US Department of Education). For more information regarding Upward Bound and Upward Bound Rural, visit <http://www.coastalbend.edu/ub/> or <http://www.coastalbend.edu/ubrural/>.

### TRIO Talent Search Programs

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue to, and complete, their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in, and complete, their postsecondary education (US Department of Education). For more information regarding Talent Search – Beeville, visit <http://www.coastalbend.edu/bets/> and for more information regarding Talent Search – Alice, visit <http://www.coastalbend.edu/etsalice/>.



# Veteran's Affairs

## Veteran's Affairs Overview

The Financial Aid Office staff and all advisors provide support services for all veterans and eligible dependents. Courses in this catalog are approved by the Texas Workforce Commission for training veterans and eligible dependents. The Veteran's Affairs Specialist provides information on qualifying for financial help under the [Department of Veteran's Affairs](#). For more information, contact an advisor at any of CBC's four sites. For more specific information on veteran's affairs, please visit CBC's Veteran's Affairs website located at <http://www.coastalbend.edu/veteransaffairs/>.

## Military Friendly School

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

## Standards of Progress for Veterans

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

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.

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

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

## Hazlewood Act

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

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

## Transferability of Hazlewood Benefits (Legacy Program)

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

- Be a Texas resident
- Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year

- Be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition)
- Make satisfactory academic progress in a degree, certificate, or continuing education program as determined by the institution in accordance with their financial aid policy.

If a child to whom hours have been delegated fails to use all the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

## Hazlewood for Veterans and Dependents

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients must meet the same satisfactory academic progress policy as financial aid recipients at their respective institution.

## Re-Admission After Military Service

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

1. Provide to the student any financial assistance previously provided by the College District to the student before the student's withdrawal if the student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's services, such as continuous enrollment or another similar timing requirement and
2. Allow the student the same academic status that the student had before the student's withdrawal, including any course credit awarded to the student by the College District.

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



## Veteran's Affairs

### Credit for Military Training

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

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

### Additional Veterans Benefits

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



# Scholastic Performance

## Scholastic Performance Overview

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

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

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

## Phi Theta Kappa

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

Beeville: Kathleen Cuyler at (361) 354-2428 or [kcuyler@coastalbend.edu](mailto:kcuyler@coastalbend.edu)

Alice: Christi Morgan at (361) 664-2981 ext. 3004 or [chrism@coastalbend.edu](mailto:chrism@coastalbend.edu)

Kingsville: kDr. Richard Cowart at (361) 592-1615 ext. 4024 or [recowart@coastalbend.edu](mailto:recowart@coastalbend.edu)

Pleasanton: Anna Hazelrigg at (361) 354-2505 or [hazelrigg@coastalbend.edu](mailto:hazelrigg@coastalbend.edu)

## Dean's List

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

- 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

## Student Progress

During the fall and spring semesters, students' periodic grades will be posted to Cougar Den. Their Faculty Advisor or a Success Coach will review periodic grades with the student and, if required, recommend student support services to ensure course completion.

## Grading System Overview

### Grade Reports

At the end of each semester, students' standings in courses are reported by instructors to the registrar. Grades can be accessed from any personal computer by going to the CBC website: [www.coastalbend.edu](http://www.coastalbend.edu), then logging into [Cougar Den](#) (students).

The grade of "I" is assigned when an unforeseen emergency prevents a student from completing course work. If a student would like to obtain an incomplete grade for a course, they need to contact their instructor to explain the situation. The instructor then completes an "Incomplete Form" and submits it to the Chief Academic Officer for approval. If approved, then a grade of "I" is granted. A course with a grade of "I" becomes a permanent entry on a student's transcript but is not included in the calculation of the grade point average. To obtain credit for the course, the work must be completed within the subsequent regular semester (student does not have to re-enroll in the course). If the student does not complete required work within the semester, a grade of "F" will then be posted on the student's transcript.

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

The grade of "Q" may be assigned when a student is dropped from a course roll by the instructor 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 course without penalty is to complete an Add/Drop Form found in the Cougar Den prior to the drop deadline. A course with a grade of a "Q" becomes a permanent transcript entry, but it is not included in the calculation of the grade point average.

All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the student's maximum eligibility and satisfactory progress standards for financial aid. For more information, please refer to Financial Aid section of this catalog under "Satisfactory Academic Progress".

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

## Grades in Developmental Education Courses

Courses with numbers that begin with "0" are college preparatory courses. Grades in college preparatory courses do not impact the GPA of a student but the grades received in college preparatory courses do indicate adequate preparation for the next level course.

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

## Grading System

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

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

## Scholastic Performance

### Example 1: Honors Student

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

Computation:

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

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

### Example 2: Average Student

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

Computation:

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

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

$$35 \text{ (grade points)} \div 13 \text{ (semester hours completed)} = 2.69 \text{ GPA}$$

### Example 3: Failing Student

The same student in example number 2 completes the same courses for a total of 13 semester hours, but with different grades, as follows:

The student earns "C's" in all 3 semester hour courses and an "F" in the 4-semester hour course.

Computation:

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

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

$$18 \text{ (grade points)} \div 13 \text{ (semester hours completed)} = 1.38 \text{ GPA}$$

## Course Attendance

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

## Scholastic Probation

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

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

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

## 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.

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

## Scholastic Suspension

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

## Removal of Scholastic Suspension

A student on scholastic suspension is removed from such suspension, placed on scholastic probation, and readmitted to the same program at the end of the one regular semester period of suspension.

A student on scholastic suspension in the spring semester is eligible to attend the succeeding summer term but may not register for more than four hours in any summer session. If the student has achieved the current term grade point average for their classification, after successfully completing at least six semester credit hours during the summer term, the student may be readmitted for the fall semester under probationary status. A suspended student who changes programs of study may be readmitted under probationary status by the Dean of Transfer and General Education or the Dean of Career and Technical Education.

A student suspended the first time may submit a request for waiver of the one semester waiting period and appear before the Admissions Committee for review. (A student suspended again after having appeared before the committee may not request a waiver of the period of suspension and will be suspended from enrollment in the ensuing semester) The committee considers each request on its merit. A student readmitted by the committee may enroll for a maximum of 13 semester hours in the fall or spring semesters. The admissions committee is chaired by the Director of Admissions/Registrar and Director of Financial Aid, and students wishing to appear before the committee should contact the Admissions/Registrar's Office. Please refer to the "Grading System" section under "Scholastic Performance" for important information regarding grade point averages.

## Scholastic Suspension for Allied Health Students

Any allied health students (radiologic technology, dental hygiene, professional nursing, 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 radiologic technology, dental hygiene, professional nursing, or vocational nursing student on scholastic suspension may reenter the program only after favorable approval of the program's admission committee.

Any of these students who fails to maintain conduct in accordance with the legal and ethical standards of the profession or who abuses college facilities will be placed on immediate provisional suspension pending further action.

If a radiologic technology student fails any radiology course during the 22-month program, they are dismissed from the program. They do, however, automatically have a seat in the program in a year when the course is offered again providing they submit a request to reenter the program.

## 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 Performance

### Repeating Courses/Change of Programs

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

If a student repeats a course which cannot be taken for additional credit, CBC will count only the highest grade received as part of the student's cumulative GPA, even though the lower grade(s) remain on the transcript. The lower grade(s) is placed in parentheses and the higher grade(s) is marked with the letter "R".

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.

### Grade Appeal Process

The grade appeal process addresses formal grade complaints in which the FINAL course grade is contested and/or the student believes that the final grade does not accurately reflect their academic performance. Grounds for an appeal include: 1) erroneous, 2) based on capricious or prejudicial evaluation of work, or 3) based on inconsistency or in equitability applied standards for evaluation.

#### The Grade Appeal Procedure

**Instructor Level:** The student must first communicate with the instructor, and if no agreement can be reached, they may file the Grade Appeal form.

**Departmental Level:** If the student appeals to the division chair following unsuccessful attempts to address the issue with the instructor, the division coordinator is responsible for determining the circumstances underlying the assignment of the grade.

**College Level:** If the student decides to pursue the appeal further, they may submit a written appeal to the relevant instructional dean to examine the evidence behind the grade assignment.

All decisions are sent in writing to students within ten days of the start of each level. Please complete and submit the Formal [Grade Appeal Form](#) and submit to the appropriate Instructional Division Dean.

### Graduation Procedures Overview

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

Any student needing to complete 9 semester hours or less during summer session is eligible to participate in the graduation ceremony. The student must complete the Graduation application by the spring due date.

### Commencement Ceremony

Students who plan to participate in the commencement ceremony are required to purchase 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	Graduate with highest honor
3.70	Graduate with high honor
3.50	Graduate with honor

For programs where the candidate completes requirements for a certificate and then takes additional courses to qualify for the associate in applied science degree, the candidate must meet minimum GPA requirements for honors in certificate courses and in additional courses taken above the certificate level. Honors designation will be noted on the commencement ceremony program, transcript, and degree.

### Transcript Request

#### Admissions/Registrar's Office

1. An official Coastal Bend College transcript may be requested in person at the Admissions/Registrar's Office in Beeville, or at the Alice, Kingsville, or Pleasanton offices. Note: official transcripts are only printed at the Beeville site.
2. A request may also be submitted by completing the Transcript Request form available online at [www.coastalbend.edu/Admissions\\_Forms/](http://www.coastalbend.edu/Admissions_Forms/).

Transcripts are usually ready to be picked up or mailed within three to five business days after the request is received at the Admissions/Registrar's Office in Beeville. For an immediate printed copy of your (non-official) transcript, please use CBC's online service. This service is accessible from any personal computer by going to CBC's website: [www.coastalbend.edu](http://www.coastalbend.edu) and clicking on "Cougar Den" in the upper right hand corner.

If the student comes to the Beeville site, they may pick up the transcript at the Admissions/Registrar's Office or may submit a signed statement to authorize a third party (who must present proper ID) to pick it up within two to five business days after the request is received.



# Student Rights

## Student Rights Overview

At Coastal Bend College, students have rights with which they should familiarize themselves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed below. These and other rights may be found in CBC's policy manual which can be accessed at [www.coastalbend.edu/Publications/](http://www.coastalbend.edu/Publications/). Student rights include grievance procedures which are included in this section. For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services & Accessibility at (361) 354-2532.

## Equal Educational Opportunities

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

## Social Security Numbers

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

## Exceptions

The above provision does not apply to:

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

## Statement Of Uses

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

## Accessibility Services

Coastal Bend College is committed to providing educational opportunities to all students and assisting them in making their college experience fully accessible. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended in 2008, the Office of Accessibility Services (OAS) strives to provide access to educational opportunities for students with disabilities. Additionally, we collaborate with students, faculty, and staff of the college community to develop accessible and inclusive learning environments. Our objective is to enhance understanding and acceptance of individuals with disabilities in support of CBC's purpose to provide "educational and life-enhancing opportunities" to all students.

OAS accomplishes its program and College mission by coordinating reasonable accommodations for students with documented disabilities, such as:

- ADHD
- Autism Spectrum Disorder
- Blind/Low Vision
- Chronic Health
- Deaf/Hard of Hearing
- Learning Disabilities
- Mobility
- Psychological/Emotional Health
- Traumatic or Acquired Brain Injury

OAS collaborates with CBC Testing Centers to provide examinations to OAS-registered students in a secure, accessible, and professional atmosphere that promotes academic success. Students who require this accommodation have access to an application that reads tests aloud on all computers.

For more information, visit [www.coastalbend.edu/oas](http://www.coastalbend.edu/oas) or email [oas@coastalbend.edu](mailto:oas@coastalbend.edu).

## Guidelines to Establish Academic Accommodations:

1. Students must self-identify with the Office of Accessibility Services (OAS)
2. Students must present appropriate, comprehensive, and current documentation regarding their stated disabilities. Once a student has met these requirements, reasonable accommodations are determined on a case-by-case basis by the OAS in consultation with the student. The review for accommodations may take up to 10 business days
3. After academic accommodations have been reviewed, students are required to provide a copy of their accommodation letters to each of their instructors. It is the responsibility of the student to discuss all accommodations needed with the instructors and various College departments when appropriate
4. A student must submit the [Accommodations Renewal Form](#) each semester to continue to receive their accommodations

## Reasonable Accommodations examples

1. Adaptive Equipment
2. Alternative Testing Options
3. Assistive Technology
4. Audio Recorders for Classroom use
5. Extended Test Time & In-Course Accommodation
7. Note-takers & Qualified Interpreters
8. Qualified Readers.

## Service Animals (Kayla is working on an update for this)

Under the Americans with Disabilities Act (ADA), a Service Animal is defined as:

*"...any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability..." 28 C.F.R. § 35.104 and 28 C.F.R. § 36.104*

Animals other than dogs are not considered Service Animals (although in some instances, miniature horses may be used), nor are animals that provide emotional support, comfort, or companionship. To qualify as a Service Animal, the dog must be trained to do work or perform tasks which are directly related to the individual's disability. Examples of work or tasks include but are not limited to:

- Guiding individuals who are blind or low vision
- Alerting people who are deaf or hard of hearing
- Stabilizing/calming a person with anxiety or Posttraumatic Stress Disorder during a panic attack or flashback
- Assisting an individual in a wheelchair

Service animals must be permitted to accompany a person with a disability anywhere on or off campus (e.g., classes, meetings, events, internships, field work, etc.). In compliance with the ADA, service animals are welcome in all buildings on campus. However, if admitting service animals would fundamentally alter the nature of a service or program or if there are environmental hazards or risks (e.g., sterile environments, labs with hazardous materials, etc.), service animals may be prohibited. For example, a service animal could be restricted from a specific area of a residence hall reserved specifically for students with allergies to dog dander. Although it is not required, it is strongly recommended that any student with a disability who utilizes a service animal on campus consider registering with the Office of Accessibility Services.

## Student Rights

When it is not obvious what service or task an animal provides, only limited inquiries are allowed (two questions):

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

A person with a disability cannot be asked to remove their service animal from the premises unless:

- The service animal is not housebroken
- The service animal is out of control and the handler does not take effective action to control it

The owners of disruptive or aggressive Service Animals may be asked to remove them from college facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the Service Animal into any facility until they take significant steps to mitigate the behavior. Cleanliness of the Service Animal is mandatory. Daily grooming and occasional baths should keep service dog odor to a minimum. Flea control is essential and adequate preventative measures should be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner.

### ADA / Section 504 Coordinator

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

Position: Dean of Student Services & Accessibility

Address: 3800 Charco Road, Beeville, TX 78102

Contact Information: (361) 354-2300 or [cas@coastalbend.edu](mailto:cas@coastalbend.edu)

### Grievance Procedures

Coastal Bend College prohibits discrimination based on disability by public entities and protects qualified individuals with disability from discrimination of services, program, or activities by providing equal educational access. To further that commitment, the college has developed procedures for students to pursue grievances within the college district. Each student has the responsibility to be fully acquainted with and to comply with CBC's complaint policies and procedures as per the Student Handbook.

### Student-Instructor Grievance

If the student and instructor come to a disagreement regarding their approved accommodations, they are encouraged to discuss their concerns with the Director of Accessibility Services. They will attempt to resolve the matter by addressing the faculty member, involved parties, and/or appropriate Dean of the Division. The student and other involved parties will be notified by the Office of Accessibility Services (OAS) with a resolution within ten (10) business days. (See FLD LOCAL)

A student may take further action if they do not believe that the matter has been resolved by notifying the Dean of Student Services & Accessibility, and the ADA/Section 504 Coordinator, for matters regarding discrimination based on disability at (361) 354-2300.

### Grievance Against the Office of Accessibility Services

The student is encouraged to resolve their complaint informally with the Director of Accessibility Services before filing a formal grievance.

If a resolution cannot be reached, the student should contact the Dean of Student Services & Accessibility to further discuss and seek a resolution. After investigating, the Dean of Student Services & Accessibility will inform the student and involved parties of the progress and findings within ten (10) business days. A student has the right to bypass the Office of Accessibility Services and go directly to the Dean of Student Services & Accessibility for resolution.

### Office of Civil Rights- Department of Education

As per the U.S. Department of Education, "prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process." Additional information can be found at: <https://www2.ed.gov/about/offices/list/ocr/index.html>.

### Vocational Rehabilitation Assistance

The Texas Department of Assistive and Rehabilitative Services (DARS) offers financial assistance (tuition and non-refundable fees), to students who have certain disabling conditions, if their vocational objectives have been met by a DARS counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist student with disabilities to become employable. For additional information regarding services, visit any one of the Workforce Solutions offices located on each CBC site or contact Texas Department of Assistive and Rehabilitative Services at [Vocational Rehabilitation Services | Texas Workforce Commission](#).

### Religious Freedom & Religious Holidays

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

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

### Challenge To Education Records

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

### Freedom From Discrimination, Harassment, & Retaliation Statement Of Nondiscrimination

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

### Expression / Freedom of Speech

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

### Freedom Of Speech

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

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

# Student Rights

## Protected Speech

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

## Limitations On Expression

The College District may prohibit expression by students if:

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

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

## Time, Place, and Manner Limitations

The College District may limit student expression in manner, place, or time by means of reasonable and equally applied regulations. The designated area for each location is the flagpole.

## Interrogations and Searches

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

If no search warrant is obtained:

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

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

## Limitation

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

## Student's Right To Know

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

1. Criminal homicide
  - a. Murder and non-negligent manslaughter
  - b. Negligent manslaughter
2. Sex offenses
  - a. Forcible sex offenses
  - b. Non-forcible sex offenses
3. Robbery
4. Aggravated assault or burglary
6. Motor vehicle theft
7. Arson and

8. Other crimes
  - a. Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - b. Persons not included in item 8a who were referred for campus/site disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

CBC must report, by category of prejudice, any crime it reports pursuant to items 1–7 above and any other crime involving bodily injury reported to local police agencies or to a campus/site security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Information is provided annually to students. The student may request a current report from the CBC Chief of Police office at (361) 354-2338. The Annual Security and Safety Report may also be [viewed online](#).

## Family Educational Rights & Privacy Act (FERPA) Policy

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 must be in writing.
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 Admissions/Registrar's office in writing and submit the FERPA Request for Amendment of Official Student Records Form.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A partial list of situations where CBC may disclose information without a student's consent are listed below.

## Disclosure Without Consent

Coastal Bend College will not disclose information from a student's education records without the written consent of the student. To request an exception, please contact the Admissions/Registrar's Office at (361) 354-2217.

## Parental Notification Policy

The Parental Notification Policy allows the College District to notify parents or legal guardians of students who have committed certain behaviors that are prohibited by the Student Code of Conduct. The Family Education Rights and Privacy Act of 1974 and The Higher Education Amendments of 1998 permits educational institutions to disclose information regarding a student's violation of any federal, state, or local law or educational institution's rule or policy which governs the use or possession of alcohol or drugs. It is the policy of the College District to notify parents or legal guardians of students under the age of 21 when the student has been found responsible for any drug or alcohol related offenses in violation of the Student Code of Conduct as well as state, federal, or local law.

It is also college policy to notify parents or legal guardians of students under the age of 21 when any of the following offenses occur:

1. The student has caused harm to any person while under the influence of alcohol or drugs
2. The student was arrested or taken into custody by police while under the influence of alcohol or drugs
3. The student was operating a vehicle while under the influence of alcohol or drugs
4. The student has been found responsible for an alcohol or drug related violation that may result in suspension or expulsion from the College District or removal from campus housing
5. The Dean of Student Services & Accessibility or designee shall notify the parents or legal guardians of a dependent student in connection with a serious injury or health or safety emergency when deemed necessary to protect the health or safety of the student or other individuals
6. Other circumstances determined by the Dean of Student Services & Accessibility or designee

## Student Rights

### Student Directory Information

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

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

### Student Records Policy

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

Students have the right to:

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

CBC provides this notice in several ways including this document, on the CBC website, and via student email in order to inform students of their rights. For more on student rights and related policies refer to the CBC website [www.coastalbend.edu](http://www.coastalbend.edu), click on the "Publications & Marketing" link and then click on the "Policy Manual" link.

For access to your student records, please contact:

#### Coastal Bend College Registrar

R.W. Dirks Student Services Building  
3800 Charco Road  
Beeville, Texas 78102  
[admissions@coastalbend.edu](mailto:admissions@coastalbend.edu)  
361-354-2217

### 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: <http://www2.ed.gov/policy/landing.jhtml>.

### Consumer Complaints

Consumer complaints may begin in the office or department in which they originated and may be reported to the appropriate supervisor. If complaints are not resolved at the level of origin, the student complaint/grievance and appeals procedure may be used. Student grievance and appeals are outlined in the [policy manual](#) under "[Campus Security Complaint Process](#)" from the CBC website and in the college catalog.

### Complaint Procedures

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

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

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

1. Level One – The appropriate administrator shall investigate as necessary, hold a conference within reasonable time limits, and shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
2. Level Two – If the student did not receive the relief requested at Level One, or if the time for a response has expired, the student may request a conference with the appropriate dean to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, [Formal Student Complaint/Grievance Appeal Form](#) within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The Level Two administrator shall hold a conference and provide a written response within ten days following the conference. The written response shall set forth the basis of the decision.
3. Level Three – If the student did not receive the relief requested at Level Two, or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision. The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
4. Level Four- If the student did not receive the relief requested at Level Three, or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response is received within ten days of the Level Three response deadline. The College president or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be

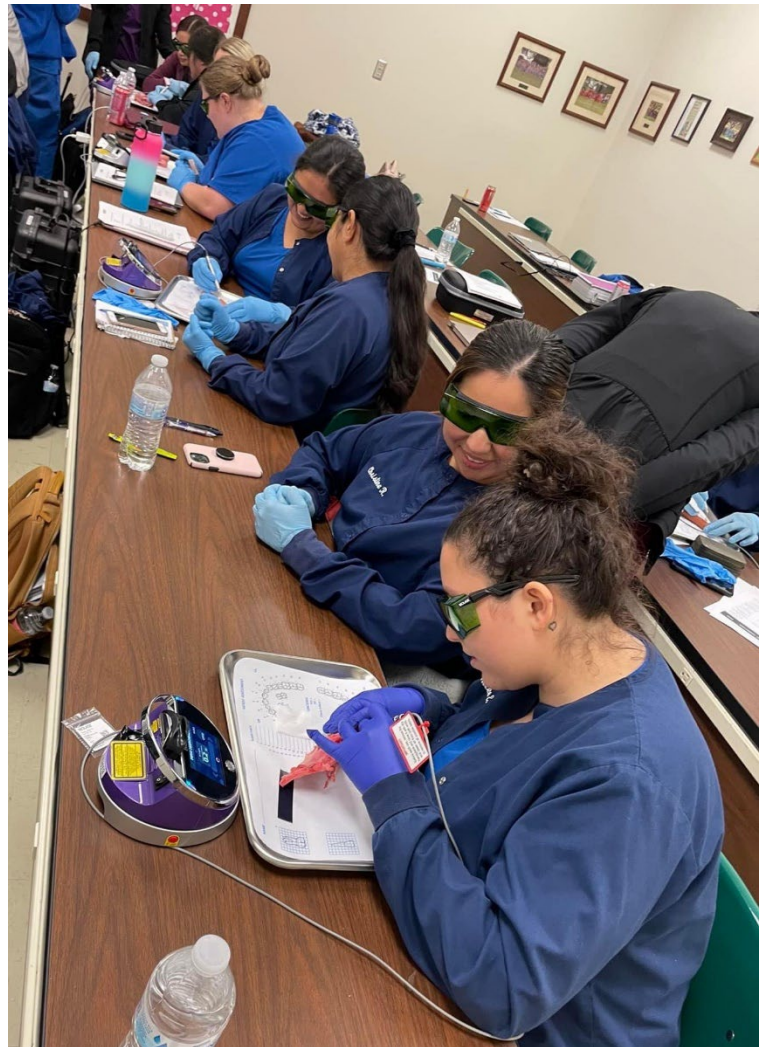
## Student Rights

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

### Exceptions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion [See Policy [FFDA](#) in the CBC Policy Manual]
2. Complaints concerning retaliation relating to discrimination and harassment [See [FFDA](#)]
3. Complaints concerning disciplinary decisions [See Policy [FMA](#) in the CBC Policy Manual] and
4. Complaints concerning a commissioned peace officer who is an employee of the College District [See Policy [CHA](#) in the CBC Policy Manual available online]



# Student Conduct & Responsibilities

## Alcohol Use

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

## Controlled Substances

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

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

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

## Exception

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

## Violation

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

## Drug and Alcohol Testing Requirements

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

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

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

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

## Policy on Use of Tobacco

To protect and promote the health, safety, and welfare of employees, students, and the public, Coastal Bend College permits smoking and the use of tobacco products and e-cigarettes only in designated areas. Smoking and the use of tobacco products and e-cigarettes is otherwise prohibited on College District property, in College District vehicles, and at College District-related activities.

## Student Conduct Rights & Responsibilities

Each student is considered to be responsible and abide by all rules, regulations, and policies set forth by the [Coastal Bend College Policy Manual](#), catalog, and handbook. A full description of Coastal Bend College's Student Conduct, Student Rights and Responsibilities is available at the office of the Dean of Student Services & Accessibility, R. W. Dirks Student Services Building, Room 111B, or at the CBC website [www.coastalbend.edu/student-services](http://www.coastalbend.edu/student-services).

The following types of misconduct will result in disciplinary action:

1. Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook
2. Possession, distribution, sale, or use of firearms or other prohibited weapons without prior approval [See FLBF]
3. The use, possession, control, manufacture, transmission or sale, or being under the influence of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, or other prohibited substances described in FLBD, unless under the direction of a physician
4. The use, possession, control, manufacture, transmission, or sale of paraphernalia related to any prohibited substance
5. The use, possession, control, manufacture, transmission or sale, or being under the influence of alcohol or other intoxicating beverage without the permission of the College District
6. Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District
7. "Disorderly conduct" or disruptive behavior [See FLB]
8. Threatening another person, including a student or employee
9. Intentionally, knowingly, or negligently causing physical harm to any person
10. Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee. [See DOA, FFD, and FFE as appropriate]
11. Hazing with or without the consent of a student [See FLBC]
12. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline
13. Endangering the health or safety of members of the College District community or visitors to the premises
14. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others
15. Stealing from the College District or others
16. Failure to comply with directives given by College District personnel
17. Failure to provide identification when requested to do so by College District personnel
18. Possession or use of tobacco products on College District premises without authorization
19. Violating policies, rules, or agreements signed by the student regarding the use of technology resources
20. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses
21. Attempting to alter, destroy, or disable College District technology resources including, but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system
22. Using the internet or other electronic communications to threaten College District students, employees, or volunteers

## Student Conduct & Responsibilities

23. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
24. Using e-mail or web sites to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors
25. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors
26. Scholastic dishonesty [See FLB]
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents
30. Gambling [See FLB]
31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence
32. "Crimes of Violence" as defined in [FJ(EXHIBIT)]

## Student Discipline Procedures

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

- Reprimand
- Restitution
- Scholastic penalties
- Conditional probation
- Suspension
- Expulsion

A student may appeal the penalty by contacting the office of the Dean of Student Services & Accessibility. If the penalty determined is Suspension or Expulsion, the student must be notified in writing of the determination and a hearing shall be scheduled for consideration by the disciplinary appeals committee. A student may be imposed an interim disciplinary action, including suspension, pending a hearing if the continued presence of the student poses a danger to the persons or property or an ongoing threat of disruption to the educational environment. If the student does not find remedy, the student may petition in writing the College President and ultimately appeal to the Board of Trustees. For a complete explanation of the policy and procedures see FM and FMA.

## Evidence

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the committee chairperson may admit or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true
3. A student may not be compelled to testify
4. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

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

## Communicable Disease Procedures

1. 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 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.
2. It is recognized that certain communicable diseases are serious. These serious communicable diseases include, but are not limited to, Hepatitis-A, Hepatitis-B, Tuberculosis, HIV infection, and Hansen's disease (leprosy). These administrative guidelines are mandatory for serious infectious diseases. An educational pamphlet about HIV infection developed by the Texas Department of State Health Services is available in the Student Success Center.
3. Any time any employee or student at the college receives information that a student has or is suspected of having a communicable disease, the employee or student shall immediately report this information to the Dean of Student Services & Accessibility. The administrator shall convene a meeting of appropriate individuals (Care Team) to determine the accuracy of the information and the response by the College. The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus/site activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

## Campus Security and Safety Measures

Coastal Bend College is an open campus. Students, faculty, staff, and citizens at large have access to the campus grounds, and, when open, college facilities.

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

## Reporting Campus Crime and Institutional Response

All faculty, staff, and students are to report any crimes that occur at any CBC site to the Coastal Bend College Police Department or the campus/site director. If an emergency or crime in progress, immediately notify your local police department by calling 911. Any CBC employee notified of a crime that is believed to have occurred at any CBC Site will contact the Coastal Bend College Police Department. When a person or persons is identified and charged with the crime, the CBC administrator will initiate appropriate suspension protocol 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.

## Referral to the Care Team

The safety of students at Coastal Bend College is extremely important to CBC. The CBC Care Team works collaboratively and proactively to provide early intervention and assistance to anyone at CBC who needs assistance. The team uses approaches to identify, assess, and alleviate risks associated with students exhibiting concerning behaviors or thoughts. The CARE Team ensures that the student is referred to the appropriate resources. The online referral form is located at <http://www.coastalbend.edu/care/>.

# Student Conduct & Responsibilities

## Important Phone Numbers

Emergency .....	911
CBC Police Department.....	(361) 354-2338
Dean of Student Services & Accessibility.....	(361) 354-2532
Alice Site Director.....	(361) 664-2981 ext. 3030
Kingsville Site Director.....	(361) 592-1615 ext. 4077
Pleasanton Site Director.....	(830) 569-4222 ext. 1202

## Emergency Notification System

All students are automatically signed into the CBC Emergency Notification System (COUGAR ALERT) during the registration process. They will receive emergency information three different ways, telephone call, text, and email to the student's CBC email address.

## Emergency Procedures/Safety Plan

For emergency procedures, students may refer to the Coastal Bend College Multi-Hazard Emergency Operations and Disaster Mitigation Plan which is accessible from the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) under "[Safety Plans](#)". The Plan is comprised of many individual safety plans. The following are some of the topics found covered by the CBC Safety Plan: Emergency Action Plan, Emergency First Aid, Evacuation for Person with Disabilities, and Fire Drill Procedures.

## 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> or on the [CBC website](#).

## CBC Handgun Policy

The Coastal Bend College District (the College) is committed to providing a safe environment for students, employees, district affiliates, vendors, and visitors while at the same time respecting the right of individuals licensed by the State of Texas to carry a handgun. Individuals licensed to carry may do so on our campuses and sites except in locations and at activities prohibited by law or policy. The carrying of any handgun by an unlicensed person is not permitted in any place owned or operated by the District and constitutes a crime. In addition, the [Texas Penal Code, Section 46.035 \(a-1\)](#) strictly prohibits license holders from Open Carry of a handgun at institutions of higher education including Coastal Bend College, therefore Open Carry issues are not the subject of this policy.

## Scope & Audience

This policy shall apply to all students, employees, district affiliates, vendors, and visitors of the College while on sites or College owned or operated property. This article does not apply to commissioned peace officers as defined in [Texas Code of Criminal Procedures, Article 2.12](#) or to Federal law enforcement officers and agents authorized to carry a handgun pursuant to applicable federal statutes, whether on or off duty.

## General Safety

[Texas Penal Code, Section 46.035\(a\)\(1\)](#) provides that a license holder may not carry a partially or wholly visible handgun on the premises of any college or university including roadways, driveways, street, sidewalk or walkway, or parking lot or garage. License holders who carry a handgun onto any CBC site otherwise not excluded, must carry it concealed and on or about their person at all times or secure the handgun in a locked privately owned or leased motor vehicle.

The concealed carry of handguns by license holders is prohibited in areas for which state or federal law, licensing requirements, or contracts require exclusion solely at the discretion of the state or federal government or are required by a campus accrediting authority. Where appropriate, signage will conform to the overriding federal or state law requirements. Otherwise, notice conforming to [Texas Penal Code, Section 30.06](#) will be provided.

The following rules and exceptions apply to the concealed carry of handguns for Benton Hall and the CBC Apartments. For Benton Hall, the carrying of a concealed handgun by a license holder is not permitted in any area other than in common areas, the parking area, and sidewalks.

1. A resident's family member who is a license holder may carry on or about their person while visiting. Residents are also responsible for ensuring their guests comply with all rules and regulations contained in this policy.
2. Staff members whose employment responsibilities require them to be in Benton Hall and are license holders are permitted to carry a concealed handgun on or about their person while present at Benton Hall for business purposes.
3. A legal resident of the CBC Apartments or their guest(s).

License holders who reside in Benton Hall are not permitted to store a handgun inside their room and must store their handguns in a locked, privately-owned, or leased motor vehicle. License holders are also responsible for ensuring their guests comply with all rules and regulations.

Housing contracts of Coastal Bend College provide that a violation of any College rule regarding the carrying or storage of firearms is grounds for termination of the housing contract.

## Institutional Response to Crime

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

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

Students, faculty, and staff should be aware of and understand the law. Extreme caution should be exercised so as not to "forget" and bring a weapon onto a campus/site in a vehicle or in an individual's possession while attending courses, programs, or other events. Law enforcement officials will enforce violations of the "Places Weapons Prohibited" law to ensure 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.

## Sexual Violence and Sexual Harassment

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

CBC provides web-based training to help students recognize this inappropriate conduct. The "Preventing Sexual Harassment" training is accessible via the following link: <https://launch.comevo.com/coastalbend/2146>. 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. Referrals for counseling are also provided in the Student Success Center.

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



# Student Conduct & Responsibilities

## Human Resources Director

3800 Charco Road  
Beeville, Texas  
78102.  
361-354-2210

## Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, advisor, administrator, or other college employee. Alternatively, a student may report prohibited conduct directly to the college official below. Refer to Grievance Procedure on page 50.

### ADA / Section 504 Coordinator

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

Position: Dean of Student Services & Accessibility  
Address: 3800 Charco Road, Beeville, TX 78102  
Contact Information: (361) 354-2300 or [oas@coastalbend.edu](mailto:oas@coastalbend.edu)

### Title IX Coordinator

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

Position: Director of Human Resources  
Address: 3800 Charco Road, Beeville, TX 78102  
Contact Information: (361) 354-2211 or [titleix@coastalbend.edu](mailto:titleix@coastalbend.edu)

### Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 Coordinator or the Title IX Coordinator, may be directed to the college president. A report against the college president may be made directly to the Board of Trustees. If a report is made directly to the Board, the Board shall appoint an appropriate person to investigate.

### Investigation of the Report

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

If appropriate, CBC shall promptly take interim action calculated to prevent prohibited conduct during an investigation. The investigation may be conducted by the CBC official or a designee or by a third party designated by CBC, such as an attorney. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

### Concluding the Investigation

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

### College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The College District may act based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

## Missing Student / Person Protocol

### I. PURPOSE

This policy describes the procedure for acceptance, reporting, documenting, and investigating missing persons. State law, as well as federal law under 42 USC 5779(a), specifies certain requirements relating to missing persons (Tex. Code of Crim. Pro. art. 63.002 et. seq).

### II. POLICY

If a member of Coastal Bend College (The College) Community has reason to believe a student is missing, they should contact the CBC District Police Department (CBCPD) or other local law enforcement agencies immediately. Whether or not a student resides on campus, efforts will be made to locate the student to determine their location and well-being. These efforts may be aided by collaboration with other local law enforcement agencies.

### III. DEFINITIONS

**Missing Student** – A CBC student who resides in either the Benton Hall dormitories or apartments **and** whose absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to:

1. A report or suspicion that the missing person may be the victim of foul play
2. The missing student has expressed suicidal thoughts.
3. The missing student is drug dependent
4. The missing student is in a life-threatening situation
5. The missing student has been with persons who may endanger the student's welfare

**Missing Person** – A person 18 years of age or older who cannot be located and the circumstances surrounding the disappearance are unknown. A missing student may be deemed a missing person at any time.

**Child** – A person under 18 years of age (For purposes of federal law, a child is considered any person under 21 years of age).

**Missing Child** – A child whose whereabouts are unknown to the child's legal custodian, the circumstances of which indicate that:

1. The child did not voluntarily leave the care and control of the custodian and the taking of the child was not authorized by law
2. The child voluntarily left the care and control of his legal custodian without the custodian's consent and without intent to return (e.g., runaway)
3. The child was taken or retained in violation of the terms of a court order for possession of, or access to, the child (e.g., Interference with Child Custody, Enticing a Child, Harboring a Runaway)

**High-Risk Missing Person** – A person who is missing (Tex. Code of Crim. Pro. art. 63.051(5)):

1. As a result of an abduction by a stranger, or
2. Under suspicious or unknown circumstances, or
3. More than 30 days, or
4. Less than 30 days if there is reason to believe that the child or person is in danger of injury or death

# Student Conduct & Responsibilities

## III. ON-CAMPUS MISSING STUDENT PROCEDURE

a. When an on-campus resident student is reported to be missing, CBCPD will:

1. Gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). If possible, an up-to-date photograph may be obtained to aid in the search.
2. Determine, if possible, the mental status of the missing student and determine if the person may have ideations of suicide or self-harm by interviewing those persons who have been in recent contact with the student
3. Determine, if possible, the existence of any medical condition or immediate need for medication which creates an imminent risk to their safety and well-being
4. Determine if there exists any evidence of the possibility of kidnapping, foul play, or threat to personal safety of the missing student
5. Appropriate campus staff will be notified to aid in the search of the individual
6. A quick but thorough search will be conducted of campus
7. CBCPD will secure authorization and make a welfare entry into the student's room
8. Class schedules will be obtained, and a search of classrooms will be conducted
9. Issue a timely missing person alert to area law enforcement agencies in accordance with state and federal law and include all pertinent information that could assist in identifying and/or locating the missing student
10. Within two hours after the determination that the person or student is missing, the CBCPD officer in charge of the investigation will provide radio communications with as much information as possible to be included in a notification such as a welfare concern, Amber Alert (for minors), or
11. If the above actions are unsuccessful in locating the student or if in the judgment of CBCPD or other investigating law enforcement agency it is likely the person is missing, the student will be deemed to be a missing person by either CBCPD or other appropriate local law enforcement officials

b. Once the determination is made that the student is missing, the on-duty CBCPD officer will initiate an incident report detailing all information related to the student or other person being reported as missing.

c. **If there is no on-duty CBCPD officer available, then the reporting responsibility will fall to the local agency of jurisdiction.** Normally the Beeville, Kingsville, Alice, or Pleasanton Police Department will be notified of the missing student/person by college personnel.

d. Regardless of duty status, the CBC Chief of Police or his designate will be notified by phone of the missing person report

e. In the case that another law enforcement agency is taking jurisdiction of the missing student/person, the investigation will be turned over to the appropriate local law enforcement agency. As stated in "b" above, the missing student/person investigation will be turned over to one of the listed local law enforcement agencies. CBCPD will join, as soon as practical, with local law enforcement in continuing to determine the student's whereabouts.

f. No later than 24 hours after determining a student is missing, CBCPD will meet with Student Services and determine to notify the student's emergency contact.

## IV. OFF-CAMPUS MISSING STUDENTS

a. If the student is an off-campus resident, appropriate family members or associates will be encouraged to make an official missing person report to the law enforcement agency with jurisdiction

b. CBCPD will cooperate and aid other law enforcement agencies in all ways prescribed by law

## V. AMBER ALERT (APPLIES ONLY TO PERSONS UNDER 18 YEARS OF AGE)

An AMBER Alert can only be implemented if all the following criteria are met (Tex. Gov't Code § 411.355 and Tex. Gov't Code § 411.356):

- (a) There is reason to believe that a child 17 years of age or younger has been abducted, and
- (b) It is believed that the abducted child is in immediate danger of serious bodily injury or death or of becoming the victim of a sexual assault, and

(c) A preliminary investigation has taken place that verifies the abduction and eliminates alternative explanations for the child's disappearance, and

(d) There is sufficient information available to disseminate to the public that could assist in locating the child, a person suspected of abducting the child or a vehicle suspected of being used in the abduction.

## VI. PROCEDURES FOR REGISTRATION OF PREFERRED EMERGENCY CONTACT

a. No later than 24 hours after determining that a student is missing, CBCPD will notify the student's emergency contact

b. For students who are under the age of 18 and not emancipated, the College will contact a custodial parent or guardian

c. Prior to checking in to an on-campus housing facility, students over the age of 18, or students who are emancipated, will be given the opportunity to designate an emergency contact who will be contacted in the event the student is reported as missing. An emergency contact will remain in effect until changed or revoked by the student. This contact information is registered confidentially and will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

d. Emergency contact information will be stored in a student's file in the Student Services Office. A student can update emergency contact information by emailing the Student Services Office.

## VII. CONCLUSION OF INVESTIGATION

a. If located, verification of the student's well-being and intention of returning to the campus is made. If needed, the student will be referred to campus or community resources (counseling, medical, etc.).

b. Upon closure of a missing person investigation, all parties previously contacted will be advised of the status of the case

c. All official alerts will be cancelled as soon as practical

d. If the person recovered is 18 years of age or older, the officer's responsibility is to confirm that the person is safe

e. Officers shall not divulge the location of a located person 18 years of age or older if the located person requests his location not be disclosed to anyone unless there is a court order that places that person in the care and custody of another

## VIII. CAMPUS COMMUNICATION ABOUT MISSING STUDENTS

a. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person

b. All communications regarding missing students will be handled by the CBC Chief of Police and outside law enforcement authorities who may consult with the CBC Office of Marketing and Public Relations

c. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the CBCPD who shall refer such inquiries and information to law enforcement authorities

## IX. POLICY DISCLOSURE

At least once a year CBCPD will make students aware of the Missing Student Policy. This will be accomplished by including this Policy in the CBC Catalog. This notification shall inform students they have the option to indicate an emergency contact and if they were to be reported missing their emergency contact would be notified within 24 hours.

## Confidentiality

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

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

## Student Conduct & Responsibilities

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

### Appeals

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

Region VI - Dallas (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Marisa Smith, Regional Manager, Office for Civil Rights

U.S. Department of Health and Human Services

1301 Young Street, Suite 106

Dallas, TX 75202

Customer Response Center (800)368-1019 / FAX (202)619-3818 /

TDD (800)537-7697

Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

### Internet Use Policy

#### Acceptable Use of the Internet and College Email

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

#### Unacceptable Use of the Internet and College Email

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

### Communications

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

### Software

To prevent computer viruses from being transmitted through the college's email/Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the college. Contact the CBC Network Center at (361) 354-2522 with any questions.

### Copyright Issues

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

### Security

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

### Violations

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

### Photographic and Audio Recordings

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

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

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

This policy serves as public notice of the college's intent to use photographic and audio recordings to promote CBC. It also serves as an individual's permission for the college to use such recordings and photographs for these purposes.

If any person prefers that their image or voice not be used, it is their responsibility to [complete a release form](#) withholding permission. The form is available at the Office of Marketing/Public Relations, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102 and can be downloaded [here](#).

## Student Conduct & Responsibilities

### Social Media @ CBC

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

- [www.facebook.com/coastalbendcollege](http://www.facebook.com/coastalbendcollege)
- [www.twitter.com/CBCFuture](http://www.twitter.com/CBCFuture)
- [www.youtube.com/coastalbendcollege](http://www.youtube.com/coastalbendcollege)
- [www.instagram.com/coastalbendcollege](http://www.instagram.com/coastalbendcollege)
- [Coastal Bend College | LinkedIn](http://Coastal Bend College | LinkedIn)
- snapchat@CBCFuture
- TikTok@coastalbendcollege

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



**Associate Degrees, Level I and Level II  
Certificates Offered at Coastal Bend College**

## Associate Degrees, Level I and Level II Certificates offered

Associate of Arts - General Studies  
Associate of Arts - Teaching  
Associate of Science - General Studies  
Associate of Applied Science - Architecture & Civil Engineering  
Associate of Applied Science - Automotive Technology  
Associate of Applied Science - Business Management  
Associate of Applied Science - Business Technology: Business Office Systems and Support  
Associate of Applied Science - Computer Information Technology  
Associate of Applied Science - Cosmetology  
Associate of Applied Science - Dental Hygiene  
Associate of Applied Science - Early Development & Education/ Child & Educational Studies  
Associate of Applied Science - Forensic Science  
Associate of Applied Science - Health Information Management  
Associate of Applied Science - Law Enforcement  
Associate of Applied Science - LVN to RN Bridge  
Associate of Applied Science - Oil & Gas Technology  
Associate of Applied Science - Professional Nursing (Traditional)  
Associate of Applied Science - Radiologic Technology  
Associate of Applied Science - Welding Technology  
Level I Certificate - Business Management  
Level I Certificate - Business Technology: Business Office Systems and Support  
Level I Certificate - Child Care Teacher  
Level I Certificate - Computer Information Technology  
Level I Certificate - Correctional Science  
Level I Certificate - Cosmetology  
Level I Certificate - Cosmetology Barber  
Level I Certificate - Engineering Drafting & Design  
Level I Certificate - Esthetician  
Level I Certificate - Forensic Science  
Level I Certificate - Fundamentals of Certified Nursing Assistant (CNA)  
Level I Certificate - Fundamentals of Law Enforcement  
Level I Certificate - Fundamentals of Patient Care Technician  
Level I Certificate - Fundamentals of Vocational Nursing (Dual Credit Pathway)  
Level I Certificate - Fundamentals of Welding: GMAW  
Level I Certificate - General Automotive Technology  
Level I Certificate - Medical Records Coding  
Level I Certificate - Manicurist  
Level I Certificate - Oil & Gas Technology

Level II Certificate - Automotive Intermediate Technician  
Level II Certificate - Business Technology: Business Office Systems and Support  
Level II Certificate - Child Care Teacher  
Level II Certificate - Computer Information Technology  
Level II Certificate - Oil & Gas Technology  
Level II Certificate - Vocational Nursing (Summer 2023 pending THECB approval)



# Core Curriculum

## Core Curriculum

### Instructional Divisions

CBC has instructional divisions under a coordinator or director supervised by the Dean of Transfer and General Education, the Dean of Career and Technical Education, or the Dean of Nursing and Allied Health.

#### Dean of Nursing and Allied Health (Dental Hygiene, Nursing, Phlebotomy, Medication Aide and Radiology)

Loana Hernandez

##### Dental Hygiene Director

Laura Lynn Southerland

##### Radiologic Technology Director

Virginia Wall

#### Dean of Career and Technical Education

Jarod Bleibdrey

##### Industrial Workforce Coordinator (Automotive, Oil & Gas, Architecture and Civil Engineering, and Welding)

Macedonio Gonzalez

##### Public and Professional Services Coordinator (Business Technology – Business Office Systems and Support, Business Management, Computer Information Technology, Forensic Science, Law Enforcement, and Criminal Justice)

Dr. Lisa C. Bowman-Bowen

##### Human Culture and Education Services Coordinator (Cosmetology, Early Development and Education)

Tomora Gambrell

#### Dean of Transfer and General Education

Mark Secord

##### Developmental Education & Instructional Services Coordinator

TBD

##### Humanities, Communications & Foreign Languages Coordinator

Anna Hazelrigg

##### Math, Science, and Kinesiology Coordinator

Richard Cowart

##### Social & Behavioral Sciences Coordinator

Kelly Rea

### Requirements for Degrees and Certificates

#### Types of Programs

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

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

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

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

#### Requirements

Requirements for graduation from CBC must be met by all students without regard to degree or certificate to be granted.

- At least 25% of the total hours required for an associate degree or certificate must be earned at Coastal Bend College
- The number of grade points must equal at least twice the number of semester hours presented for graduation. The number of grade points earned at CBC must equal at least twice the number of semester hours taken at CBC. For programs in which the candidate completes requirements for a certificate and then takes additional courses to qualify for the Associate of Applied Science Degree, the candidate must have earned at least twice the number of grade points as the number of semester hours presented for graduation for both the certificate courses and the additional courses taken for the Associate of Applied Science Degree.
- Degree requirements contained in this catalog are in effect for five years
- Final responsibility for meeting requirements is the responsibility of the student





## Core Curriculum

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

### Statement of Purpose

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

### Core Objectives / Student Learning Outcomes

- **Critical Thinking Skills:** Student Learning is to include creative thinking, innovation, inquiry and analysis, evaluation, and synthesis of information
- **Communication Skills:** Student Learning is to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- **Empirical and Quantitative Skills:** Student Learning is to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork Skills:** Student Learning is to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

- **Personal Responsibility Skills:** Student Learning is to include the ability to connect choices, actions, and consequences to ethical decision making
- **Social Responsibility Skills:** Student Learning is to include intercultural competence, knowledge of civil responsibility, and the ability to engage effectively and regional, national, and global communities.

### Foundational Component Areas

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

#### Core Curriculum Courses Inventory

Core Component	Course Numbers	Course Titles	Credit Hours
<b>Communications</b>			
ENGL	1301	Composition I	3
ENGL	1302	Composition II	3
ENGL	2311	Technical & Business Writing	3
SPCH	1311	Introduction to Speech Communication	3
SPCH	1315	Public Speaking	3
<b>Mathematics</b>			
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business & Social Sciences	3
MATH	1332	Contemporary Mathematics I	3
MATH	1442	Elementary Statistical Methods	4
MATH	2412	Pre-Calculus Mathematics	4
<b>Life &amp; Physical Sciences</b>			
BIOL	1106	Biology for Science Majors Laboratory I (Lab)	1
BIOL	1306	Biology for Science Majors Laboratory I (Lecture)	3
BIOL	2301	Anatomy & Physiology I (Lecture)	3
BIOL	2302	Anatomy & Physiology II (Lecture)	3
BIOL	1322	Nutrition and Diet Therapy I	3
BIOL	2101	Anatomy & Physiology I (Lab)	1
BIOL	2102	Anatomy & Physiology II (Lab)	1
BIOL	2120	Microbiology for Non-Science Majors (Lab)	1
BIOL	2306	Environmental Biology	3
BIOL	2320	Microbiology for Non-Science Majors	3
CHEM	1106	Introductory Chemistry I (Allied Health Emphasis) (Lab)	1
CHEM	1306	Introductory Chemistry I (Allied Health Emphasis) (Lecture)	3

## Core Curriculum

Core Curriculum Courses Inventory (Continued)			
Core Component	Course Numbers	Course Titles	Credit Hours
GEOL	1305	Environmental Science	3
<b>Language, Philosophy &amp; Culture</b>			
ENGL	2322	British Literature I	3
ENGL	2323	British Literature II	3
HUMA	1301	Introduction to the Humanities I	3
PHIL	1301	Introduction to Philosophy	3
PHIL	2306	Introduction to Ethics	3
SPAN	2311	Intermediate Spanish I	3
<b>Creative Arts</b>			
ARTS	1301	Art Appreciation	3
ARTS	1303	Art History I	
MUSI	1306	Music Appreciation	3
<b>American History</b>			
HIST	1301	United States History I	3
HIST	1302	United States History II	3
<b>Government/Political Science</b>			
GOVT	2305	Federal Government	3
GOVT	2306	Texas Government	3
<b>Social &amp; Behavioral Sciences</b>			
ECON	2301	Principles of Macroeconomics	3
ECON	2302	Principles of Microeconomics	3
PSYC	2301	General Psychology	3
PSYC	2314	Lifespan Growth and Development	3
SOCI	1301	Introduction to Sociology	3
SOCI	2301	Marriage & the Family	3
<b>Component Area Option</b>			
EDUC	1300	Learning Framework (My Cougar Course)	3
BCIS	1305	Business Computer Applications	3



# Core Curriculum

## Overview: Associate of Arts & Associate of Science Curriculum

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

The Associate of Arts (AA) and Associate of Science (AS) degrees can also provide students with the required knowledge to perform and excel in a particular profession.

When the 42 credit hours of general education requirements and 3 credit hours of degree designation are paired with 15 credit hours utilizing Career Technical Education opportunities, such as Level I or Level II Certificate, and Industry Certification identified as transferable college credit, provide the student with coursework that can be transferred to a four-year college or university and industry recognized skills for employment. Students choosing to utilize general education and career and technical education opportunities to meet their career goals must carefully plan all course work with the student's CBC success coach or Career and Technical Education Coordinator, and the degree plan chosen by the student from the four-year college or university they will be attending.

AA and AS Core Curriculum Courses- General Studies - Academic Transfer Requirements		
Core Component	Course Selection	Minimum Credit Hours Required
<b>Communication</b>		6
	Select ENGL 1301	
	Select 1 Course: ENGL 1302, ENGL 2311, SPCH 1311, SPCH 1315	
<b>Mathematics</b>		3
	Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1442, MATH 2412	
<b>Life and Physical Sciences</b>		6
	Select 2 Courses: BIOL 1106, BIOL 1306, BIOL 1322, BIOL 2101, BIOL 2102, BIOL 2120, BIOL 2301, BIOL 2302, BIOL 2306, BIOL 2320, CHEM 1106, CHEM 1306, GEOL 1305	
<b>Language, Philosophy &amp; Culture</b>		3
	Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, PHIL 2306, SPAN 2311	
<b>Creative Arts</b>		3
	Select 1 Course: ARTS 1301, ARTS 1303, MUSI 1306	
<b>American History</b>		6
	Select 2 Courses: HIST 1301, HIST 1302	
<b>Government/Political Science</b>		6
	Select 2 Courses: GOVT 2305, GOVT 2306	
<b>Social &amp; Behavioral Sciences</b>		3
	Select 1 Course: ECON 2301, ECON 2302, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301	
<b>Component Area Option</b>		6
	Select 2 Courses: EDUC 1300, BCIS 1305	
<b>Core Total Required Semester Hours:</b>		42
<b>Degree Designation Course</b>		3
<b>For AA Degree</b>	Select one, 3-hour core course other than science, mathematics, EDUC 1300, or BCIS 1305 that is not being used to satisfy another core requirement <i>-OR-</i>	
<b>For AS Degree</b>	Select one, 3-hour core mathematics or science course that is not being used to satisfy another core requirement	
<b>Courses in Major, Minor or Electives</b>		15
<b>Total AA or AS Degree Required Semester Hours</b>		60

# Core Curriculum

## Academic Transfer

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

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

Art	Mathematics
Kinesiology	Nursing
Biology	Pre-Dental/Pre-Medical
Business Administration	Pre-Law
Chemistry	Psychology
Computer Science	Science
Criminal Justice	Sociology
Education	Spanish
English	Speech Communication
Geography	
General Studies	
Government	
History	

## Enrollment

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

## Advising

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

Courses taken at CBC shall follow the degree plan. If a student's degree goal or career plans change, the student must initiate the process to develop a revised degree plan.

Students may take courses not listed in degree plan with the understanding that some courses may not be acceptable for the CBC degree or acceptable for transfer by a Texas four-year college or university.

## Graduation and Degrees

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

## \$1,000 Tuition Rebate

Students entering college during the fall semester 1997 and thereafter may become eligible for \$1,000 tuition rebate to apply toward their baccalaureate degree. To be eligible, students must be a Texas resident and complete their first baccalaureate degree from a Texas public university. Students must have attempted no more than three semester hours required for the degree. Contact the business office at the degree-granting university for additional details.

## CBC University Transfer Degrees

Associate of Arts: General Studies

Associate of Science: General Studies



# Core Curriculum

## Associate of Arts Degree

### Program Description:

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

### What will I learn?

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

### Students will engage in:

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

### How long will it take?

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

### How much will it cost?

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

### How will my Associate of Arts Degree transfer?

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

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



# Associate of Arts

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Arts Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			ENGL 1301 Composition I	3		
**BCIS 1305 Business Computer Applications	3			Life & Physical Sciences Course (Any Core Course)	3		
Creative Arts Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Social & Behavioral Sciences Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Life & physical Sciences Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
Mathematics Course (Any Core Course)	3			Language, Philosophy & Culture Course (Any Core Course)	3		
GOVT 2305 Federal Government	3			GOVT 2306 Texas Government	3		
HIST 1301 United States History I	3			HIST 1302 United States History II	3		
Communications Course (Any Core Course other than ENGL 1301)	3			Elective Course within Major or Minor Field of Study	3		
Elective Course within Major or Minor Field of Study	3			AA Designator Course – Select Any Core Course in Creative Arts or Language, Philosophy & Culture not previously taken	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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## Associate of Arts in Teaching

### Program Description:

The student seeking an AA in Teaching will receive a foundation in the field of Teaching. The two-year curriculum is designed to provide the students with the skills and knowledge needed as an introduction to the field of teaching. Graduates of the program can transfer to a university and continue their study in teaching. Students seeking the AA in Teaching must apply for the teaching program at the university they decide to transfer to.

### What will I learn?

Students in this program will become familiar with the different areas of teaching. Become familiar with the career path in teaching and explore the different grade levels. Students will visit different grade levels so that they can see what each grade level requires. At Coastal Bend College, students will spend time in the classroom and then apply what they've learned to actual projects in the field of teaching.

The program prepares students to the field of teaching so that they can decide what grade level they would want to teach when they transfer to the university. This degree was approved by Texas Higher Education Coordinating Board so that students have an idea of what the field of teaching requires. This helps the students make the decision early in their education to determine if teaching is what they want to do. Classroom and lab instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum that emulates the field of teaching.

### How long will it take?

The AA in Teaching at Coastal Bend College is a comprehensive educational degree consisting of 60 credit hours. The AAT degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, computers, and an institutional requirement "Learning Frameworks" are taken toward the AAT degree.

### How much will it cost?

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

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.



# Associate of Arts in Teaching

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Arts in Teaching General Studies Degree Plan

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			Life & Physical Science Course (Core Course)	3		
**BCIS 1305 Business Computer Applications	3			Creative Arts (Core Course)	3		
EDUC 1301 Introduction to the Teaching Profession	3			TECA 1354 Child Growth & Development	3		
Life & Physical Science Course (Core Course)	3			ENGL 1301 Composition I	3		
MATH 1314	3			Social and Behavior Science	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
MATH 1350 Mathematics for Teachers I (Prerequisite MATH 1314)	3			Language, Philosophy & Culture Course (Core Course)	3		
GOVT 2305 Federal Government	3			GOVT 2306 Texas Government	3		
HIST 1301 United States History I	3			HIST 1302 United States History II	3		
AAT Designator Course – Select Any Course in Field of Study	3			EDUC 2301 Introduction to Special Populations	3		
Communications Course (Core course other than ENGL 1301)	3			MATH 1351 Mathematics for Teachers II	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Core Curriculum

## Associate of Science Degree

### Program Description:

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

### What will I learn?

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

### Students will engage in:

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

### How long will it take?

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

### How much will it cost?

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

### How will my Associate of Science Degree transfer?

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

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

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# Associate of Science

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Science Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			ENGL 1301 Composition I	3		
**BCIS 1305 Business Computer Applications	3			Life & Physical Sciences Course (Any Core Course)	3		
Creative Arts Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Social & Behavioral Sciences Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Life & physical Sciences Course (Any Core Course)	3			Elective Course within Major or Minor Field of Study	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
Mathematics Course (Any Core Course)	3			Language, Philosophy & Culture Course (Any Core Course)	3		
GOVT 2305 Federal Government	3			GOVT 2306 Texas Government	3		
HIST 1301 United States History I	3			HIST 1302 United States History II	3		
Communications Course (Any Core Course other than ENGL 1301)	3			Elective Course within Major or Minor Field of Study	3		
Elective Course within Major or Minor Field of Study	3			AS Designator Course – Select Any Core Course in Life & Physical Sciences or Mathematics not previously taken.	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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**Associate of Applied Science Degree Plans  
Level I & Level II**

# Associate of Applied Science Degrees

## Overview:

The Associate of Applied Science (AAS) degrees are generally utilized by students as a foundational mix of general education, industry driven certification, and lecture/ laboratory experiences consisting of theory, practices, and knowledge focused on the specific career pathways. The degrees provide students with the required knowledge and skills to be a competent participant within the industry of the AAS degree's focus. It provides skills for employment through industry recognized certifications, best practices, and industry driven lab experiences.

The AAS Degrees at Coastal Bend College must have a minimum of 15 semester hours of general education courses. Courses must be selected from the following areas and must include at least the 3 semester hours from each area: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Course should be selected from CBC's core curriculum and specific courses may be required by the individual program. Core curriculum courses are listed in the table below, but it is recommended that students plan courses with their faculty, coordinator, or student success coach.

The inventory of programs offered at CBC includes technical programs and occupational programs in the fields of allied health and nursing, industrial technology, public and professional services, and human culture and education services. To ensure these programs continue to provide relevant training, the college assembles advisory committees. Each area of an AAS degree or certificate has been reviewed, recommended, and adjusted on an annual basis by the advisory committee. The advisory committees are made up of professionals who are actively engaged in their industry.

## Enrollment:

Students choosing the AAS degree must first meet requirements for entrance to the college. CBC is committed to the concept of open-door admission and is committed to quality education and understands the rigors required to fulfill the programs and course prerequisite requirements. In cases where academic deficiencies are identified, students must overcome these deficiencies before taking courses with academic requirements. Students entering CBC with academic deficiencies or low scores on the TSI Assessment or the local placement exam may be required to enroll in developmental courses. For programs that require prerequisites, students must complete all prerequisites identified by program before being accepted into the program. See programs for details of prerequisites, placement score requirements, and grade point average for acceptance.

## Advising:

Students choosing the AAS degree must carefully plan all course work with their CBC faculty, coordinator and/or success coach as laid out by the degree plan chosen by the student. A well-planned, successfully completed two-year course of study will provide the student with the credentials to have industry driven skills and certifications needed for successful career engagement. Each program requires different courses to complete its requirements. Students are encouraged to utilize the CBC faculty member, and/or CBC student success coach to assist in developing a degree plan consistent with the students' interest. This collaboration between the student, faculty, student success coach, and identified degree plan ensures the maximum utilization of the AAS degree.

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

## Graduation and Degrees:

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

## Guaranteed for Job Competency:

A student that graduates from CBC with an AAS degree or Certificate who is judged by their employer to be lacking in workforce job skills identified as exit competencies for their specific degree program will be provided with nine tuition-free credit hours of additional skills training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee are as follows:

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

## Associate of Applied Science Degrees

AAS Core Curriculum Courses - CBC General Education Requirements		
Core Component	Course Selection	Minimum Credit Hours Required
<b>Humanities/Fine Arts</b>		3
	Select 1 Course: <b>Language, Philosophy, and Culture:</b> ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, PHIL 2306, SPAN 2311 <b>Creative Arts:</b> ARTS 1301, ARTS 1303, MUSI 1306	
<b>Social/Behavioral Science</b>		3
	Select 1 Course: <b>American History:</b> HIST 1301, HIST 1302 <b>Government/Political Science:</b> GOVT 2305, GOVT 2306 <b>Social/Behavioral Science:</b> PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, ECON 2301, ECON 2302	
<b>Natural Science/Math</b>		3
	Select 1 Course: <b>Life and Physical Sciences:</b> BIOL 1306/BIOL 1106, BIOL 1322, BIOL 2301/BIOL 2101, BIOL 2306, BIOL 2320/BIOL 2120, CHEM 1306/CHEM 1106, GEOL 1305 <b>Mathematics:</b> MATH 1314, MATH 1324, MATH 1332, MATH 1442, MATH 2412	
<b>Institutional Requirement</b>		6
	**BCIS 1305 Business Applications	3
	*EDUC 1300 Learning Framework (My Cougar Course)	3
<b>Core Total Required Semester Hours:</b>		15
<b>Program Specific Courses:</b>		45
<b>Total AAS Degree Required Semester Hours</b>		<b>60</b>

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

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

# Architecture & Civil Engineering



## Program Description:

The student seeking an AAS in Architecture & Civil Engineering will receive an industry driven foundation in general architectural and civil engineering principles with an introduction to principles from an engineering perspective. The student will also gain skills and knowledge in general drafting principles and theory of design applications. The student will be provided with knowledge of various procedures for developing a design and the application of drafting principles for each drafting discipline common to the profession in the Architecture, Engineering, Construction, and Manufacturing (AECM) industry. Graduates in the program will be competent in architectural, civil, mechanical, pipe, surveying, structural, CAD, strength of materials, statics, descriptive geometry, GIS, and technical drawing principles. The program prepares the student to enter any of the various disciplines of Drafting & Design in the related engineering fields as a beginning level Drafter or CAD Technician. Additionally, this field of study also prepares the student for entry and intermediate levels in careers of pipe design and GIS as well as other graphic design related fields. The graduates will receive credit for courses that will transfer to a bachelor's degree in Architecture or Civil Engineering.

## What will I learn?

Students will develop knowledge and skills in Architecture & Civil Engineering along with basic skills in Drafting & Design that will enable them to perform technical drawings that meet the needs of the AECM industry. They will learn the techniques and the basic drafting principles in the related engineering fields which are aligned with the American National Standards Institute (ANSI) industry standards. These technical drawings that students produce in the classroom will be based on critical thinking skills, practical skills, practice, and demonstration. The student will receive a good understanding and application of basic drafting principles for each of the different drafting disciplines within the curriculum that conform to the ANSI for the drafting and design profession.

The student will learn based upon a strategy of a sequential process through levels of certification towards the final goal of achieving the Associate of Applied Science in Architecture & Civil Engineering. The skills needed to succeed in the engineering related fields require drafting and design skills that enhance the ability to visualize in three dimensions and then be able to perform technical drawings in both two-dimensional and three-dimensional CAD methods using the latest CAD software tools. Coastal Bend College meets the needs of employers in the Architecture, Construction, and Manufacturing (AECM) industry by providing a general studies Level 1 Certificate in Engineering Drafting & Design, allowing graduates to become employed in any of the various disciplines within the profession. Coastal Bend College has also developed the two-year Associates of Applied Science degree in Architecture & Civil Engineering with the versatility to provide graduates with interdisciplinary skills in drafting and design to gain employment in the profession, or by also allowing our courses in the curriculum to transfer into an engineering program at one of the area universities within or service area.

## How long will it take?

The AAS degree in Architecture & Civil Engineering at Coastal Bend College is a comprehensive educational stackable pathway consisting of 60 credit hours. The degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for the degree plan rotation of courses.

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in the field, visit the Workforce Solutions at the Coastal Bend Center at Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton campus site.

## What university can I transfer the courses to and what can I major in?

Any Texas university will accept many of the courses in the AAS degree program as transfer towards a bachelor's degree in a related engineering field. However, we have articulation agreements with many of the universities in our service area that will accept our courses to transfer into a related degree plan. In addition, most of the courses will transfer towards a BAAS degree at any university.

# Architecture & Civil Engineering

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Architecture & Civil Engineering

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
DFTG 1305 Technical Drafting	3			GISC 1311 Introduction to Geographic Information Systems (GIS)	3		
DFTG 2336 Computer-Aided Drafting (CAD) Programming	3			ARCE 1303 Architecture Materials & Methods	3		
ENGL 2311 Technical & Business Writing	3			DFTG 2319 Intermediate Computer-Aided Drafting	3		
DFTG 2317 Descriptive Geometry	3			**BCIS 1305 Business Computer Application	3		
*EDUC 1300 Learning Framework (My Cougar Course)	3			MATH 1314 College Algebra	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
DFTG 1317 Architectural Drafting - Residential	3			ARCE 1352 Structural Drafting	3		
SRVY 2339 Engineering Design Surveying	3			ENTC 1323 Statics and Strength of Materials	3		
SRVY 2341 Engineering Design Surveying Lab	3			DFTG 2323 Pipe Drafting	3		
ENTC 1343 Statics	3			***DFTG 2306 Machine Design	3		
Humanities / Fine Arts	3			Social & Behavioral Science	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

\*\*\* Capstone Course

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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# Architecture & Civil Engineering

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Engineering Drafting & Design Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			GISC 1311 Introduction to Geographic Information Systems (GIS)	3		
DFTG 1305 Technical Drafting	3			ARCE 1303 Architecture Materials & Methods	3		
DFTG 2336 Computer-Aided Drafting (CAD) Programming	3			DFTG 2319 Intermediate Computer-Aided Drafting	3		
DFTG 2317 Descriptive Geometry	3			**BCIS 1305 Business Computer Application	3		
Total hours	12			Total hours	12		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Automotive Technology



## Program Description:

The student seeking an AAS in Automotive Technology, offering Automotive Service Excellence (ASE) certified instruction, will receive an industry driven foundation in contemporary automotive repair theory and practices. Knowledge of various styles of accepted methods, techniques, and practices common to the profession will be provided to the student. The program prepares the student to enter the field of automotive technology. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in the Automotive repair.

## What will I learn?

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

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

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

## How long will it take?

The AAS degree in Automotive Technology at CBC is a comprehensive, educational, stackable pathway consisting of 60 credit hours. The AAS degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Automotive Technology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Automotive Technology Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Application	3		
Communications (Core Course)	3			Mathematics (Core Course)	3		
AUMT 1301 Introduction and Theory of Automotive Technology	3			AUMT 2317 Automotive Engine Performance Analysis I	3		
AUMT 1316 Automotive Suspension and Steering Systems	3			AUMT 1310 Automotive Brake Systems	3		
AUMT 1307 Automotive Electrical Systems	3			AUMT 2328 Automotive Service	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
Humanities/Fine Arts (Core Course)	3			Social and Behavior Science (Core Course)	3		
AUMT 1345 Automotive Climate Control Systems	3			AUMT 2325 Automotive Automatic Transmission and Transaxle	3		
AUMT 1306 Automotive Engine Removal and Installation	3			AUMT 2313 Automotive Drive Train and Axles	3		
AUMT 1319 Automotive Engine Repair	3			AUMT 2321 Automotive Electrical Diagnosis and Repair	3		
WLDG 1307 Introduction to Welding	3			AUMT 2334 Automotive Engine Performance Analysis II	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Automotive Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Automotive Intermediate Technician Level II Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
* EDUC 1300 Learning Framework (My Cougar Course)	3			AUMT 1310 Automotive Brake Systems	3		
** BCIS 1305 Business Computer Application	3			AUMT 2313 Automotive Drive Train and Axles	3		
AUMT 1316 Automotive Suspension and Steering Systems	3			AUMT 2317 Automotive Engine Performance Analysis I	3		
AUMT 1307 Automotive Electrical Systems	3			AUMT 2328 Automotive Service	3		
AUMT 1301 Introduction and Theory of Automotive Technology	3			AUMT 2325 Automotive Automatic Transmission and Transaxle	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

COURSES	CR	GR	YR
AUMT 1345 Automotive Climate Control Systems	3		
AUMT 1319 Automotive Engine Repair	3		
WLDG 1307 Introduction to Welding	3		
AUMT 1306 Automotive Engine Removal and Installation	3		
Total hours	12		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Automotive Technology

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Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## General Automotive Technology Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Application	3		
AUMT 1307 Automotive Electrical Systems	3			AUMT 1310 Automotive Brake Systems	3		
AUMT 1301 Introduction and Theory of Automotive Technology	3			AUMT 2328 Automotive Service	3		
AUMT 1316 Automotive Suspension and Steering Systems	3			AUMT 2317 Automotive Engine Performance Analysis I	3		
Total hours	12			Total hours	12		

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

# Business Management

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## Program Description:

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

## What will I learn?

Students will develop knowledge of the foundation component areas and Business Management foundations through course activities that engage the student. These activities can include Service-Learning Projects, Community Service, Group and Team Activities, development of an E-portfolio, self-evaluation, peer evaluation, and cultural events.

## Student will engage in:

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



## How long will it take?

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

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Business Management

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Business Management Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			BMGT 1325 Office Management	3		
ENGL 1301 Composition I	3			BUSI 2301 Business Law	3		
**BCIS 1305 Business Computer Applications	3			ECON 2301 Principles of Macroeconomics	3		
BUSI 1301 Business Principles	3			MRKG 1311 Principles of Marketing	3		
XXXX X3XX Life and Physical Sciences (Core Course)	3			MATH X3XX Mathematics (Core Course)	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
BMGT 1327 Principles of Management	3			BMGT 2341 Strategic Management	3		
BMGT 1382 Cooperative Education - Business Administration and Management, General	3			BMGT 2347 Critical Thinking and Problem Solving (Capstone Course)	3		
BMGT 1341 Business Ethics	3			BMGT 2310 Financial Management	3		
BMGT 2303 Problem Solving and Decision Making	3			XXXX X3XX Social and Behavioral Science (Core Course)	3		
ECON 2302 Principles of Microeconomics	3			XXXX X3XX Language, Philosophy and Culture or Creative Arts (Core Course)	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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# Business Management

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Business Management Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			MRKG 1311 Principles of Marketing	3		
**BCIS 1305 Business Computer Applications	3			BUSI 2301 Business Law	3		
BMGT 1327 Principles of Management	3			BMGT 1325 Office Management	3		
BUSI 1301 Business Principles	3						
Total hours	12			Total hours	9		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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## Business Technology: Business Office Systems and Support



### Program Description:

Business Technology: Business Office Systems and Support AAS degree seeking students will obtain industry driven training to effectively perform routine clerical and administrative duties in a modern office setting. Training will span many industries such as education, healthcare, government, educational, and legal organizations. Graduates from the program will be competent and efficient in organizing files, drafting messages, managing correspondence, scheduling appointments, and supporting other staff in an office environment. Students will have the opportunity to learn in-depth technical skills in computer applications, office communications, records management, and administrative office procedures.

Business Office Systems and Support is an articulated high school credit program. Students who have successfully completed appropriate courses in this degree in high school may be able to receive college credit for those courses.

### What will I learn?

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

### Student training will include:

- POFI - Computer Applications
- POFT - Business Math, Records Management, Business Communications & Correspondence, Administrative Office Procedures
- ACNT - Introduction to Accounting, Payroll & Business Tax Accounting
- BMGT – Office Management, Business Ethics, Cooperative Education, and on-the-job skills training is available

### How long will it take?

The AAS degree with an emphasis in Business Office Systems and Support is a comprehensive educational stackable pathway consisting of 60 credit hours that includes building to a Level I Certificate: Business Office Systems and Support and a Level II Certificate: Business Office Systems and Support. The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, computers, and an institutional requirement "Learning Frameworks" may then be taken toward the AAS degree.

### How much will it cost?

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

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.



# Business Technology: Business Office Systems and Support

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Business Technology Business Office Systems and Support Degree Plan

Freshman Year

First Semester

Second Semester

COURSES	CR	COURSES	CR
*EDUC 1300 Learning Framework (My Cougar Course)	3	POFI 1341 Computer Applications II	3
MATH X3XX Mathematics Core Course	3	ENGL 2311 Technical and Business Writing	3
POFT 1321 Business Math	3	XXXX X3XX Social and Behavioral Core Course	3
ACNT 1303 Introduction to Accounting I	3	POFT 1319 Records and Information Management I	3
POFI 1301 Computer Applications I	3	XXXX X3XX Humanities and Fine Arts Core Course	3
Total hours	15	Total hours	15

Sophomore Year

First Semester

Second Semester

COURSES	CR	COURSES	CR
POFT 2312 Business Correspondence & Communication	3	POFT 2331 Administrative Projects Solutions	3
**BCIS 1305 Business Computer Applications	3	POFT 1313 Professional Workforce Preparation	3
ACNT 1329 Payroll and Business Tax Accounting	3	GEOL 1305 Environmental Science	3
POFT 1309 Administrative Office Procedures I	3	BMGT 1325 Office Management	3
BMGT 1382 Cooperative Education- Business Education and Management, General OR BMGT 1341 Business Ethics	3	BMGT 2382 Cooperative Education-Business Education and Management, General	3
Total hours	15	Total hours	15

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

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# Business Technology: Business Office Systems and Support

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Business Technology: Business Office Systems and Support Level II Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			POFT 1319 Records and Information Management I	3		
POFI 1301 Computer Applications I	3			**BCIS 1305 Business Computer Application	3		
POFT 1309 Administrative Office Procedures I	3			POFI 1341 Computer Applications II	3		
ACNT 1303 Introduction to Accounting I	3						
POFT 2312 Business Correspondence & Communication	3						
Total hours	15			Total hours	9		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
POFT 1321 Business Math	3			POFT 2331 Administrative Systems	3		
ACNT 1329 Payroll and Business Tax Accounting	3			POFT 1313 Professional Workforce Preparation	3		
BMGT 1382 Cooperative Education - Business Administration and Management, General Or BMGT 1341 Business Ethics	3			BMGT 2382 Cooperative Education - Business Administration and Management, General Or BMGT 1325 Office Management	3		
Total hours	9			Total hours	9		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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# **Business Technology: Business Office Systems and Support**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## **Business Technology: Business Office Systems and Support Level I Certificate**

### **Freshman Year**

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			POFI 1341 Computer Applications II	3		
POFI 1301 Computer Applications I	3			POFT 1319 Records and Information Management I	3		
POFT 2312 Business Correspondence & Communication	3			POFT 1313 Professional Workforce Preparation	3		
POFT 1309 Administrative Office Procedures I	3						
POFT 1321 Business Math	3						
Total hours	15			Total hours	9		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Computer Information Technology



## Program Description:

Computer Information Technology (CIT) is one of the six identified industry clusters in Texas with an ongoing need for competent qualified professionals and technicians. At Coastal Bend College, the CIT area offers three different plan paths: Computer Information Technology AAS, Computer Information Technology Level II Certificate, and Computer Information Technology Level I Certificate. The program is designed to train students for entry level positions in networking hardware installation/configuration, computer hardware repair, data security, server management, helpdesk support, computer programming, and telecommunications equipment installation.

Computer Information Technology is an articulated high school credit program. Students who have successfully completed appropriate career and technical education courses in high school may be able to receive college credit for those courses.

## What will I learn?

Students will be able to apply critical thinking skills to a variety of situations and problems, to work independently, and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills students will meet challenges in their chosen

degree plan. The field allows students to develop social and personal responsibility ideals within a career field with unlimited growth potential. Critical thinking and teamwork will be important as various troubleshooting scenarios are presented. Students will learn hardware repair, networking, server management, database management, various operating systems, security, web/game design, and help desk functions.

## How long will it take?

The AAS degree with an emphasis in Computer Information Technology is a comprehensive educational stackable pathway consisting of 60 credit hours that includes a two semester Computer Technology Level I Certificate (24 SCH), a four semester Computer Information Technology Level II Certificate (45 SCH), and a four semester Associates of Applied Science Computer Information Technology Degree (60 SCH). The general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, computers, and an institutional Learning Frameworks requirement may then be taken toward the AAS degree. Students may work directly toward the AAS Degree.

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Computer Information Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Computer Information Technology Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			ENGL 2311 Technical and Business Writing	3		
**BCIS 1305 Business Computer Applications	3			MATH X3XX Mathematics (Core Course)	3		
ITSC 1325 Personal Computer Hardware	3			ITSY 1300 Fundamentals of Information Security	3		
ITSC 1305 Introduction to PC Operating Systems	3			ITNW 1353 Supporting Network Server Infrastructure	3		
ITNW 1325 Fundamentals of Networking Technologies	3			ITSW 1307 Introduction to Database	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
XXXX X3XX Language, Philosophy and Culture or Creative Arts (Core Course)	3			XXXX X3XX Life and Physical Sciences (Core Course)	3		
XXXX X3XX Social and Behavioral Science (Core Course)	3			POFT 1313 Professional Workforce Preparation	3		
ITSC 1321 Intermediate PC Operating Systems	3			ITNW 2312 Routers	3		
ITSE 1302 Computer Programming	3			ITMT 1357 Administering a Windows Server Operating System	3		
ITMT 1305 Configuring Advanced Windows Server Operating System	3			ITSC 1391 Special Topics in Computer and Information Sciences, General (Capstone Course)	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

# Computer Information Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Computer Information Technology Level II Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
ITSC 1325 Personal Computer Hardware	3			ITSY 1300 Fundamentals of Information Security	3		
ITSC 1305 Introduction to PC Operating Systems	3			ITNW 1353 Supporting Network Server Infrastructure	3		
ITNW 1325 Fundamentals of Networking Technologies	3			ITSW 1307 Introduction to Database	3		
Total hours	12			Total hours	12		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
ITSC 1321 Intermediate PC Operating Systems	3			POFT 1313 Professional Workforce Preparation	3		
ITSE 1302 Computer Programming	3			ITNW 2312 Routers	3		
ITMT 1305 Configuring Advanced Windows Server Operating System	3			ITMT 1357 Administering a Windows Server Operating System	3		
				ITSC 1391 Special Topics in Computer and Information Sciences, General (Capstone Course)	3		
Total hours	9			Total hours	12		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

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# Computer Information Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Computer Information Technology Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
ITSC 1325 Personal Computer Hardware	3			POFT 1313 Professional Workforce Preparation	3		
ITSC 1305 Introduction to PC Operating Systems	3			ITSY 1300 Fundamentals of Information Security	3		
ITNW 1325 Fundamentals of Networking Technologies	3			ITSW 1307 Introduction to Database	3		
Total hours	12			Total hours	12		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

**Student Signature/Date**

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**Advisor Signature/Date**

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# Cosmetology



## Program Description:

Cosmetology AAS degree seeking students will receive cosmetology training providing skills and knowledge for entry level employment as a Cosmetologist. Courses include Orientation, Fundamentals, Artistry of Hair, Hair Color Theory and Chemistry, Chemical Reformation, Nail Technology, Skin/Facial Theory, Barber Styling, and Preparation for State Licensing Examination.

## What will I learn?

Students will receive an overview of the skills and knowledge necessary for the field of Cosmetology. Basic fundamentals of cosmetology include safety and sanitation, service preparation, nail care, skin care, chemical services, shampoo, haircut, wet styling, and comb out.

Students will be introduced to the basic theory and chemistry of hair color, including law of color, terminology, and chemical composition of hair color products. Students will be introduced to principles of nail technology, including anatomy and physiology, theory, and skills related to nail technology.

Students will be able to apply critical thinking skills to a variety of situations and problems while working independently and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills, students will meet challenges in the rapidly growing high-tech sector of the profession. This exciting profession offers career pathways in all the areas of Cosmetology and prepares students for entry into this lucrative field. The diversity of job opportunities allows students to adapt their intrinsic social and personal responsibility ideals into a profession with unlimited advancement potential.

Students will develop skills to pass the State Board Exam. Students will develop knowledge of the Cosmetology Industry and be encouraged to critically think about the global impact of the Cosmetology industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry, standard practices, and procedures. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, sanitation practice, and personal responsibility.

## Student training will include:

- Professional Ethics
- Goal Setting
- Salon Operations
- Record-Keeping
- Identification of fundamental concepts related to skills required by the Texas Department of Licensing and Regulations (TDLR)
- Demonstration of required skills as per TDLR Standards

## How long will it take?

Graduates from the program will receive a Level I Certificate of Achievement upon satisfactory completion of all courses and a mock exam (in the classroom practice exam) with a grade of 70 or higher. Capstone will be administered upon completion of 1,275 clock hours as required by TDLR. The Cosmetology Level I Certificate includes 38 credit hours, Barber Level I Certificate includes 20 credit hours, Esthetician Level I Certificate includes 21 credit hours, Manicurist Level I includes credit 17 hours, and 60 credit hours for the AAS Degree.

Upon successful completion of the entire program, with instructor recommendation, students will qualify to take the State Exam given by the Texas Department of Licensing and Regulation/PSI Services. Students are required to pass the written and practical examination to receive a state license to practice. Coastal Bend College capstone is the TDLR written exam and the practical exam must be passed with a 70 or above for the student to exit the program.

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.



# Cosmetology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Cosmetology Degree Plan

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			CSME 1445 Principles of Facial and Skin Care Technology II	4		
CSME 1551 Artistry of Hair, Theory and Practice	5			CSME 1453 Chemical Reformation and Related Theory	4		
CSME 1401 Orientation to Cosmetology	4			CSME 1447 Principles of Skin Care/Facials and Related Theory	4		
CSME 1405 Fundamentals of Cosmetology	4			CSME 1330 Orientation to Nail Technology	3		
CSME 2204 Introduction to the Theory and Chemistry of Hair Color	2						
Total hours	18			Total hours	15		

### First Summer Session

COURSES	CR	GR	YR
BARB 1402 Barber Styling I	4		
CSME 2441 Preparation for the State Licensing Examination	4		
Total hours	8		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
BIOL 1106 Biology for Science Majors I {lab}	1			Elective	3		
ENGL 1301 Composition I	3			Humanities and Fine Arts	3		
BIOL 1306 Biology for Science Majors I {lecture}	3						
**BCIS 1305 Business Computer Applications	3						
Social and Behavioral Science	3						
Total hours	13			Total hours	6		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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# Cosmetology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Cosmetology Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
CSME 1551 Artistry of Hair, Theory and Practice	5			CSME 1453 Chemical Reformation and Related Theory	4		
CSME 2204 Introduction to the Theory and Chemistry of Hair Color	2			CSME 1330 Orientation to Nail Technology	3		
CSME 1401 Orientation to Cosmetology	4			CSME 1447 Principles of Skin Care/Facials and Related Theory	4		
CSME 1405 Fundamentals of Cosmetology	4			CSME 2430 Nail Enhancement	4		
CSME 1445 Principles of Facial & Skin Care II	4						
Total hours	19			Total hours	15		

First Summer Session

COURSES	CR	GR	YR
CSME 2441 Preparation for the State Licensing Examination	4		
Total hours	4		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses. Must pass state required written and practical exams to receive credit for CSME 2441.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Cosmetology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Cosmetology Barber Level I Certificate

### Freshman Year

Prerequisite Semester

COURSES	CR	GR	YR
CSME 2441 Preparation for the State Licensing Examination	4		
Total hours	4		

First Summer Session

Second Summer Session

COURSES	CR	GR	YR	COURSES	CR	GR	YR
BARB 1402 Barber Styling I	4			BARB 2402 Barber Styling III	4		
BARB 1442 Barber Styling II	4			CSME 2410 Advanced Haircutting and Related Theory	4		
Total hours	8			Total hours	8		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

Must successfully pass state written and practical exams to receive credit for CSME 2441.

Must hold current state operator license to enroll in CSME 2410, BARB 1402, BARB 1442, and BARB 2402.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Cosmetology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Esthetician Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
CSME 1420 Orientation to Facial Specialist	4			CSME 1445 Principles of Facial and Skin Care Technology II	4		
CSME 1447 Principles of Skin Care/Facials and Related Theory	4			CSME 2431 Principles of Facial and Skin Care Technology III	4		
CSME 1521 Principles and Skin Care Technology I	5						
Total hours	13			Total hours	8		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Cosmetology

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Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Manicurist Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
CSME 1330 Orientation to Nail Technology	3			CSME 1541 Principles of Nail Technology II	5		
CSME 1531 Principles of Nail Technology I	5			CSME 2430 Nail Enhancement	4		
Total hours	8			Total hours	9		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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# Dental Hygiene



## Program Description:

The Coastal Bend College Dental Hygiene Program philosophy is to improve the oral health of all people and to empower them to maintain optimum oral health. The American Dental Association Accreditation Standards for Dental Hygiene Education are the foundation by which the program teaches students to serve the public as oral health care professionals effectively and ethically.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. An Associate of Applied Science degree is awarded upon satisfactory completion of the program and a passing score on the National Board Examination (Capstone).

Upon admission, a current immunization record including Hepatitis B vaccine, meningitis vaccine, and Tuberculin test is required. All dental hygiene courses (DHYG) must be taken in sequential order as listed in the dental hygiene curriculum degree plan. A minimum grade of 75 must be obtained in each course to progress and remain in the program.

## What will I learn?

Students completing the Dental Hygiene Program will be academically and clinically entry-level proficient to perform the traditional functions legally delegated to the dental hygienist in the state of Texas. The program emphasizes the development of critical thinking and communication skills. In addition, students will learn what it means to adhere to a professional code of ethics as well as the importance of teamwork and personal and social responsibility. Students completing the program will be able to apply the standards for clinical dental hygiene practice, which include assessment, dental hygiene diagnosis, planning, implementation, evaluation, and documentation of dental hygiene procedures.

## How long will it take?

Upon completing all prerequisites and acceptance into the program (A new cohort enters each fall), students complete the prescribed courses in sequential order over a four-semester period.

Completion of the entire program and program director's recommendation are needed to qualify for these licensing boards: The National Board Dental Hygiene Examination and a regional examining board such as the Commission on Dental Competency Assessments (CDCA), Central Regional Dental Testing Service, or the Western Regional Examining Board.

## How much will it cost?

Applications are accepted during the period specified in the Dental Hygiene Application pack posted on the CBC website Dental Hygiene Program page. Applications approved for admission will be financially responsible for:

- Cost of background check and drug screening to be performed by the college approved agency, Corporate Screening
- Membership dues to join SCADHA
- Books, lab fees, instruments, supplies, uniforms, and shoes

Current estimates for the cost of the items listed above are in the Estimated Cost of Dental Hygiene Program posted on the CBC website Dental Hygiene Program page.

## Tuition and Fees

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Dental Hygiene

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Dental Hygiene Degree Plan Page 1 of 2

### Freshman Year

Second Summer Session

First Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
BIOL 2301 Anatomy and Physiology I (Lecture)	3			ENGL 1301 Composition I	3		
BIOL 2101 Anatomy and Physiology I (Lab)	1			DHYG 1201 Orofacial Anatomy, Histology & Embryology	2		
BIOL 2302 Anatomy and Physiology 2 (Lecture)	3			DHYG 1331 Preclinical Dental Hygiene	3		
BIOL 2102 Anatomy and Physiology 2 (Lab)	1			DHYG 1227 Preventive Dental Hygiene Care	2		
CHEM 1306 Introductory Chemistry I (Lecture, Allied Health Emphasis)	3			DHYG 1304 Dental Radiology	3		
CHEM 1106 Introductory Chemistry I (Lab, Allied Health Emphasis)	1						
Total hours	12			Total hours	12		

Second Semester

First Summer Session

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PSYC 2301 General Psychology OR PSYC 2314 Lifespan Growth and Development	3			SPCH 1311 Introduction to Speech Communication	3		
DHYG 1311 Periodontology	3			BIOL 2320 Microbiology for Non-Science Majors	3		
DHYG 1260 Clinical - Dental Hygiene/Hygienist 1	2			BIOL 2120 Microbiology for Non-Science Majors (Lab)	1		
DHYG 1207 General and Dental Nutrition	2						
DHYG 1235 Pharmacology for the Dental Hygienist	2						
Total hours	12			Total hours	7		

# Dental Hygiene

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Dental Hygiene Degree Plan Page 2 of 2

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
Humanities/Fine Arts Core Course	3			DHYG 2363 Clinical - Dental Hygiene/Hygienist 3	3		
DHYG 2362 Clinical - Dental Hygiene/Hygienist 2	3			DHYG 2153 Dental Hygiene Practice	1		
DHYG 1219 Dental Materials	2			DHYG 2231 Dental Hygiene Care II	2		
DHYG 1339 General and Oral Pathology	3			DHYG 1215 Community Dentistry	2		
DHYG 2201 Dental Hygiene Care I	2			Sociology Elective	3		
Total hours	14			Total hours	11		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

\*\*BIOL 2301 & 2101, BIOL 2302 & 2102, combined with BIOL 2320 & 2120 satisfy Math Core.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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## Early Development & Education



### Program Description:

Child and Educational Studies AAS degree seeking students will receive a foundation in child development. Students will have the knowledge of theories and theorists in the social, emotional, cognitive, and physical development of young children. Graduates from the program will have the skills necessary to work with young children in a childcare center, preschool, Head Start, or private school.

Students will have the opportunity to learn developmentally appropriate activities for young children, developmentally appropriate techniques to guide children, and how to recognize developmentally appropriate environments. Anyone interested in working in this rewarding field is encouraged to enroll in this program.

### What Will I Learn?

The program curriculum is designed to prepare students for working with young children. Students will develop knowledge of the early childhood field through activities that engage the student to critically think about the field of early childhood education and care for young children from birth through age 12. Students will develop activities to use with young children. These developmentally appropriate activities include literacy, math, science, music, and writing activities for infants and toddlers. The students will discuss the social and personal responsibility by conducting a mock parent-teacher conference, constructing a newsletter, and participating in teamwork while presenting a topic assigned in the course. Students use qualitative thinking in the development of a starting budget for a childcare center and practice their communication skills to conduct a mock teacher interview.

The program is designed for students to complete an AAS degree, a Certificate Level I, and Level II through a designed curriculum providing performance-based training in the skills needed to be a competent teacher or administrator in childcare centers, preschool programs, family day homes, Head Start programs, or other early childhood programs.

The students are required within their course work to work directly with young children in childcare centers in the Coastal Bend College service area. Prior to field site placement, students are required to have a criminal history check, fingerprinting, record of a negative TB test (where needed), and a food handler's card (where needed).

Students interested or working with Head Start Centers are required to obtain a Child Development Associate Credentials (CDA) and must take CDEC 1417 and CDEC 2322. These two courses will give students the training and skills necessary to complete a professional portfolio and apply for CDA Credentials. Information on CDA credentials can be obtained at the Council for Professional Recognition at <http://www.cdacouncil.org/> or contacting the CBC faculty.

### Student Training Will Include:

- DAP – Developmentally appropriate practices
- DIP – Developmentally inappropriate practices
- CDA Credential- Child Development Associate Credential (optional)
- The Early Childhood Curriculum, which the State of Texas has approved
- Contacts and information to registered day care facility, how to open a licensed childcare facility and how to obtain a childcare center director certification.

### How long will it take?

The AAS degree is based on four-semester or two years with an emphasis in early development and education is a comprehensive educational stackable pathway consisting of a minimum of 60 hours that include Level I Certificate, Level II Certificate, the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, computer applications, and an institutional requirement "Learning Frameworks".

### How much will it cost?

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

Additional costs for the program are all available at CBC throughout the year (Contact Continuing Ed for information and times) and include First Aid Certificate, CPR Certificate, food handlers permit, fingerprinting, background check, and TB test. These must be completed by the first week of starting the program. Anyone not meeting state requirements will not be able to complete the program.

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site

# Early Development & Education

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Child & Educational Studies Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
MATH 1332 Contemporary Math I	3			CDEC 1356 Emergent Literacy for Early Childhood	3		
CDEC 1319 Child Guidance	3			CDEC 1358 Creative Arts for Early Childhood	3		
CDEC 1313 Curriculum Resources for Early Childhood Programs	3			TECA 1318 Wellness of the Young Child	3		
TECA 1311 Educating Young Children	3			ENGL 1301 Composition I	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
Life and Physical Science (Core Course)	3			CDEC 2364 Practicum (or Field Experience) - Child Development	3		
TECA 1354 Child Growth and Development	3			Social and Behavior Science (Core Course)	3		
CDEC 2326 Administration of Programs for Children I	3			Language, Philosophy & Culture (Core Course)	3		
CDEC 2307 Math and Science for Early Childhood	3			CDEC 2328 Administration of Programs for Children II	3		
TECA 1303 Family, School and Community	3			CDEC 1359 Children with Special Needs	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Early Development & Education

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Child Care Teacher Level II Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
CDEC 1319 Child Guidance	3			CDEC 1356 Emergent Literacy for Early Childhood	3		
CDEC 1313 Curriculum Resources for Early Childhood Programs	3			CDEC 1358 Creative Arts for Early Childhood	3		
CDEC 1321 The Infant and Toddler	3			CDEC 1359 Children with Special Needs	3		
TECA 1311 Educating Young Children	3			TECA 1318 Wellness of the Young Child	3		
Total hours	15			Total hours	15		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
TECA 1354 Child Growth & Development	3			CDEC 2328 Administration of Programs for Children II	3		
CDEC 2326 Administration of Programs for Children I	3			CDEC 2322 Child Development Associate Training II	3		
TECA 1303 Family, School, and Community	3						
CDEC 1417 Child Development Associate Training I	4						
Total hours	13			Total hours	6		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

# Early Development & Education

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Child Care Teacher Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			CDEC 1356 Emergent Literacy for Early Childhood	3		
CDEC 1313 Curriculum Resources for Early Childhood Programs	3			CDEC 1358 Creative Arts for Early Childhood	3		
CDEC 1319 Child Guidance	3			CDEC 1359 Children with Special Needs	3		
CDEC 1321 Infant and Toddler	3			**BCIS 1305 Business Computer Applications	3		
TECA 1311 Educating Young Children	3			TECA 1318 Wellness of the Young Child	3		
Total hours	15			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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**Advisor Signature/Date**

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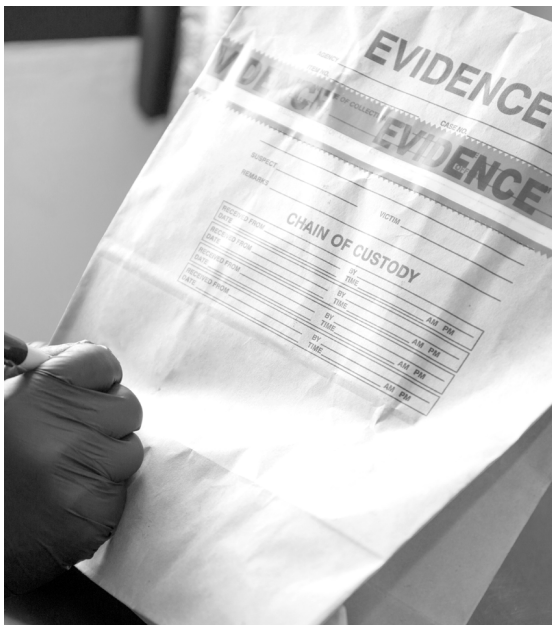
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## Forensic Science



### Program Description:

The student seeking an AAS in Forensic Science will receive an industry driven foundation in contemporary forensic theory and practices. The student will be provided with knowledge of various techniques used to process crime scenes for forensic evidence which are common to the profession. Graduates of the program will be competent in how to secure a crime scene, identification of evidence, proper documentation of a crime scene, evidence collection and packaging, types of evidence to look for in different types of crime, the tests available to analyze evidence, and forensic laboratories. The program prepares the student to enter the field of forensics as a crime scene tech at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in a career in private laboratories as a lab assistant.

### What Will I Learn?

Students will develop a knowledge of the forensic science profession and associated industries through learning objectives designed both to expose the student to, and engage the student in, the theory and practices of various classifications and styles of evidence collection. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Forensic Science Program that meets or exceeds the basic requirements for crime scene tech.

The student will learn based upon a building block strategy, achieving their final goal of an AAS in Forensic Science beginning with Level I certification. The skills needed to succeed in forensic science include the ability to properly identify and collect evidence. To achieve their goal, the program requires the student to successfully complete Criminalistics I and II courses offered within the course curriculum. Another learning area of industry priority is to identify the various forms of death and the appropriate actions for each.

### How long will it take?

The AAS Degree in Forensic Science at CBC is a comprehensive educational stackable pathway consisting of 60 credit hours. The AAS degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

### How much will it cost?

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

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Forensic Science

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Forensic Science Degree Plan

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			ENGL 2311 Technical & Business Writing	3		
**BCIS 1305 Business Computer Applications	3			CRIJ 1310 Fundamentals of Criminal Law OR CJSA 1327 Fundamentals of Criminal Law	3		
CRIJ 1301 Introduction to Criminal Justice OR CJSA 1322 Introduction to Criminal Justice	3			CRIJ 2328 Police Systems and Practices OR CJSA 1359 Police Systems and Practices	3		
CJSA 1308 Criminalistics I	3			CJSA 2323 Criminalistics II	3		
BIOL 1306/1106 Biology for Science Majors I (Lecture+Lab)	4			CRIJ 1307 Crime in America (VWC Capstone) OR CJSA 1312 Crime in America (VWC Capstone)	3		
Total hours	16			Total hours	15		

### 1<sup>st</sup> Summer Session

COURSES	CR	GR	YR
PSYC 2301 General Psychology OR SOCI 1301 Introduction to Sociology	3		
Total hours	3		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
CRIJ 1306 Courts Systems and Practices OR CJSA 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures)	3			CRIJ 2323 Legal Aspects of Law Enforcement OR CJSA 2300 Legal Aspects of Law Enforcement	3		
CRIJ 2314 Criminal Investigation OR CJSA 1342 Criminal Investigation	3			CJSA 1401 Death Investigations II (VWC Capstone)	4		
CJSA 1400 Death Investigation I	4			CJSA 2334 Contemporary Issues in Criminal Justice OR CJSA 2364 Practicum (or Fields Experience) – Criminal Justice/Safety Studies	3		
CJSA 2332 Criminalistics III	3			Humanities/Fine Art Elective	3		
Total hours	13			Total hours	13		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Forensic Science

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Forensic Science Level I Certificate Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
CRIJ 1301 Introduction to Criminal Justice OR CJSJ 1322 Introduction to Criminal Justice	3			CRIJ 1310 Fundamentals of Criminal Law OR CJSJ 1327 Fundamentals of Criminal Law	3		
CRIJ 1306 Courts Systems and Practices OR CJSJ 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures)	3			CRIJ 2328 Police Systems and Practices OR CJSJ 1359 Police Systems and Practices	3		
CJSJ 1308 Criminalistics I	3			CJSJ 2323 Criminalistics II	3		
				CRIJ 1307 Crime in America (VWC Capstone) OR CJSJ 1312 Crime in America (VWC Capstone)	3		
Total hours	12			Total hours	15		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

## Health Information Management

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### **Program Description:**

Health Information Management AAS degree seeking students build upon a core of liberal arts courses to receive foundational knowledge concerning human anatomy & physiology, pathophysiology, pharmacology, and medical terminology. The student also receives knowledge concerning the health care delivery system in the United States, health care information and its management in electronic health records (including its privacy, confidentiality, and security), the reimbursement methodologies used and their related coding systems (especially those used for diagnostic and procedural coding related to billing), research, and quality assurance.

### **What will I learn?**

In addition to general education courses, the AAS degree in Health Information Management includes courses in medical terminology, anatomy and physiology, communication, health data requirements and standards, classification and coding systems, healthcare reimbursement methods, healthcare statistics, and computer systems. Upon completion of this program students will be eligible to take the exam to become certified as a Certified Coding Specialist (CCS) through the American Health Information Management Association (AHIMA) or a Certified Professional Coder (CPC) through the American Academy of Professional Coders (AAPC).

### **How long will it take?**

The AAS degree in Health Information Management is a comprehensive educational stackable pathway consisting of 60 credit hours which could be completed in two years and includes a Level I Certificate in Medical Records Coding. The Level I certificate can be completed in one year.

### **How much will it cost?**

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

### **What is the job market?**

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.



# Health Information Management

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Health Information Management Degree Plan

Prerequisite Semester

COURSES	CR	GR	YR
BIOL 2301 Anatomy & Physiology I	3		
BIOL 2101 Anatomy & Physiology I Lab	1		
HITT 1305 Medical Terminology I	3		
Total hours	7		

Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
ENGL 1301 Composition I	3			HITT 2430 Pathophysiology and Pharmacology	4		
BIOL 2302 Anatomy & Physiology II	3			HITT 2435 Coding and Reimbursement Methodologies	4		
BIOL 2102 Anatomy & Physiology II Lab	1			HITT 2245 Coding Certification Exam Review	2		
HITT 1442 Ambulatory Coding	4						
Total hours	14			Total hours	13		

Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PSYC 2301 General Psychology	3			Language, Philosophy and Culture Or Creative Arts (Core Course)	3		
HITT 1355 Health Care Statistics	3			HITT 1301 Health Data Content and Structure	3		
HITT 1345 Health Care Delivery Systems	3			HITT 1313 Coding and Insurance	3		
HITT 1353 Legal and Ethical Aspects of Health Information	3			HITT 1341 Coding and Classification Systems	3		
HITT 1260 Clinical Health Information/ Medical Records Technology	2						
Total hours	14			Total hours	12		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Health Information Management

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Medical Records Coding Level I Degree Plan

Prerequisite Semester

COURSES	CR	GR	YR
BIOL 2301 Anatomy & Physiology I	3		
BIOL 2101 Anatomy & Physiology I Lab	1		
HITT 1305 Medical Terminology I	3		
Total hours	7		

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			HITT 2430 Pathophysiology and Pharmacology	4		
**BCIS 1305 Business Computer Applications	3			HITT 2245 Coding Certification Exam Review	2		
BIOL 2302 Anatomy & Physiology II	3			HITT 2435 Coding and Reimbursement Methodologies	4		
BIOL 2102 Anatomy & Physiology II Lab	1						
HITT 1442 Ambulatory Coding	4						
Total hours	14			Total hours	10		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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**Student Signature/Date**

**Advisor Signature/Date**

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## Law Enforcement



### Program Description:

The student seeking an AAS in Law Enforcement will receive an industry driven foundation in contemporary law enforcement theory and practices. Knowledge of various styles of accepted policing and enforcement strategies and techniques common to the profession will be provided to the student. Graduates of the program will be competent in firearms, patrol techniques, crash investigation, crime scene investigation, defensive tactics, report writing, legal aspects, crisis intervention, family violence, criminal investigation, and vehicle operation. The program prepares the student to enter the field of law enforcement as an officer, deputy, state trooper, or agent at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in private security.

### What will I learn?

Students will develop a knowledge of the law enforcement profession and associated industries through learning objectives designed both to expose the student to, and engage the student in, the theory and practices of various classifications and styles of policing. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Law Enforcement Program that emulates the Texas Peace Officer Basic Training Course as promulgated by the Texas Commission on Law Enforcement (TCOLE) and train in those areas of study required by TCOLE.

The student will learn based upon a building block strategy, achieving their final goal of an AAS in Law Enforcement through levels of certification. The skills needed to succeed in law enforcement include the ability to safely and accurately handle and operate different firearm systems. To achieve this goal, the program requires the student to successfully complete the firearms training course offered within the course curriculum. Another learning area of industry priority is the ability to safely operate a patrol vehicle while on patrol. To meet this law enforcement need, CBC includes emergency and non-emergency vehicle training within its curriculum.

### How long will it take?

The AAS degree in Law Enforcement at CBC is a comprehensive educational stackable pathway, consisting of a minimum of 60 credit hours. The AAS degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

### Tuition and Fees

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

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

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

## Law Enforcement – Work / Life Experience Policy

### Work/Life Experience Policy:

The Criminal Justice Program has developed the following guideline of requirements to assist those persons employed in the criminal justice field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science Degree in Law Enforcement from Coastal Bend College and are certified peace officers from the TCOLE may satisfy degree requirements for Basic Peace Officer courses by meeting the following criteria and paying \$40 per course (Students must have taken and successfully completed 24 hours of transferable credit from Coastal Bend College prior to receiving credit for the Peace Officer courses).

Students who wish to obtain a Level I Certificate in Correctional Science from Coastal Bend College and are state certified correctional personnel may satisfy degree requirements for the experiential courses as noted in the following matrix, and to have successfully completed the remainder of credit hours as outlined in the degree plan.

Academic approval is required for permission to satisfy degree requirements in this manner, being reviewed by the applicable division coordinator and dean's office. The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a criminal justice agency and have at least six months' experience, and
2. The applicant must submit a résumé and all supporting documentation to the program coordinator for evaluation, and
3. The applicant must secure a letter of verification from the chief administrator of the employing agency attesting to the information contained in the applicant's resume and supporting documentation regarding the prerequisites and criteria required by this policy, and
4. The applicant must pay all fees required by the College.

Credit for the following courses may be awarded under the work/life experience policy:

### Law Enforcement

Credit	Course Title	Minimum Experiential Hours	Course Credit Hours
CJLE 1333	Traffic Law and Investigation	TCOLE Certified	3
CJLE 2237	Advanced Firearms	TCOLE or TDCJ certified	2
CJLE 2247	Tactical Skills for Police	TCOLE or TDCJ certified	2
CJLE 2445	Vice and Narcotics Investigation	TCOLE Certified with narcotic specialized training	4
CJLE 2420	Texas Peace Officer Procedures	TCOLE Certified	4
CJLE 1325	Criminal Justice Survey	TCOLE or TDCJ Certified for 1 year.	3

### Corrections

Credit	Course Title	Minimum Experiential Hours	Course Credit Hours
CJCR 1566	Practicum (or Field Experience) - Corrections	TDCJ Certified (6 months experience)	5
CJCR 2566	Practicum (or Field Experience) - Corrections	TDCJ Certified (1 year experience)	5
CJLE 2237	Advanced Firearms	Earned Correctional Officer Certification	2
CJLE 2247	Tactical Skills for Police	Earned Correctional Officer Certification	2

# Law Enforcement

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science in Law Enforcement Degree Plan

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			ENGL 2311 Technical & Business Writing	3		
**BCIS 1305 Business Computer Applications	3			CRIJ 1310 Fundamentals of Criminal Law OR CJSA 1327 Fundamentals of Criminal Law	3		
CRIJ 1301 Introduction to Criminal Justice OR CJSA 1322 Introduction to Criminal Justice	3			CRIJ 1313 Juvenile Justice System OR CJSA 1317 Juvenile Justice System OR CRIJ 1307 Crime in America OR CJSA 1312 Crime in America	3		
CRIJ 1306 Court Systems and Practices OR CJSA 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures)	3			CRIJ 2328 Police Systems and Practices OR CJSA 1359 Police Systems and Practices	3		
CJLE 2247 Tactical Skills for Police	2			CJLE 2237 Advanced Firearms	2		
Total hours	14			Total hours	14		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
CRIJ 2314 Criminal Investigation OR CJSA 1342 Criminal Investigation	3			CRIJ 2323 Legal Aspects of Law Enforcement OR CJSA 2300 Legal Aspects of Law Enforcement	3		
CJLE 1333 Traffic Law Investigation	3			CJSA 2323 Criminalistics II	3		
CJLE 2445 Vice and Narcotics Investigation	4			CJLE 1325 Criminal Justice Survey	3		
Humanities/Fine Arts Elective	3			CJLE 2420 Texas Peace Officer Procedures	4		
Math Elective <sup>1</sup>	3			PSYC 2301 General Psychology	3		
Total hours	16			Total hours	16		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

<sup>1</sup> Recommend MATH 1332

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**Student Signature/Date**

**Advisor Signature/Date**

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# Law Enforcement

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Correctional Science Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			**BCIS 1305 Business Computer Applications	3		
CRIJ 1301 Introduction to Criminal Justice OR CJSA 1322 Introduction to Criminal Justice	3			CRIJ 1310 Fundamentals of Criminal Law OR CJSA 1327 Fundamentals of Criminal Law	3		
CRIJ 1306 Courts Systems and Practices OR CJSA 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures)	3			CJCR 2566 Practicum (or Field Experience) – Corrections (VWC Capstone)	5		
CJCR 1566 Practicum (or Field Experience) - Corrections	5						
Total hours	14			Total hours	11		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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**Student Signature/Date**

**Advisor Signature/Date**

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# Law Enforcement

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Fundamentals of Law Enforcement Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			CRIJ 1310 Fundamentals of Criminal Law OR CJSA 1327 Fundamentals of Criminal Law	3		
**BCIS 1305 Business Computer Applications	3			CRIJ 2328 Police Systems and Practices OR CJSA 1359 Police Systems and Practices	3		
CRIJ 1301 Introduction to Criminal Justice OR CJSA 1322 Introduction to Criminal Justice	3						
CRIJ 1306 Courts Systems and Practices OR CJSA 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures)	3						
Total hours	12				6		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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**Advisor Signature/Date**

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# Nursing



## Program Description:

Nursing is a dynamic and constantly changing profession. The ability to encompass care of individuals, families, communities, and populations requires a strong commitment to study in the field of nursing. It is our commitment to prepare graduates to provide safe, competent, and compassionate care.

The students seeking a Professional Nursing licensure (RN) with an AAS degree will master the theory, laboratory, and clinical components needed to be successful in the workforce. There are two tracks in Professional Nursing: Traditional RN and LVN-RN.

With the Traditional RN Program, students will have the opportunity to begin their nursing education after completing the prerequisite courses. With the LVN-RN program, licensed vocational nurses can further their nursing education toward the RN degree. Successful graduates from the RN program will also receive the affidavit for the NCLEX examination for RN licensure in the state of Texas.

## What will I learn?

Students will develop knowledge of the Health Care industry through the various areas of study including Foundations, Nursing Skills, Assessment Skills, Pharmacology, Medical Surgical Concepts, Childbearing Concepts, Care of Children and Families, and Mental Health. Student activities include off-site, hands-on practice as well as lab exercises engaging the student to critically think about the global impact of the Health Care industry on the community. Students will engage in projects to develop their communication, quantitative thinking, and teamwork experience by applying the four conceptual components approved by the Board of Nursing.

The students' experience will include working as a member of the profession, providing patient-centered care, being a patient safety advocate, and working as member of the health care team. Students will review and discuss social responsibility of the Health Care Industry as it pertains to the families, self-care, and the legal/ethical issues of providing patient driven care. The Student will practice personal responsibility by developing skills of competent nursing practices as well as develop insight through reflection, self-analysis, and scenario role playing that is evaluated through a process of peer evaluation and industry standards. The student practiced lab experiences are enhanced with the clinical environment under the supervision of a practicing professional nurse. Students are required to apply and demonstrate skills learned through the program, building their self-confidence, and reinsuring the students' ability to pass the State of Texas Broad of Nursing exam and practical.

## How long will it take?

The Professional Nursing AAS degree includes the required core curriculum of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, and computer competency. Prerequisite courses are required for the Traditional RN Programs. Prerequisite courses are required for the LVN- RN Program (see degree plans).

Once accepted into the program, the Traditional RN Program comprises four semesters and starts every fall. The LVN-RN program runs fall, spring, and summer semesters. Licensed Vocational Nurses accepted into the LVN-RN bridge program receive credit hours for courses completed (see degree plan).

## How much will it cost?

Costs include tuition and fees. Additional costs include the program application fee, immunizations, physical examination, finger printing, personal laboratory bag, online curriculum study resource, graduation cap/pin/lamp, and the Board of Nursing Application fee. The tuition and fees are listed in the course syllabi.

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.



# Nursing

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Professional Nursing (Traditional) Degree Plan

### Prerequisite Semester

COURSES	CR	GR	YR
BIOL 2101 Human Anatomy and Physiology I Lab	1		
BIOL 2301 Human Anatomy and Physiology	3		
BIOL 2102 Human Anatomy and Physiology II Lab	1		
BIOL 2302 Human Anatomy and Physiology II	3		
NURA 1301 Nurse Aide for Health Care	3		
NURA 1160 Clinical – Nursing Assistant/Aide	1		
HPRS 1106 Essentials of Medical Terminology	1		
Total hours	13		

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
ENGL 1301 Composition I	3			PSYC 2314 Lifespan Growth & Development	3		
MATH 1314 College Algebra	3			RNSG 1201 Pharmacology	2		
RSNG 1209 Introduction to Nursing	2			RNSG 1341 Common Concepts of Adult Health	3		
RNSG 1244 Nursing Skills II	2			RNSG 2201 Care of Children and Families	2		
RNSG 2213 Mental Health Nursing	2			RNSG 1161 Clinical – Registered Nursing/ Registered Nurse	1		
Total hours	13			Total hours	11		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
**BCIS 1305 Business Computer Applications	3			BIOL 2320 Microbiology for Non-Science Majors	3		
Language, Philosophy, and Culture Core Course	3			BIOL 2120 Microbiology for Non-Science Majors (lab)	1		
RNSG 2121 Professional Nursing: Leadership and Management	1			RNSG 2130 Professional Nursing Review and Licensure Preparation	1		
RNSG 1343 Complex Concepts of Adult Health	3			RNSG 2206 Nursing Informatics	2		
RNSG 1251 Care of the Childbearing Family	2			RNSG 2331 Advanced Concepts of Adult Health	3		
RNSG 2162 Clinical – Registered Nursing/ Registered Nurse	1			RNSG 2166 Clinical – Registered Nursing/ Registered Nurse	1		
Total hours	13			Total hours	11		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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Student Signature/Date

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# Nursing

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science LVN to RN Bridge Program Degree Plan

Prerequisite Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
BIOL 2101 Human Anatomy and Physiology I Lab	1			*NURA 1301 Nurse Aide for Health Care	3		
BIOL 2301 Human Anatomy and Physiology	3			*NURA 1160 Clinical – Nursing Assistant/Aide	1		
BIOL 2102 Human Anatomy and Physiology II Lab	1			*HPRS 1106 Essentials of Medical Terminology	1		
BIOL 2302 Human Anatomy and Physiology II	3			*RNSG 1244 Nursing Skills II	2		
BIOL 2120 Microbiology for Non-Science Majors Lab	1			*RNSG 2213 Mental Health Nursing	2		
BIOL 2320 Microbiology for Non-Science Majors	3			*RNSG 1341 Common Concepts of Adult Health	3		
MATH 1314 College Algebra	3			*RNSG 1161 Clinical – Registered Nursing	1		
ENGL 1301 Composition I	3			*RNSG 1201 Pharmacology	2		
Total hours	18			Total hours	15		

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
**BCIS 1305 Business Computer Applications	3			Language, Philosophy, and Culture Core Course	3		
RNSG 1227 Transition to Professional Nursing	2			PSYC 2314 Lifespan Growth and Development	3		
RNSG 1343 Complex Concepts of Adult Health	3			RNSG 2130 Professional Nursing Review and Licensure Preparation	1		
RNSG 2201 Care of Children and Families	2			RNSG 1251 Care of the Childbearing Family	2		
RNSG 2206 Nursing Informatics	2			RNSG 2121 Professional Nursing: Leadership and Management	1		
RNSG 1166 Practicum – Registered Nursing/ Registered Nurse	1			RNSG 2331 Advanced Concepts of Adult Health	3		
				RNSG 2166 Practicum – Registered Nursing/ Registered Nurse	1		
Total hours	13			Total hours	14		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*Credit given for previous Vocational Nursing coursework.

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

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

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# Nursing

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Vocational Nursing Level II Degree Plan (Pending THECB Approval for Summer 2023)

### Prerequisites

COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3		
**BCIS 1305 Business Computer Applications	3		
HPRS 1106 Essentials of Medical Terminology	1		
Total hours	7		

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
VNSG 1320 Anatomy and Physiology for Allied Health	3			VNSG 1230 Maternal-Neonatal Nursing	2		
VNSG 1226 Gerontology	2			VNSG 2431 Advanced Nursing Skills	4		
VNSG 1327 Essentials of Medication Administration	3			VNSG 1331 Pharmacology	3		
VNSG 1260 Clinical – Licensed Vocational Nurse Training	2			VNSG 2361 Clinical – Licensed Vocational Nurse Training	3		
VNSG 1423 Basic Nursing Skills	4			VNSG 1429 Medical-Surgical Nursing I	4		
Total hours	14			Total hours	16		

### Sophomore Year

First Semester

COURSES	CR	GR	YR
VNSG 1105 NCLEX-PN Review	1		
VNSG 1201 Mental Health and Mental Illness	2		
VNSG 1219 Leadership and Professional Development	2		
VNSG 1234 Pediatrics	2		
VNSG 1432 Medical-Surgical Nursing II	4		
VNSG 2366 Practicum – Licensed Vocational Nurse Training	3		
Total hours	14		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

Student Signature/Date

Advisor Signature/Date

# Nursing

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Fundamentals of Vocational Nursing Level I Certificate (Dual Credit Pathway)

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			VNSG 1227 Essentials of Medication Administration	2		
HPRS 1201 Introduction to Health Professions	2			NURA 1301 Nurse Aide for Health Care	3		
HPRS 2302 Medical Terminology for Allied Health	3			NURA 1160 Clinical Nursing Aide and Patient Care Aide	1		
VNSG 1116 Nutrition	1						
VNSG 1122 Vocational Nursing Concepts	1						
VNSG 1133 Growth and Development	1						
VNSG 1320 Anatomy and Physiology for Allied Health	3						
Total hours	14			Total hours	6		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses. **This degree plan is for high school dual credit students only.**

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

I understand that any deviation from this plan may result in some courses not applying toward the stated requirements or delay in graduation. I also understand the courses in this curriculum may not apply towards a bachelor's degree.

**Student Signature/Date**

**Advisor Signature/Date**

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# Nursing

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Fundamentals of Patient Care Technician Level I Certificate

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			PLAB 1223 Phlebotomy	2		
HPRS 1201 Introduction to Health Professions	2			PLAB 1260 Clinical - Phlebotomy	2		
HPRS 2302 Medical Terminology for Allied Health	3			ECRD 1111 Electrocardiography	1		
VNSG 1133 Growth and Development	1			NURA 1301 Nurse Aide for Health Care	3		
VNSG 1116 Nutrition	1			NURA 1160 Clinical Nursing Aide and Patient Care Aide	1		
Total hours	10			Total hours	9		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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**Student Signature/Date**

**Advisor Signature/Date**

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# Nursing

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Fundamentals of Certified Nursing Assistant (CNA)

### Freshman Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
* EDUC 1300 Learning Framework (My Cougar Course)	3			VNSG 1116 Nutrition	1		
HPRS 1201 Introduction to Health Professions	2			VNSG 1133 Growth and Development	1		
HPRS 2302 Medical Terminology for Allied Health	3			NURA 1301 Nurse Aide for Health Care	3		
VNSG 1320 Anatomy and Physiology for Allied Health	3			NURA 1160 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide	1		
Total hours	11			Total hours	6		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

\*EDUC 1300 is required for all first-time in College Students attending Coastal Bend College.

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

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**Student Signature/Date**

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**Advisor Signature/Date**

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# Oil & Gas Technology



## Program Description:

The Coastal Bend College Oil & Gas Technology program is an Industry driven AAS degree, strategically designed to prepare interested students for a career in the oil and gas industry. This course of study allows the student to discover and study the processes which drive the industry. The student will receive a general education foundation coupled with state-of-the-art industry knowledge and training. Technical competency in oil and natural gas drilling, gathering, field operations, and workplace safety will ready the graduate to enter this growing and fulfilling career choice. At Coastal Bend College, each step of the training is introduced with a summary of relevant technologies, economics, and manpower requirements, importance of training and competency assessment, as well as relevant case histories. Through teaching and demonstration, the student will be exposed to the real-life steps involved in the creation and exploitation of oil and gas fields.

## What will I learn?

Students will develop a knowledge of the oil and gas profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and training practices of various types of oil field equipment. Classroom instruction is combined with critical thinking exercises and practical skills demonstrations to complete each learning objective.

The student will learn based upon a building block strategy, achieving their final goal of an AAS in Oil & Gas Technology through levels of certification. The skills needed to succeed in the program include the ability to handle and operate different oil field equipment safely and accurately. These skills will be taught to the student and then practiced on simulators to provide the student with both theory and practical application. A significant area of industry priority is the ability to safely operate this equipment to meet the safety standards that are required by the oil field industry to qualify the student for oil field employment. To meet that need, CBC provides industry acceptable certifications imbedded within its curriculum.

## How long will it take?

The AAS degree in Oil & Gas Technology at CBC is a comprehensive educational stackable pathway, consisting of 60 credit hours. The AAS degree is based on a four-semester rotation of courses with each student's time to completion based on the student's placement test scores and the courses needed for transfer and required prerequisites. Students who score low on college required placement tests may have to consider additional time to complete developmental courses as a requirement to enroll in certain course offerings.

## How much will it cost?

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Oil & Gas Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Oil & Gas Technology Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PTRT 1312 Petroleum Regulations	3			PTRT 1313 Industrial Safety	3		
*EDUC 1300 Learning Framework (My Cougar Course)	3			GISC 1311 Introduction to Geographic Information Systems (GIS)	3		
PTRT 1301 Introduction to Petroleum Industry	3			ENGL 1301 Composition I	3		
Natural Science	3			PTRT 1403 Drilling	4		
ELPT 1311 Basic Electrical Theory	3			PTRT 2332 Artificial Lift	3		
Total hours	15			Total hours	16		

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PTRT 1307 Recovery and Production Methods	3			***PTRT 2443 Refining Methods	4		
Mathematics Core Course	3			**BCIS 1305 Business Computer Science	3		
PTRT 2431 Well Completions	4			Behavioral and Social Science Core Course	3		
INTC 1358 Flow and Measurement Calibration	3			Humanities and Fine Arts Core Course	3		
PTRT 1324 Petroleum Instrumentation	3						
Total hours	16			Total hours	13		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

\*\*\*Capstone Course

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Student Signature/Date

Advisor Signature/Date



# Oil & Gas Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Oil & Gas Technology Level II Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PTRT 1312 Petroleum Regulations	3			GISC 1311 Introduction to Geographic Information Systems (GIS)	3		
ELPT 1311 Basic Electrical Theory	3			PTRT 1403 Drilling	4		
*EDUC 1300 Learning Framework (My Cougar Course)	3			PTRT 1313 Industrial Safety	3		
**BCIS 1305 Business Computer Applications	3			PTRT 2332 Artificial Lift	3		
PTRT 1301 Introduction to Petroleum Industry	3			***PTRT 2443 Refining Methods	4		
Total hours	15			Total hours	17		

### Sophomore Year

First Semester

COURSES	CR	GR	YR
PTRT 1324 Petroleum Instrumentation	3		
PTRT 2431 Well Completions	4		
PTRT 1307 Recovery and Production Methods	3		
INTC 1358 Flow and Measurement Calibration	3		
Total hours	13		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

\*\*\*Capstone Course

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**Student Signature/Date**

**Advisor Signature/Date**

# Oil & Gas Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Oil & Gas Technology Level I Degree Plan

### Freshman Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
*EDUC 1300 Learning Framework (My Cougar Course)	3			PTRT 1307 Recovery and Production Methods	3		
**BCIS 1305 Business Computer Applications	3			INTC 1358 Flow and Measurement Calibration	3		
PTRT 1301 Introduction to Petroleum Industry	3			PTRT 1324 Petroleum Instrumentation	3		
PTRT 1313 Industrial Safety	3			PTRT 2332 Artificial Lift	3		
ELPT 1311 Basic Electrical Theory	3			PTRT 1403 Drilling	4		
Total hours	15			Total hours	16		

### Sophomore Year

First Semester

COURSES	CR	GR	YR
PTRT 2431 Well Completions	4		
PTRT 1312 Petroleum Regulations	3		
Total hours	7		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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**Student Signature/Date**

**Advisor Signature/Date**

# Radiologic Technology



## Program Description:

The Radiologic Technology AAS degree is accredited by the Joint Review Committee on Education (JRCERT) in Radiologic Technology. Registered Radiologic Technologists, known in the industry as “RT’s”, are medical personnel who perform diagnostic imaging examinations and administer radiation therapy treatments. Students in the program are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection, and basic patient care. Students learn to use radiation, “x-rays”, to produce black and white images of anatomy. Once these images are captured on film, computer, or videotape, they are used to detect bone fractures, find foreign objects in the body, and demonstrate the relationship between bone and soft tissue.

The JRCERT accredited Radiologic Technology program at CBC will provide the knowledge, skills, and professional values required in the industry as a Radiologic Technologist. Students desiring a hands-on learning environment will have the opportunity to use state-of-the-art equipment in the CBC “x-ray” lab, learn theory in small classroom settings and a clinical education experience, where students will apply the theories, concepts, and skills learned in the classroom and lab in a hospital or medical facility under the supervision of professionals working in the industry.

## What will I learn?

Students will be able to critically think about the global impact of their profession and demonstrate entry level proficiency in knowledge, skills, and attitudes necessary for professional employment as a Registered Radiologic Technologist. Students will engage in program activities and several clinical education experiences to develop their communication and quantitative thinking as applied to theory, concepts, and skills. Students will demonstrate knowledge in the utilization of specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation common to a Radiologic Technologist. Students will demonstrate personal and social responsibility within a team environment by engaging in legal and ethical behavior, safety practices, interpersonal, and teamwork activities, throughout which they will be required to use appropriate written and verbal communication skills while applying the terminology of the occupation.

## Student training will include:

- Utilize basic medical terms
- Identify ethical and legal standards
- Routine radiographic procedures
- Basic radiation protection practices
- Conventional and digital equipment
- Recognize and respond to emergency situations
- Manipulate equipment
- Evaluate images
- Describe infection control procedures
- Identify relevant pharmaceuticals and their applications
- Define radiographic positioning terms
- Assess patient condition
- Radiation monitoring, detection, and measurement
- Analyze the effects of exposure variables biophysical mechanisms of radiation damage on humans

## How long will it take?

The AAS degree in Radiologic Technology is a comprehensive educational pathway consisting of a minimum of 64 credit hours that include an accredited program by the JRCERT and a general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, and computer competency.

## How much will it cost?

Personal Equipment: \$300 to \$500 (estimate) for uniforms for clinical education

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Radiologic Technology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Radiologic Technology Degree Plan (Page 1 of 2)

**Prerequisite Courses**

COURSES	CR	GR	YR
BIOL 2301 Anatomy and Physiology I (Lec)	3		
BIOL 2101 Anatomy and Physiology I (Lab)	1		
BIOL 2302 Anatomy and Physiology II (Lec)	3		
BIOL 2102 Anatomy and Physiology II (Lab)	1		
MATH 1314 College Algebra	3		
Total hours	11		

**Freshman Year**

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
ENGL 1301 Composition I	3			BCIS 1305 Business Computer Applications	3		
RADR 1309 Intro. Radiography & Patient Care	3			RADR 2401 Intermediate Radiographic Proc.	4		
RADR 1311 Basic Radiographic Procedures	3			RADR 1213 Principles of Radiographic Imaging I	2		
RADR 2309 Radiographic Imaging Equipment	3			RADR 1261 Clinic	2		
RADR 1260 Clinical	2						
Total hours	14			Total hours	11		

**Summer Session**

COURSES	CR	GR	YR
RADR 2331 Advanced Radiographic Procedures	3		
RADR 1262 Clinic	2		
Total hours	5		

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**Student Signature/Date**

**Advisor Signature/Date**

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# Radiologic Technology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Radiologic Technology Degree Plan (Page 2 of 2)

### Sophomore Year

First Semester

Second Semester

COURSES	CR	GR	YR	COURSES	CR	GR	YR
PSYC 2314 Human Growth and Dev <b>OR</b> PSYC 2301 General Psychology	3			RADR 2333 Advanced Medical Imaging	3		
Humanities/Fine Arts Core Course	3			RADR 2313 Radiation Biology and Protection	3		
RADR 2217 Radiographic Pathology	2			RADR 2235 Radiologic Seminar (Capstone)	2		
RADR 2305 Principles of Radiographic Imaging II	3			RADR 2262 Clinic	2		
RADR 2261 Clinic	2						
Total hours	13			Total hours	10		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

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**Student Signature/Date**

**Advisor Signature/Date**

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# Welding Technology



## Welding:

Welding AAS degree seeking students will receive an industry driven foundation of welding theory, practices, and knowledge of metal alloys and metallurgy processes. Graduates from the program will be competent welders and fabricators in the processes and procedures related to layout, fabrication, inspection, fitting, cutting, and forming metals with the critical thinking skills to determine electrodes/wire and filler materials, amperage, and welding equipment required to perform on the job in a safe, clean environment.

Students will have the opportunity to learn techniques for American Welding Society (AWS) certification or National Center for Construction Education and Research (NCCER) Level II certification testing, competent blueprint interpretation, writing and billing procedures required by industry, and fabrication billing, welding technique, and labor hours. Welders desiring to improve their position within the industry by upgrading their skills in specific welding processes or applications or welders desiring instruction certification, fabrication, or inspection are encouraged to enroll in the program.

## What will I learn?

Students will develop knowledge of the welding industry through activities that engage the student to critically think about the global impact of the welding industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry standards, practices, procedures, traditional and nontraditional welding processes and fabrication design, budget, materials, welding technique, and labor hours. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, practice personal responsibility by developing skills in maintaining a clean work environment, personal safety equipment, and self-inspection techniques. Students will develop skills to pass AWS Sense Level I and/or Sense Level II Certification in a variety of welding processes and joint design, including the processes of Shielded Metal Arc Welding, Carbon Arc Cutting, Gas Metal Arc Welding, Flux Core Arc Welding, and Gas Tungsten Arc Welding. These skills will be enhanced through the knowledge

students gain in blueprint reading, introduction to CAD, and fabrication courses. The student will gain the experience of working on a welding team in the fabrication course where all skills will be applied, demonstrated, and evaluated through a process of self-evaluation, peer evaluation, and industry codes and standards.

## Student training will include:

- QAW-All position oxyacetylene welding, cutting and plasma cutting
- CAC-Carbon Arc Cutting
- SMAW-Shielded Metal Arc Welding, all positions, plate, and pipe
- GMAW-Gas Metal Arc Welding, all positions, plate
- GTAW-Gas Tungsten Arc Welding, all positions, plate
- FCAW-Flux Core Arc Welding, all positions, plate
- CAD-Computer Aided Drafting, solid works

## How long will it take?

The AAS degree with an emphasis in welding is a comprehensive educational stackable pathway consisting of a minimum of 60 credit hours that includes building to a Level I Certification: Welding Fabrication and the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavioral science, computer applications, and an institutional requirement "Learning Frameworks".

## How much will it cost?

Personal protective equipment: \$300 to \$400 (estimate) helmet, gloves, chipping hammer, pliers, leathers, etc.

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

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice, and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Welding Technology

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Associate of Applied Science Welding Degree Plan

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
ENGL 1301 Composition I	3			MATH Mathematics Core Course	3		
**BCIS 1305 Business Computer Applications (3 SCH version)	3			WLDG 1417 Introduction to Layout and Fabrication	4		
*EDUC 1300 Learning Framework (My Cougar Course)	3			WLDG 2332 Welding Automation	3		
DEMR 1301 Shop Safety and Procedures	3			WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding	4		
WLDG 1307 Introduction to Welding Using Multiple Processes	3			WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW)	4		
Total hours	15			Total hours	18		

### Sophomore Year

First Semester				Second Semester			
COURSES	CR	GR	YR	COURSES	CR	GR	YR
WLDG 1313 Introduction to Blueprint Reading for Welders	3			***WLDG 1435 Introduction to Pipe Welding	4		
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW)	4			Social and Behavior Science Core Course	3		
TECM 1301 Industrial Mathematics	3			Language, Philosophy and Culture or Creative Arts (Core Course)	3		
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4			Life & Physical Science (Core Course)	3		
Total hours	14			Total hours	13		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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

\*\*\*Capstone Course

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**Student Signature/Date**

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**Advisor Signature/Date**

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# Welding Technology

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Catalog Year \_\_\_\_\_

## Fundamentals of Welding GMAW Level I Certificate

### Freshman Year

First Semester

COURSES	CR	GR	YR
WLDG 1313 Introduction to Blueprint Reading for Welders	3		
DEMR 1301 Shop Safety and Procedures	3		
WLDG 1307 Introduction to Welding Using Multiple Processes	3		
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW)	4		
EDUC 1300 Learning Frameworks (Cougar Course)	3		
Total hours	16		

Degree plan valid for 5 years from the semester that student signs dedicated schedule and enrolls in courses.

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**Student Signature/Date**

**Advisor Signature/Date**

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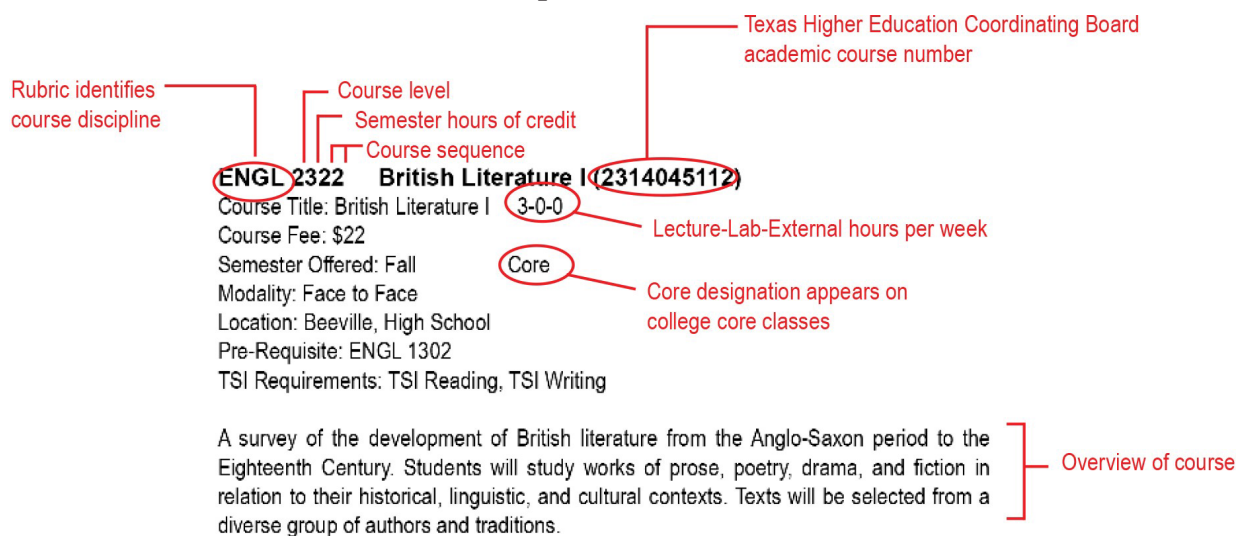


## Course Symbol Key

Accounting	ACCT, ACNT	ACCT	Accounting
Architecture & Civil Engineering	ARCE, DFTG, ENTC, GISC, SRVY	ACNT	Business Technology
Arts	ARTS	ARCE	Architecture & Civil Engineering
Automotive	AUMT, WLDG	ARTS	Arts
Biology	BIOL	AUMT	Automotive
Business Computer Applications	BCIS	BARB	Barber
Business Management	BMGT, BUSI, ECON, MRKG	BCIS	Business Computer Applications
Business Technology	ACNT, BMGT, GEOL, POFI, POFT	BIOL	Biology
Chemistry	CHEM	BMGT	Business Management/Technology
Computer Information Technology	ITMT, ITNW, ITSC, ITSE, ITSW, ITSY, POFT	BUSI	Business Management
Cosmetology	BARB, CSME	CDEC	Early Development & Education
Cosmetology, Barber	BARB, CSME	CHEM	Chemistry
Cosmetology, Esthetician	CSME	CJCR	Correctional Science
Cosmetology, Manicurist	CSME	CJLE	Law Enforcement
Criminal Justice, Forensic Science	CJSA, CRIJ	CJSA	Criminal Justice Studies
Criminal Justice, Law Enforcement	CJCR, CJLE, CJSA, CRIJ	CRIJ	Criminal Justice (Academic)
Dental Hygiene	DHYG	CSME	Cosmetology
Early Development & Education	CDEC, TECA	DEMNR	Welding, Shop Safety
Economics	ECON	DFTG	Drafting (Architecture & Civil Engineering)
Education/Learning Framework	EDUC	DHYG	Dental Hygiene
English	ENGL	ECON	Economics
Geography	GEOG	ECRD	Electrocardiogram (Nursing, Patient Care)
Geology	GEOL	EDUC	Education/Learning Framework
Government	GOVT	ELPT	Basic Electrical Theory
Health Information Management	HITT	ENGL	English
Health Info Mgmt, Medical Records	HITT	ENTC	Statics
History	HIST	GEOG	Geography
Humanities	HUMA	GEOL	Geology
Kinesiology	KINE	GISC	Geographic Information Systems
Mathematics	MATH	GOVT	Government
Music Appreciation	MUEN, MUSI	HIST	History
Nursing, Patient Care Tech	ECRD, HPRS, NURA, PLAB, VNSG	HITT	Health Information Technology
Nursing, Professional/LVN to RN	NURA, HPRS, RNSG	HPRS	Health Professionals
Nursing, Vocational	HPRS, VNSG	HUMA	Humanities
Nursing, Assistant (CNA)	HPRS, NURA, VNSG	INTC	Instrumentation
Oil and Gas Technology	ELPT, GISC, INTC, PTRT	IRW	Integrated Reading and Writing
Philosophy	PHIL	ITMT	Windows Server Operating System
Physics	PHYS	ITNW	Networking Technologies
Psychology	PSYC	ITSC	PC Operating Systems
Radiologic Technology	RADR	ITSE	Computer Programming
Sociology	SOCI	ITSW	Computer Database
Spanish	SPAN	ITSY	Information Security
Speech Communication	SPCH	KINE	Kinesiology
Teaching	TECA	MATH	Mathematics
Welding	DEMNR, TECM, WLDG	MRKG	Marketing/Business Management
		MUEN, MUSI	Music Appreciation
		NCBM	Mathematics, Developmental
		NCBT	Integrated Reading and Technical Writing
		NCBW	Integrated Reading and Writing
		NURA	Nursing
		PHIL	Philosophy
		PHYS	Physics
		PLAB	Phlebotomy
		POFI	Computer Applications
		POFT	Business Administration
		PSYC	Psychology
		PTRT	Oil and Gas Technology
		RADR	Radiologic Technology
		RNSG	Nursing, Professional
		SOCI	Sociology
		SPAN	Spanish
		SPCH	Speech Communication
		SRVY	Surveying
		TECA	Teaching
		TECM	Math, Industrial
		VNSG	Nursing, Vocational
		WLDG	Welding

## Course Descriptions

### How to Read a Course Description:



#### ACCT 2301 Principles of Financial Accounting (3 SCH version) (5203015104)

Course Title: Principles of Financial Accounting 3-1-0  
Course Fee: \$0  
Semester Offered: Spring

Modality: Distance Learning  
Location: Beeville, Alice, Kingsville, Pleasanton  
Pre-Requisite: ACNT 1303  
Co-Requisite: MATH 1324 (Recommended)  
TSI Requirements: TSI Math

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

#### ACCT 2302 Principles of Managerial Accounting (5203015104)

Course Title: Principles of Managerial Accounting 3-1-0  
Course Fee: \$35  
Semester Offered: Fall  
Modality: Distance Learning  
Location: Beeville, Alice, Kingsville, Pleasanton  
Pre-Requisite: ACCT 2301  
TSI Requirements: TSI Math

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

#### ACNT 1303 Introduction to Accounting I (5203020000)

Course Title: Introduction to Accounting I 2-4-0  
Course Fee: \$0  
Semester Offered: Fall, Spring  
Modality: Distance Learning  
Location: Beeville, Alice, Kingsville, Pleasanton  
Pre-Requisite: None  
TSI Requirements: None

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 1329 Payroll and Business Tax Accounting (5203010000)

Course Title: Payroll and Business Tax Accounting 2-4-0  
Course Fee: \$0  
Semester Offered: Fall  
Modality: Distance Learning  
Location: Beeville, Alice, Pleasanton  
Pre-Requisite: ACNT 1303 or co-enrollment  
TSI Requirements: None

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

#### ARCE 1303 Architectural Materials & Methods (0409010000)

Course Title: Architectural Materials & Methods 2-2-0  
Course Fee: \$50  
Semester Offered: Spring  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: None  
TSI Requirements: None

Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures.

## Course Descriptions

### **ARCE 1352 Structural Drafting (0409010000)**

Course Title: Structural Drafting 2-4-0  
 Course Fee: \$50  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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.

### **ARTS 1301 Art Appreciation (Core) (5007035126)**

Course Title: Art Appreciation 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: None

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

### **ARTS 1303 Art History I (Core) (Prehistoric to the 14th century) (5007035226)**

Course Title: Art History I 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: None

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

### **ARTS 1311 Design I (2-dimensional) (5004015326)**

Course Title: Design I 2-4-0  
 Course Fee: \$25  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville  
 Pre-Requisite: None  
 TSI Requirements: None

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

### **ARTS 1312 Design II (3-dimensional) (5004015326)**

Course Title: Design II 2-4-0  
 Course Fee: \$25  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville  
 Pre-Requisite: ARTS 1311 or instructor approval  
 TSI Requirements: None

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

### **ARTS 1316 Drawing I (5007055226)**

Course Title: Drawing I 2-4-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

### **ARTS 1317 Drawing II (5007055226)**

Course Title: Drawing II 2-4-0  
 Course Fee: \$35  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: ARTS 1316 or instructor approval  
 TSI Requirements: None

A studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis to broaden their understanding of drawing as a discipline.

### **ARTS 2316 Painting I (5007085226)**

Course Title: Painting I 2-4-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville  
 Pre-Requisite: None  
 TSI Requirements: None

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

### **ARTS 2317 Painting II (5007085226)**

Course Title: Painting II 2-4-0  
 Course Fee: \$35  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville  
 Pre-Requisite: ARTS 2316  
 TSI Requirements: None

Studio art course that furthers the study of the principles, materials, and techniques of painting.

### **ARTS 2346 Ceramics I (5007115126)**

Course Title: Ceramics I 2-4-0  
 Course Fee: \$50  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.



## Course Descriptions



### **ARTS 2347 Ceramics II (5007115126)**

Course Title: Ceramics II 2-4-0

Course Fee: \$50

Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: ARTS 2346

TSI Requirements: None

A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

### **ARTS 2366 Watercolor I (5007085326)**

Course Title: Watercolor I 2-4-0

Course Fee: \$35

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville

Pre-Requisite: None

TSI Requirements: None

Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

### **AUMT 1301 Introduction and Theory of Automotive Technology (4706040000)**

Course Title: Introduction and Theory of Automotive Technology 1-3-0

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance.

### **AUMT 1306 Automotive Engine Removal and Installation (4706040000)**

Course Title: Automotive Engine Removal and Installation 2-4-0

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific.

### **AUMT 1307 Automotive Electrical Systems (4706040000)**

Course Title: Automotive Electrical Systems 2-4-0

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles schematic diagrams, and service manuals. May be taught manufacturer specific.

### **AUMT 1310 Automotive Brake Systems (4706040000)**

Course Title: Automotive Brake Systems 2-4-0

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

### **AUMT 1316 Automotive Suspension and Steering Systems (4706040000)**

Course Title: Automotive Suspension and Steering Systems 2-4-0

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

### **AUMT 1319 Automotive Engine Repair (4706040000)**

Course Title: Automotive Engine Repair 2-4-0

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

### **AUMT 1345 Automotive Climate Control Systems (4706040000)**

Course Title: Automotive Climate Control Systems 2-4-0

Course Fee: \$100

Semester Offered: Summer

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

### **AUMT 2313 Automotive Drive Train and Axles (4706040000)**

Course Title: Automotive Drive Train and Axles 2-4-0

Course Fee: \$100

Semester Offered: Fall Modality:

Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.

### **AUMT 2317 Automotive Engine Performance Analysis I (4706040000)**

Course Title: Automotive Engine Performance Analysis I 2-4-0

Course Fee: \$100

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

## Course Descriptions

### **AUMT 2321 Automotive Electrical Diagnosis and Repair (4706040000)**

Course Title: Automotive Electrical Diagnosis and Repair 2-4-0  
 Course Fee: \$100  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, High School  
 Pre-Requisite: None  
 TSI Requirements: None

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific.

### **AUMT 2325 Automotive Automatic Transmission and Transaxle (4706040000)**

Course Title: Automotive Automatic Transmission and Transaxle 2-4-0  
 Course Fee: \$100  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.

### **AUMT 2328 Automotive Service (4706040000)**

Course Title: Automotive Service 2-4-0  
 Course Fee: \$100  
 Semester Offered: Summer  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific.

### **AUMT 2334 Automotive Engine Performance Analysis II (4706040000)**

Course Title: Automotive Engine Performance Analysis II 2-4-0  
 Course Fee: \$100  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

### **BARB 1402 Barber Styling I (1204020000)**

Course Title: Barber Styling I 4-0-0  
 Course Fee: \$35  
 Semester Offered: Summer  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: Operator License  
 TSI Requirements: None

Continued development in haircutting techniques and implementation of basic styling. Introduction to chemical reformation.

### **BARB 1442 Barber Styling II (1204020000)**

Course Title: Barber Styling II 2-6-0  
 Course Fee: \$35  
 Semester Offered: Summer  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: Operator License  
 TSI Requirements: None

Continuation of Barber Styling I with emphasis on intermediate hands-on application of skills.

### **BARB 2402 Barber Styling III (1204020000)**

Course Title: Barber Styling III 2-6-0  
 Course Fee: \$35  
 Semester Offered: Summer  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: Operator License  
 TSI Requirements: None

Continued skill development in haircutting and styling. Emphasizes on advanced techniques in chemical procedures. Introduction to hairpieces and facials.

### **BCIS 1305 Business Computer Applications (Core) (1102025404)**

Course Title: Business Computer Applications 2-3-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Distance Learning, Internet  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: None  
 Test Out Option: \$25

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

### **BIOL 1106 Biology for Science Majors I (Lab) (Core) (2601015103)**

Course Title: Biology for Science Majors I (Lab) 0-4-0  
 Course Fee: \$50  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 Co-Requisite: BIOL 1306 Biology for Science Majors I (Lecture)  
 TSI Requirements: TSI Reading, TSI Writing

This laboratory-based course accompanies BIOL 1306 Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

### **BIOL 1306 Biology for Science Majors I (Lecture) (Core) (2601015103)**

Course Title: Biology for Science Majors I (Lecture) 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 Co-Requisite: BIOL 1106 Biology for Science Majors I (lab)  
 TSI Requirements: TSI Reading, TSI Writing

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.



## Course Descriptions



### **BIOL 1322 Nutrition & Diet Therapy (Core) (1905015109)**

Course Title: Nutrition & Diet Therapy I 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

### **BIOL 2101 Anatomy & Physiology Laboratory I (Lab) (Core) (2607075103)**

Course Title: Anatomy & Physiology Laboratory I 0-4-0

Course Fee: \$63

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-Requisite: BIOL 2301

TSI Requirements: TSI Reading, TSI Writing

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

### **BIOL 2102 Anatomy & Physiology II (Lab) (Core) (2607075103)**

Course Title: Anatomy & Physiology II (Lab) 0-4-0

Course Fee: \$63

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: BIOL 2101

Co-Requisite: BIOL 2302

TSI Requirements: TSI Reading, TSI Writing

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

### **BIOL 2120 Microbiology for Non-Science Majors Laboratory (Lab) (Core) (2605035103)**

Course Title: Microbiology for Non-Science Majors Laboratory 0-4-0

Course Fee: \$60

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-Requisite: BIOL 2320

TSI Requirements: TSI Reading, TSI Writing

This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

### **BIOL 2301 Anatomy & Physiology I (Lecture) (Core) (2607075103)**

Course Title: Anatomy & Physiology I (Lecture) 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-Requisite: BIOL 2101

TSI Requirements: TSI Reading, TSI Writing

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

### **BIOL 2302 Anatomy & Physiology II (Lecture) (Core) (2607075103)**

Course Title: Anatomy & Physiology II (Lecture) 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: BIOL 2301

Co-Requisite: BIOL 2102

TSI Requirements: TSI Reading, TSI Writing

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

### **BIOL 2306 Environmental Biology (Core) (2613055103)**

Course Title: Environmental Biology 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Internet, High School

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

### **BIOL 2320 Microbiology for Non-Science Majors (Core) (Lecture) (2605035103)**

Course Title: Microbiology for Non-Science Majors (Lecture) 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-Requisite: BIOL 2120

TSI Requirements: TSI Reading, TSI Writing

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

## Course Descriptions

### **BMGT 1325 Office Management (5204010000)**

Course Title: Office Management 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

### **BMGT 1327 Principles of Management (5202010000)**

Course Title: Principles of Management 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Concepts, terminology, principles, theories, and issues in the field of management.

### **BMGT 1341 Business Ethics (5202010000)**

Course Title: Business Ethics 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

### **BMGT 1382 Cooperative Education - Business Administration and Management, General (5202010000)**

Course Title: Cooperative Education - Business Administration and Management, General 1-0-20  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: Students enrolling in this course must be employed part/full time or do volunteer work. Work must be in relation to degree plan.  
 TSI Requirements: None

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students enrolling in this course must be employed part/full time or do volunteer work. Work must be in relation to degree plan.

### **BMGT 2303 Problem Solving and Decision Making (5202010000)**

Course Title: Problem Solving and Decision Making 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Decision-making and problem-solving processes in organizations utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

### **BMGT 2310 Financial Management (5202010000)**

Course Title: Financial Management 3-1-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

### **BMGT 2341 Strategic Management (5202010000)**

Course Title: Strategic Management 3-1-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

### **BMGT 2347 Critical Thinking and Problem Solving (Capstone Course) (5202050000)**

Course Title: Critical Thinking and Problem Solving (Capstone Course) 2-2-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Interpreting data for problem solving and recommending corrective action. Emphasis on a structured approach to critical thinking and problem solving in a team environment.

### **BMGT 2382 Cooperative Education - Business Administration and Management, General (5202010000)**

Course Title: Cooperative Education - Business Administration and Management, General 1-0-20  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: Students enrolling in this course must be employed part/full time or do volunteer work. Work must be in relation to degree plan.  
 TSI Requirements: None

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Students enrolling in this course must be employed part/full time or do volunteer work. Work must be in relation to degree plan.





## Course Descriptions



### **BUSI 1301 Business Principles (5201015104)**

Course Title: Business Principles 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Distance

Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

### **BUSI 2301 Business Law (2201015124)**

Course Title: Business Law 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall

Modality: Face to Face, Online, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

### **CDEC 1313 Curriculum Resources for Early Childhood Programs (1907090000)**

Course Title: Curriculum Resources for Early Childhood Programs 2-2-0  
 Course Fee: \$30  
 Semester Offered: Fall, Spring

Modality: Face to Face  
 Location: Beeville, Alice, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

### **CDEC 1319 Child Guidance (1907090000)**

Course Title: Child Guidance 2-3-0  
 Course Fee: \$43  
 Semester Offered: Fall

Modality: Face to Face  
 Location: Beeville, Alice, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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.

### **CDEC 1321 The Infant and Toddler (1907090000)**

Course Title: The Infant and Toddler 2-2-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

### **CDEC 1356 Emergent Literacy for Early Childhood (1907060000)**

Course Title: Emergent Literacy for Early Childhood 2-3-0  
 Course Fee: \$30  
 Semester Offered: Spring

Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

### **CDEC 1358 Creative Arts for Early Childhood (1907090000)**

Course Title: Creative Arts for Early Childhood 2-2-0  
 Course Fee: \$0  
 Semester Offered: Spring

Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

### **CDEC 1359 Children with Special Needs (1907090000)**

Course Title: Children with Special Needs 2-2-0  
 Course Fee: \$0  
 Semester Offered: Spring

Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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 (1907090000)**

Course Title: Child Development Associate Training I  
 Course Fee: \$0  
 Semester Offered: Fall, Spring

Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Based on the requirements for the Child Development Associate credential (CDA). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication.

## Course Descriptions

### **CDEC 2307 Math and Science for Early Childhood (1907090000)**

Course Title: Math and Science for Early Childhood 3-2-0  
 Course Fee: \$30  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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 (1907090000)**

Course Title: Child Development Associate Training II 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A continuation of the study of the requirements for the Child Development Associate credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

### **CDEC 2326 Administration of Programs for Children I (1907080000)**

Course Title: Administration of Programs for Children I 2-3-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

### **CDEC 2328 Administration of Programs for Children II (1907080000)**

Course Title: Administration of Programs for Children II 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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, technical applications in programs and planning parent education/partnerships.

### **CDEC 2364 Practicum (or Field Experience) - Child Development (1907060000)**

Course Title: Practicum (or Field Experience) - Child Development 3-2-0  
 Course Fee: \$50  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **CHEM 1106 Introductory Chemistry I (Lab, Allied Health Emphasis) (Core) (4005015103)**

Course Title: Introductory Chemistry I (Lab) 0-4-0  
 Course Fee: \$20  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 Co-Requisite: CHEM 1306  
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

### **CHEM 1306 Introductory Chemistry I (Lecture, Allied Health Emphasis) (Core) (4005015103)**

Course Title: Introductory Chemistry I (Lecture) 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 Co-Requisite: CHEM 1106  
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

### **CJCR 1566 Practicum (or Field Experience) – Corrections (4301020000)**

Course Title: Practicum (or Field Experience) – Corrections 0-0-40  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **CJCR 2566 Practicum (or Field Experience) – Corrections (VWC Capstone) (4301020000)**

Course Title: Practicum (or Field Experience) – Corrections 0-0-40  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: CRIJ 1310/CJSA/1322, CRIJ 1306/CJSA 1313 and CJCR 1566 or departmental approval  
 Co-Requisite: CRIJ 1310/CJSA 1327 or departmental approval TSI  
 Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.



## Course Descriptions



### **CJLE 1325 Criminal Justice Survey (4301070000)**

Course Title: Criminal Justice Survey 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Hybrid

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

An overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

### **CJLE 1333 Traffic Law and Investigation (4301070000)**

Course Title: Traffic Law and Investigation 3-0-0

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

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 2237 Advanced Firearms (4301070000)**

Course Title: Advanced Firearms 1-2-0

Course Fee: \$200

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Instruction in special situations and tactics. Stressful situations will challenge the student to perform under simulated field conditions. A specified firearms course will be included.

### **CJLE 2247 Tactical Skills for Police (4301070000)**

Course Title: Tactical Skills for Police 1-4-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. This course was designed to be repeated multiple times if content varies.

### **CJLE 2420 Texas Peace Officer Procedures (4301070000)**

Course Title: Texas Peace Officer Procedures 3-4-0

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

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. Partially satisfies Texas Commission on Law Enforcement Course #1011. \*\*\*STUDENTS WHO COMPLETE 7 TEXAS COMMISSION ON LAW ENFORCEMENT-APPROVED ACADEMIC CRIJ COURSES AND THE 4 SEQUENCE COURSES (FOR A TOTAL OF 11 TEXAS COMMISSION ON LAW ENFORCEMENT ACADEMIC LICENSING REQUIREMENTS) MAY BE CERTIFIED TO SIT FOR THE TEXAS COMMISSION ON LAW ENFORCEMENT LICENSING EXAM UPON COMPLETION OF COLLEGE/UNIVERSITY DEGREE\*\*\*

### **CJLE 2445 Vice and Narcotics Investigation (4301070000)**

Course Title: Vice and Narcotics Investigation 4-0-0

Course Fee: \$100

Semester Offered: Fall

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques.

### **CJSA 1308 Criminalistics I (4301040000)**

Course Title: Criminalistics I 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

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.

### **CJSA 1312 Crime in America (VWC Capstone) (4301040000)**

Course Title: Crime in America 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: CRIJ 1301/CJSA 1322, and CJSA 1308, or program director approval

Co-Requisite: CRIJ1310/CJSA 1327, CRIJ 2328/CJSA 1359, and CJSA 2323, or

program director approval

TSI Requirements: None

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.

### **CJSA 1313 Court Systems and Practices (Formerly Courts and Criminal Procedures) (4301040000)**

Course Title: Court Systems and Practices (Formerly Courts and Criminal Procedures) 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing.

### **CJSA 1317 Juvenile Justice System (4301040000)**

Course Title: Juvenile Justice System 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of the police agencies, role of correctional agencies, and theories concerning delinquency.

## Course Descriptions

### **CJSA 1322 Introduction to Criminal Justice (4301040000)**

Course Title: Introduction to Criminal Justice 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

### **CJSA 1327 Fundamentals of Criminal Law (4301040000)**

Course Title: Fundamentals of Criminal Law 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

### **CJSA 1342 Criminal Investigation (4301040000)**

Course Title: Criminal Investigation 3-1-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

### **CJSA 1359 Police System and Practices (4301040000)**

Course Title: Police System and Practices 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

### **CJSA 1400 Death Investigation I (4301040000)**

Course Title: Death Investigation I 2-4-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental, and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations and meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators.

### **CJSA 1401 Death Investigations II (VWC Capstone) (4301040000)**

Course Title: Death Investigations II 3-3-0

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: CRIJ 1307/CJSA 1312, CRIJ 1306/CJSA 1313, CRIJ 2314/CJSA 1342, CJSA 2332, and CJSA 1400 or program director approval

Co-Requisite: CRIJ 2323/CJSA 2300, or program director approval

TSI Requirements: None

Concepts, investigations process, scene management, required documentation and case management for incidences of homicide, undetermined causes of death, and sudden infant death. Exploration of various federal, state, and local investigative requirements. Follows the Department of Justice National Guidelines for Death Investigations. Also meets the criteria for academic credit recognition from the American Board of Medicolegal Death Investigators.

### **CJSA 2300 Legal Aspects of Law Enforcement (4301040000)**

Course Title: Legal Aspects of Law Enforcement 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

### **CJSA 2323 Criminalistics II (4301040000)**

Course Title: Criminalistics II 3-1-0

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

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.

### **CJSA 2332 Criminalistics III (4301040000)**

Course Title: Criminalistics III 1-5-0

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: CJSA 1308 Criminalistics I and CJSA 2323 Criminalistics II

TSI Requirements: None

A study of the practical aspects of criminalistics procedures. Topics include crime scene investigation, collecting and preserving evidence, and testifying in court.

### **CJSA 2334 Contemporary Issues in Criminal Justice (4301040000)**

Course Title: Contemporary Issues in Criminal Justice 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: CRIJ 1307/CJSA 1312 or instructor approval TSI

Requirements: None

A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

### **CJSA 2364 Practicum (or Field Experience) – Criminal Justice/Safety Studies (4301040000)**

Course Title: Practicum (or Field Experience) - Criminal Justice / Safety Studies 0-0-21

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.



## Course Descriptions



### **CRIJ 1301 Introduction to Criminal Justice (4301045124)**

Course Title: Introduction to Criminal Justice 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Pleasanton, Kingsville

Pre-Requisite: None

TSI Requirements: None

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

### **CRIJ 1306 Court Systems and Practices (4301045424)**

Course Title: Court Systems and Practices 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

This course is a study of the court system as it applies to the structures, procedures, practices, and sources of law in American courts, using federal and Texas statutes and case law.

### **CRIJ 1307 Crime in America (VWC Capstone) (4504015225)**

Course Title: Crime in America 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: CRIJ 1301/CJSA 1322, and CJSA 1308, or program director approval

Co-Requisite: CRIJ1310/CJSA 1327, CRIJ2328/CJSA 1359, and CJSA 2323 or program director approval

TSI Requirements: None

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

### **CRIJ 1310 Fundamentals of Criminal Law (4301045424)**

Course Title: Fundamentals of Criminal Law 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

This course is the study of criminal law including application of definitions, statutory elements, defenses, and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

### **CRIJ 1313 Juvenile Justice System (4301045224)**

Course Title: Juvenile Justice System 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of the police agencies, role of correctional agencies, and theories concerning delinquency.

### **CRIJ 2314 Criminal Investigation (4301045524)**

Course Title: Criminal Investigation 3-1-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

### **CRIJ 2323 Legal Aspects of Law Enforcement (4301045624)**

Course Title: Legal Aspects of Law Enforcement 3-0-0

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

### **CRIJ 2328 Police Systems and Practices (4301045724)**

Course Title: Police Systems and Practices 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Internet

Pre-Requisite: None

TSI Requirements: None

This course examines the establishment, role, and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

### **CSME 1330 Orientation to Nail Technology (1204010000)**

Course Title: Orientation to Nail Technology 1-8-0

Course Fee: \$35

Semester Offered: Spring

Modality: Face to Face

Location: Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

### **CSME 1401 Orientation to Cosmetology (1204010000)**

Course Title: Orientation to Cosmetology 2-8-0

Course Fee: \$48

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

An overview of the skills and knowledge necessary for the field of cosmetology.

### **CSME 1405 Fundamentals of Cosmetology (1204010000)**

Course Title: Fundamentals of Cosmetology 2-8-0

Course Fee: \$35

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

## Course Descriptions

### **CSME 1420 Orientation to Facial Specialist (1204080000)**

Course Title: Orientation to Facial Specialist 2-8-0  
 Course Fee: \$55  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

An overview of the skills and knowledge necessary for the field of facials and skin care.

### **CSME 1445 Principles of Facial and Skin Care Technology II (1204090000)**

Course Title: Principles of Facial and Skin Care Technology II 2-6-0  
 Course Fee: \$60  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: CSME 1401, CSME 1405, CSME 1551, & CSME 2204  
 TSI Requirements: None

A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology.

### **CSME 1447 Principles of Skin Care/Facials and Related Theory (1204090000)**

Course Title: Principles of Skin Care/Facials and Related Theory 2-8-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

### **CSME 1453 Chemical Reformation and Related Theory (1204070000)**

Course Title: Chemical Reformation and Related Theory 2-8-0  
 Course Fee: \$35  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies

### **CSME 1521 Principles of Facial and Skin Care Technology I (1204090000)**

Course Title: Principles of Facial and Skin Care Technology I 3-8-0  
 Course Fee: \$55  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology.

### **CSME 1531 Principles of Nail Technology I (1204100000)**

Course Title: Principles of Nail Technology I 3-8-0  
 Course Fee: \$55  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology.

### **CSME 1541 Principles of Nail Technology II (1204100000)**

Course Title: Principles of Nail Technology II 3-8-0  
 Course Fee: \$55  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: CSME 1330 and CSME 1531  
 TSI Requirements: None

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology.

### **CSME 1551 Artistry of Hair, Theory and Practice (1204090000)**

Course Title: Artistry of Hair, Theory and Practice 3-8-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

### **CSME 2204 Introduction to the Theory and Chemistry of Hair Color (1204070000)**

Course Title: Introduction to the Theory and Chemistry of Hair Color 1-3-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

The introduction of basic theory and chemistry of hair color. Topics include the law of color, terminology and chemical composition of hair color products.

### **CSME 2410 Advanced Hair Cutting and Related Theory (1204070000)**

Course Title: Advanced Hair Cutting and Related Theory 2-8-0  
 Course Fee: \$0  
 Semester Offered: Summer II  
 Modality: Face to Face  
 Location: Beeville, Kingsville, Pleasanton  
 Pre-Requisite: Operators License  
 TSI Requirements: None

Advanced concepts and practice of haircutting. Topics include utilizing scissors, razor, and/or clippers.



## Course Descriptions



### **CSME 2430 Nail Enhancement (1204100000)**

Course Title: Nail Enhancement 2-6-0

Course Fee: \$60

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: CSME 1401, CSME 1405, CSME 1551 & CSME 2204

TSI Requirements: None

A course in the theory, application, and related technology of nail enhancements.

### **CSME 2431 Principles of Facial and Skin Care Technology III (1204090000)**

Course Title: Principles of Facial and Skin Care Technology III 2-8-0

Course Fee: \$55

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Prerequisites: CSME 1420, CSME 1447, and CSME 1521

TSI Requirements: None

Advanced concepts and principles of skin care and other related technologies.

### **CSME 2441 Preparation for the State Licensing Examination (1204010000)**

Course Title: Preparation for the State Licensing Examination 2-8-0

Course Fee: \$120

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Preparation for the state licensing examination.

### **DEMR 1301 Shop Safety and Procedures (4805080000)**

Course Title: Shop Safety and Procedures 3-0-0

Course Fee: \$140

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

A study of shop safety, rules, basic shop tools, and test equipment.

### **DFTG 1305 Technical Drafting (1513010000)**

Course Title: Technical Drafting 2-4-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville Alice, High School

Pre-Requisite: None

TSI Requirements: None

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

### **DFTG 1317 Architectural Drafting - Residential (1513030000)**

Course Title: Architectural Drafting – Residential 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, High School

Pre-Requisite: None

TSI Requirements: None

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

### **DFTG 2306 Machine Design (Capstone) (1513060000)**

Course Title: Machine Design 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components.

### **DFTG 2317 Descriptive Geometry (1513010000)**

Course Title: Descriptive Geometry 2-4-0

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Graphical solutions to problems involving points, lines, and planes in space.

### **DFTG 2319 Intermediate Computer-Aided Drafting (1513020000)**

Course Title: Intermediate Computer-Aided Drafting 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

### **DFTG 2323 Pipe Drafting (1513020000)**

Course Title: Pipe Drafting 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

## Course Descriptions

### **DFTG 2336 Computer-Aided Programming (1513020000)**

Course Title: Computer-Aided Programming 3-3-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Use of programming language to enhance CAD software.

### **DHYG 1201 Orofacial Anatomy, Histology & Embryology (5106020000)**

Course Title: Orofacial Anatomy, Histology & Embryology 1-4-0

Course Fee: \$7.28

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

### **DHYG 1207 General and Dental Nutrition (5106020000)**

Course Title: General and Dental Nutrition 2-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Online

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

### **DHYG 1215 Community Dentistry (5106020000)**

Course Title: Community Dentistry 1-3-0

Course Fee: \$14.58

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

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 1219 Dental Materials (5106020000)**

Course Title: Dental Materials 1-4-0

Course Fee: \$34.79

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

### **DHYG 1227 Preventive Dental Hygiene Care (5106020000)**

Course Title: Preventive Dental Hygiene Care 2-1-0

Course Fee: \$15.60

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.

### **DHYG 1235 Pharmacology for the Dental Hygienist (5106020000)**

Course Title: Pharmacology for the Dental Hygienist 1-2-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

### **DHYG 1260 Clinical-Dental Hygiene/Hygienist 1 (5106020000)**

Course Title: Clinical Dental Hygiene/Hygienist I 0-0-9

Course Fee: \$161.20

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **DHYG 1304 Dental Radiology (5106020000)**

Course Title: Dental Radiology 2-4-0

Course Fee: \$479.73

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

### **DHYG 1311 Periodontology (5106020000)**

Course Title: Periodontology 1-2-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.





## Course Descriptions



### **DHYG 1331 Preclinical Dental Hygiene (5106020000)**

Course Title: Preclinical Dental Hygiene 2-0-6

Course Fee: \$1,930.31

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.

### **DHYG 1339 General and Oral Pathology (5106020000)**

Course Title: General and Oral Pathology 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

### **DHYG 2153 Dental Hygiene Practice (5106020000)**

Course Title: Dental Hygiene Practice 1-0-0

Course Fee: \$30

Semester Offered: Spring

Modality: Online

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

### **DHYG 2201 Dental Hygiene Care I (5106020000)**

Course Title: Dental Hygiene Care I 2-1-0

Course Fee: \$88.19

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

Dental hygiene care for the medically or dentally compromised patient including supplemental instrumentation techniques.

### **DHYG 2231 Dental Hygiene Care II (5106020000)**

Course Title: Dental Hygiene Care II 2-1-0

Course Fee: \$239.94

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

A continuation of Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including advanced instrumentation techniques.

### **DHYG 2362 Clinical-Dental Hygiene/Hygienist II (5106020000)**

Course Title: Clinical - Dental Hygiene/Hygienist 0-0-15

Course Fee: \$2,275.52

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **DHYG 2363 Clinical-Dental Hygiene/Hygienist III (5106020000)**

Course Title: Clinical - Dental Hygiene/Hygienist 0-0-15

Course Fee: \$887.27

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into program

TSI Requirements: TSI Reading, TSI Writing, TSI Math

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.

### **ECON 2301 Principles of Macroeconomics (Core) (4506015125)**

Course Title: Principles of Macroeconomics 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High Schools

Pre-Requisite: ECON 2301 Principles of Macroeconomics.

TSI Requirements: TSI Reading

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

### **ECON 2302 Principles of Microeconomics (Core) (4506015125)**

Course Title: Principles of Microeconomics 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

### **ECRD 1111 Electrocardiography (5109020000)**

Course Title: Electrocardiography

Course Fee: \$10

Semester Offered:

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities.

## Course Descriptions

### EDUC 1300 Learning Framework (My Cougar Course) (Core) (4227015125)

Course Title: Learning Frameworks (My Cougar Course) 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet  
 Location: Beeville, Alice, Kingsville, Pleasanton, High School  
 Pre-Requisite: None  
 TSI Requirements: None

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

### EDUC 1301 Introduction to the Teaching Profession (1301015109)

Course Title: Introduction to the Teaching Profession 3-1-0  
 Course Fee: \$30  
 Semester Offered: Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Alice, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading, TSI Writing

An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

### EDUC 2301 Introduction to Special Populations (1310015109)

Course Title: Introduction to Special Populations 3-1-0  
 Course Fee: \$30  
 Semester Offered: Fall  
 Modality: Face to Face, Internet  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading, TSI Writing

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

### ELPT 1311 Basic Electrical Theory (4603010000)

Course Title: Basic Electrical Theory 2-4-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None



Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

### ENGL 1301 Composition I (Core) (2313015112)

Course Title: Composition I 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 Co-Requisite: None  
 TSI Requirements: TSI Reading, TSI Writing

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasizes effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

### ENGL 1302 Composition II (Core) (2313015112)

Course Title: Composition II 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: ENGL 1301  
 TSI Requirements: TSI Reading, TSI Writing

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

### ENGL 2307 Creative Writing I (2313025112)

Course Title: Creative Writing I 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: ENGL 1301  
 TSI Requirements: TSI Reading, TSI Writing

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

### ENGL 2311 Technical and Business Writing (Core) (2313035112)

Course Title: Technical and Business Writing 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face, Internet  
 Location: Internet, Beeville  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading, TSI Writing

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

## Course Descriptions



### **ENGL 2322 British Literature I (Core) (2314045112)**

Course Title: British Literature I 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: ENGL 1301

TSI Requirements: TSI Reading, TSI Writing

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

### **ENGL 2323 British Literature II (Core) (2314045112)**

Course Title: British Literature II 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: ENGL 1301

TSI Requirements: TSI Reading, TSI Writing

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

### **ENGL 2326 American Literature (2314025112)**

Course Title: American Literature 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Internet

Pre-Requisite: ENGL 1301

TSI Requirements: TSI Reading, TSI Writing

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

### **ENGL 2331 World Literature (1601045213)**

Course Title: World Literature 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Internet

Pre-Requisite: ENGL 1301

TSI Requirements: TSI Reading, TSI Writing

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

### **ENTC 1323 Strength of Materials (1500000000)**

Course Title: Strength of Materials 2-2-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Study of the relationship between externally applied forces and internally induced stresses and the resulting deformations in structural materials.

### **ENTC 1343 Statics (1500000000)**

Course Title: Strength of Materials 2-2-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

A study of the composition and resolution of forces and the equilibrium of forces acting on structures. Includes the concepts of friction, moments, couples, centroids, and moment of inertia.

### **GEOG 1303 World Regional Geography (4507015325)**

Course Title: World Regional Geography 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

### **GEOL 1305 Environmental Science (Lecture) (Core) (0301035301)**

Course Title: Environmental Science (Lecture) 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Internet

Location: Beeville

Pre-Requisite: None

Co-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources.

### **GISC 1311 Introduction to Geographic Information Systems (GIS) (4507020000)**

Course Title: Introduction to Geographic Information Systems (GIS) 3-3-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography

### **GOVT 2305 Federal Government (Core) (4510025125)**

Course Title: Federal Government 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Distance Learning, Internet, High School

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

## Course Descriptions

### GOVT 2306 Texas Government (Core) (4510025125)

Course Title: Texas Government 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

Origin and development of the Texas Constitution, structure and powers of the state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

### HIST 1301 United States History I (Core) (5401025125)

Course Title: United States History I 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

### HIST 1302 United States History II (Core) (5401025125)

Course Title: United States History II 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

### HIST 2301 Texas History (5401025225)

Course Title: Texas History 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face, Internet  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A survey of the social, political, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

### HIST 2321 World Civilizations I (5401015325)

Course Title: World Civilizations I 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, High School  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A survey of the social, political, economic, cultural, religious and intellectual history of the world from the emergence of human cultures through the 15th century. This course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.

### HIST 2322 World Civilizations II (5401015325)

Course Title: World Civilizations II 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, High School  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A survey of the social, political, economic, cultural, religious and intellectual history of the world from the 15th century to the present. This course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

### HIST 2327 Mexican-American History I (5401025425)

Course Title: Mexican-American History I 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos. (May be applied to U.S. History requirement.)

### HIST 2328

#### Mexican-American History II (5401025425)

Course Title: Mexican-American History II 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face Location:  
 Beeville  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos. (May be applied to U.S. History requirement.)



## Course Descriptions



### **HITT 1260 Clinical-Health Information/Medical Records Technology (5107070000)**

Course Title: Clinical-Health Information/Medical Records Technology 0-0-6  
Course Fee: \$0

Semester Offered: Fall  
Modality: Face to Face  
Location: Alice, Beeville, Kingsville, Pleasanton  
Pre-Requisite: None  
TSI Requirements: None

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.

### **HITT 1301 Health Data Content and Structure (5107070000)**

Course Title: Health Data Content and Structure 3-0-0  
Course Fee: \$0

Semester Offered: Spring  
Modality: Distance Learning  
Location: Beeville, Alice, Kingsville, Pleasanton,  
Internet Pre-Requisite: None  
TSI Requirements: None

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

### **HITT 1305 Medical Terminology I (5107070000)**

Course Title: Medical Terminology I 3-0-0  
Course Fee: \$0

Semester Offered: Fall, Spring  
Modality: Internet  
Location: Internet  
Pre-Requisite: None  
TSI Requirements: None

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

### **HITT 1313 Coding & Insurance (5107130000)**

Course Title: Coding & Insurance 3-3-0  
Course Fee: \$0

Semester Offered: Spring  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: None  
TSI Requirements: None

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

### **HITT 1341 Coding and Classification Systems (5107130000)**

Course Title: Coding and Classification Systems 3-0-0  
Course Fee: \$0

Semester Offered: Spring  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton,  
Pre-Requisite: HITT1305, HITT1301, HITT 2430 and BIOL 2301  
TSI Requirements: None

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

### **HITT 1345 Health Care Delivery Systems (5107070000)**

Course Title: Health Care Delivery Systems 3-0-0  
Course Fee: \$0

Semester Offered: Fall  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: HITT 1301  
TSI Requirements: None

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

### **HITT 1353 Legal and Ethical Aspects of Health Information (5107070000)**

Course Title: Legal and Ethical Aspects of Health Information 3-0-0  
Course Fee: \$0

Semester Offered: Fall  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: None  
TSI Requirements: None

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

### **HITT 1355 Health Care Statistics (5107070000)**

Course Title: Health Care Statistics 3-0-0  
Course Fee: \$0

Semester Offered: Fall  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: None  
TSI Requirements: None

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

### **HITT 1442 Ambulatory Coding (5107130000)**

Course Title: Ambulatory Coding 3-3-0  
Course Fee: \$0

Semester Offered: Fall  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: HITT 1305 and BIOL 2301  
TSI Requirements: None

Fundamentals of ambulatory coding rules, conventions, and guidelines.

### **HITT 2245 Coding Certification Exam Review (5107130000)**

Course Title: Coding Certification Exam Review 1-2-0  
Course Fee: \$0

Semester Offered: Spring  
Modality: Distance Learning, Internet  
Location: Beeville, Alice, Kingsville, Pleasanton, Internet  
Pre-Requisite: None  
TSI Requirements: None

Review of coding competencies and skills in preparation for a coding certification exam.

## Course Descriptions

### **HITT 2430 Pathophysiology and Pharmacology (5107070000)**

Course Title: Pathophysiology and Pharmacology 3-3-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite:

TSI Requirements: None

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

### **HITT 2435 Coding and Reimbursement Methodologies (5107130000)**

Course Title: Coding and Reimbursement Methodologies 3-3-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: HITT1341

TSI Requirements: None

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

### **HPRS 1106 Essentials of Medical Terminology (5100000000)**

Course Title: Introductions to Health Professions 1-1-0

Course Fee: \$0

Semester Offered: Summer

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: None

A study of medical terminology, word origin, structure, and application.

### **HPRS 1201 Introduction to Health Professions (5100000000)**

Course Title: Introductions to Health Professions 2-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

### **HPRS 2302 Medical Terminology for Allied Health (5100000000)**

Course Title: Medical Terminology for Allied Health 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: None

A study of medical terminology, word origin, structure, and application with an emphasis on building a professional vocabulary required for employment within the allied health care field.

### **HUMA 1301 Introduction to Humanities I (Core)**

**(2401035112)**

Course Title: Introduction to Humanities I 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

### **INTC 1358 Flow & Measurement Calibration (1504040000)**

Course Title: Flow & Measurement Calibration 2-4-0 Course

Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

### **IRW 0311 Integrated Reading and Writing I (3201085912)**

Course Title: Integrated Reading and Writing I 3-1-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Integration of critical reading and academic writing skills. Successful completion of this course if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing.

### **ITMT 1305 Configuring Advanced Windows Server Operating System (1109010000)**

Course Title: Configuring Advanced Windows Server Operating System 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: ITNW 1353

TSI Requirements: None

Advanced configuration tasks required to deploy, manage, and maintain a Windows Server operating system infrastructure. Additional topics include fault tolerance, certificate services, and identity federation.

### **ITMT 1357 Administering a Windows Server Operating System (1109010000)**

Course Title: Administering a Windows Server Operating System 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: ITMT 1305

Co-Requisite: None

TSI Requirements: None

A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network access and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application.



## Course Descriptions



### **ITNW 1325 Fundamentals of Networking Technologies (1110020000)**

Course Title: Fundamentals of Networking Technologies 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

### **ITNW 1353 Supporting Network Server Infrastructure (1109010000)**

Course Title: Supporting Network Server Infrastructure 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Installing, configuring, managing, and supporting a network infrastructure.

### **ITNW 2312 Routers (1109010000)**

Course Title: Routers 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-Requisite: None

TSI Requirements: None

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols.

### **ITSC 1305 Introduction to PC Operating Systems (1101010000)**

Course Title: Introduction to PC Operating Systems 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

### **ITSC 1321 Intermediate PC Operating Systems (1101010000)**

Course Title: Intermediate PC Operating Systems 2-4-0

Course Fee: \$50

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices.

### **ITSC 1325 Personal Computer Hardware (4701040000)**

Course Title: Personal Computer Hardware 2-4-0

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

### **ITSC 1391 Special Topics in Computer and Information Sciences, General (Capstone) (1101010000)**

Course Title: Special Topics in Computer and Information Sciences, General 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### **ITSE 1302 Computer Programming (1102010000)**

Course Title: Computer Programming 2-4-0

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to computer programming including design, development, testing, implementation, and documentation.

### **ITSW 1307 Introduction to Database (1108020000)**

Course Title: Introduction to Database 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to database theory and the practical applications of a database.

### **ITSY 1300 Fundamentals of Information Security (5108010000)**

Course Title: Fundamentals of Information Security 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

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.

## Course Descriptions

### **KINE 1301 Foundations of Kinesiology (3105015223)**

Course Title: Foundations of Kinesiology 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Distance Learning, Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities.

### **KINE 1304 Personal/Community Health (5115045116)**

Course Title: Personal/Community Health 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

### **KINE 1306 First Aid (5115045316)**

Course Title: First Aid 3-0-0  
 Course Fee: \$70  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

### **KINE 1338 Concepts of Physical Fitness (3105015123)**

Course Title: Concepts of Physical Fitness 2-4-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Hybrid, Face to Face, Distance Learning,  
 Internet Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

### **KINE 1346 Drug Use & Abuse (5115045216)**

Course Title: Concepts of Physical Fitness 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

### **MATH 0421 Developmental Mathematics (3201045119)**

Course Title: Developmental Mathematics 3-3-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: NCBM 0110 with a "C" or better or TSI Math Score of 336-342  
 TSI Requirements: TSI Math Score of 336-342

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

### **MATH 1314 College Algebra (Core) (2701015419)**

Course Title: College Algebra 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: Standard: 1) MATH 0322 with a "C" or better,  
 2) or minimum TSI Math Score of 350,  
 Accelerated: 1) TSI Math Score 343-343 → must enroll in  
 MATH1314 and Co-Req NCBM 0124  
 (Enrollees must be High School complete.)  
 2) or MATH 0321 with "C" or better → must enroll in  
 MATH1314 and Co-Req NCBM 0124  
 TSI Requirements: TSI Math Score of 350 or above

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices.

### **MATH 1316 Plane Trigonometry (2701015319)**

Course Title: Plane Trigonometry 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: MATH 1314 with a "C" or better TSI  
 Requirements: TSI Math

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

### **MATH 1324 Mathematics for Business & Social Sciences (Core) (2703015219)**

Course Title: Mathematics for Business & Social Sciences 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: MATH 0322 with a "C" or better or TSI score of 350  
 TSI Requirements: TSI Math Score of 350 or above

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.





## Course Descriptions



### **MATH 1325 Calculus for Business & Social Sciences (2703015319)**

Course Title: Calculus for Business & Social Sciences 3-0-0  
Course Fee: \$0  
Semester Offered: Spring

Modality: Internet Location: Internet

Pre-Requisite: MATH 1314 or MATH 1324 with a "C" or better

TSI Requirements: TSI Math

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

### **MATH 1332 Contemporary Mathematics (Core) (Quantitative Reasoning) (2701015119)**

Course Title: Contemporary Mathematics I 3-0-0  
Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Internet, DL

Location: Beeville Face to Face, Internet, DL

Pre-Requisite: MATH 0321 with a "C" or better or TSI Math Score of 343-349

TSI Requirements: TSI Math score of 343 or above

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

### **MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I) (2701015619)**

Course Title: Fundamentals of Mathematics I 3-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: MATH 1314 with a "C" or better

TSI Requirements: TSI Math

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.

### **MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II) (2701015719)**

Course Title: Fundamentals of Mathematics II 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Internet

Pre-Requisite: MATH 1350 or MATH 1314 with a "C" or better TSI

Requirements: TSI Math

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 through 8) teacher certification.

### **MATH 1442 Elementary Statistical Methods (Core) (2705015119)**

Course Title: Elementary Statistical Methods 4-1-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Internet

Location: Internet

Pre-Requisite: MATH 0322 with a "C" or better or minimum TSI Math Score of 350

TSI Requirements: TSI Math score of 350 or above

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

### **MATH 2412 Pre-Calculus Math (Core) (2701015819)**

Course Title: Pre-Calculus Math 4-1-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Internet

Location: Internet, High School

Pre-Requisite: MATH 1314 with a "C" or better

TSI Requirements: TSI Math

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

### **MATH 2413 Calculus I (2701015919)**

Course Title: Calculus I 4-2-0

Course Fee: \$0

Semester Offered: Fall

Modality: Internet, Face to Face

Location: Online, High School

Pre-Requisite: MATH 2412

TSI Requirements: TSI Math

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas

### **MATH 2414 Calculus II (2701016019)**

Course Title: Calculus II 4-2-0

Course Fee: \$0

Semester Offered: Spring

Modality: Internet

Location: Internet

Pre-Requisite: MATH 2413

TSI Requirements: TSI Math

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

### **MATH 2415 Calculus III (2701016119)**

Course Title: Calculus III 4-2-0

Course Fee: \$0

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: MATH 2414 TSI

Requirements: TSI Math

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

## Course Descriptions

### **MATH 2420 Differential Equations (2701016419)**

Course Title: Differential Equations 4-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: MATH 2414

TSI Requirements: TSI Math

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

### **MRKG 1311 Principles of Marketing (5214010000)**

Course Title: Principles of Marketing 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues

### **MUEN 1141 Music Appreciation (5009025126)**

Course Title: Music Appreciation 0-6-1

Course Fee: \$20

Semester Offered: TBA

Modality: Face to Face Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Membership is open to any student by audition. Rehearses and performs representative choral literature. The Concert Choir is the main vocal performing ensemble required for music majors and minors each semester. Members must attend rehearsals and performance scholarships are available.

### **MUSI 1306 Music Appreciation (Core) (5009025126)**

Course Title: Music Appreciation 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: None

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.)

### **NCBM 0110 Developmental Mathematics: Math Basics (3201045519)**

Course Title: Developmental Mathematics: Math Basics 2-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Co-Requirements: MATH 0321 or TSI Math score 343-349

TSI Requirements: TSI score of 310-335

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notations, geometry, and real and complex number systems.

### **NCBM 0124 Developmental Mathematics: Intermediate Algebra (3201045419)**

Course Title: Developmental Mathematics: Intermediate Algebra 1-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: MATH 0321 or TSI Math score 343-349

Co-Requisite: Math 1314

TSI Requirements: TSI Math score 343-349

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

### **NCBM 0132 Developmental Mathematics: Intermediate Contemporary Math (3201045319)**

Course Title: Developmental Mathematics: Intermediate Contemporary Math 1-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Online

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: Math 0321 or TSI Math score 343-349

Co-Requisite: Math 1332

TSI Requirements: TSI Math score 343-349

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

### **NCBT 0111 Integrated Reading and Technical Writing (3201086012)**

Course Title: Integrated Reading and Technical Writing 1-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, INT

Location: Beeville, Internet, Alice, Kingsville, Pleasanton

Pre-Requisite: None

Co-enrollment: ENGL 2311

TSI Requirements: Five points or less below cut score on TSI (DT Levels 4 & 5)

Supplemental instruction for ENGL 2311. Co-requisite integration of critical reading and technical writing skills. The intervention fulfills the TSI requirements for reading and/or writing. Students must be co-enrolled in English 2311.

### **NCBW 0112 Integrated Reading & Writing II (3201086012)**

Course Title: Integrated Reading & Writing II 1-0-0 Course

Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face Location:

Alice

Pre-Requisite: None

TSI Requirements: Five points or less below cut score on TSI

Integration of critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing.



## Course Descriptions



### **NURA 1160 Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide (5139020000)**

Course Title: Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide 0-0-4  
Course Fee: \$13

Semester Offered: Spring, Fall, Summer  
Modality: Face to Face  
Location: Beeville, Alice, Kingsville, Pleasanton, High School  
Pre-Requisite: None  
TSI Requirements: None

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **NURA 1301 Nurse Aide for Health Care (5139020000)**

Course Title: Nurse Aide for Health Care 2-2-0

Course Fee: \$15

Semester Offered: Fall, Spring, Summer

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service needs.

### **PHIL 1301 Introduction to Philosophy (Core) (3801015112)**

Course Title: Introduction to Philosophy 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

### **PHIL 2306 Introduction to Ethics (Core) (3801015312)**

Course Title: Introduction to Ethics 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

### **PHYS 1401 College Physics I (4008015303)**

Course Title: College Physics I 3-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: College Algebra and MATH 1316 or MATH 2412

TSI Requirements: TSI Math, TSI Reading, TSI Writing

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving.

### **PHYS 1402 College Physics II (4008015303)**

Course Title: College Physics II 3-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: PHYS 1401

TSI Requirements: TSI Math, TSI Reading, TSI Writing

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving.

### **PLAB 1223 Phlebotomy (5110090000)**

Course Title: Phlebotomy 2-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

### **PLAB 1260 Phlebotomy- Clinical (5110090000)**

Course Title: Phlebotomy/Clinical 0-0-2

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

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.

### **POFI 1301 Computer Applications I (5204070000)**

Course Title: Computer Applications I 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

### **POFI 1341 Computer Applications II (5204070000)**

Course Title: Computer Applications II 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: POFI 1301

TSI Requirements: None

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

## Course Descriptions

### **POFT 1309 Administrative Office Procedures I (5204010000)**

Course Title: Administrative Office Procedures I 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Study of current office procedures, duties, and responsibilities applicable to an office environment.

### **POFT 1313 Professional Workforce Preparation (5204010000)**

Course Title: Professional Workforce Preparation 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

### **POFT 1319 Records and Information Management I (5204010000)**

Course Title: Records and Information Management I 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to basic records information management systems including manual and electronic filing.

### **POFT 1321 Business Math (5204080000)**

Course Title: Business Math 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Fundamentals of business mathematics including analytical and critical thinking skills.

### **POFT 2312 Business Correspondence & Communication (5205010000)**

Course Title: Business Correspondence & Communication 2-4-0

Course Fee: \$0

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Development of writing and presentation skills to produce effective business communications.

### **POFT 2331 Administrative Project Solutions (5204010000)**

Course Title: Administrative Project Solutions 2-4-0

Course Fee: \$0

Semester Offered: Spring

Modality: Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: BCIS 1305, POFI 1341, POFT 1309

TSI Requirements: None

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

### **PSYC 2301 General Psychology (Core) (4201015125)**

Course Title: General Psychology 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

### **PSYC 2314 Lifespan Growth and Development (Core) (4227035125)**

Course Title: Human Growth and Development 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

### **PTRT 1301 Introduction to Petroleum Industry (1509030000)**

Course Title: Introduction to Petroleum Industry 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

### **PTRT 1307 Recovery and Production Methods (1509030000)**

Course Title: Recovery and Production Methods 2-4-0

Course Fee: \$35

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Petroleum recovery and production methods.



## Course Descriptions



### **PTRT 1312 Petroleum Regulations (1509030000)**

Course Title: Petroleum Regulations 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face

Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Regulatory requirements and structures associated with the petroleum industry.

### **PTRT 1313 Industrial Safety (1509030000)**

Course Title: Industrial Safety 3-0-0  
 Course Fee: \$50  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville, Alice  
 Pre-Requisite: None  
 TSI Requirements: None

An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R 1910, 1926 standards.

### **PTRT 1324 Petroleum Instrumentation (1509030000)**

Course Title: Petroleum Instrumentation 2-4-0  
 Course Fee: \$35  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

### **PTRT 1403 Drilling (1509030000)**

Course Title: Drilling 3-3-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

A study of practices and procedures drilling operations. Rig equipment, casing design, fishing, and proper procedures to successfully drill a well are discussed.

### **PTRT 2332 Artificial Lift (1509030000)**

Course Title: Artificial Lift 2-4-0  
 Course Fee: \$35  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Practical aspects of artificial lift in production systems.

### **PTRT 2431 Well Completions (1509030000)**

Course Title: Well Completions 3-3-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Drilling and wellbore analysis data to develop a well completion plan.

### **PTRT 2443 Refining Methods (1509030000)**

Course Title: Refining Methods 3-3-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

An analysis of petroleum refining technologies from well head to gasoline pump.

### **RADR 1213 Principles of Radiographic Imaging I (5109110000)**

Course Title: Principles of Radiographic Imaging I 2-1-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Radiographic image quality and the effects of exposure variables.

### **RADR 1260 Clinical-Radiologic Technology/Science-Radiographer (5109110000)**

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12  
 Course Fee: \$205  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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 Technology/Science-Radiographer (5109110000)**

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12  
 Course Fee: \$36  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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

### **RADR 1262 Clinical-Radiologic Technology/Science Radiographer (5109110000)**

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12  
 Course Fee: \$36  
 Semester Offered: Summer  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: RADR 1261  
 TSI Requirements: None

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 Radiography and Patient Care (5109110000)**

Course Title: Introduction to Radiography and Patient Care 2-1-0  
 Course Fee: \$68  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

### **RADR 1311 Basic Radiographic Procedures (5109110000)**

Course Title: Basic Radiographic Procedures 2-3-0  
 Course Fee: \$190  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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

### **RADR 2217 Radiographic Pathology (5109110000)**

Course Title: Radiographic Pathology 2-1-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

Disease processes and their appearance on radiographic images.

### **RADR 2235 Radiologic Technology Seminar (5109110000)**

Course Title: Radiologic Technology Seminar 1-4-0  
 Course Fee: \$80  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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 (5109110000)**

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12  
 Course Fee: \$50  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: RADR1262  
 TSI Requirements: None

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 (5109110000)**

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12  
 Course Fee: \$36  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: RADR1262  
 TSI Requirements: None

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 2305 Principles of Radiographic Imaging II (5109110000)**

Course Title: Principles of Radiographic Imaging II 2-1-0  
 Course Fee: \$75  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: RADR 1213/1313: Principles of Radiographic Imaging I  
 TSI Requirements: None

Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.

### **RADR 2309 Radiographic Imaging Equipment (5109110000)**

Course Title: Principles of Radiographic Imaging II 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: RADR 1213/1313: Principles of Radiographic Imaging I  
 TSI Requirements: None

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 (5109110000)**

Course Title: Radiation Biology and Protection 3-1-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

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.



## Course Descriptions



### **RADR 2331 Advanced Radiographic Procedures (5109110000)**

Course Title: Advanced Radiographic Procedures 2-4-0  
Course Fee: \$0  
Semester Offered: Summer

Modality: Face to Face  
Location: Beeville  
Pre-Requisite: None  
TSI Requirements: None

Positioning and alignment of anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology.

### **RADR 2333 Advanced Medical Imaging (5109110000)**

Course Title: Advanced Medical Imaging 3-0-0  
Course Fee: \$0  
Semester Offered: Spring  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: None  
TSI Requirements: None

An exploration of specialized imaging modalities.

### **RADR 2401 Intermediate Radiographic Procedures (5109110000)**

Course Title: Intermediate Radiographic Procedures 3-3-0  
Course Fee: \$0  
Semester Offered: Spring  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: RADR 1311/1411  
TSI Requirements: None

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

### **RNSG 1161 Clinical-Registered Nursing/Registered Nurse (5138010000)**

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6  
Course Fee: \$52.50  
Semester Offered: Spring  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: Co-requisite or Prerequisite RNSG 1341  
TSI Requirements: None

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 1166 Practicum-Registered Nursing/Registered Nurse (5138010000)**

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6  
Course Fee: \$52.50  
Semester Offered: Fall, Spring  
Modality: Face to Face  
Location: Beeville, Alice, Kingsville, Pleasanton  
Pre-Requisite: None  
TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **RNSG 1201 Pharmacology (5138010000)**

Course Title: Pharmacology 2-1-0  
Course Fee: \$339  
Semester Offered: Spring  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: Acceptance into the nursing program  
TSI Requirements: TSI Math

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

### **RNSG 1209 Introduction to Nursing (5138010000)**

Course Title: Introduction to Nursing 2-0-0  
Course Fee: \$339  
Semester Offered: Fall  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: Acceptance into the nursing program  
TSI Requirements: None

Overview of nursing and the role of the professional nurse as provider in patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 1227 Transition to Professional Nursing (5138010000)**

Course Title: Transition to Professional Nursing 2-0-0  
Course Fee: \$555  
Semester Offered: Fall, Spring  
Modality: Internet  
Location: Internet  
Pre-Requisite: Acceptance into the nursing program  
TSI Requirements: None

Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem-solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a blocked or integrated approach.

### **RNSG 1244 Nursing Skills II (5138010000)**

Course Title: Nursing Skills II 1-4-0  
Course Fee: \$277  
Semester Offered: Fall  
Modality: Face to Face  
Location: Beeville  
Pre-Requisite: Acceptance into the nursing program  
TSI Requirements: None

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

## Course Descriptions

### **RNSG 1251 Care of the Childbearing Family (5138010000)**

Course Title: Care of the Childbearing Family 2-1-0  
 Course Fee: \$55  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Internet  
 Pre-Requisite: Acceptance into the nursing program  
 TSI Requirements: None

Study of concepts related to the provision of perinatal nursing care for childbearing families. Content includes knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 1341 Common Concepts of Adult Health (5138010000)**

Course Title: Common Concepts of Adult Health 3-1-0  
 Course Fee: \$277  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: Acceptance into the nursing program  
 TSI Requirements: None

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 1343 Complex Concepts of Adult Health (5116010000)**

Course Title: Complex Concepts of Adult Health 3-1-0  
 Course Fee: \$200  
 Semester Offered: Fall, Spring  
 Modality: Face to Face,  
 Internet Location: Beeville  
 Pre-Requisite: Acceptance into the nursing program  
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 2121 Professional Nursing: Leadership and Management (5138010000)**

Course Title: Professional Nursing: Leadership and Management 1-1-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Internet  
 Pre-Requisite: RNSG xxxx  
 TSI Requirements: None

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 2130 Professional Nursing Review and Licensure Preparation (5138010000)**

Course Title: Professional Nursing Review and Licensure Preparation 1-1-0  
 Course Fee: \$900  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Internet  
 Pre-Requisite: RNSG 1343  
 TSI Requirements: None

Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **RNSG 2162 Clinical-Registered Nursing/Registered Nurse (5138010000)**

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: Co-requisite or Prerequisite RNSG 1343 and RNSG 1251  
 TSI Requirements: None

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **RNSG 2166 Practicum-Registered Nursing/Registered Nurse (5138010000)**

Course Title: Practicum - Registered Nursing/Registered Nurse 0-0-7  
 Course Fee: \$80  
 Semester Offered: Fall, Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: Co-requisite or Prerequisite RNSG 2331  
 TSI Requirements: None

Practical, general workplace training supported by an individualized learning developed by the employer, college, and student.

### **RNSG 2201 Care of Children and Families (5138010000)**

Course Title: Care of Children and Families 2-1-0  
 Course Fee: \$320  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Internet  
 Pre-Requisite: Acceptance into the nursing program  
 TSI Requirements: None

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. This course lends itself to a blocked approach.

### **RNSG 2206 Nursing Informatics (5138010000)**

Course Title: Nursing Informatics 2-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring  
 Modality: Face to Face, Internet  
 Location: Beeville, Internet  
 Pre-Requisite: Acceptance into the nursing program  
 TSI Requirements: None

Information systems and documentation tools utilized in professional nursing practice. This course lends itself to either a blocked or integrated approach.





## Course Descriptions



### **RNSG 2213 Mental Health Nursing (513801000)**

Course Title: Mental Health Nursing 2-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: Acceptance into the nursing program

TSI Requirements: None

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of patients and their families. This course lends itself to a blocked approach.

### **RNSG 2331 Advanced Concepts of Adult Health (513801000)**

Course Title: Advanced Concepts of Adult Health 3-1-0

Course Fee: \$900

Semester Offered: Fall, Spring

Modality: Face to Face, Internet

Location: Beeville, Internet

Pre-Requisite: RNSG 1343; Co-requisite or prerequisite RNSG 2166

TSI Requirements: None

Application of advanced concepts and skills for the development of the professional nurse's roles in caring for adult patients and families. Emphasis on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

### **SOCI 1301 Introduction to Sociology (Core) (4511015125)**

Course Title: Introduction to Sociology 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Distance Learning, Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

### **SOCI 2301 Marriage & the Family (Core) (4511015425)**

Course Title: Marriage & the Family 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

### **SOCI 2319 Minority Studies (4511015325)**

Course Title: Minority Studies 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading

This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

### **SPAN 1411 Beginning Spanish I (1609055113)**

Course Title: Beginning Spanish I 3-2-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: None

TSI Requirements: None

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

### **SPAN 1412 Beginning Spanish II (1609055113)**

Course Title: Beginning Spanish II 3-2-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: One year of high school Spanish or instructor approval

TSI Requirements: None

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

### **SPAN 2311 Intermediate Spanish I (Core) (1609055213)**

Course Title: Intermediate Spanish I 3-2-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: Two years of high school Spanish or instructor approval

TSI Requirements: None

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

## Course Descriptions

### **SPAN 2312 Intermediate Spanish II (1609055213)**

Course Title: Intermediate Spanish II 3-2-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: Three years of high school Spanish or instructor approval  
 TSI Requirements: None

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

### **SPCH 1311 Introduction to Speech Communication (Core) (2313045112)**

Course Title: Introduction to Speech Communication 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Hybrid, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: None

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

### **SPCH 1315 Public Speaking (Core) (2313045312)**

Course Title: Public Speaking 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Face to Face, Internet, Distance Learning  
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School  
 Pre-Requisite: None  
 TSI Requirements: None

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

### **SPCH 1318 Interpersonal Communication (2313045412)**

Course Title: Interpersonal Communication 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with coworkers and supervisors.

### **SPCH 1321 Business & Professional Communication (2313045212)**

Course Title: Business & Professional Communication 3-0-0  
 Course Fee: \$0  
 Semester Offered: Spring  
 Modality: Internet  
 Location: Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats.

### **SRVY 2339 Engineering Design Surveying (1511020000)**

Course Title: Engineering Design Surveying 2-2-0  
 Course Fee: \$35  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

A study of the theory and field methods of surveying alignments, to include highway routes, pipelines, utility and waterway construction, transmission lines and site stakeout, including the study of horizontal curves, vertical curves, areas, and earthwork volumes.

### **SRVY 2341 Engineering Design Surveying Lab (1511020000)**

Course Title: Engineering Design Surveying Lab 2-2-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville  
 Pre-Requisite: None  
 TSI Requirements: None

The companion Lab for Engineering Design Surveying. Emphasis on field methods of surveying alignments.

### **TECA 1303 Families, School, & Community (1301015209)**

Course Title: Families, School, & Community 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face, Internet  
 Location: Beeville, Alice  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

### **TECA 1311 Educating Young Children (1312025109)**

Course Title: Educating Young Children 3-1-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face, Internet  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: TSI Reading

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the national Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

## Course Descriptions



### **TECA 1318 Wellness of the Young Child (1301015309)**

Course Title: Wellness of the Young Child 3-1-0

Course Fee: \$30

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Assessment of Educational Progress position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

### **TECA 1354 Child Growth and Development (1312025209)**

Course Title: Child Growth and Development 3-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face, Hybrid, Internet

Location: Beeville, Alice, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

### **TECM 1301 Industrial Math (2703010000)**

Course Title: Industrial Math 3-1-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem-solving techniques for equation and ratio/proportion applications.

### **VNSG 1105 NCLEX-PN Review (5139010000)**

Course Title: NCLEX-PN Review 1-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

Review of nursing knowledge and skills, study skills, stress management techniques, and test-taking strategies to prepare the graduate vocational nurse (GVN) to take the National Licensure Examination-Practical Nurse (NCLEX-PN)

### **VNSG 1116 Nutrition (5139010000)**

Course Title: Nutrition 1-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

### **VNSG 1122 Vocational Nursing Concepts (5139010000)**

Course Title: Vocational Nursing Concepts 1-0-0

Course Fee: \$0

Semester Offered: Fall, Spring

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

Discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse; and discuss the legal and ethical responsibilities in vocational nursing practice.

### **VNSG 1133 Growth and Development (5139010000)**

Course Title: Growth and Development 1-0-0

Course Fee: \$0

Semester Offered: Fall

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

### **VNSG 1201 Mental Health and Mental Illness (5116130000)**

Course Title: Mental Health and Mental Illness 2-0-0

Course Fee: \$0

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

### **VNSG 1219 Leadership and Professional Development (5116130000)**

Course Title: Leadership and Professional Development 2-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer

Modality: Internet

Location: High School

Pre-Requisite: None

TSI Requirements: None

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 1226 Gerontology (5139010000)**

Course Title: Gerontology 2-0-0

Course Fee: \$362

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

## Course Descriptions

### VNSG 1227 Essentials of Medication Administration (5139010000)

Course Title: Essentials of Medication Administration 1-4-0  
 Course Fee: \$362  
 Semester Offered: Fall  
 Modality: Face to Face, Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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 (5139010000)

Course Title: Maternal-Neonatal Nursing 2-0-0  
 Course Fee: \$213  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

### VNSG 1234 Pediatrics (5139010000)

Course Title: Pediatrics 2-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Internet  
 Location: High School  
 Pre-Requisite: None  
 TSI Requirements: None

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

### VNSG 1260 Clinical-Licensed Practical/Vocational Nurse Training (5139010000)

Course Title: Clinical - Licensed Practical/Vocational Nurse Training 0-0-18  
 Course Fee: \$52.50  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### VNSG 1320 Anatomy and Physiology for Allied Health (5139010000)

Course Title: Anatomy and Physiology for Allied Health 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall, Spring, Summer  
 Modality: Internet  
 Location: High School  
 Pre-Requisite: None  
 TSI Requirements: None

Study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

### VNSG 1327 Essentials of Medication Administration (5139010000)

Course Title: Essentials of Medication Administration 1-4-0  
 Course Fee: \$362  
 Semester Offered: Fall  
 Modality: Face to Face, Hybrid  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

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 1331 Pharmacology (5139010000)

Course Title: Pharmacology 3-0-0  
 Course Fee: \$213  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

### VNSG 1423 Basic Nursing Skills (5139010000)

Course Title: Basic Nursing Skills 2-4-0  
 Course Fee: \$30  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 TSI Requirements: TSI Math, TSI Reading, TSI Writing  
 TSI Requirements: None

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

### VNSG 1429 Medical-Surgical Nursing I (5139010000)

Course Title: Medical-Surgical Nursing 4-0-0  
 Course Fee: \$213  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Internet  
 Pre-Requisite: None  
 TSI Requirements: None

Application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.

### VNSG 1432 Medical-Surgical Nursing II (5116130000)

Course Title: Medical-Surgical Nursing II 3-0-0  
 Course Fee: \$0  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Kingsville, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings.



## Course Descriptions



### **VNSG 2361 Clinical-Licensed Practical/Vocational Nurse Training (5139010000)**

Course Title: Clinical - Licensed Practical/Vocational Nurse Training 0-0-0

Course Fee: \$0

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

### **VNSG 2366 Practicum (or Field Experience) - Licensed Practical/Vocational Nurse Training (5139010000)**

Course Title: Practicum (or Field Experience) - Licensed Practical/Vocational Nurse Training 0-0-24

Course Fee: \$0

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **VNSG 2431 Advanced Nursing Skills (5139010000)**

Course Title: Advanced Nursing Skills 1-7-0

Course Fee: \$100

Semester Offered: Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

Co-Requisite: Skills Lab

TSI Requirements: None

Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

### **WLDG 1307 Introduction to Welding Using Multiple Processes (4805080000)**

Course Title: Introduction to Welding Using Multiple Processes 2-2-0

Course Fee: \$200

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW).

### **WLDG 1313 Introduction to Blueprint Reading for Welders (4805080000)**

Course Title: Introduction to Blueprint Reading for Welders 2-4-0

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face, Internet

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

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 1412 Introduction to Flux Cored Arc Welding (FCAW) (4805080000)**

Course Title: Introduction to Flux Cored Arc Welding (FCAW) 2-6-0

Course Fee: \$200

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton

Pre-Requisite: None

TSI Requirements: None

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment.

### **WLDG 1417 Introduction to Layout and Fabrication (4805080000)**

Course Title: Introduction to Layout and Fabrication 2-6-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

### **WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (4805080000)**

Course Title: Introduction to Shielded Metal Arc Welding (SMAW) 2-6-0

Course Fee: \$200

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: WLDG 1307 or in conjunction with WLDG 1307

TSI Requirements: None

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

### **WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) (4805080000)**

Course Title: Introduction to Gas Metal Arc Welding (GMAW) 2-6-0

Course Fee: \$200

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

## Course Descriptions

### WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) (4805080000)

Course Title: Introduction to Gas Tungsten Arc (GTAW) Welding 2-6-0  
 Course Fee: \$200  
 Semester Offered: Fall  
 Modality: Face to Face  
 Location: Beeville, Alice, Pleasanton, High School  
 Pre-Requisite: None  
 TSI Requirements: None

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

### WLDG 1435 Introduction to Pipe Welding (4805080000)

Course Title: Introduction to Pipe Welding 2-6-0  
 Course Fee: \$200  
 Semester Offered: Spring, Summer  
 Modality: Face to Face  
 Location: Beeville, Alice, Pleasanton, High School  
 Pre-Requisite: WLDG 1428  
 TSI Requirements: None

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions and electrodes.

### WLDG 2332 Welding Automation (4805080000)

Course Title: Welding Automation 2-4-0  
 Course Fee: \$200  
 Semester Offered: Spring  
 Modality: Face to Face  
 Location: Beeville, Alice, Pleasanton  
 Pre-Requisite: None  
 TSI Requirements: None

Overview of automated welding and cutting applications. Special emphasis on safe use and operation of equipment.



# W



# Continuing Education

## Continuing Education and Workforce Training

The mission of the Continuing Education and Workforce Training Department (CE) is to provide quality workforce, avocational, and customized non-credit educational opportunities.

These programs provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities: adult vocational education, community service, avocational, customized contract, and workforce development training. The course offerings are based on assessment of community and business needs and interests. 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 at Coastal Bend College in Beeville. Students can drop off their registration and application paperwork at the front offices of the Alice, Kingsville, or Pleasanton sites. Payment can be made at all CBC locations and online. All fees must be paid by the first day of course meeting. Purchase orders or vouchers are accepted from approved businesses or government agencies sponsoring students. Payment is accepted by check, money order, cash, Visa, or MasterCard. Unless specified by regulating agencies, no high school transcript, GED certificate, TSI Assessment, or other scores are required for registration in a CE course.

Drops and withdrawals from continuing education courses are official at the time that the Department of Continuing Education and Workforce Training has received a completed Add/Drop Form. Students will have their tuition and mandatory fees refunded 100% before the first day of the course. Students that do not attend class (or log in online for online courses) by the census day will be removed from the course and be refunded their tuition. Tuition and fees paid directly to the institution by a sponsor, donor, or on scholarship are refunded to the sources, not directly to the students.

If a certificate of completion for a continuing education course is desired by a student, the student must request the certificate in writing with the name of the course, the student's CBC number, and the period the course was completed.

Some credit courses may be taken as CE "mirror courses" with approval of the Dean of Career and Technical Education. Courses taken as CE may be converted to credit courses when formal application for conversion is made to the Dean of Transfer and General Education or the Dean of Career and Technical Education, and the student successfully completes the competency exam in the subject area and pays \$25 per course conversion. Registration for these courses will follow regular credit course registration and is on a space available basis in the credit course.

### Registration for Continuing Education and Workforce Training Courses

1. Online registration is available on CBC's CE website at <http://www.coastalbend.edu/ce> or
2. Complete a one-page Continuing Education Registration Form and return by fax, email, or in person at any CBC location.

### Adult Vocation Courses

Coastal Bend College Continuing Education and Workforce Training 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 courses for enjoyment
5. Community Leadership training
6. Mirror courses for those who want to take college courses but not for credit
7. Online courses in a wide variety of vocational and avocational areas

CE 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).

### Customized Contract Training

Coastal Bend College CE representatives 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 location, or online via the Internet. A CE 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.

### 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 and CPR/first aid/blood borne pathogens/HIPPA regulations. We also offer CDL courses and CDL refresher courses. A brochure of courses is available upon request and the curriculum can be customized for each company. Companies interested in providing safety training for a group of individuals should call the CE office.

### Continuing Education Units

Although CE courses do not carry college transfer credit, certificates may be awarded to those who complete course requirements in adult vocational courses. Adult vocational participants may also earn Continuing Education Units (CEUs) based on 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 CE Department. **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, and pharmacy technician as well as many other courses that may take up to six months to complete. These course offerings may be reviewed on the CE web page at [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce).

## Continuing Education and Workforce Training Office

**Coastal Bend College- Beeville Campus**

3800 Charco Road

George F. Elam Technical-Vocational Building

Beeville, Texas 78102

(361) 354-2306



## **Certified Nursing Aide**

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### **Certified Nursing Aide**

The Nurse Aide program gives an individual the knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service needs. It is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. It prepares the student to take their state certification exam to become a Certified Nurse Aide (CNA).

### **What will I learn?**

You will be able to discuss basic care of residents in a long-term care facility; communicate and interact effectively with residents and their families based on sensitivity to the psychosocial needs; discuss the rights of the residents; provide safety and preventive measures in the care of residents; demonstrate skills in observing and reporting; assist residents in attaining and maintaining maximum functional independence; and function effectively as a member of the health care team.

### **How long will it take?**

Completion time will vary depending on the course schedule. Most courses are completed within 16 weeks.

### **How much will it cost?**

Course fees vary.

### **What is the job market?**

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field please visit the Workforce Solutions of the Coastal Bend center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo center at the Pleasanton site.

## **CPR**

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### **CPR – 4 hours**

CPR training is preferred or required in many industries including, oil and gas, construction, manufacturing, many health professions (nursing, dental hygiene, radiology, etc.) childcare, and more. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

The CPR training is performed by a certified CPR trainer. Trainees will receive an award from CBC indicating completion of Continuing Education Units and 4 hours of training and an American Heart Association card.

### **What will I learn?**

Instruction in first aid for injured and ill persons. Trainees will be able to recognize an emergency, have knowledge of personal safety, take precautions against disease transmission, assist victims of sudden cardiac arrest, learn basic CPR skills, learn basic life support care (basic AED operations), know how to perform the Heimlich maneuver, how to control bleeding, how to treat burns, how to care for sudden illnesses and other specific first aid topics.

### **How long will it take?**

CPR training will take one-half day unless additional training is requested.

### **How much will it cost?**

\$50.00 for 4 hours

### **What is the job market?**

The CPR training is designed to enhance skills for a variety of jobs.

# Emergency Medical Technician Institutional Award

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## Emergency Medical Technician Institutional Award - 330 hours

A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in pre-hospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

Trainees will receive an award from CBC totaling 33 Continuing Education Units and 112 hours of training.

### What will I learn?

Learn the knowledge and skills to provide emergency medical care at a basic life support level.

### How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple of hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

### How much will it cost?

Course fees vary.

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, please visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Industrial Mechanics Program

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## **Industrial Mechanics Program - 720 hours**

The Industrial Mechanics program concentrates on the skill development in the performance of a variety of machinery and equipment using proper techniques and standard safety measures. After completion of the program, the student will receive a certificate.

Trainees will receive an award from CBC totaling 72 Continuing Education Units.

### **What will I learn?**

You will be able to repair or maintain the operating condition of industrial production or processing machinery or equipment. You will be able to repair or replace broken or malfunctioning components of machinery or equipment. You will also be able to disassemble machinery or equipment to remove parts or make repairs.

### **How long will it take?**

Completion time will vary depending on the course schedule.

### **How much will it cost?**

Course fees vary.

### **What is the job market?**

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field please visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

## Lifelong Learning Academy

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The Lifelong Learning Academy is a member focused organization offering classes, events, and activities for active adults aged 50 and older.

Benefits of the Lifelong Learning Academy:

- Participate in social activities
- Share a love of learning with people who will broaden your life
- Study under the guidance of members who represent a wide range of expertise & life experiences
- Share your avocation or formal training as an ALL instructor
- Develop friendships with a diverse group of people
- Be part of a collective voice of active adults in the community

The membership fee for the Lifelong Learning Academy is \$45 per semester with no automatic renewal. Membership entitles each person to participate in any of the Lifelong Learning Academy activities offered during the semester at no additional charge, with the exception to a few activities that have a supply or travel fee. These are noted in the schedule. There are no education prerequisites required to attend class.

There are several ways to join the Lifelong Learning Academy.

### **In-Person**

Join in person at any Coastal Bend College location.

### **Email**

Become a member by emailing the membership form and liability release to [ce@coastalbend.edu](mailto:ce@coastalbend.edu).

### **Online**

Register online at <http://www.coastalbend.edu/LifelongLearning>.

# Medication Aide

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## Medication Aide Program

The medication aide program provides instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. The student must be a certified nurse aide for at least 6 months at a long-term care facility prior to admission to the program.

## What will I learn?

The student will be able to identify the Texas Health and Human Services Commission guidelines for non-licensed nursing personnel employed in licensed health care agencies regarding the roles and responsibilities associated with medication administration; summarize the standardized drug legislation and resource references for drug pharmacodynamics; define the fundamental medical abbreviations, symbols, terminology, and common equivalents (apothecary, metric, and household measurements) required for medication administration; describe the basic anatomy and physiology of each body system and the common diseases related to each system; explain the actions, side effects, implications, and contraindications of commonly used drugs; and demonstrate procedures for accurate preparation, reporting, administration, and documentation of medications given to clients.

## How long will it take?

Completion time will vary depending on the course schedule.

## How much will it cost?

Course fees vary.

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field please visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

## OSHA 10 / OSHA 30

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### OSHA 10 or OSHA 30 - OSH 1000 - 10 or 30 hours

Safety certifications are preferred or required in many industries including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders. Trainees will receive both a certificate from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

OSHA 10 includes basic concepts of safety and health as required for OSHA certifications. Trainees will receive awards from CBC indicating Continuing Education Units (CEUs) and an OSHA 10 card. Total CEUs for this class is 1 CEU (10 hours of training). The training is available for construction or general industry.

OSHA 30 includes basic concepts of safety and health as required for OSHA certifications. Trainees will receive awards from CBC indicating completed 3 Continuing Education Units/30 hours of training and an OSHA 30 card.

### What will I learn?

#### OSHA 10 - Construction Training

Construction training includes introduction to OSHA, fall protection, electrocution, struck-by, caught-in or between, Personal protection equipment/hazards in construction, cranes/excavations, materials handling/scaffolds & stairways and ladders.

#### OSHA 10 - General Industry Training

General industry training includes introduction to OSHA, hazardous communications, personal protection equipment, emergency action/evacuation plans, electrical hazards, walking working surfaces, including fall protection, heat stress, material handling, safety and health program.

OSHA 30 -  
Training will include; introduction to OSHA, hazard communications, basic safety orientation, walking and working surfaces, emergency action plan, hazardous materials HAZWOPER, personal protective equipment, confined spaces & permit required confined spaces, lockout/tagout, materials handling & storage, machine guarding safety, welding, cutting and brazing, electrical safety, hazardous substances & industrial hygiene, bloodborne pathogens, record keeping & reporting, workplace violence, safety and health programs, ergonomics, hazards of asbestos in the workplace, lead safety in the workplace, ionizing and non-ionizing radiation safety, formaldehyde awareness, and process safety management of highly hazard materials

### How long will it take?

OSHA regulates training to a maximum of 7 ½ hours a day. It will take 1 ½ days to complete an OSHA 10 training and four days to complete the OSHA 30 training.

### How much will it cost?

Course fees vary.

### What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field, please visit the Workforce Solutions of the Coastal Bend Center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo Center at the Pleasanton site.

# Phlebotomy

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## Phlebotomy Program

The Phlebotomy program concentrates on the skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. After completion of the program the student will receive a certificate and will be eligible to take a national certification exam.

## What will I learn?

You will be able to demonstrate infection control and safety practices; describe quality assurance as it relates to specimen collection; explain the role of specimen collection in the overall patient care system; identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents; demonstrate venipuncture and capillary puncture techniques on adults, children, and infants; and explain requisitioning, transport and processing.

## How long will it take?

Completion time will vary depending on the course schedule.

## How much will it cost?

Course fees vary.

## What is the job market?

For recent job information such as median salary ranges, job growth/outlook, and job/career opportunities in this field please visit the Workforce Solutions of the Coastal Bend center at the Beeville, Alice and Kingsville locations or the Workforce Solutions Alamo center at the Pleasanton site.



# **Advisory Committees**

## Advisory Committee Members

---

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 Trevino, Jaime - Collegiate High School, Premont, TX  
 Young, Jason – Lamar Womak & Associate, Corpus Christi, TX

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 Utley, Joe – Ice House Studio, Kingsville, TX

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Mercy Flynn, Trustee	1	May 2026
Jerry Sanchez, Trustee	7	May 2024
Velma Elizalde, Trustee	5	May 2028

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