

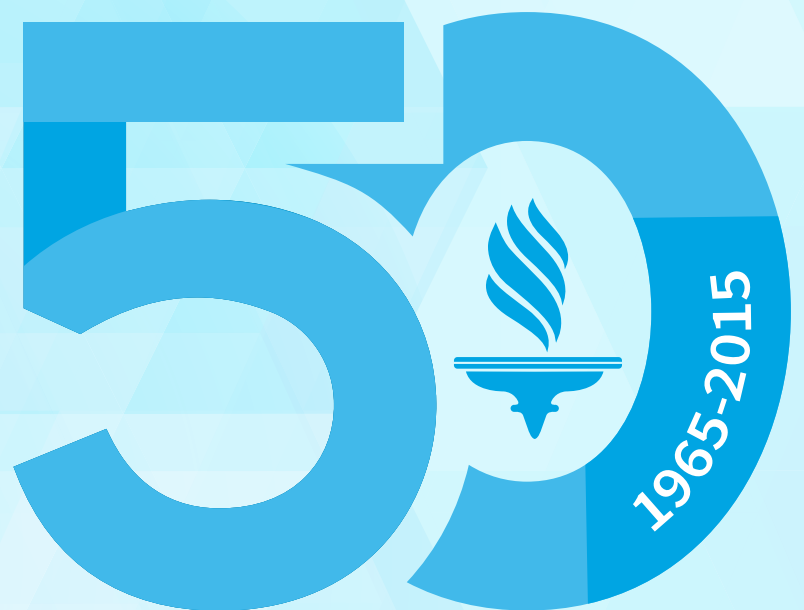
SUCCESS

happens here

Whether you want to jump right into the workforce or transfer to a senior level university, Coastal Bend College is a great step in the right direction. Our student success rate is at an all time high with our robust economy, many of our graduates are finding careers right out of school.



Coastal Bend
COLLEGE



2015-2016
COURSE CATALOG

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2015-2016 Academic Calendar

Fall 2015		Spring 2016	
Fall 2015 Registration Begins	March 2	Registration Begins	November 2
Financial Aid Application Priority Deadline	May 1	State-mandated Bacterial Meningitis	
Drop Date for Non-payment of Tuition & Fees	August 10	Vaccination Deadline	January 1
State-mandated Bacterial Meningitis		Administrative Offices Open	January 4
Vaccination Deadline	August 14	Faculty Resumes Work	January 4
Faculty Resumes Work	August 17	Student Orientation	January 4-7
Student Orientation (Cougar Days)	August 17-20	Drop Date for Non-payment of Tuition & Fees	January 5
Dorm Move-In Date	August 20	Dorm Move-In Date	January 7
Last Day for On Campus & Campus Connect* Registration	August 21	Last Day for On Campus & Campus Connect* Registration	January 8
Classes Begin (Monday)	August 24	Classes Begin (Monday)	January 11
Last Day for Schedule Changes (ADD/DROP)	August 28	Last Day for Schedule Changes (ADD/DROP)	January 15
Labor Day Holiday	September 7	Martin Luther King Holiday	January 18
Census Date	September 14	Census Day	February 1
Certify Rosters	September 15-30	Certify Rosters	February 2-15
First Quarter Grades Due	September 21	First Quarter Grades Due	February 8
Fall Pell Refunds	September 28	Last Day to Apply for May Graduation	February 12
Last Day to Apply for December Graduation	October 1	Spring Pell Refunds	February 15
Fall/Spring Loan Refunds	October 6	Fall/Spring Loan Refunds	February 23
Fall Only Loan Refunds	October 6 & November 2	Spring Only Loan Refunds	February 23 & March 21
Mid-term Grades Due	October 19	Mid-term Grades Due	March 7
Spring & Summer 2016 Registration Begins	November 2	Spring Break	March 14-18
Last Day to Drop Classes with a "W" 12:00 Noon	November 13	Spring Holiday	March 25, 28
Third Quarter Grades Due	November 16	Last Day to Drop Classes with a "W" 12:00 Noon	April 8
Thanksgiving Holiday	November 25-27	Third Quarter Grades Due	April 11
Last Day for Day & Evening Classes	December 4	Last Day for Day and Evening Classes	April 29
Final Exams	Dec. 4-10	Finals for Day and Evening Classes	April 29-May 5
All Grades Due in Registrar's Office 12:00 Noon	December 11	All grades Due in Registrar's Office 12:00 Noon	May 6
Dorm Move-Out Date (by 5:00 pm)	December 11	Annual Commencement	May 6
Faculty In-service/Professional Development	December 14-15	Dorm Move-Out Date	May 6
Faculty Winter Break Leave (begins 5:00 pm)	December 15	Faculty In-Service & Professional Development	May 9-11
Administration and Staff			
Winter Break Leave (begins 5:00 p.m.)	December 16		
WinterMester 2015		MayMester 2016	
Registration Begins	March 2	Registration Begins	November 2
Drop date for Non-payment of Tuition & Fees	December 10	Drop date for non-payment of Tuition & Fees	May 6
Classes Begin	December 11	Classes Begin	May 9
Last Day for Schedule Changes (ADD/DROP)	December 11	Last Day for Schedule Changes (ADD/DROP)	May 9
Census Day	December 14	Census Day	May 10
Last Day to Drop Classes with a "W"	December 16	Last day to drop classes with a "W"	May 18
Holiday	December 24, 25	Classes End/Final Exams	May 26
Classes End/Final Exams	December 29	Memorial Day Holiday	May 30
Grades Due In Registrar's Office	January 4	Grades Due in Registrar's Office 12:00 Noon	May 31

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

**Fridays of each month are reserved for college related meetings.

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

**Fridays of each month are reserved for college related meetings.

2015-2016 Academic Calendar

Summer Sessions 2016

Summer Session I

Registration begins	November 2
Drop Date for Non-payment of Tuition & Fees	May 17
State-mandated Bacterial Meningitis	
Vaccination Deadline	May 21
Last Day for On Campus & Campus Connect* Registration	May 26
Memorial Day Holiday	May 30
Classes Begin (Tuesday)	May 31
Last Day for Schedule Changes (ADD/DROP)	June 1
Census Day	June 6
Certify Rosters	June 7-13
Mid-term Grades Due	June 15
Last Day to Apply for Summer Graduation	June 15
Last Day to Drop Classes with a "W" 12:00 Noon	June 21
Independence Day Holiday	July 4
Last Day of Classes	July 5
Final Exams	July 6
Grades Due in Registrar's Office 12:00 Noon	July 7
Summer I Loan Refunds	July 13

Summer Session II

Registration begins	November 2
Drop Date for Non-payment of Tuition & Fees	June 24
State-mandated Bacterial Meningitis	
Vaccination Deadline	July 1
Last Day for On Campus & Campus Connect* Registration	July 7
Classes Begin (Monday)	July 11
Last Day for Schedule Changes (ADD/DROP)	July 12
Census Day	July 14
Certify Rosters	July 15-21
Mid-term Grades Due	July 26
Last Day to Drop Classes with a "W" 12:00 Noon	July 26
Summer Pell Refunds	July 28
Last Day of Classes	August 10
Final Exams	August 11
Grades Due in Registrar's Office 12:00 Noon	August 12
Summer II Loan Refunds	August 23

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

9 Week and 12 Week Summer Session

Registration begins	November 2
Drop Date for Non-payment of Tuition & Fees	May 17
State-mandated Bacterial Meningitis	
Vaccination Deadline	May 21
Last Day for On Campus & Campus Connect* Registration	May 26
Classes Begin (Tuesday)	May 31
Last Day for Schedule Changes (ADD/DROP)	June 2
Census Day (9 Week Session)	June 9
Certify Rosters (9 Week Session)	June 10-17
Census Day (12 Week Session)	June 14
Certify Rosters (12 Week Session)	June 15-23
Last Day to Apply for Summer Graduation	June 15
Mid-term Grades Due (9 Week Session)	June 30
Independence Day Holiday	July 4
Last Day to Drop 9 Week Classes with a "W" 12:00 Noon	July 7
Mid-term Grades Due (12 Week Session)	July 7
12 Week Session Loan Refunds	July 13 & 27
Last Day to Drop 12 Week Classes with a "W" 12:00 Noon	July 21
Last Day of Classes for 9 Week Session	July 27
Final Exams for 9 Week Classes	July 28
Grades Due in Registrar's Office: 12:00 Noon (9 Week Classes)	August 1
Last Day of Classes for 12 Week Session	August 15
Final Exams for 12 Week Classes	August 16
Grades Due in Registrar's Office: 12:00 Noon (12 Week Classes)	August 17

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

General Information

General Information

Where to Write or Call

Beeville Campus

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

Alice Site

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

Kingsville Site

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

Pleasanton Site

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

www.coastalbend.edu

Coastal Bend College Catalog

This is the 2015-2016 catalog. This catalog describes programs and activities of Coastal Bend College (CBC).

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

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

Accreditation

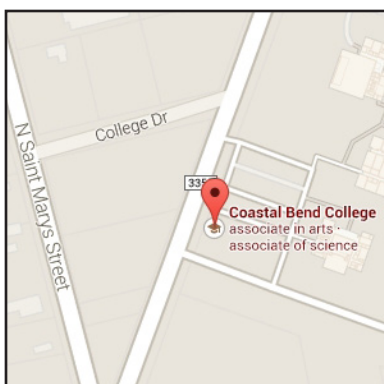
Coastal Bend College (CBC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of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

Standing

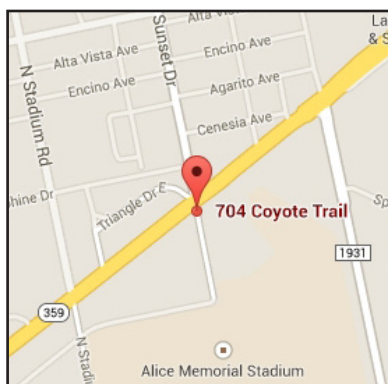
CBC is recognized by the Texas Higher Education Coordinating Board.

Statement of Equal Opportunity

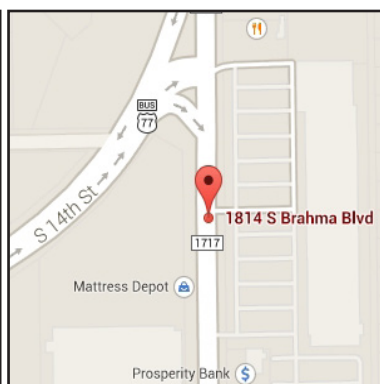
Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability in the recruitment and admission of students; the availability of grants and scholarships; the opportunity to participate in student activities; the provision of student services;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



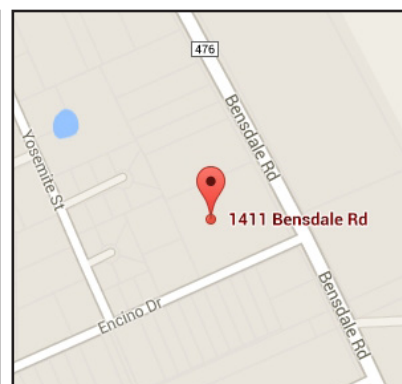
Beeville Campus



Alice Site

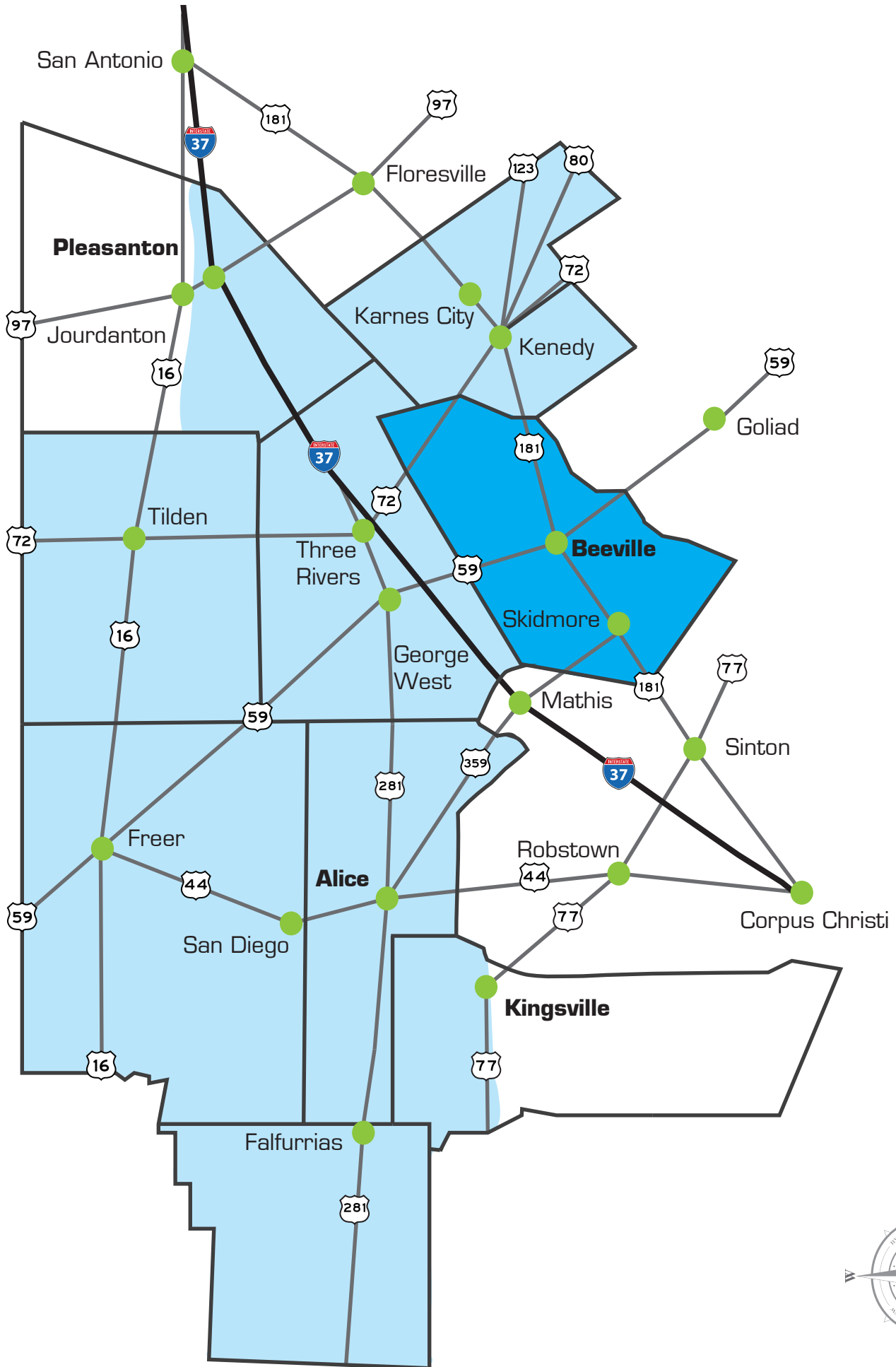


Kingsville Site

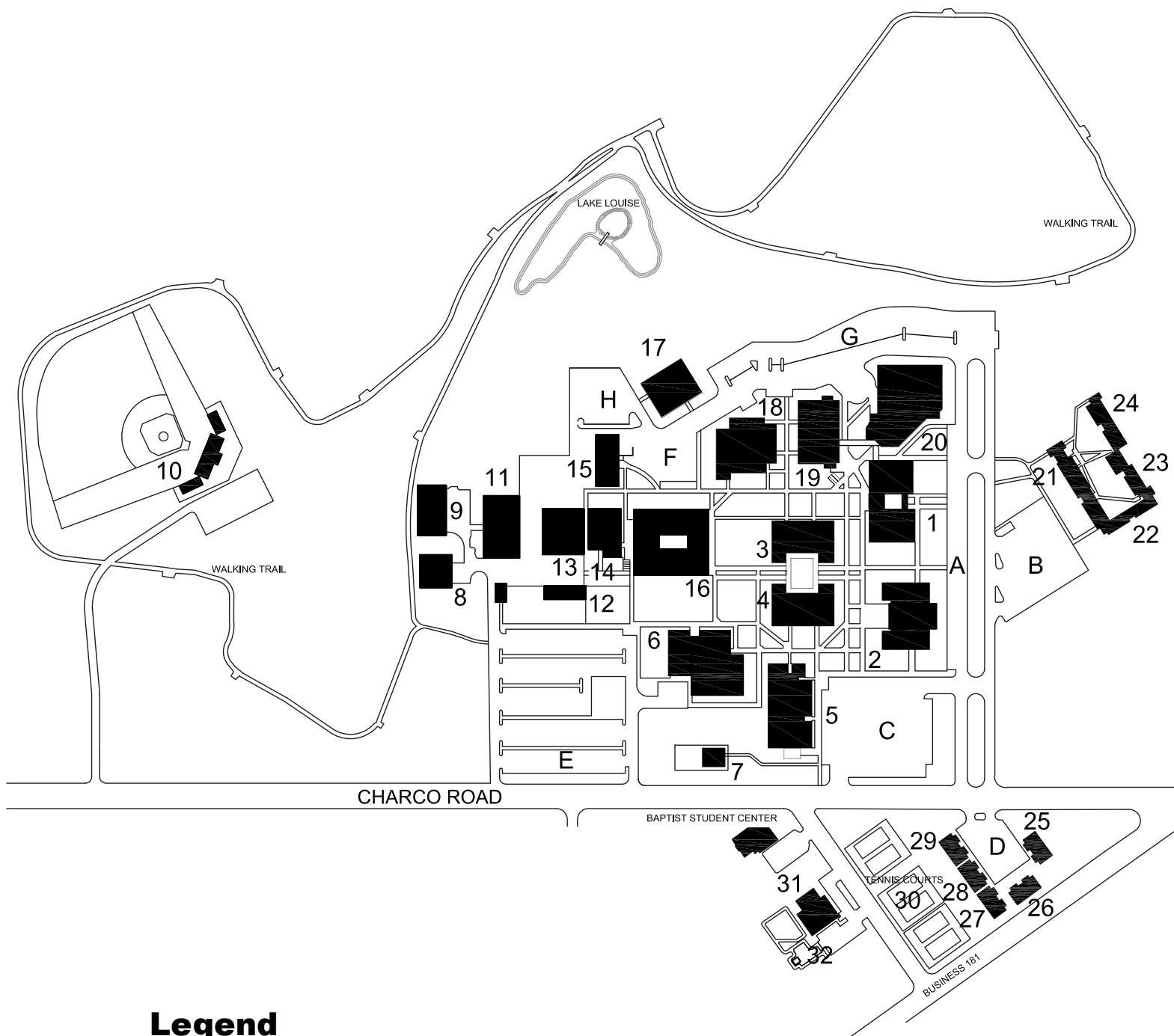


Pleasanton Site

Service Area Map



Beeville Campus Map



Legend

- | | |
|--|---|
| 1. ROBERT J. BEASLEY JR.—ADMINISTRATION | 17. DAN A. HUGHES - PETROLEUM / HEALTH SCIENCES |
| 2. GERTRUDE RUSSELL JONES—AUDITORIUM | 18. R.W. DIRKS STUDENT SERVICES |
| 3. FRED C. LATCHAM JR.—ACADEMIC | 19. JAMES R. DOUGHERTY -- STUDENT UNION (SUB) |
| 4. FRED C. LATCHAM JR.—SCIENCE | 20. GRADY C. HOGUE—LEARNING RESOURCE CENTER |
| 5. FRANK JOSTES VISUAL ARTS / SIMON MICHAEL ART GALLERY | 21. BENTON HALL - DORMITORY A |
| 6. PETER S. MARECEK—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 / AIRFRAME & POWER TECHNOLOGY | 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. MULTI-PURPOSE BLDG. - D / EAST - AUTOMOTIVE TECHNOLOGY
WEST - AIRFRAME & POWER TECHNOLOGY | 29. COLLEGE APARTMENTS - A |
| 14. JAMES R. DOUGHERTY JR.-2nd FLOOR - DENTAL TECHNOLOGY
1st FLOOR - MAINTENANCE OFFICE | 30. TENNIS COURTS |
| 15. INDUSTRIAL TRADES / CRIMINAL JUSTICE - LAW ENFORCEMENT | 31. CHILD DEVELOPMENT |
| 16. GEORGE F. ELAM—TECHNICAL - VOCATIONAL | 32. CHILD DEVELOPMENT STORAGE |
| | PARKING AREAS: A, B, C, D, E, F, G, AND H |

Beeville Named Campus Facilities



Robert J. Beasley, Jr. Administration Building

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

Gertrude R. Jones Auditorium

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

Fred C. Latcham, Jr. Academic-Science Building

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

Peter S. Marecek Physical Fitness Center

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

George F. Elam Technical-Vocational Building

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

James R. Dougherty Student Center

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

Joe Hunter Field

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

Benton Hall

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

James R. Dougherty, Jr. Dental Technology Building

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

Grady C. Hogue Learning Resource Center (Library)

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

Frank Jostes Visual Arts Building / Simon Michael Art Gallery

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

Dan A. Hughes Petroleum Technology Building

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

R.W. Dirks Student Services Building

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

Coastal Bend College Board of Trustees



Carroll W. Lohse
Chairman



Laura Fischer
Vice Chairwoman



Victor Gomez
Secretary



Dee Dee Bernal



Trace Morrill



Jeff Massengill



Martha Warner



Dr. Beatriz T. Espinoza
President

College History

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

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

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

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

Beeville and Bee County

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

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

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

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

Alice Site

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

Dual enrollment courses are offered on the Alice site.

Kingsville Site

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

Dual enrollment courses are offered on the Kingsville site.

Pleasanton Site

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

Dual enrollment courses are offered on the Pleasanton site.

Correctional Unit Classes

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

Board of Trustees

Carroll W. Lohse	1999-
Laura Fischer	2008-
Victor Gomez	2010-
Martha Warner	2013-
Trace Morrill	2015-
Dee Dee Bernal	2014-
Jeff Massengill	2014-

President

Dr. Beatriz T. Espinoza	2012-
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Former Presidents

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

Former Board of Trustees

George F. Elam, Jr.	1965-1967
George Spikes	1965-1971
Paul A. Schulz	1965-1972
Fred C. Latcham, Jr.	1965-1978
Peter S. Marecek	1965-1988
Frank Jostes	1965-1999
Robert J. Beasley, Jr.	1965-2002
Joseph Obregon	1967-1968
Jessy Garza	1968-1972
R.W. "Bill" Dirks	1971- 2008
Henry J. Medina	1972-1982
Dr. E.C. "Buck" Spellman	1972-1997
Louise W. Hall	1978-2014
Paul A. Jaure	1982-2014
Rickey De Leon	1988-1997
Dr. Grady C. "Sam" Hogue, Jr.	1997-2009
Emilia H. Dominguez	1998-2013
Fred C. Morón	2002-2010
Doug Arnold	2009-2013
Bryce Carrillo	2014-2015

Mission, Goals and Values

Purpose

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

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

Role

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

Mission

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

Core Values

Learning	Respect
Innovation	Service
Excellence	Integrity
Leadership	Collaboration
Diversity	Communication

Vision

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

Strategic Plan: Vision 2020 Goals

Keeping Student Success In Sight:

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

Institutional Effectiveness

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

Advantages Offered by CBC

1. College education at a reasonable cost:
 - a. CBC is tax supported by the State of Texas and Bee County. Students pay for only a part of the cost of their college education.
 - b. Tuition and fees are comparatively low.
 - c. Students may live at home while attending college.
 - d. Scholarships and part-time jobs are available.
2. Various types of programs available:
 - a. Academic work toward a bachelor's degree.
 - b. Academic work for a general education.
 - c. Specialization through workforce education programs.
 - d. Education through part-time study for people who cannot attend college full-time.
 - e. Continuing Education, contract training, mirror courseees, and vocational programs.
3. Immediate leadership development:
 - a. CBC students may take part in extracurricular activities during the first year in college without having to compete with juniors and seniors.
 - b. Students are encouraged to participate in student government, intramural sports, interest clubs, pre-professional groups, performing groups, honorary societies, religious organizations, and club sports.
4. Suitable size and type of institution:
 - a. CBC stresses personal attention. Students know other students, administrators, and the faculty.
 - b. CBC is a normal step of progression from high school to a senior college or university.
 - c. Individual attention is available in the Student Success Center (SSC).
 - d. Students are given opportunities to become better acquainted with growing responsibilities.
 - e. Students have opportunities for closer acquaintance with teachers and receive more guidance from the faculty.

Subject to Changes

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

Coastal Bend College Foundation

Mission Statement

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

Goals

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

Funding Priorities

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

Donations

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

Gifts (monetary or other) received by departments, employees and/or students must be reported to the CBC Foundation to ensure donor appreciation and recognition standards are met as well as ensuring CBC can legally accept the gift. For more information, please 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, call the Foundation Office at (361) 354-2348 or the Payroll Department at (361) 354-2218.

Board of Directors

Executive Board

President	Debbie Parson, Bee
VP of Development	John Galloway, Bee
VP of Events & Marketing	Jim Kirkpatrick, Kleberg
VP of Events & Marketing	Glynis H. Strause, Live Oak
VP of Finance & Governance	Daren Wilder, Live Oak
VP of Programs	Bridget Gayle, Goliad
VP of Programs	Maggie Hunt, Karnes
Secretary	Blant Miller, Live Oak
CBC President	Dr. Beatriz Espinoza, Bee
Board of Trustees Representative	Laura Fischer, Bee

Directors

Gaylon Andrews, Atascosa
 Honorable Diana Bautista, Atascosa
 Tres Beck, Bee
 Homer Hanna, Bee
 Ofelia Hunter, Jim Wells
 Mary Jan Jenkins, Jim Wells
 Gary Jones, Bee
 Amy Koenning, Jim Wells
 Chip Latcham, Bee
 Lou Adele May, Bee
 Cheryl Moy, Karnes

Nancy O'Neil, Bee
 Christina Sasser, Bee
 Mary Ann Wheeler, McMullen
 John Walker, Live Oak

Directors Emeritus

R.W. Dirks, Bee
 R.W. Dirks Petroleum Engineer, Inc.

Bill Findley, Jim Wells
 FESCO, Ltd.

Dan A. Hughes, Bee
 Dan A. Hughes Company, L.P.

CBC Alumni & Friends Association

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

Contact Us:

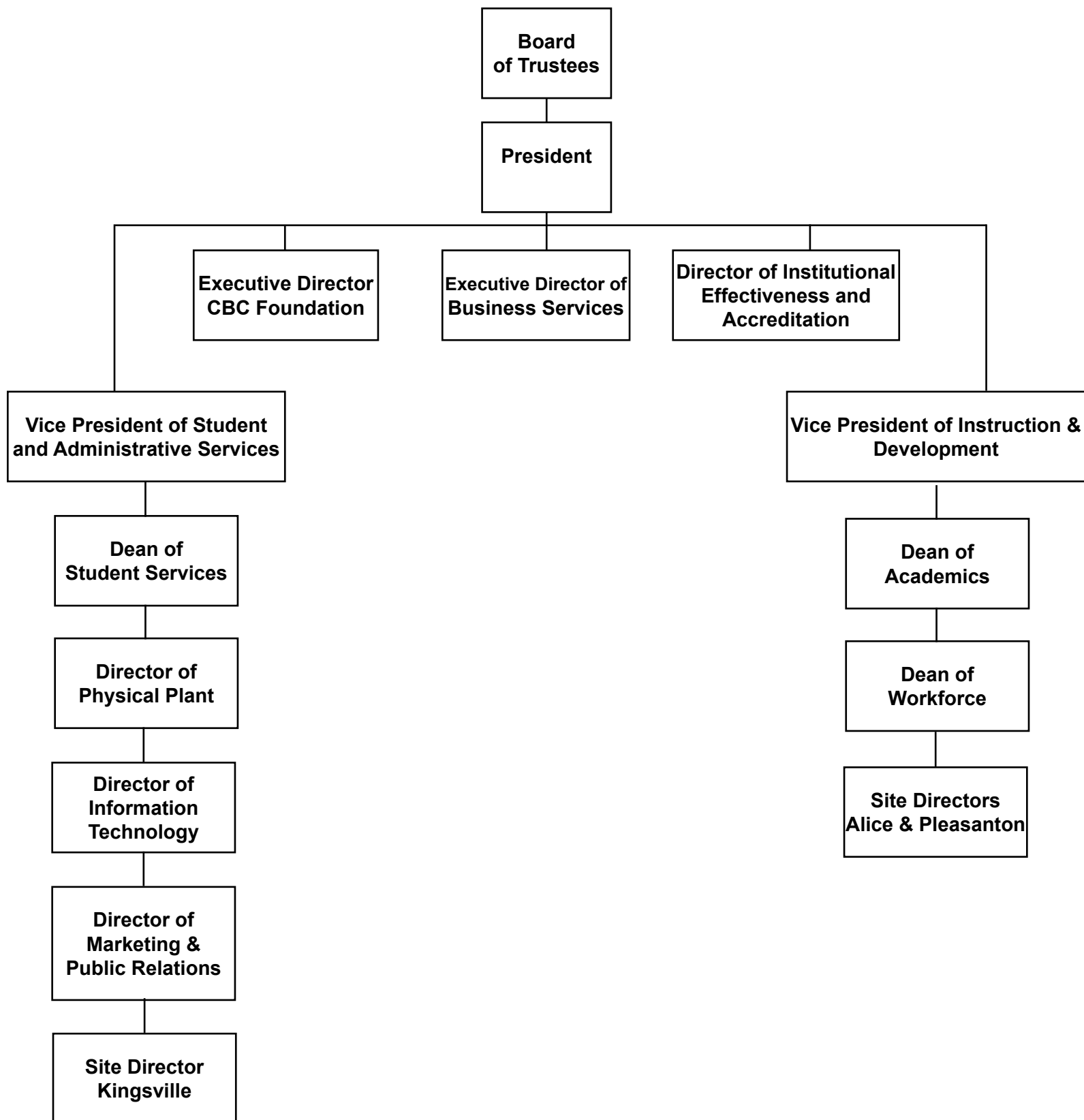
Coastal Bend College Foundation and
 Alumni & Friends Association
 3800 Charco Rd.
 Beeville, TX 78102
foundation@coastalbend.edu

Foundation Staff

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

www.coastalbend.edu/foundation

Organizational Chart



Organizational Chart

President (361) 354-2200

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

Site Administration

Alice Site (361) 664-2981

Arismendez, Omedi Director
 Ramirez, Maria Administrative Assistant
 Cadena, Debbie Continuing Education Clerk

Kingsville Site (361) 592-1615

Barrera, Amanda Interim Director
 Gutierrez, Mary Administrative Assistant

Pleasanton Site (830) 569-4222

Garcia, Julia Dean/Director
 Hotchkin, Yvette Administrative Assistant
 Tierrablanca, Chriselda Pleasanton Site Facilitator
 Villa, Vanessa Administrative Support Specialist

CBC Foundation (361) 354-2348

Patel, Patricia Executive Director
 TBA Fundraising & Development Specialist

Business Services (361) 354-2220

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

Human Resources (361) 354-2224

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

Institutional Effectiveness & Accreditation (361) 354-2730

Lane, Shannon (Ph. D.) Director
 Oliver, Thelma Institutional Research Assistant
 Cook, Evelyn Programmer
 Diaz, Rolando Programmer Technician

Student & Administrative Services (361) 354-2300

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

Child Development Center (361) 358-0421

Mendez, Yolanda Director/Instructor

Custodial/Grounds/Maintenance (361) 354-2559

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

Dean of Student Services (361) 354-2266

Ganceres, Lupe Dean
 Rincon, Katryna Administrative Assistant

Admission/Registrar (361) 354-2245

Adams, Tammy Director of Admissions/Registrar
 Ramoz, Rachael Senior Specialist
 Casarez, Tina Specialist
 Rosas, Valerie Specialist

Student Development (361) 354-2266

Abrigo, Angie Recruiter, Beeville
 Alvarado, Cynthia Student Development Specialist, Alice
 TBA Student Development Specialist, Kingsville
 Aguilar, Miguel Career Development and Special Needs Coordinator
 Gonzalez, Jesse Career Advisor
 Gonzales, Angelica Student Development Specialist, Pleasanton

Financial Aid (361) 354-2238

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

Student Life/Housing (361) 354-2772

Martinez, Domingo Coordinator

Intramurals/Athletics (361) 354-2721

Vasquez, Estevan Director
 Biram, Christa Administrative Assistant

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

Kreis, Roberta Coordinator, Beeville
 Salinas, Stephanie Testing Specialist

Title V: Celebrando Educación (361) 354-2426

TBA Coordinator
 Arreaga, Travis Student Success Coordinator, Beeville
 Silvas, Emma Student Success Coordinator, Kingsville
 Saucedo, Mariah Dual Enrollment Specialist

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

Schuenemann, Josie Program Director
 Carrasco, Melissa Counselor

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

Jones, Santos Program Director
 Yzaguirre, Yesenia Administrative Assistant
 Brown, Renee Counselor
 Muñoz, Belinda Counselor

TRiO Student Support Services (361) 354-2718

Morton, Jeri Program Director
 Walsh, Sandie Administrative Assistant

Adkins, Vanessa Counselor

TRiO Upward Bound (361) 354-2715

Baird, Cheryl Program Director
 Ramirez, Amanda Academic Advisor
 Fernandez, Janice Administrative Assistant

Organizational Chart

TRiO Upward Bound -- G.O.S.T. (361) 354-2724

Baird, Cheryl	Program Director
Flores, Cristela	Academic Advisor
Contreras, Maria (Mel)	Academic Advisor

Grants Manager & Quality Enhancement Plan (QEP) (361) 354-2276

Anderson, Heather	Director
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Network Services (361) 354-2522

Ramirez, Amador	Director of Information Technology
Cantu, Robert	Computer Services Technician
Castillo, Erica	Technical Services Technician
Franco, Ryan	Network Administrator
Munoz, Nicholas	Computer Technician
Helton, Robert	Computer Technician

Marketing & Public Relations (361) 354-2258

Cruz, Monica	Director of Marketing & Public Relations
Quiroga, Sera	Staff Writer
Malone, Lara	Mailroom & Print Services Specialist

Technology Learning Center (361) 354-2506

Abrigo, Yolanda	Director of Distance Learning
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Instructional Services (361) 354-2268

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

Dean of Academics (361) 354-2245

Johnson, Twila (Ed. D.)	Dean
Zamora, Cynthia	Administrative Assistant

Learning Resources/Library (361) 354-2737

Chapa, Elizabeth	Director
Benavides, Ray	Circulation Specialist
Jimenez, Jennifer	Reference/Instruction Librarian -- Alice, Kingsville

Mathematics/Communications Division (361) 354-2575

Cuyley, Kathleen	Division Chair
Best, Mary Kay	Coordinator

Science/Fine Arts/Kinesiology Division (361) 354-2406

Williams, Ronika	Division Chair
Gifford, Katy	Coordinator

Social Sciences (361) 354-2401

Rea, Kelly	Division Chair
Guidry, George	Coordinator

STEM Grant: Project Oasis (361) 354-2581

Secord, Mark	Director
Gonzales, Amy	Assistant Director/Science Case Manager
Beltran, Iris	Science Case Manager, Alice
Lopez, Joel	Science Case Manager, Kingsville
Tomlin, Taylor	Science Case Manager, Beeville
Yeck, Laura	Accelerated Learning Academy Coordinator

Dean of Workforce (830) 569-4222

Garcia, Julia	Dean/Director
Hotchkin, Yvette	Administrative Assistant

Pleasanton Site (830) 569-4222

Garcia, Julia	Dean/Director
Tierrablanca, Chriselda	Pleasanton Site Facilitator

Dental Hygiene Division (361) 354-2555

Griffin, Connie	Director
Flores, Belinda	Administrative Assistant

Dual Enrollment (361) 354-2714

Jones, Kayla D.	Director
Sauceda, Mariah	Dual Enrollment Specialist
Payne, Laura	Dual Enrollment Specialist

Human Services/Business Division (361) 354-2505

Aguilar, Noemi	Coordinator
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Nursing/Pharmacology Division (361) 354-2768

Flynn, Mercy	Interim Director, LVN Program
Mills, Karyn	Interim Director, RN Program

Professional and Public Services/Industrial (361) 354-2505

Behr, Kevin (J.D.)	Director, Technical Instruction
Sullivan, David	Coordinator
Young, Jack	Coordinator

Radiologic Technology Division (361) 354-2302/2514

Skaife, Timothy	Director
Tyran, Ludie	Faculty

Continuing Education (830) 569-4222 Ext. 1203

Sherman, Katie	Director
Gaitan, Susie	Allied Health Coordinator
Moore, Jenny	General Industry Coordinator
Cadena, Debbie	Clerk -- Alice
Hotchkin, Yvette	Administrative Assistant
Maldonado, Rosie	Adult Basic Education Instructor
Tyrone-Williams, Linda	Prison Facilitator Administrative Assistant

The background of the page is a vibrant blue color filled with a complex, repeating geometric pattern of overlapping triangles and polygons in various shades of blue, creating a textured, crystalline effect.

Student Handbook

Admission Procedures

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

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

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

Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new entering students who are 21 years of age and under must 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 includes a first-time student of an institution of higher education or 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.

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

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 on-line exemption form click here: <https://webds.dshs.state.tx.us/immcoj/> A copy of the form must be submitted to the designated school official at the institution the student will be attending.

Housing Students

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than 10 days prior to moving in or be qualified for an exemption. More information is available in the [Housing Handbook](#). 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 respective employers and/or clinical sites will follow standards established by Coastal Bend College. A student is considered to be "on the job" for the purposes of this policy wherever he or she is acting on behalf of the college, i.e., going to and from clinical sites or child care centers as part of a course or curriculum of study.

Timing of Pre-Screening Requirements

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

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

Criminal Background Checks

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

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

Notes:

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

Admission Procedures

Pre-Assignment Drug Screening

I. Method of Testing

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

II. Allocation of Cost

- Each student must bear the cost of required tests.

III. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student's name and social security number will be the only information provided to the college administration. Confidentiality will be ensured. In the event that the student feels that an error has been made in the results of the criminal background and/or drug testing, it is the responsibility of the student to contact the external vendor for verification at the student's expense.

New Students

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

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

Beginning Freshmen Must:

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

Admissions/Registrar's Office	(361) 354-2245 Or 1-866-722-2838 Ext. 2245
Student Development Specialist-Beeville	(361) 354-2578
Student Development Specialist-Alice	(361) 664-2981 Ext. 3025
Student Development Specialist-Kingsville	(361) 592-1615 Ext. 4074/4036
Student Development Specialist-Pleasanton	(830) 569-4222 Ext. 1203
Nursing Education- Beeville	(361) 354-2768
Nursing Education- Alice	(361) 664-2981 Ext. 3022

Nursing Education- Kingsville	(361) 592-1615 Ext. 4039
Nursing Education- Pleasanton	(830) 569-4222 Ext. 1218
Radiology	(361) 354-2302
Dental Hygiene	(361) 354-2555
Cosmetology- Beeville	(361) 354-2521
Cosmetology- Kingsville	(361) 592-1615 Ext. 4083
Cosmetology- Pleasanton	(830) 569-4222 Ext. 1215

Transfer Students

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

Transfer students must submit:

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

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

Note: All participating in CBC athletic sports must provide a high school transcript or GED.

Transient Students

A student enrolled in another college who expects to return to that school may register for CBC courses when CBC receives a transcript which includes TSI Assessment or other acceptable placement exam scores, developmental status, and a statement of good standing.

Former Students

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

Academic Fresh Start

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

Home Schooled Students

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

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

Admission Procedures

High School Students

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

Concurrent Enrollment

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

Dual Enrollment Student

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

Dual Enrollment

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

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

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

Dual Enrollment Eligibility Requirements

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

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

International Students

International students must comply with the following:

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

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

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

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

Non-Degree Seeking Students

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

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

Admission Inquiries

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

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

Testing Requirements

Testing Requirements

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

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

Evaluation

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

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

TSI Assessment

CBC uses the Texas Success Initiative (TSI) Assessment as its primary college placement tool. The TSI assess students' math, reading, and writing abilities. The TSI is a system 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 used to determine placement and need for college preparatory education (i.e. developmental courses). For location, dates, time of operation, contact information and fees, please go to www.coastalbend.edu/testing or call: (361) 354-2334.

Advising Component

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

Mandatory Pre-Assessment Activity

1. The importance of this assessment is based upon your scores on the TSI Assessment – this will determine whether the student is eligible for a college level courses or if he or she will need to take developmental courses. Developmental courses do not count towards a certificate or degree. However, developmental course help students build skills to be successful in college level courses.
2. Sample questions and other resources please visit <http://www.coastalbend.edu/tsiresource/>.
3. CBC offers various course options:
 - NCBO - Non-Course Based course - which is a non-semester length course delivered in an intense workshop setting,
 - Integrated Course - which is a course that integrates two areas - such as Reading and Writing together so that a student gets two courses for the time and price of one course
 - Lecture courses - which are taught classroom style with instructor face-to-face;
 - Distance Learning courses - are taught in a classroom setting, but video cameras and microphones link you to other sites with other students, the instructor may move around from site-to-site to have face time with each area;
 - On-line courses - are taught via the internet;

- Hybrid courses- which are taught partially face-to-face and partially on-line,
 - Accelerated Learning Program courses (go to: <http://www.coastalbend.edu/ala/>)
4. Resources:
 - Tutoring: <http://www.coastalbend.edu/tutoring/>
 - Financial Aid: <http://www.coastalbend.edu/FinAid/>
 - Laptop Computer/Calculator Loan program: http://www.coastalbend.edu/tech_request/
 - Library: <http://lrc.coastalbend.edu/about>
 - Student Development Advisors: <http://www.coastalbend.edu/Counseling/>
 - Testing: <http://www.coastalbend.edu/testing/>
 - Housing/Student Activities: <http://www.coastalbend.edu/StudentLife/>

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

Exceptions to the TSI Requirements

The following students shall be exempt from TSI requirements:

1. For a period of five (5) years from the date of testing, a student who is tested [assessed] and performs at or above the following standards that cannot be raised by institutions:
 - ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;
 - SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or
2. For a period of three (3) years from the date of testing [assessing], a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - On the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
 - STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

Testing

9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
 - An institution may exempt a non-degree-seeking or non-certificate-seeking student.
 - ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply. **(Note: Not Applicable at Coastal Bend College due to not having an ESL program.)**
 - Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Waivers from TSI Requirements

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

Re-Testing

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

Minimum Passing Standards

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

TSI Assessment:

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

Determination of Readiness to Perform Freshman-Level Academic Coursework

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

Indicators of Readiness

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

1. Developmental Education coursework and/or intervention learning outcomes developed by the Board based on the Texas College and Career Readiness Standards.
2. Performance in developmental education.

College Preparatory Placement

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

Sequence of College Preparatory Courses

Based on their performance on the state approved assessments, students are referred to a sequence of developmental courses. All first time college students are classified into four groups for each type of developmental education: 1) no developmental education, 2) developmental education one level below the entry-level college course, 3) two levels below, and 4) Adult Basic Education (ABE) for students who have scored Math: 335 or below (ABE); Writing: 349 or below (ABE); and Reading: 341 or below (ABE) will be required to remediate before placement in the below courses (see developmental education faculty).

Adopted Sequence of Courses for Certificates and Degrees:

Level I Certificates

TSI compliance not required.

Level II Certificates

Integrated Reading and Writing Mathematics	IRW 0311 and IRW 0312 MATH 0321, MATH 0322*
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Associate of Applied Sciences

Integrated Reading and Writing Mathematics	IRW 0311 and IRW 0312 MATH 0321 and MATH 0322*
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Associate of Arts and/or Science

Integrated Reading and Writing Mathematics	IRW 0311 and IRW 0312 MATH 0321 and MATH 0322*
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*MATH 0322 is not required to meet TSI requirements if the Level II Certificate or Associate of Applied Science degree is identified as a non-algebra certificate or Associate of Applied Science degree.

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's degree must meet TSI requirements in all areas.

Testing

Labs

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

Online Registration

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

Pre-Requisites

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

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

Correspondence Test

Correspondence test cost \$25 per test.

College Level Examination Program (CLEP)

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

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

Credit by Examination

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

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

CBC Subject Competency Examinations

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

- Credit may not be acquired in any course, or its equivalent in which a student has been previously enrolled for credit, nor for a subject in which the student has earned credit in a more advanced course.
- No credit by examination is applicable until 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 Academics or the Dean of Workforce.
- 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 [Other Charges for Services](#) 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 placement courses in an accredited secondary school and who present scores of 3, 4, or 5 on the appropriate Advanced Placement Examination may be granted credit for comparable courses at CBC. Students may earn a maximum of 24 semester hours of credit-by-examination. The course number, course title, and number of semester credit hours earned will be recorded on the transcript. No grade points are earned. Credit may not be used to meet residency requirements. Credit will not be posted until the student has completed 12 semester hours of credit at CBC.

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

AP Examination

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

CBC Equivalent Course

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

National Testing Programs

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

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

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

General Education Development Tests (GED): This is a nationally-recognized examination to determine equivalency for a high school diploma. The GED is administered year-round in Beeville in the Testing Center. Please check the [testing website](#) for details: 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://sat.collegeboard.org/home>

Hours Earned from Testing Programs

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

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

Tuition and Fees

Residency

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

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

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

Installment Plan

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

Charges by Semester

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

Fees are subject to change.

Non-Refundable Fees

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

Fees are subject to change.

Other Charges for Services

Non-Course Based Remediation Fee	\$50
TSI Assessment	\$29
Correspondence Tests	\$25
Credit-by-Exam Tests	\$60 per semester credit hour
Returned Checks	\$20
Conversion from Continuing Education course to credit course	\$25 per course
Printing Fees	\$.10-\$0.30 per page

Fees are subject to change.

Tuition and Mandatory Fee Refund Policy

Drops and withdrawals from college are official at the time that the Admissions/Registrars Office is notified. Notification is done by the completion of a Add/Drop/Withdrawal Form. Students will have their tuition and mandatory fees refunded 100% before the first course day. After that time, students who drop or withdraw from courses will have their tuition and mandatory fees refunded according to the following schedule:

Length of Course Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2nd course day	N/A
*3	3rd course day	4th course day
4	4th course day	5th course day
5	5th course day	6th course day
**6	5th course day	7th course day
7	7th course day	9th course day
***8	8th course day	10th course day
9	9th course day	11th course day
****10	9th course day	12th course day
11	10th course day	14th course day
*****12	12th course day	15th course day
13	13th course day	16th course day
14	13th course day	17th course day
15	14th course day	19th course day
*****16	15th course day	20th course day

* Minimester

** Six-Week Term / Summer I and Summer II Semester

*** Eight-Week Term

**** Ten-Week Term

***** Twelve-Week Term

***** Fall and Spring Semesters

The count of course days begins the first day that courses are held in the term (not an individual's first course). Each calendar day on which courses normally are conducted are included. Holidays do not count as course days.

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 is revoked and the student may be required to repay the scholarship fund.

If CBC has to return federal funds they will be returned in the following order: William D. Ford Federal Direct Loan Program, Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and other Title IV funded programs.

Credit Balance Refund Policy

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

Financial Aid

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

Excess Hours

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

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

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

On-Campus Housing Fees

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 deposit.....	\$250
Apartment monthly rental fee (per apartment)	\$600

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

Tuition and Fees 2015-2016

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

Tuition for Dual Enrollment Students

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

Financial Aid

Cost of Attendance 2015-2016

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

Meal Plan Fees

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	\$1550	\$1550
19 Meals per Week	\$1650	\$1650

Financial Aid Overview

Monetary assistance available through the financial aid office offers qualifying students government grants, scholarships, and college work-study. To apply for financial aid, a student should apply online using the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.gov

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

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

The CBC federal school code 003546.

Eligibility for 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 on the basis of family income, size of family, and financial demands of the individual college program.

Texas Educational Opportunity Grant (TEOG)

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

Child Care Grant

A limited amount of assistance is available for child care. The financial aid staff provides information on financial assistance for child care in Beeville, Alice, Kingsville, and Pleasanton. Eligible students will be contacted by the Financial Aid Office.

Student Loans

William D. Ford Federal Direct Loan Program

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

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

- Must be currently enrolled for at least 6 credit hours.
- 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. Refund checks will be mailed out to students approximately 14 days after the funds are requested. A correct mailing address must be on file with Coastal Bend College. Loans are disbursed in two equal payments in accordance with federal regulations. For loans covering one semester, the second disbursement cannot be made until at least 50 percent of the student's enrollment has elapsed.

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

Financial Aid

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

Scholarships

Academic Scholarships

Students who graduate in the top 10 percent of their course 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, and recipients from high schools further than 50 miles from CBC may receive a free room at the residence hall. These scholarships are open to all majors and are renewable for three semesters if the recipient successfully completes 12 semester hours each semester and maintains a 2.5 GPA.

Outreach Scholarships

Outreach scholarships are available for a limited number of students majoring in Visual/Performing Arts, Language, Kinesiology, Science/Agriculture, Math/Physics, Social Sciences/Humanities, Protective Services, Public Services, Industrial, Business Technology. Students receiving an academic scholarship may also be entitled to an additional \$200 outreach scholarship per semester. Each is renewable for three additional semesters if the recipient successfully completes a minimum of 12 semester hours each semester, maintains the GPA required by the division and is recommended for renewal by the appropriate division chairperson.

Teacher Certification Scholarship

The CBC Board of Trustees has established a scholarship program for out-of-state teachers attending CBC to complete their Texas certification requirements. The applicant must reside and teach in a Bee County school district and present a letter from his/her superintendent stating the required course(s) for TEA Certification. This scholarship provides the difference between out-of-state tuition and the tuition paid by Bee County residents for the course(s) needed for TEA Certification only. The financial aid office provides additional details about scholarships, application procedures, application forms, and deadlines. The scholarship application and financial aid brochure is also available at the Alice, Beeville, Kingsville, and Pleasanton sites.

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.

Work-Study Programs

Federal and Texas College Work-Study Programs

The Federal and Texas 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. Students must first report to the financial aid office for interviews and assignments.

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 in order to receive financial aid and maintain appropriate timeframe/pace.

Formula:

Hours Earned / Hours Attempted = >67%

For Students Who Do Not Meet Satisfactory Progress

A student who does not meet the satisfactory 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 after one semester the student does not meet the satisfactory academic progress requirements, the student's financial aid will be suspended. Students whose aid is suspended are not eligible for any type of financial aid/student loans until they have met the satisfactory progress requirements. Students may appeal this suspension if there are extenuating circumstances contributing to the lack of academic progress.

Maximum Eligibility

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

Appeals Process

Students who are on financial aid suspension will be notified by the Financial Aid Office. Students on financial aid suspension may appeal for reinstatement of financial aid due to documented, extenuating circumstances such as illness, death in family, or undue hardship. Appeals will be processed by the financial aid director and reviewed by the financial aid committee. All appeals must be in writing. Appeal forms are available online at www.coastalbend.edu/appeals.

Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record. The student will receive notification from the Financial Aid Office within 7 business days after the appeal meeting.

Approval of Appeal

A student who has a successful appeal is placed on Financial Aid probation and eligible to receive Title IV aid for the next payment period. If a student's appeal is approved and requires more than one payment period to meet satisfactory academic progress he/she will be placed on an Academic Plan for one payment period. The Financial Aid Representative will review academic plan at the end of payment period to determine if

Financial Aid

the student is meeting the requirements of the academic plan. Student will continue to receive Title IV aid as long as the student continues to meet requirements. Failure to adhere to the conditions of the Academic Plan will result in the cancellation of all future financial aid assistance.

Denial of Appeal

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

Return of Title IV Financial Aid Withdrawing while on Financial Aid

A student who is withdrawing and has received financial aid assistance for the current semester should visit the financial aid office to see if the amount of aid received is more than the actual assistance that s/he has earned. All students must complete the Notice of Add/Drop form located (http://www.coastalbend.edu/uploadedFiles/CBC/Content/Student_Services/Admissions/Add-Drop%20Form.pdf). All forms must have the students 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 actually earned must pay back the excess funds.

The percentage of the refund is equal to the number of days attended divided by the number of days in the semester. For example, students who complete 30 percent of the payment period earn 30 percent of the assistance they were originally scheduled to receive. Students who complete more than 60 percent of the payment period have earned all of their assistance. Coastal Bend College must return a portion of the excess funds equal to the lesser of:

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

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

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

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

Student Advising

New Student Orientation

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

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

Advising

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

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

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

Advising Services:

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

The Role of the Dedicated Faculty Advisor

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

Student Responsibility in the Advising Process:

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

Degree Audit

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

Changing a Major

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

Auditing Courses

When space is available, permission to audit a course may be granted by the Dean of Academics or the Dean of Workforce. Students auditing courses are required to submit the Course Audit Form. 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

Student Advising

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 [catalog residency charges section](#). Clinicals and courses with labs may normally not be audited. See department faculty for details. Auditors must abide by all student conduct and responsibilities including immunization requirements.

Evaluation of Transfer Credits

CBC accepts coursework earned at accredited colleges and universities and gives consideration to formal studies completed at accredited vocational schools, military service schools, and trade and industrial training programs. Previous education and training are evaluated for similarity to CBC courses. Credit toward CBC degrees and certificates may be awarded when equivalent courses are in the CBC curricula. Courses taken more than five years prior to entry into CBC may not transfer if content and/or technology in the subject area has changed significantly. Requests for evaluation of previous education and training should be made to the Admissions/Registrars Office at (361) 354-2245. Credit will be awarded provided that the student is officially enrolled at CBC and the student has furnished the Admissions/Registrar's Office an official transcript from the institution attended showing satisfactory completion.

Student Load and Classification

Full-time students in the fall and spring semesters usually take course loads which range between 12 and 18 semester credit hours, with 12 semester credit hours the minimum for full-time classification. Students who wish to enroll in more than 19 semester hours must submit a [Request for Excessive Hours form](#) to the Dean of Academics or the Dean of Workforce.

During a summer semester, students who wish to enroll in more than 6 semester credit hours per summer term must submit a [Request for Excessive Hours form](#) to the Dean of Academics or the Dean of Workforce. During any abbreviated semester (Maymester, Wintermester, etc.) students may enroll in no more than 1 semester credit 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, obtain an Add-Drop form from the Admissions/Registrar's Office, from the Student Development Office, or online at the CBC website at www.coastalbend.edu/forms. The completed form is signed by the advisor and presented at the Admissions/Registrar's Office where the record is corrected. Any additional charges are then paid at the Business Office. No courses may be added later than the last date listed to do so in the school calendar. Students must make up any work missed due to late course additions.

Dropping a Course

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

- To drop a course at any campus/site, students need to go to the Student Development office to pick up a drop form or obtain one online at the CBC website at www.coastalbend.edu/forms. The students are required to seek advice from the Student Development Office on the options and consequences of dropping courses in order to complete the process.
 - At the Student Development Office, the students will receive advising assistance. The advisor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and the Department of Education if they withdraw from all 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 department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.

- Once the school official signs the form, students are sent to the Admissions/Registrar's Office in order for the registrar to record the drop in the student data system.
- The registrar will advise the respective faculty members to inform them of the dropped courses.
- Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a course(s). The student should include his or her student identification number, course name and number, instructor's name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

Limitation on Number of Course Drops (Senate Bill 1231)

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

Accelerated Learning Academy

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

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

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

Registration Schedule

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

Course Cancellation

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

CBC Smart Start

QEP Mission Statement

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

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

CBC Smart Start Components

Mandatory Orientation

- Student Services (Advising, Financial Aid, Disability Services, Career Services, Testing, Tutoring)
- Library Services
- Student ID
- CBC Email
- Classroom Etiquette
- Dedicated Advisors
- Academic Calendar
- BlackBoard
- Campus Connect
- Student Success Center
- Student Rights & Responsibilities
- What to Expect on the First Day

Dedicated Advising

- Degree Plan, Grades, Goals, Attendance
- Financial Aid, Resources, Registration for Following Semester
- Transfer, and Graduation

My Cougar Course (EDUC 1300)

- A 3-hour, college credit course that will transfer to a university!
- Covers Topics Important to all CBC Students' Success (Pathway to Success, Time Management, Communication, Learning Theories, Learning Styles, Choosing a Major, Careers, Goals/Degree Plan, Stress/Wellness, Note Taking, Critical Thinking, Conflict, Diversity, Financial Literacy, and Personal Assessment)

My Cougar Course Exemptions and Waivers

- The following certificate or degree programs are exempted:
 - Level 1 Cosmetology
 - Licensed Vocational Nurse
 - Registered Nurse
 - Radiology
 - Dental Hygiene
 - Marketable Skills Certificates
- Students who have completed 24 successfully completed (C or better) college level courses may request a waiver.
- Dual Enrollment students may be exempt depending on their Early College High School requirements.
- A student may request a waiver through CBC's Appeals Process which is available through the Dean of Student Service Office.

Student Development Office

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

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

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

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

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

Career Services

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.

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 the Career Development Coordinator.
- **Assessment Inventories:** Assessments are used to help students identify their skills, personality traits and interests. It give them suggestions regarding the careers and programs of study that they may be suited for. MyPlan is a program available for all enrolled CBC Students free of charge who are wanting to take a similar career inventory. For more information regarding these services, please contact the Career Development Coordinator at (361) 354-2728.

Resume/Cover Letter Assistance: Career Services offers professional reviews of resumes, cover letters and other additional documentation required for employment.

- **Walk-ins vary during the semester.** Please contact the Career Development Coordinator to schedule an appointment, if needed.
- **Two Business Day Review:** Students and Alumni can email their documents to the Career Development Coordinator for review. A reply with changes or suggestions will be sent back within two business days.

Interview Assistance: Career Services offers mock interviews for students and alumni to prepare them for their upcoming job interview.

Workshops:

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

Career Fair: An annual city-wide career fair is held in Beeville at a designated location every spring semester to assist students with the job search process. For more information about the career fair, or other career development opportunities, please visit www.coastalbend.edu/careerdevelopment.

Job Placement

CBC Works

- 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 contact the Career Development Coordinator at (361) 354-2728 or careerservices@coastalbend.edu.

Workforce Solutions of Coastal Bend

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

On-Campus Housing

Housing

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

Apply For Housing

Contact the Housing Coordinator at (361) 354-2772 or 1-866-722-2838 Ext. 2772, for an application or [click here to obtain one from our website](#). Return the completed application along with a check or money order for the \$250 deposit to:

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

Benton Hall/Residence Hall

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

Cost

A \$250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. The deposit does not guarantee a room or apartment. The Student Life & Housing Coordinator will contact the applicant in regards to vacancy. Benton Hall residents are required to purchase at minimum a 15 meal plan for fall and spring semesters as noted below. The following rental plans and payment options are available to the Benton Hall residents. Fall and spring semesters are \$900 per semester. 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.

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

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

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

College Apartments

CBC has 20 one-bedroom apartments next 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.

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

Assignments

Apartments are assigned based on the following priorities:

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

Apartment Deposit & Fees

A \$250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. The monthly rental fee of \$600 per resident is due on the first day of each month. If two students reside in a apartment together, the fee is \$300 per student. Water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area companies for cable and telephone service. A \$25 late fee will be assessed beginning on the sixth day of the month until payment in full is made. Failure to pay the rent as due or to make arrangements for payment with the Business Office within the month rent is due could result in eviction.

Housing Refund/Cancellation Deadlines

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

Loss of Housing Deposit

Apartment and residence hall deposits will be forfeited if:

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

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.

Success Support Services

Clubs and Organizations

Coastal Bend College encourages the formation of student organizations. Each organization is required have a faculty/staff advisor, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Students interested in starting a new organization may contact the Student Life and Housing Coordinator.

Fund Raising by Student Organizations

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

Student Success Centers

Coastal Bend College provides student access to computers in Alice, Beeville, Kingsville, and Pleasanton, most of which have Internet connections. In the Student Success Centers, current students may borrow a laptop for up to two weeks at a time. In addition, all currently enrolled students are given an E-mail address and access to Campus Connect, the web based program that allows students to check their grades, transcripts, course schedule, etc. online. Laptop and calculator check outs are free for CBC students. Students must provide copies of their Driver's License, CBC Cougar Card, and a current course schedule.

Student Success Centers (SSC) at our Beeville, Alice, Kingsville and Pleasanton campus/sites offer numerous opportunities for students such as tutoring, computer usage, limited printing services, laptop loans, TI-83 Plus Graphing Calculator loans, and testing options for students or prospective students.

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.

Closed Campus/Site Information

Good weather in South Texas keeps CBC's courses in session, but should inclement weather threaten student safety, or a campus/site emergency is reported, the President may cancel courses. During bad weather or emergencies, it is best to tune to local radio stations for details: 105.7 FM or 97.9 FM, and to regional television stations for instructions. Details will also be available at www.coastalbend.edu, and on CBC's social media sites at www.facebook.com/coastalbendcollege and www.twitter.com/cbcfuture.

Health Services

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

Student Insurance

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

Child Development Center

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

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

Posting Announcements

Students wishing to post announcements or flyers on campus/site bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2772 in Beeville or the site director in Alice, Kingsville, and Pleasanton.

Parking Zone Restrictions

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

Cougar Card

The Cougar Card is the new 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 for admission to certain events on campus, for using library resources, and for using certain college facilities. It also has the added convenience of being a reloadable debit card. The Cougar Card can be loaded with your CBC financial aid refunds, and since it's reloadable, funds can be added as needed.

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

Activating the Cougar Card

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

Loading Financial Aid Refunds onto the Cougar Card

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

Success Support Services

Cougar Card Fees

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

Cougar Card Printing Fees

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

The 2015-2016 Printing Fees are:

Black & White Pages

- .10 for a single sided page
- .16 for a double side page

Color Pages

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

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

Students will be prompted to login with their Cougar ID when they want to print. The total cost will display for the student before they commit to print the pages. If you have any questions, please contact the IT Help Desk, at (361) 354-2522.

Textbooks

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

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

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

Campus Connect

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

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

E-mail Support: helpdesk@coastalbend.edu

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

Live Chat: Fall/Spring Hours: Monday-Fridays 8 a.m. to 5 p.m.
Summer Hours: Monday-Thursday, 7:30 a.m. to 6:00 p.m.

Project OASIS

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

Beeville:

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

Beeville/Pleasanton:

Taylor Tomlin
ttomlin@coastalbend.edu
(361) 354-2277

Alice:

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

Kingsville:

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

Success Support Services

Title V “Celebrando Educación”

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

Early Alert Program

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

Tutoring

Coastal Bend College offers free tutoring services to all CBC students who need academic assistance through one-on-one, group, and online tutoring. To insure that quality tutoring is provided the CBC Student Success Center Tutor Program employs tutors who are certified through the College Reading and Learning Association (CRLA) or are working towards CRLA certification. Tutoring is provided in English, Math, History, Chemistry, Biology, Computer Science and other subject areas as requested by students. Additional tutoring services are provided through TRIO programs. For more information visit www.coastalbend.edu/tutoring.

Supplemental Instruction

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

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

Beeville Student Success Coordinator

(361) 354-2578

Alice STEM Case Manager

(361) 664-2981 Ext. 3049

Kingsville Student Success Coordinator

(361) 592- 1615 Ext. 4032

Pleasanton Student Development Specialist

(830) 569-4222 Ext. 1225

Online Learning Student Resources

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

- A list of various downloads from Internet Browsers to free plug-ins such as Acrobat Reader and Java as well as Online Tutorials.
- Various ways to communicate with technical support staff including email, toll-free phone support, and online chat.
- A distance learning internet orientation covering various topics including Internet Test Policies, Campus Connect, student email, and Library Resources

- An “Online Tutorials” section with short videos on how to use Blackboard, CBC’s course management system; Campus Connect, and student email.
- An Internet Testing Policies provides information on CBC Testing Center testing policies.
- How to “Purchase Books” with a link to access [CBC Bookstore online](#).
- Step-by-step instructions in written format as well as video format on how to use the various programs as mentioned above.
- Information on dates and times for face-to-face orientation sessions for students feel they need more one-on-one training.
- An Internet orientation as a course in Blackboard is also offered to all students who enroll at CBC. A “Program Login Info” section notes what information is needed such as a student’s user name and password to log in to the Blackboard platform. Once logged in, click the “Online Student Orientation” course link to enter the course. Read over the syllabus and use the course menu to navigate through the different units to learn how to use the Blackboard platform.
- Free online tutoring support for all students (eTutoring).

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

E-mail Support: helpdesk@coastalbend.edu

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

Live Chat: Fall/Spring Hours: Monday-Friday, 8 a.m. to 5 p.m.
Summer Hours: Monday-Thursday, 7:30 a.m. to 6:00 p.m.

NJCAA Athletics

Coastal Bend College is proud of its association with the National Junior College Athletic Association (NJCAA) Division I. Coastal Bend College competes in six National Junior College Athletic Association (NJCAA) Division I and III sports, in addition to providing recreation and intramural sports.

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

The 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. 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 information about scheduled events or information visit our Athletic Website, <http://coastalbend.edu/Athletics/>.

Intramural Sports

Kinesiology instructors and/or Student Services staff offer a variety of recreational activities for CBC students taking at least one semester hour. Activities are in three categories, according to demand and participation: men’s, women’s, and/or co-ed. Activities may include flag football, volleyball, basketball, softball, bowling, and tennis. For information about scheduled events or information visit our Athletic Website, <http://coastalbend.edu/Athletics/>.

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

TRiO Programs

TRiO Educational Talent Search

Educational Talent Search is a 100% federally funded program designed to identify and assist students who have the potential to succeed in higher education. The program encourages participants to graduate from high school and continue on to the post-secondary institution of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. ETS services include tutoring, campus tours, assistance with completion of admissions paperwork and financial aid. To be eligible, students must be from a target high school and must meet federal guidelines accordingly high school dropouts, veterans and returning older students up to the age of 27 can be served by the program.

CBC hosts two Educational Talent Search programs:

Beeville ETS Program serves 671 high school students from 12 target schools which include: A.C. Jones, George West, Karnes City, Kenedy, Mathis, Odem, Pettus, Refugio, Runge, Skidmore-Tynan, Taft and Three Rivers. For more information please contact the ETS office at (361)354-2706.

Alice ETS Program serves 616 high school students from 7 target high schools, which include: Alice, Benavides, Falfurrias, Freer, Premont, Orange Grove, and San Deigo. For more information please contact the ETS office at (361)-664-2981 ext. 3081.

TRiO Student Support Services— Beeville

Student Support Services is a 100% federally funded TRiO Program designed to identify college students with academic potential from disadvantaged backgrounds (low-income, first generation, and disabled). The program strives to increase students' retention, graduation, and transfer rates. SSS offers a wide range of free services and activities. These services include: tutoring, personal counselor referrals, academic advising, transfer advising, financial aid assistance (FAFSA, scholarship search, etc), campus tours at a variety of universities, cultural awareness activities, enrichment and financial literacy workshops.

TRiO SSS is a supportive academic community working together towards academic excellence and achievement. TRiO SSS assists first generation, low-income students and students with disabilities reach their full potential and achieve academic success. Student success is at the center of everything we do in our program! TRiO programs have been providing comprehensive support services at CBC for over 30 years. TRiO SSS paves the way to graduation for underrepresented students. We are committed to providing a welcoming learning environment that fosters intellectual, personal and professional growth of all program participants. For more information please contact us (361) 354-2718.

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

Upward Bound is a 100% federally funded program designed to identify and assist high school students with academic potential. The program generates the skills and motivation necessary for students to complete a program of secondary education and to enter and graduate from a program of postsecondary education. Upward Bound has an academic and a summer component.

During the academic component (September-May), students meet on designated Saturdays and students must meet either at the college for instructional courses or volunteer activities. Upward Bound motivates students by offering the following services: Tutoring assistance, academic, career and personal counselor referrals, cultural/ educational enrichment outings; campus tours and career exploration opportunities; admissions, financial aid, and scholarship technical assistance and Leadership conferences.

During the summer component (June-July) students reside on campus for a six-week session. The program offers a wide range curriculum including English, math, science, world geography, computer skills, drama, art, as well as the option for students to take dual enrollment courses during the day.

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

Veteran's Affairs

Veteran's Affairs

The Financial Aid Office staff, all advisors also provide support services for all veterans and eligible dependents. Courses in this catalog are approved by the Texas Workforce Commission for training veterans and eligible dependents. The Veteran's Affairs Specialist provides information on qualifying for financial help under the Department of Veteran's Affairs.

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 in order for the exemption to be in effect on registration date.

Transferability of Hazlewood Benefits (Legacy Program)

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

Be a Texas resident, be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year, be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition), and Make satisfactory academic progress in a degree, certificate, or continuing education program** as determined by the institution in accordance with their financial aid policy.

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

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 a given program.

Defense Activity For Non-Traditional Education Support (DANTES)

Course credit may be awarded for military education experiences as covered by the DANTES program. Official reports must be sent to the Admissions/Registrar's Office.

To find a test center, go to the following web address at http://www.dantes.doded.mil/DANTES_Homepage.html. Note that CBC is not a test center for this exam.

Additional Veterans Benefits

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

Scholastic Performance

Scholastic Performance

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

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

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

Phi Theta Kappa

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

Beeville: Laura Yeck at (361) 354-2570 or layeck@coastalbend.edu
 Alice: Christi Morgan at (361) 664-2981 ext. 3004 or crism@coastalbend.edu
 Kingsville: Laura Yeck at (361) 354-2570 or layeck@coastalbend.edu
 Pleasanton: Laura Yeck at (361) 354-2570 or layeck@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 can expect to receive quarterly grades. Their dedicated Faculty Advisor will review quarterly grades with the student and if required, recommend success support services to ensure course completion.

Grading System

Grade Reports

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

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

After the 12th 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 and return it to the Admissions/Registrar's Office prior to the drop deadline. The deadline for receiving a "W" is the end of the

12th week in a regular semester, and the end of the 3rd week in a summer session. A course with a grade of "W" becomes a permanent transcript entry, but is not included in the calculation of the grade point average. After the withdrawal deadline, the student will receive a performance grade.

The grade of "Q" may be assigned when a student is dropped from a course roll because of excessive absences. This is not an automatic procedure. Students with excessive absences can be assigned a grade of "F." Students are advised that the only sure method of withdrawing from a course without penalty is to complete an Add-Drop Form and return it to the Admissions/Registrar's Office prior to the drop deadline. A course with a grade of a "Q" becomes a permanent transcript entry, but it is not included in the calculation of the grade point average.

All courses taken in which grades of "I", "W", "Q", or "F" were earned, in addition to transfer credits accepted by the institution, apply toward the student's maximum eligibility and satisfactory progress standards for financial aid. For more information, please refer to [page 32](#) of this catalog under "Satisfactory Progress for Financial Aid."

Grades in College Preparatory Courses

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

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

Grading System

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

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

Example 1:

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

Computation:

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

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

Scholastic Performance

Example 2:

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

Computation:

$$\begin{aligned} &3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 3 \text{ (value of "B's")} = 27 \text{ grade points} \\ &+ 1 \text{ (course)} \times 4 \text{ (semester hours)} \times 2 \text{ (value of "C's")} = 8 \text{ grade points} \\ &35 \text{ (grade points)} \text{ divided by } 13 \text{ (semester hours completed)} = 2.69 \text{ GPA} \end{aligned}$$

Example 3:

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

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

Computation:

$$\begin{aligned} &3 \text{ (courses)} \times 3 \text{ (semester hours)} \times 2 \text{ (value of "C's")} = 18 \text{ grade points} \\ &1 \text{ (course)} \times 4 \text{ (semester hours)} \times 0 \text{ (value of "F")} = 0 \text{ grade points} \\ &18 \text{ (grade points)} \text{ divided by } 13 \text{ (semester hours completed)} = 1.38 \text{ GPA} \end{aligned}$$

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

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.

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

Scholastic Probation

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

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

Removal of Scholastic Probation

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

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

Scholastic Suspension

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

Removal of Scholastic Suspension

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

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

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

Scholastic Suspension for Dental Hygiene and Nursing Students

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

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

Laboratory, Clinical, and Practicum Probation and Suspension

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

Student Grades

Repeating Courses/Change of Programs

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

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

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

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

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

Complaint Procedures Concerning Grades

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

Appeal Process

1. Student must meet with instructor of record concerning course grade.
2. If the grade issue is not resolved, student appeals grade in writing by completing and submitting a [Complaint and Appeal Form](#) to the Dean of Student Services. The Dean of Student Services will notify the appropriate instructional dean the grade appeal form was submitted within 5 business days.
3. The Dean of Academics or the Dean of Workforce within 7 business days of receiving the grade appeal, investigates whether the awarded grade was given in accordance with the written syllabus or errors in calculation. If the Dean of Academics or the Dean of Workforce finds justification for changing the grade, the instructor and division chair are consulted and the grade is changed as required. If no justification is found, the appeal process is exhausted. The Dean of Academics or the Dean of Workforce will provide a written response within 7 business days to student and the Dean of Student Services.
4. If the Appeal process is exhausted, see Complaint Procedures.

Graduation Procedures

Application for Graduation

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

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

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

Graduation Fees

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

Graduation with Honors

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

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

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

Transcript Request Admissions/Registrar's Office

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

**Coastal Bend College
Admissions/Registrar's Office**

3800 Charco Road
Beeville, TX 78102
ATTN: Transcripts

3. A fax request may be sent to (361) 354-2254. CBC does not accept requests by telephone.
4. A signed and scanned request may be emailed to register@coastalbend.edu.

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

Student Rights

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

Requests should include the following information:

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

Student Rights

At Coastal Bend College, students have rights with which they should familiarize themselves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed below. These and other rights may be found in CBC's policy manual which can be accessed at www.coastalbend.edu/Publications/. Student rights include complaint procedures included in this section on [page 56](#). For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services at 361-354-2712 or lupegg@coastalbend.edu.

Equal Educational Opportunities

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

Social Security Numbers

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

Exceptions

The above provision does not apply to:

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

Statement Of Uses

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

Disability Support Services

In compliance with the Americans with Disability Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, Coastal Bend College prohibits discrimination on the basis of disability by public entities and protect qualified individuals with disability from discrimination of services, program, or activities by providing equal educational access.

Guidelines to establish Academic Accommodations

1. Students must request accommodation through Disability Services Office (R.W. Dirks, Room 141).

2. Official medical documentation must be provided to the Disability Coordinator indicating student's disability, describing functional limitation and accommodations
3. The review for accommodation may take up to 10 working days. Please bring all necessary medical and educational documentation to prevent delays in the evaluation process.
4. After academic accommodations have been reviewed, if approved, a letter will be sent to the student and instructor with the approved services for the semester. It is the responsibility of the student, to discuss all accommodations needed with the instructors and various College departments when appropriate.
5. A student must submit the Renewal of Services Form each semester to continue to receive accommodations.

Auxiliary Aids And Services

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

ADA / Section 504 Coordinator

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

Position: Dean of Student Services

Address: 3800 Charco Road, Beeville, TX 78102

Contact Information: (361) 354-2712 or lupegg@coastalbend.edu

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, contact Texas Department of Assistive and Rehabilitative Services at <http://www.dars.state.tx.us/drs/offices/officelocator.aspx>

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), before the 15th course day of each semester. Recognized religions are those exempt from taxes under Section 11.20, U.S. Tax Code.

Challenge To Education Records

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

Student Rights

Freedom From Discrimination, Harassment, & Retaliation Statement Of Nondiscrimination

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

Examples

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

Expression/Freedom of Speech

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

Freedom Of Speech

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

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

Protected Speech

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

Limitations On Expression

The College District may prohibit expression by students if:

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

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

Time, Place, and Manner Limitations

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

Interrogations and Searches

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

If no search warrant is obtained:

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

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

Limitation

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

Student's Right To Know

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

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

CBC must report, by category of prejudice, any crime it reports pursuant to items 1–7 above and any other crime involving bodily injury reported to local police agencies or to a campus/site security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Information is provided annually to students. The student may request a current report from the Human Resources office at (361) 354-2211.

Student Rights

Family Educational Rights & Privacy Act (FERPA) Policy

Introduction

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. This request should be in writing to the Dean of Student Services. The appropriate form may be requested by calling (361) 354-2712.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. If, upon review, students desire to challenge any portion of their records, they should contact the Dean of Student Services in writing using the FERPA Request for Amendment of Official Student Records Form.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A partial list of situations where CBC may disclose information without a student's consent are listed below.

Disclosure Without Consent

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

Student Directory Information

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

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

Student Records Policy

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

Students have the right to:

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

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

For access to your student records, please contact:

Coastal Bend College Registrar

R.W. Dirks Student Services Building
3800 Charco Road
Beeville, Texas 78102
admissions@coastalbend.edu
361-354-2245

Right Of Complaint

Students suspecting that their rights regarding the disclosure of their records to themselves or others have been violated may contact the Family Policy and Compliance Office, U.S. Department of Education, Washington, D.C. For more information go to: <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 "[Publications & Marketing](#)" from the CBC website and in the college catalog.

Complaint Procedures

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

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

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

1. Level One - The appropriate administrator shall investigate as necessary, hold a conference within reasonable time limits, and shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
2. Level Two – If the student did not receive the relief requested at Level One or if the

Alcohol, Tobacco & Drug Use

time for a response has expired, the student may request a conference with the appropriate dean to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, www.coastalbend.edu/uploadedFiles/CBC/Content/Administrative_Services/Human_Resources/Current_Employees/Employee_Forms/GrievanceAppealIncidentFilingForm.pdf within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The Level Two administrator shall hold a conference and provide a written response within ten days following the conference. The written response shall set forth the basis of the decision.

3. Level Three -If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision. The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline. The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision.
4. Level Four- If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

Exceptions

This policy shall not apply to:

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

Alcohol Use

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

Controlled Substances

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

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

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

Exception

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

Violation

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

Drug and Alcohol Testing Requirements

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

1. There is reasonable suspicion of impairment based upon evidence of erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
 2. A student is criminally charged with selling drugs or charged with illegal or alcohol consumption or illegal possession of drugs.
 3. A student has violated this policy that prohibits the use, possession, sale, or transfer of drugs.
 4. A student is enrolling or is enrolled in a program involving public health and/or safety.
- Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply shall be treated as insubordination and may lead to expulsion from Coastal Bend College.

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

Policy on Use of Tobacco

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

Student Conduct

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 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, Lupe Ganceres, Jr., R. W. Dirks Student Services Building Room 146 or at the college's website at <http://pol.tasb.org/Home/Index/155>.

The following types of misconduct will result in disciplinary action:

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

encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

26. Scholastic dishonesty. [See FLB]
27. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors.
28. Intentionally or knowingly providing false information to the College District.
29. Intentionally or knowingly falsifying records, passes, or other College District-related documents.
30. Gambling. [See FLB]
31. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence.
32. "Crimes of Violence" as defined in [FJ(EXHIBIT)]

Student Discipline Procedures

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

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

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

Evidence

Evidence shall be handled according to the following:

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

Campus Safety

Communicable Disease Procedures

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

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

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

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

Campus Security and Safety Measures

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

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

Reporting Campus Crime and Institutional Response

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

Reporting Unusual or Concerning Behaviors

In a response to national concerns regarding at-risk behavior Coastal Bend College created a Behavior Intervention Team (BIT) designed to proactively provide early

identification, support, and intervention for CBC students and employees who are deemed at-risk, with the goal of ensuring a safe environment for an optimal educational experience. If you are concerned about someone's behavior please complete and submit a BIT reporting form. The form may be used by CBC faculty, staff, and students. Many times concerns are minor and may not amount to anything; however a series of small concerns reported by different people may require attention. Information on the BIT and on completing the form is at <http://www.coastalbend.edu/bit/>. In the case of an emergency, contact emergency personnel, campus directors, or the on-call BIT representative: Lupe Ganceres at lupegg@coastalbend.edu or 361-354-2712 as the situation permits.

Important Phone Numbers

Emergency.....	911
Physical Plant Service Desk.....	(361) 354-2347
Dean of Student Services.....	(361) 354-2712
President's Office	(361) 354-2200
Housing Coordinator.....	(361) 354-2772
Alice Site Director	(361) 664-2981 ext. 3030
Kingsville Site Director.....	(361) 592-1615 ext. 4076
Pleasanton Site Director.....	(830) 569-4222 ext. 1202

Emergency Notification System

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

Emergency Procedures/Safety Plan

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

Crime Statistics

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

Institutional Response to Crime

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

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

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

Campus Safety

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: <http://training.newmedialearning.com/psh/coastalbendc/index.htm>. The system is user friendly. Students may choose to follow additional links within the session for more information. The CBC community strongly advises students to avail themselves of this training. Support Services: Referrals for counseling are also provided in the Student Development Office .

Additionally Coastal Bend College has several policies that define sexual harassment and sexual violence, describe processes in reporting violations and processes on how the college is required to react. These policies and any referenced below may be found at the CBC website on www.coastalbend.edu, under "[Publications & Marketing](#)" from the "[Policy Manual](#)" link. Policies related to these matters include, but may not be limited to, FDE (LOCAL and LEGAL), FJ (EXHIBIT) and FLBG (LEGAL).

The complaint procedure is outlined in the following section. For any questions or for assistance in filing a complaint contact the Title IX Coordinator:

Ana-Alyse Olivares

3800 Charco Road
Beeville, Texas 78102.
361-354-2224
anaalyse@coastalbend.edu

Reporting Procedures

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, advisor, administrator, or other college employee.

Alternatively, a student may report prohibited conduct directly to the college official below.

ADA/Section 504 Coordinator

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

Name:.....Ms. Lupe Ganceres
Position:.....Dean of Student Services
Address:.....3800 Charco Road, Beeville, TX 78102
Telephone:.....(361) 354-2712

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:.....Assistant Director of Human Resources
Address:.....3800 Charco Road, Beeville, TX 78102
Telephone:.....(361) 354-2224

Alternative Reporting Procedures

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

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

Investigation of the Report

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

If appropriate, CBC shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the CBC official or a designee or by a third party designated by CBC, such as an attorney.

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

Concluding the Investigation

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

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

College District Action

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

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

Internet Use Policy

Confidentiality

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

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

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

Appeals

A student who is dissatisfied with the outcome of the investigation may appeal through Policy FLD(LOCAL) as noted in the policy manual, beginning at the appropriate level.

A student also has a right to file a complaint with the United States Department of Education Office for Civil Rights. Procedures are outlined at www.hhs.gov/ocr/office/file/index.html, the regional office information is listed below.

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

Internet Use Policy

Acceptable Use of the Internet and College Email

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

Unacceptable Use of the Internet and College Email

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

Communications

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

Software

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

Copyright Issues

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

Security

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

Violations

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

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

Social Media

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 of campus/site scenes, performance groups, large groups or activities) or formal (graduation, planned visits to classrooms, laboratories or offices; directory shots or headshots with professional backgrounds; or video shoots) or audible (video or voice recordings) in nature. All such recordings become the property of Coastal Bend College.

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

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

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

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

Social Media @ CBC

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

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

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

Core Curriculum

Instructional Divisions

Instructional Divisions

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

Communications/Mathematics

Kathleen Cuyler, Division Chair
Mary Kay Best, Coordinator

Science/Fine Arts/Kinesiology

Ronika Williams, Division Chair
Katy Gifford, Coordinator

Social Sciences

Kelly Rea, Division Chair
George Guidry, Coordinator

Dental Hygiene

Connie Griffin, Director

Nursing/Pharmacology

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

Radiologic Technology

Timothy Skaife, Director

Technical Instruction

Kevin Behr, Director

Human Services

Noemi Aguilar, Coordinator

Industrial Technology

Jack Young, Coordinator

Protective & Industrial Services

David Sullivan, Coordinator

Requirements for Degrees and Certificates

Types of Programs

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

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

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

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

Requirements

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

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

Core Curriculum

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

Statement of Purpose:

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

Core Objectives:

- **Critical Thinking Skills:** Student Learning is to include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information
- **Communication Skills:** Student Learning is to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills:** Student Learning is to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork 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 Behavior Sciences
- Component Area Options

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

Core Curriculum

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

Overview: Associate of Arts & Associate of Science

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

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

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

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

University Transfer

Academic Transfer:

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

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

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

Enrollment:

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

Advising:

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

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

Graduation and Degrees:

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

\$1000 Tuition Rebate:

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

Associate of Arts

Program Description:

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

What will I learn?

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

Students will engage in:

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

How long will it take?

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

How much will it cost?

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

How will my Associate of Arts Degree transfer?

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

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

Associate of Arts

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

Associate of Arts

*American History			6
HIST	1301	United States History Before 1865	3
HIST	1302	United States History After 1865	3
Associate of Arts - General Studies Degree Plan (Continued)			
Course Discipline	Course Numbers	Course Titles	Credit hours
*Government/Political Science			6
GOVT	2305	American Government	3
GOVT	2306	State Government and Federalism	3
*Social & Behavioral Science			3
ECON	2301	Principles of Economics I	3
PSYC	2301	General Psychology	3
PSYC	2314	Human Growth and Development	3
SOCI	1301	Principles of Sociology	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
*Component Area Option			6
***EDUC	1300	My Cougar Course	3
****BCIS	1305	Business Computer Applications	3
KINE	1304	Personal Health	3
KINE	1338	Concepts of Fitness	3
KINE	1346	Drug Education	3
*Degree Designation Course			3
		Select 1 Course: From the Creative Arts, Humanities, English, Language, or Philosophy and Culture. (Not used to meet core requirement)	3
*Courses in Major, Minor or Electives			15
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
Total AA Degree Requirements:			60
*Be sure to choose the specific course(s) required by the Texas four-year college or university department (major) in which the student is planning to transfer.			
** Be sure to choose the specific elective course (s) required by the Texas four-year college or university department (major) in which the student is planning to transfer or the specific elective course (s) required by the students goals or career plans.			
*** EDUC 1300 Is required for all first-time in college students attending Coastal Bend College			
**** BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.			

Associate of Science

Program Description:

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

What will I learn?

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

Students will engage in:

- Critical Thinking Skills that can include creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information;
- Communication Skills that can include effective development, interpretation and expression of ideas through written, oral and visual communication;
- Empirical and Quantitative Skills that can include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- Teamwork 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 AS degree at Coastal Bend College is a comprehensive educational stackable program consisting of a minimum of 60 credit hours. The AS degree is based on a four semester rotation of courses consisting of 15 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores, the courses needed for transfer and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?

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

How will my Associate of Science Degree transfer?

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

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

Associate of Science

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

Associate of Science

Associates of Science Degree – General Studies Degree Plan (Continued)			
Course Discipline	Course Numbers	Course Titles	Credit Hours
*American History			6
HIST	1301	United States History Before 1865	3
HIST	1302	United States History After 1865	3
*Government/Political Science			6
GOVT	2305	American Government	3
GOVT	2306	State Government and Federalism	3
*Social & Behavioral Science			3
ECON	2301	Principles of Economics I	3
PSYC	2301	General Psychology	3
PSYC	2314	Human Growth and Development	3
SOCI	1301	Principles of Sociology	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
*Component Area Option			6
***EDUC	1300	My Cougar Course	3
****BCIS	1305	Business Computer Applications	3
KINE	1304	Personal Health	3
KINE	1338	Concepts of Fitness	3
KINE	1346	Drug Education	3
*Degree Designation Course			
		Select 1 Course: From the Science, Mathematics, or Computer Science. (Not used to meet core requirement)	3
*Courses in Major, Minor or Electives			
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
		**Select 1 Course:	3
Total AS Degree Requirements:			60
*Be sure to choose the specific course (s) required by the Texas four-year college or University department (major) in which the student is planning to transfer.			
** Be sure to choose the specific elective course (s) required by the Texas four-year college or University department (major) in which the student is planning to transfer or the specific elective course (s) required by the students goals or career plans.			
*** EDUC 1300 Is required for all first-time in college students attending Coastal Bend College			
**** BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.			

Associate of Arts/Associate of Science Field of Study: Criminal Justice

Program Description:

The Associate of Arts/Associate of Science Field of Study: Criminal Justice 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 Bachelors of Arts (BA) /Bachelors of Science (BS) degree program with an emphasis in Criminal Justice. The AA-CJ/AS-CJ program is designed to parallel the student's choice in a bachelors program at any Texas four-year college or university. Upon successfully completing the program at Coastal Bend College, the credits students earn can be then transferred as an Associate of Arts Field of Study: Criminal Justice/ Associate of Science Field of Study: Criminal Justice credential upon graduation to the Texas four-year college or university.

What will I learn?

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

Students will engage in:

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

How long will it take?

The AA-CJ/AS-CJ degree at Coastal Bend College is a comprehensive educational stackable program consisting of a minimum of 60 credit hours. It is important to note that the distinguishing difference between an Associate of Arts Field of Study: Criminal Justice and an Associate of Science Field of Study: Criminal Justice is the Degree Designation Course. The AA-CJ/AS-CJ degree is based on a four semester rotation of courses consisting of 15 credit hours per semester. Each student's time to completion may vary based on the student's placement test scores, the courses needed for transfer, and required prerequisites. Students will have to consider additional time to complete Placement Test Score driven additional courses and prerequisites because they are not allocated for in the degree plan and rotation of courses.

How much will it cost?

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

How will my Associate of Arts/Associate of Science Field of Study: Criminal Justice Degree transfer?

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

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

Associate of Arts/Associate of Science Field of Study: Criminal Justice

AA and AS Core Curriculum Courses- General Studies - Academic Transfer Requirements		
Core Component	Course Selection	Minimum Credit Hours Required
*Communication		6
	Select ENGL 1301	
	Select 1 Course: ENGL 1302, SPCH 1311, SPCH 1315	
*Mathematics		3
	Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413	
*Life & Physical Sciences		6
	Select 2 Courses: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.	
*Language, Philosophy & Culture		3
	Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311.	
*Creative Arts		3
	Select 1 Course: ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.	
*American History		6
	Select 2 Courses: HIST 1301, HIST 1302	
*Government/Political Science		6
	Select 2 Courses: GOVT 2305, GOVT 2306	
*Social & Behavioral Science		3
	Select 1 Course: ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319	
*Component Area Option		6
	Select 2 Courses: *** EDUC 1300, **** BCIS 1305, KINE 1304, KINE 1338, KINE 1346.	
*Degree Designation Course		3
	Select 1 course for AA Degree	
	Select 1 course for AS Degree	
Courses in Major, Minor or Electives		15
Introduction to Criminal Justice	CRIJ 1301	
Court Systems and Practices	CRIJ 1306	
Fundamentals of Criminal Law	CRIJ 1310	
Correctional Systems and Practices	CRIJ 2313	
Police Systems and Practices	CRIJ 2328	
Total AA or AS Degree Required Semester Hours		60
*Be sure to choose the specific course (s) required by the Texas four-year college or University department (major) in which the student is planning to transfer.		
*** EDUC 1300 Is required for all first-time in college students attending Coastal Bend College		
**** BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.		

Associate of Applied Science Degrees

Associate of Applied Science Degrees

Overview:

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

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

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

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

Enrollment:

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

Advising:

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

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

Graduation and Degrees:

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

\$1000 Tuition Rebate:

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

Associate of Applied Science Degrees

\$5000 Bachelor's Degree Option:

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

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

Guaranteed for Job Competency:

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

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

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

Coastal Bend College Programs Offering AAS Degree Only

Dental Hygiene
Radiologic Technology
Forensic Science

AAS Degree and Certificate Options

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

Associate of Applied Science Degrees

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

Accounting



Program Description:

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

Accounting areas are examined in the context of different organizational forms (corporations, partnerships, and sole proprietorships) as well as differences and similarities between manual and computer-based accounting systems. To provide crucial career skills, microcomputers and software such as electronic spreadsheets and general ledger packages are used in the program. In addition, a strong emphasis is

placed on demonstrating proficiency in the essential skill areas of reading, writing, mathematics, verbal communication, critical thinking, and personal growth. This program will introduce courses in other program areas such as social science, humanities and arts, physical science and mathematics.

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

What will I learn?

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

Student training will include:

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

How long will it take?

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

How much will it cost?

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

What is the job market?

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

Accounting

My Degree Plan: AAS Accounting

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

Accounting

Certificate Options: Accounting

Certificate Level II Business Administration: *****Accounting			Credits
ACNT	1303	Introduction to Accounting I	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFT	1319	Records & Information Mgmt. I	3
POFI	1301	Computer Applications I	3
ACCT	2301	***Principles of Financial Accounting	3
ACNT	1311	Intro to Computerized Accounting	3
ACNT	1331	Federal Income Tax Individual	3
BUSI	1301	***Business Principles	3
POFI	1341	****Computer Applications II	3
ACCT	2302	***Principles of Managerial Accounting	3
ACNT	1313	Computerized Accounting Applications	3
ACNT	2302	Accounting Capstone	3
ACNT	2330	Governmental Not-For-Profit Acct	3
		Or	
BMGT	1382	Cooperative Education	
POFT	1313	Professional Workforce Preparation	3
Total			42
<p>*** Certificate courses taught by instructors with a Master's Degrees in accounting, business, computer science, information systems, or a related field and 18 hours completed course work at the graduate level in the appropriate field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without a master's degree or with less than 18 hours completed course work at the graduate level in field will transfer, at the discretion of the receiving university, as workforce accounting courses. See Program Faculty for details.</p>			
<p>**** At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI1341 at the time of registration.</p>			
<p>***** All student completing the Level II Accounting Certificate must also pass a capstone exam for graduation. This will be administered as part of the ACNT 2302/ACNT 1313 co-requisite course.</p>			

Accounting

Certificate Options: Accounting

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

*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.

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

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

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

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

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

Airframe and Power Technology



Program Description:

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

What will I learn?

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

maintenance as promulgated by the Federal Aviation Administration.

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

How long will it take?

The AAS degree in Aviation Maintenance Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of a minimum of 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 core syllabuses and based on the average student completing the course. Contact course instructor for more information on lab fees.

What is the job market?

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

Airframe and Power Technology

Associate of Applied Science in: Aviation Powerplant

My Degree Plan: AAS Aviation Technology			Course Taken	Term Taken
Communications			3	
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer				
		**Competency Exam		
Institutional Requirement			3	
EDUC	1300	*My Cougar Course		
Total			18	
Aviation Requirements: Powerplant			Course Taken	Term Taken
AERM	1203	Shop Practices	2	
AERM	1315	Aviation Science	3	
AERM	1208	Federal Aviation Regulations	2	
AERM	1310	Ground Operations	3	
AERM	1205	Weight and Balance	2	
AERM	1314	Basic electricity	3	
AERM		Certificate Level 1: Powerplant		
AERM	2447	Aircraft Reciprocating Engine Overhaul	4	
AERM	1351	Aircraft Turbine Theory	3	
AERM	1444	Aircraft Reciprocating Engines	4	
AERM	2351	Aircraft Turbine Engine Overhaul	3	
AERM	1357	Fuel Metering in Induction Systems	3	
AERM	1340	Aircraft Propellers	3	
AERM	1456	Aircraft Power Plant Electrical	4	
AERM	2352	Aircraft Power Plant Inspections	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Airframe and Power Technology

Associate of Applied Science in: Aviation Airframe

My Degree Plan: AAS Aviation Technology			Course Taken	Term Taken
Communications			3	
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer				
		**Competency Exam		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			18	
Aviation Requirements: Airframe			Course Taken	Term Taken
AERM	1203	Shop Practices	2	
AERM	1315	Aviation Science	3	
AERM	1208	Federal Aviation Regulations	2	
AERM	1310	Ground Operations	3	
AERM	1205	Weight and Balance	2	
AERM	1314	Basic electricity	3	
AERM		Certificate Level 1: Airframe		
AERM	1241	Wood, Fabric, and Finishes	2	
AERM	1345	Airframe Electrical Systems	3	
AERM	1243	Instruments and Navigation/Communication	2	
AERM	1253	Aircraft Welding	2	
AERM	1352	Aircraft Sheet Metal	3	
AERM	1349	Hydraulics, and Pneumatics, and Fuel Systems	3	
AERM	1350	Landing Gear Systems	3	
AERM	1254	Aircraft Composites	2	
AERM	1347	Aircraft Auxiliary Systems	3	
AERM	2233	Assembly and Rigging	2	
AERM	2231	Aircraft Inspections	2	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Airframe and Power Technology

Certificate Options: Airframe and Power Technology

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

*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.

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

*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.

Automotive Technology



Program Description:

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

What will I learn?

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

The program will prepare students to pursue entry-level employment opportunities at as an automotive technician at car dealerships, independent

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

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

How long will it take?

The AAS degree in Automotive Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of 68 credit hours. The AAS degree is based on a four semester rotation of courses 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?

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

Automotive Technology

My Degree Plan: AAS Automotive Technology

My Degree Plan: Automotive Technology			Course Taken	Term Taken
Communications			3	
Choice		Select 1 Course: ENGL 1301, ENGL 1302, SPCH 1311, SPCH 1315		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer				
		** Competency Exam		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			18	
Automotive Requirements:			Course Taken	Term Taken
AUMT	1307	Automotive Electrical Systems	3	
AUMT	1306	Automotive Engine Removal and Installation	3	
ALUM	1201	Introduction to Automotive Technology	2	
AUMT	1316	Automotive Suspension and Steering Systems	3	
AUMT	1319	Automotive Engine Repair	3	
AUMT	1345	Automotive Climate Control Systems	3	
AUMT	1310	Automotive Brake Systems	3	
AUMT	2321	Automotive Electrical Diagnostics & Repair	3	
AUMT	2334	Automotive Engine Performance Analysis II	3	
AUMT	2328	Automotive Service	3	
		Or		
AUMT	2380	Cooperative Education- Automotive	3	
AUMT	2437	Automotive Electronics	4	
		Automotive or Related Field Elective	3	
AUMT	2325	Automotive Automatic Transmissions & Transaxels	3	
AUMT	2313	Automotive Drivetrain and Axels	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Automotive Technology

Certificate Options: Automotive Technology

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

Automotive Technology

Certificate Options: Automotive Technology

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

Marketable Skills Achievement Award: Automotive Technology			Credits
AUMT	1201	Introduction to Automotive Technology	2
AUMT	1307	Automotive Electrical Systems	3
AUMT	1310	Automotive Brake System	3
AUMT	2321	Automotive Electrical Lighting and Accessories	3
AUMT	1319	Automotive Engine Repair	3
Total			14
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Business Technology Administrative Assistant



Program Description:

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

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

What will I learn?

Students will develop knowledge of the administrative assistant profession through activities that engage the student to focus on the technologically driven modern office environment. Students will

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

Student training will include:

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

How long will it take?

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

How much will it cost?

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

What is the job market?

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

Business Technology Administrative Assistant

My Degree Plan: AAS Business Technology Administrative Assistant

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

Business Technology Administrative Assistant

Certificate Options: Business Technology Administrative Assistant

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

*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.

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

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

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

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

Business Technology Administrative Assistant

Certificate Options: Business Technology Administrative Assistant

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

*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.

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

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

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

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

Business Technology Medical Office Specialization



Program Description:

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

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

What will I learn?

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

Student training will include:

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

How long will it take?

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

How much will it cost?

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

What is the job market?

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

Business Technology Medical Office Specialization

My Degree Plan: Business Technology Medical Office Specialization

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

Business Technology Medical Office Specialization

Certificate Options: Business Technology Medical Office Specialization

Certificate Level II: Medical Office Specialization			Credits
EDUC	1300	* My Cougar Course	3
POFI	1341	**Computer Applications II	3
ACNT	1329	Payroll & Business Tax Accounting	3
POFM	1300	Medical Coding Basics	3
POFM	1309	Medical Office Procedures	3
HITT	1305	Medical Terminology I	3
POFT	1349	Administrative Office Procedures II	3
POFM	1327	Medical Insurance	3
ACNT	1303	Introduction to Accounting I	3
HITT	1301	Health Data Content & Structure	3
POFI	1301	Computer Applications I	3
POFT	1319	Records and Information Management	3
POFT	2312	Business Correspondence and Communication	3
POFT	1321	Business Math	3
BMGT	2309	Leadership	3
Total			45
*EDUC 1300 is required for all first-time in college Students attending Coastal Bend College			
*** Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's degrees or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.			
All students completing this degree/certificate must also pass a Capstone exam for graduation. This will be administered as part of the POFT 2331 course.			
At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.			
Students must pass a keyboarding competency exam prior to graduation.			

Business Technology Medical Office Specialization

Certificate Options: Business Technology Medical Office Specialization

Certificate Level I: Medical Office Specialization			Credits
EDUC	1300	* My Cougar Course	3
POFI	1341	*** Computer Applications II	3
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
ACNT	1303	Introduction to Accounting I	3
HITT	1301	Health Data Content	3
HITT	1313	Insurance Coding	3
POFT	1319	Records and Information Management I	3
POFT	2312	Business Correspondence and Communication	3
POFT	1321	Business Math	3
POFT	1313	Professional Workforce Preparation	3
BMGT	2309	Leadership	3
Total			39
*EDUC 1300 is required for all first-time in college Students attending Coastal Bend College			
*** Certificate courses taught by instructors with Master's Degrees in business, computer science, and 18 hours completed course work at the graduate level in the business field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's degrees or with less than 18 hours completed course work at the graduate level in the field will transfer, at the discretion of the receiving university, as workforce business courses. See Program Faculty for details.			
All students completing this degree/certificate must also pass a Capstone exam for graduation. This will be administered as part of the POFT 2331 course.			
At the conclusion of POFI 1341 students will be required to pass a competency exam for BCIS 1305. If they do not pass the exam students must enroll in BCIS 1305 next semester. There is a fee for testing which is added to the course fee for POFI 1341 at the time of registration.			
Students must pass a keyboarding competency exam prior to graduation.			

Marketable Skills Achievement Award: Medical Office Specialization			Credits
HITT	1301	Health Data Content & Structure	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
HITT	1313	Insurance Coding	3
Total			12
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Computer Information Technology



Program Description:

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

Computer Information Technology is an articulated high school credit program. Students who have successfully completed appropriate career and technical education courses in high school may be able to receive college credit for those courses

What will I learn?

Students will be able to apply critical thinking skills to a variety of situations and problems to work independently and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills students will meet challenges in their chosen degree plan. The field allows students to develop social and

personal responsibility ideals within a career field with unlimited growth potential. Critical thinking and teamwork will be important as various troubleshooting scenarios are presented. Students will learn hardware repair, networking, server management, database management, various operating systems, security, web/ game design and help desk functions.

The Game Design and Development A.A.S. Degree will prepare students for a broad range of careers in the gaming industry, which include independent game developer, computer programmer and game artist. Graduates of the degree may also elect to work in multimedia or graphic design capacities. Students who choose the game design option will use empirical skills and teamwork skills to develop 2D and 3D digital modeling in group projects and digital animation. They will use empirical and critical thinking skills in programming, using an industry standard gaming engine. Course electives allow students to gain experience with art concepts, digital sound editing and additional 3D modeling tools.

How long will it take?

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

How much will it cost?

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

What is the job market?

CIT graduates from CBC can work within a variety of careers within the CIT industry and within other industry sectors in Texas and Nationally. The U. S. Bureau of Labor Statistics projects CIT fields to continue to be in high demand through 2020. The following table lists jobs that may be available regionally and the midpoint salary. The Coastal Bend Local Workforce Development Labor Report, 2010 indicates CIT careers will continue to grow at a rate greater than average.

Job Midpoint Salaries:

- Help Desk Operator \$16.18
- Software Specialist \$19.08
- Author/Scriptwriter \$18.25
- Desktop Publisher \$13.25
- Hardware/ Computer Support \$16.18
- Multi-Media Animator/ Programmer \$27.25
- Computer Forensics \$30.76
- Network and Computer System Admin \$25.15
- Computer Support Specialist \$22.72
- Software Specialist \$19.08
- Author/Scriptwriter \$18.25
- Hardware/ Computer Support \$16.18
- Multi-Media Animator/ Programmer \$27.25
- Computer Forensics \$30.76
- Network and Computer System Admin \$25.15
- Computer Support Specialist \$22.72

Computer Information Technology

My Degree Plan: Computer Information Technology

My Degree Plan: AAS Computer Information Technology			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer			3	
BCIS	1305	**Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	*My Cougar Course		
Total			21	
Computer Information Technology Requirements:			Course Taken	Term Taken
IMED	1316	Web Design I	3	
ITNW	1325	Fundamentals of Networking Technology	3	
ITNW	1353	Supporting Network Server Infrastructure	3	
		Or	3	
ELEC		CIT/COSC Elective	3	
COSC	1315	Fundamentals of Programming Robotics	3	
		Or		
ELEC		CIT/COSC Elective		
COSC	1309	Design Logic	3	
GAME	1303	Introduction to Game Design & Development		
ITCC	1310	CISCO Discovery I: Networking for Home & Small Business		
ITSC	1305	Introduction to PC Operating Systems: Windows	3	
ITSC	1321	Intermediate PC Operating Systems: LINUX	3	
ITSC	1325	Personal Computer Hardware	3	
ITSC	1391	Special Topics in Computer and Info Sciences (Capstone)	3	
ITSY	1300	Fundamentals of Information Security	3	
ITSW	1307	Introduction to Database (Access)	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Computer Information Technology

Certificate Options: Computer Information Technology

Certificate Level II: Computer Information Technology			Credits
EDUC	1300	* My Cougar Course	3
POFT	2312	Business Correspondence and Communication	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
BCIS	1305	** Business Computer Applications	3
POFT	1321	Business Math	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1321	Intermediate PC Operating Systems: LINUX	3
ITSW	1307	Introduction to Database (Access)	3
IMED	1316	Web Design I	3
ITCC	1310	CISCO Discovery I: Networking for Home and Small Business	3
		Or	
ITNW	1325	Fundamentals of Networking Technologies	3
COSC	1309	Logic Design	3
ITSY	1300	Fundamentals of Information Security	3
GAME	1303	Introduction to Game Design & Development	3
ELEC		CIT Elective	3
		Or	
COSC	1315	Fundamentals of Programming	3
ELEC		COSC ELECTIVE	3
ITNW	1353	Supporting Network Server Infrastructure	3
		Or	
ELEC		CIT/COSC Elective	3
		Or	
BMGT	1382	Cooperative Education- Business Administration and Management	3
Total			48
*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.			

Computer Information Technology

Certificate Options: Computer Information Technology

Certificate Level I: Computer Information Technology			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
POFT	2312	Business Correspondence and Communication	3
ITCC	1310	CISCO Discovery I: Networking for Home and Small Business	3
ITSW	1307	Introduction to Database (Access)	3
COSC	1309	Logic Design	3
		Or	
ELEC		CIT Elective	3
ELEC		CIT Elective	
ITSY	1300	Fundamentals of Network Security	3
IMED	1316	Web Design I	3
Total			33

*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.

Marketable Skills Achievement Award: Computer Information Technology			Credits
BCIS	1305	*** Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems: Windows	3
Total			12

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

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

Computer Information Technology: Web/Game Design

My Degree Plan: Computer Information Technology Web/Game Design Specialization

My Degree Plan: AAS Web Design/Game Design			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer			3	
BCIS	1305	** Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			21	
Web Design/Gaming Design Requirements:			Course Taken	Term Taken
ARTV	1351	Digital Video	3	
ARTV	1341	3-D Animation I	3	
IMED	1316	Web Design I	3	
IMED	1345	Interactive Digital Media I	3	
GRPH	1359	Vector Graphics for Production (Photoshop)	3	
ITSC	1305	Introduction to PC Operating Systems: Windows	3	
GAME	1359	Game and Simulation Programming II	3	
ITSC	1391	Special Topics in Computer and Information Sciences (Capstone)	3	
ITSW	1307	Introduction to Database (Access)	3	
GAME	1303	Introduction to Game Design and Development	3	
GAME	1343	Game and Simulation Programming I	3	
IMED	2315	Web Design II	3	
ITSC	1321	Intermediate Operating System (Linux)	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Computer Information Technology: Web/Game Design

Certificate Options: Computer Information Technology Web/Game Design Specialization

Certificate Level II: Web Design/Game Design			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production	3
ARTV	1351	Digital Video	3
IMED	1345	Interactive Digital Media	3
IMED	2315	Web Design II	3
		Or	
GAME	2333	Game and Simulation Programming III	
GAME	1343	Game and Simulation Programming I	3
ITSC	1305	Intro to PC Operating Systems (Windows)	3
ITSY	1300	Fundamentals of Information Security	3
ARTV	1341	3D Animation I	3
ITSC	1391	Special Topics- in Computer and Information Sciences (Capstone)	3
POFT	1321	Business Math	3
ITSW	1307	Intro to Database (Access)	3
BMGT	1382	Cooperative Education	3
		Or	
ELEC		CIT/COSC Elective	
IMED	1316	Web Design I	3
		Or	
GAME	1359	Game and Simulation Programming II	
Total			48
*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.			

Computer Information Technology: Web/Game Design

Certificate Options: Computer Information Technology Web/Game Design Specialization

Certificate Level I: Web Design/Game Design			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
IMED	1316	Web Design I	3
ITSC	1391	Special Topics- in Computer and Information Sciences (Capstone)	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production (Photoshop)	3
ARTV	1351	Digital Video	3
IMED	1345	Interactive Digital Media	3
IMED	2315	Web Design II	3
		Or	
GAME	1343	Game and Simulation Programming I	
ITSC	1305	Intro to PC Operating Systems (Windows)	3
ITSY	1300	Fundamentals of Information Security	3
Total			30
*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.			

Marketable Skills Achievement Award: Web Design/Game Design			Credits
BCIS	1305	*** Business Computer Applications	3
IMED	1316	Web Design I	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production (Photoshop)	3
Total			12
*** Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Cosmetology



Program Description:

Cosmetology AAS degree seeking students will receive cosmetology training, providing skills and knowledge for entry level employment as a Cosmetologist. Courses include: Orientation, Fundamentals, Artistry of Hair, Hair Color Theory and Chemistry, Chemical Reformation, Nail Technology, Skin/Facial Theory, Hair Design, Salon Development, and Preparation for Cosmetology Commission Examination.

What will I learn?

Students will receive an overview of the skills and knowledge necessary for the field of Cosmetology. Basic fundamentals of cosmetology include: safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out.

Students will be introduced to the basic theory and chemistry of hair color, including law of color, terminology, and chemical composition of hair color products. Students will be introduced to principles of nail technology, including anatomy and physiology, theory, and skills related to nail technology.

Students will be able to apply critical thinking skills to a variety of situations and problems while working independently and in teams in a highly skilled and challenging profession. Using empirical and quantitative skills, students will meet challenges in the rapidly growing high tech sector of the profession. This exciting profession offers career pathways in all of the areas of Cosmetology and prepares students for entry into the lucrative field of Cosmetology. This diversity of job opportunities allows students to adapt their intrinsic social and personal responsibility ideals into a profession with unlimited advancement potential.

Students will develop skills to pass the State Board Exam. Students will develop knowledge of the Cosmetology Industry and be encouraged to critically think about the global impact of the Cosmetology Industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry, standard practices, and procedures. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, sanitation practice, and personal responsibility.

Student training will include:

- Professional Ethics
- Goal Setting
- Salon Operations
- Record-Keeping
- Identification of fundamental concepts related to skills required by the Texas Department of Licensing and Regulations (TDLR)
- Demonstration of required skills as per TDLR Standards

How long will it take?

Graduates from the program will receive a Level I Certificate of Achievement upon satisfactory completion of all courses and a mock exam (in the classroom practice exam) with a grade of 70 or higher. Capstone will be administered upon completion of 1504 clock hours as required by Texas Department of Licensing and Regulation. 39 credit hours will be obtained for the Level I Certificate and 60 hours for the A.A.S. Degree.

Upon successful completion of the entire program, with instructor recommendation, students will qualify to take the State Exam given by the Texas Department of Licensing and Regulation/PSI. Students are required to pass the written and practical examination in order to receive a state license to work. Coastal Bend College capstone is a TDLR written exam, and the practical exam must be passed with a 70 or above in order for the student to exit the program.

How much will it cost?

Personal protective equipment (estimate)— Cosmetology kit—419.00, Book bundle—308.70, Lab jacket—31.95, Cosmetology Shirt(part of uniform) —15.00 each. In addition to tuition and fees— Students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to an individual's ability and materials required by the course labs. Lab fees for particular courses are listed in course syllabi and based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?

The BLS anticipates a 20% growth rate in employment of cosmetologists, adding 127,000 jobs nationwide through 2018. The Bureau suggests prospective Texan cosmetologists seek employment in full-service salons and increase their knowledge of multiple beauty services to have the best opportunities to secure salaries.

As per Bureau of Labor Statistics May 2012 Data, the Median Beauty Professional Salary varies with all of the jobs available in Texas, such as: Skin Care specialists (\$31,720), Shampooers (\$18,600), Misc. Personal Appearance Workers (\$22,910), Manicurists & Pedicurists (\$21,440), Makeup Artists (Performance/Theatrical) (\$67,580), Hairdressers, Hairstylists, Cosmetologists (\$26,790), and Barbers (\$27,520).

Cosmetology

My Degree Plan: Associate of Applied Science in Cosmetology

My Degree Plan: AAS Cosmetology			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1332	Contemporary Mathematics I		
Natural Science			3	
BIOL	1322	Fundamentals of Nutrition		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
ECON	2301	Principles of Economics I		
Computer			3	
BCIS	1305	*Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	*My Cougar Course		
Total			21	
Cosmetology Requirements:			Course Taken	Term Taken
CSME	1401	Orientation to Cosmetology	4	
CSME	1405	Fundamentals of Cosmetology	4	
CSME	1451	Artistry of Hair, Theory, and Practice	4	
CSME	2204	Introduction to the Theory and Chemistry of Hair Color	2	
CSME	1453	Chemical Reformation and Related Theory	4	
CSME	1330	Orientation to Nail Technology	3	
CSME	1447	Principles to Skin/Facial and Related Theory	4	
CSME	2202	Introduction to Application of Hair Color	2	
CSME	2441	Preparation of Texas Cosmetology Commission and Exam	4	
CSME	2343	Salon Development	3	
CSME	2539	Advanced Hair Design	5	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Cosmetology

Certificate Options: Cosmetology

Advanced Technical Certificate: Instructor Curriculum			Credits
CSME	1435	Orientation to the Instruction of Cosmetology	4
CSME	1434	Cosmetology Instructor I	4
CSME	2414	Cosmetology Instructor II	4
CSME	2415	Cosmetology Instructor III	4
CSME	2444	Cosmetology Instructor IV	4
CSME	2445	Instructional Theory/Clinical	4
Total			24

Certificate Level I: Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1451	Artistry of Hair, Theory, and Practice	4
CSME	2204	Introduction to the Theory and Chemistry of Hair Color	2
CSME	1453	Chemical Reformation and Related Theory	4
CSME	1330	Orientation to Nail Technology	3
CSME	1447	Principles of Skin/Facial and Related Theory	4
CSME	2202	Introduction to Application of Hair Color	2
CSME	2441	Preparation of Texas Cosmetology Commission and Exam	4
CSME	2343	Salon Development	3
CSME	2539	Advanced Hair Design	5
Total			39

Certificate Level I: Nail Technician			Credits
CSME	1330	Orientation to Nail Technology	3
CSME	1431	Principles of Nail Technology I	4
CSME	1441	Principles of Nail Technology II	4
CSME	2430	Nail Enhancement	4
Total			15

Marketable Skills Achievement Award: Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1431	**Principles of Nail Technology I	4
Total			12

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

Marketable Skills Achievement Award does not allow students to practice in the field of cosmetology or manicurist. Additional courses are required for licensing.

Dental Hygiene



Program Description:

The Coastal Bend College Dental Hygiene Program philosophy is to improve the oral health of all people and to empower them to maintain optimum oral health. The American Dental Association Accreditation Standards for Dental Hygiene Education are the foundation by which the program teaches students to effectively and ethically serve the public as oral health care professionals.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. An Associate of Applied Science degree is awarded upon satisfactory completion of the program and a passing score on the National Board Examination (Capstone).

Upon admission, a current immunization record including Hepatitis B vaccine, meningitis vaccine, and Tuberculin test is required. All dental hygiene courses (DHYG) must be taken in sequential order as listed in the dental hygiene curriculum. A minimum grade of 75 must be obtained in each course in order to progress and remain in the program. All dental hygiene courses (DHYG) must be taken in

sequential order as listed in the dental hygiene curriculum. A minimum grade of 75 must be obtained in each course in order to progress and remain in the program.

What will I learn?

Students completing the Dental Hygiene Program will be academically and clinically proficient at entry-level to perform the traditional functions legally delegated to the Dental Hygienist in the state of Texas. The program emphasizes the development of critical thinking and communication skills. In addition, students will learn what it means to adhere to a professional code of ethics as well as the importance of teamwork and personal and social responsibility. Students completing the program will be able to apply the standards for clinical dental hygiene practice, which include assessment, dental hygiene diagnosis, planning, implementation, evaluation and documentation of dental hygiene procedures.

How Long will it take?

Upon completing all prerequisites and acceptance into the program (A new cohort enters each fall), students complete the prescribed courses in sequential order over a four semester period.

Completion of the entire program and program director's recommendation are needed to qualify for the licensing boards: the National Board Dental Hygiene Examination and a regional examining board such as the Central Regional Dental Testing Service or the Western Regional Examining Board.

How much will it cost?

An application fee of \$50 is required to apply to the Dental Hygiene Program. Applications for admission are accepted throughout the year until the class has been filled; however, application by March 1 is strongly encouraged. The selected applicants are required to submit a non-refundable deposit of \$200 within 10 working days of receiving the acceptance letter. This deposit must be used for registration fees for the semester the student is accepted or it will not be refunded. There is a health sciences fee of \$250. In addition to college tuition and fees, which include drug testing and SADHA membership, dental hygiene students must purchase books, instruments, supplies, uniforms, and liability insurance.

Tuition and Fees

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

Personal equipment- \$300- \$400 (estimate) (lab kits, uniforms, shoes)

What is the job market?

According to the Bureau of Labor Statistics, the median annual wage for dental hygienists was \$70,210 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$46,540, and the top 10 percent earned more than \$96,280. Some dental hygienists receive benefits, such as vacation, sick leave, and contributions to their retirement fund. However, benefits vary by employer and may be available only to full-time workers. More than half of dental hygienists worked part time in 2012.

Employment of dental hygienists is projected to grow 33 percent from 2012 to 2022, much faster than the average for all occupations. Ongoing research linking oral health and general health will continue to spur the demand for preventative dental services, which are often provided by dental hygienists. As their practices expand, dentists will hire more hygienists to perform routine dental care, allowing the dentist to see more patients. In addition, as the large baby-boom population ages and people keep more of their original teeth than previous generations did, the need to maintain and treat these teeth will continue to drive demand for dental care.

Federal health legislation is expected to expand the number of patients who have access to health insurance. People with new or expanded dental insurance coverage will be more likely to visit a dentist than in the past. As a result, the demand for all dental services, including those performed by hygienists, will increase.

Dental Hygiene

My Degree Plan: Associate of Applied Science in Dental Hygiene

My Degree Plan: AAS Dental Hygiene			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413.		
Natural Science			4	
BIOL	2420	Microbiology		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: PSYC 2301, PSYC 2314		
Computer				
		**Competency Exam		
Institutional Requirement				
		Program is exempt from the EDUC 1300 requirement		
Total			16	
Dental Hygiene Prerequisites			Course Taken	Term Taken
BIOL	2401	Human Anatomy and Physiology I	4	
BIOL	2402	Human Anatomy and Physiology II	4	
SPCH	1311	Introduction to Speech Communication	3	
CHEM	1406	Essentials of General and Biological Chemistry (<i>Must have allied health emphasis & lab</i>)	4	
SOCI		Sociology Elective	3	
Dental Hygiene Requirements			Course Taken	Term Taken
DHYG	1201	Orofacial Anatomy, Histology, and Embryology	2	
DHYG	1331	Preclinical Dental Hygiene	3	
DHYG	1219	Dental Materials	2	
DHYG	1103	Preventive Dental Hygiene I	1	
DHYG	1304	Dental Radiology	3	
DHYG	1260	Clinical Dental Hygiene/Hygienist	2	
DHYG	1215	Community Dentistry	2	
DHYG	1235	Pharmacology for the Dental Hygienist	2	
DHYG	2362	Clinical Dental Hygiene/Hygienist	3	
DHYG	1211	Periodontology	2	
DHYG	1239	General and Oral Pathology	2	
DHYG	2201	Contemporary Dental Hygiene Care I	2	
DHYG	2363	Clinical Dental Hygiene/Hygienist	3	
DHYG	2153	Dental Hygiene Practice	1	
DHYG	2231	Contemporary Dental Hygiene Care II	2	
DHYG	1207	General and Dental Nutrition	2	
Total Program			68	
Date/Student Signature			Date/Advisor Signature	
**BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.				

Drafting & Design



Program Description:

The student seeking an AAS in Drafting and Design Technology will receive an industry driven foundation in general drafting principles and theory of design applications. The student will be provided with knowledge of various procedures for developing a design and the application of drafting principles for each specific drafting discipline common to the profession. Graduates of the program will be competent in architectural, mechanical, technical illustration, pipe, topographical, structural, CAD, strength of materials, instrumentation, GIS, and descriptive geometry drafting methods. The program prepares the student to enter into the field of Drafting & Design as a beginning level Drafter or CAD Technician. Additionally, this field of study also prepares the student for entry and intermediate levels in careers of pipe design and GIS as well as other graphic design related fields.

What will I learn?

Students will develop knowledge and skills in Drafting & Design to be able to perform technical drawings that meet the needs of the Drafting & Design industry. They will learn techniques and the basic drafting principles of the Drafting & Design fields which are aligned with American National Standards Institute (ANSI) industry standards. These technical drawings that students produce in the classroom

will be based on critical thinking skills, practical skills practice and demonstration. The student will receive a good understanding and application of basic drafting principles for each of the different drafting disciplines within our curriculum that conform to the ANSI for the Drafting & Design profession.

The student will learn based upon a strategy of a sequential process through levels of certification towards the final goal of achieving the Associates of Applied Sciences Degree in Drafting & Design Technology. The skills needed to succeed in the field of Drafting & Design are the ability to visualize the design project in three dimensions and then to be able to make a two dimensional drawing using the latest CAD tools. To achieve that goal, the program requires the student to successfully complete the Basic CAD course offered and the Technical Drafting course to learn to about the basic principles and also to draw using the CAD software tools. Coastal Bend College meets the needs of employers in the Architecture, Engineering, Construction and Manufacturing (AECM) industry by providing a general studies program in Drafting & Design, allowing graduates to become employed in any of the various disciplines within the profession.

How long will it take?

The AAS degree in Drafting & Design Technology at Coastal Bend College is a comprehensive educational stackable pathway consisting of 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 pre-requisites because they are not allocated for the degree plan rotation of courses.

How much will it cost?

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

What is the job market?

State of Texas Labor Market Report, 2012, Data indicates a state-wide growth market for Drafting & Design CADD Technicians of 2.0% from 2012-2022, with a median hourly wage of \$23.04 for professional drafting technicians. Also, there is a projected continuation of an annual growth rate in this industry of 2.7% from 2015-2020. This figure does not make considerations for additional positions created by retirements, resignations, and terminations. The 2013 Bureau of Labor Statistics shows approximately 199,800 entry level Drafter positions in the United States with a median salary of \$23.86 per hour and an annual average salary of \$49,630 per year. The Department of Labor reports that in the Coastal Bend there is a 1.8% growth rate in the area of Drafters and CADD Technicians with a median hourly wage of \$17.56 per hour.

Drafting & Design

My Degree Plan: Associate of Applied Science in Drafting & Design

My Degree Plan: AAS Drafting & Design				Course Taken	Term Taken
Communications				3	
ENGL	1301	Composition I			
Mathematics				3	
MATH	1314	College Algebra			
Natural Science				3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.			
Humanities and Fine Arts				3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.			
Social and Behavior Science				3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer					
		**Competency Exam			
Institutional Requirement				3	
EDUC	1300	* My Cougar Course			
Total				18	
*Drafting & Design Requirements				Course Taken	Term Taken
DFTG	1305	Technical Drafting		3	
DFTG	1309	Basic Computer Aided Drafting		3	
DFTG	2319	Intermediate Computer Aided Drafting		3	
DFTG	2302	Machine Drafting		3	
DFTG	2321	Topographical Drafting		3	
DFTG	2312	Technical Illustration and Presentation		3	
DFTG	2308	Instrumentation Drafting		3	
DFTG	2317	Descriptive Geometry		3	
DFTG	2323	Pipe Drafting		3	
DFTG	1317	Architecture Drafting-Residential		3	
DFTG	2306	Machine Design		3	
ARCE	1352	Structure Drafting		3	
ARCE	2344	Statics and Strength of Materials		3	
GISC	1311	Introduction to Geographic Information Systems		3	
Total Program				60	
Date/Student Signature				Date/Advisor Signature	
*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.					

Drafting & Design

Certificate Options: Drafting & Design

Certificate Level I: Drafting & Design			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
DFTG	1309	Basic Computer-Aided Drafting	3
DFTG	1305	Technical Drafting	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
DFTG	2319	Intermediate Computer Aided Drafting	3
DFTG	2302	Machine Drafting	3
DFTG	2321	Topographical Drafting	3
DFTG	2308	Instrumentation Drafting	3
DFTG	2317	Descriptive Geometry	3
DFTG	2323	Pipe Drafting	3
GISC	1311	Introduction to Geographic Information Systems	3
Total			39
*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.			

Marketable Skills Achievement Award: Drafting & Design			Credits
DFTG	1309	Basic Computer-Aided Drafting	3
DFTG	1305	Technical Drafting	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
Total			12
Each school district determines how dual enrollment courses are applied to graduation requirements, Students must consult with their high school for a current list of approved dual enrollment courses.			

Early Development & Education



Program Description:

Early Development and Education, AAS degree seeking students will receive a foundation in child development. Students will have the knowledge of theories and theorists in the social, emotional, cognitive and physical development of young children. Graduates from the program will have the skills necessary to work with young children in a child care center, preschool, Head Start or private school.

Students will have the opportunity to learn developmentally appropriate activities for young children, developmentally appropriate techniques to guide children, and to recognize developmentally appropriate environments. Anyone interested in working in this rewarding field is encouraged to enroll in this program.

What Will I Learn?

The program curriculum is designed to prepare students for working with young children. Students will develop knowledge of the early childhood field through activities that engage the student to critically think about the field of early childhood education and care for young children from birth through age 12. Students will develop activities to use with young children. These developmentally appropriate activities include: literacy, math, science, music, and writing activities for infants and toddlers. The students will discuss the social and personal responsibility by conducting a mock parent-teacher conference, constructing a newsletter, and participating in teamwork while presenting a topic

assigned in the course. Students use qualitative thinking in the development of a starting budget for a child care center and practice their communication skills to conduct a mock teacher interview.

The program is designed for students to complete an AAS degree, a Certificate Level I, and an Achievement Award, through a designed curriculum providing performance-based training in the skills needed to be a competent teacher or administrator in child care centers, preschool programs, family day homes, Head Start programs, or other early childhood programs.

The students are required within their course work to work directly with young children in the Coastal Bend College Child Development Center on the Beeville campus or identify community early childhood programs in Alice, Kingsville, Pleasanton and other community child care centers in the 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). Consult an advisor at 361-354-2306 on these requirements.

Students interested or working with Head Start Centers are required to obtain a Child Development Associate Credentials (CDA) and must take CDEC 1417 and CDEC 2322. These 2 courses will give students the training and skills necessary to complete a professional portfolio and apply for CDA Credentials. Information on CDA credentials can be obtained at the Council for Professional Recognition at <http://www.cdacouncil.org/> 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 child care center director certification

How long will it take?

The AAS degree is based on four-semester or two years with an emphasis in early development and education is a comprehensive educational stackable pathway consisting of a minimum of 60 hours that include: Marketable Skills Achievement: Level 1 Certificate: Child Care Provider Aide; the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course".

How much will it cost?

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

Additional costs for the program are all available at CBC throughout the year (Contact Continuing Ed for information and times):

- First Aid Certificate, CPR Certificate, Food handlers Permit, Fingerprinting, Background Check, TB Test must be completed the first week of starting the program (Anyone not meeting state requirements will not be able to complete the program)

What is the job market?

The State of Texas classifies this area for employment as Educational Aid I, Education Aid II, and Educational Aid III. Information on these jobs are available at <http://www.tea.state.tx.us/index2.aspx?id=5353>. Students find opportunities with Day cares or Childcare Centers, Head Start Centers, National Childcare Centers, Local Churches, Private Schools, Pre-Kindergarten Programs, Earlier Childhood Programs, Infant and Toddler Programs, Life Specialist at Local Hospitals and self-employment.

Early Development & Education

My Degree Plan: Associate of Applied Science in Early Development & Education

My Degree Plan: Early Development and Education			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1332	Contemporary Mathematics I		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer			3	
BCIS	1305	** Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			21	
Early Development and Education Requirements:			Course Taken	Term Taken
CDEC	1319	Child Guidance	3	
CDEC	1313	Curriculum Resources for Early Childhood Programs	3	
CDEC	1356	Emergent Literacy for Early Childhood	3	
CDEC	1358	Creative Arts for Early Childhood	3	
CDEC	2307	Math and Science for Early Childhood	3	
CDEC	2326	Administration of Program for Children I	3	
CDEC	2364	Practicum	3	
		Or		
CDEC	1417	Child Development Associate Training I	4	
		And		
CDEC	2322	Child Development Associate Training II	3	
CDEC	2328	Administration of Programs for Children II	3	
CDEC	1359	Children with Special Needs	3	
TECA	1311	Educating Young Children	3	
TECA	1318	Wellness of Young Child	3	
TECA	1303	Family, School and Community	3	
TECA	1354	Child Growth & Development	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Early Development & Education

Certificate Options: Early Development & Education

Certificate Level II: Child Care/Manager			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1321	Infant and Toddler	3
TECA	1311	Educating Young Children	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1359	Children with Special Needs	3
TECA	1318	Wellness of Young Child	3
CDEC	2326	Administration of Program for Children I	3
CDEC	1417	¹ Child Development Associate Training I	4
CDEC	2322	¹ Child Development Associate Training II	3
TECA	1303	Family, School and Community	3
TECA	1354	Child Growth & Development	3
CDEC	2328	Administration of Programs for Children II	3
Total			49

*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.

Students may be required to have a TB Test, be certified in First Aid and CPR, and/or have a Food Handler Certification. See program faculty for further information. Certifications can be obtained through Continuing Education at Coastal Bend College.

¹Required option if student applies for CDA credentials. See program faculty for further information.

Certificate Level I: Child Care Provider			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1321	Infant and Toddler	3
TECA	1311	Educating Young Children	3
CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1359	Children with Special Needs	3
TECA	1318	Wellness of Young Child	3
Total			30

*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.

Marketable Skills Achievement Award: Early Development & Education			Credits
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1356	Emergent Literacy for Early Childhood	3
TECA	1311	Educating Young Children	3
Total			12

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

Forensics



Program Description:

The student seeking an AAS in Forensics will receive an industry driven foundation in contemporary Forensic theory and practices. The student will be provided with knowledge of various techniques used to process crime scenes for Forensic evidence, that are common to the profession. Graduates of the program will be competent in how to secure a crime scene, identification of evidence, proper documentation of a crime scene, evidence collection and packaging, types of evidence to look for in different types of crime, the tests available to analyze evidence and Forensic laboratories. The program prepares the student to enter into the field of Forensics as a crime scene tech at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in private laboratories as a lab assistant.

What Will I Learn?

Students will develop a knowledge of the Forensic Science profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and practices of various classifications and styles of evidence collection. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Forensic Science that meets or exceeds the basic requirements for crime scene tech.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Forensic Science. The skills needed to succeed in Forensics include the ability to properly identify and collect evidence. To achieve that goal, the program requires the student to successfully complete Criminalistics I and II courses offered within the course curriculum. Another learning area of industry priority is to identify the various forms of death and the appropriate actions for each.

How long will it take?

The AAS degree in Forensic Science at Coastal Bend College is a comprehensive educational stackable pathway consisting of 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?

State of Texas Labor Market Report, 2012, Data indicates a state-wide growth market for Forensic Science Technicians of 31% by the year 2020, with a median hour wage of \$20.50. This figure does not take into account additional positions created by retirements, resignations, and terminations. The 2013 Bureau of Labor Statistics shows approximately 5,800 entry level Forensic Science Technicians positions in the United States with a median salary of \$25.41 per hour and an annual average salary of \$52,900.

Forensics

My Degree Plan: Associate of Applied Science in Forensics

My Degree Plan: AAS Forensic Science			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1314	College Algebra		
Natural Science			3	
BIOL	1308	General Biology		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC	2301	General Psychology		
Computer				
		** Competency Exam		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			18	
Forensic Science Requirements			Course Taken	Term Taken
ENGL	1302	Composition II	3	
SPAN	1411	Beginning Spanish	4	
CHEM	1411	General Chemistry I	4	
Choice		CRIJ 1301: Introduction to Criminal Justice or CJSA 1322: Introduction to Criminal Justice	3	
CJSA	1308	Criminalistics I	3	
Choice		CJLE 1325: Criminal Justice Survey or CJSA 2364: Practicum- Criminal Justice	3	
Choice		CRIJ 1310: Fundamentals of Criminal Law or CJSA 1327: Fundamentals of Criminal Law	3	
Choice		CRIJ 1306: Court Systems and Practices or CJSA 1313: Court Systems and Practices	3	
Choice		CRIJ 2314: Criminal Investigation or CJSA 1342: Criminal Investigation	3	
CJSA	2323	Criminalistics II	3	
Choice		CRIJ 2323: Legal Aspects of Law Enforcement or CJSA 2300: Legal Aspects of Law Enforcement	3	
CJSA	1400	Death Investigations	4	
ELEC		Choose One: CRIJ 2328, CJSA 1359, CRIJ 1307, CJSA 1312	3	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Forensics

Certificate Options: Forensics

Certificate Level II: Crime Scene Investigation			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CJSA	1308	Criminalistics I	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	2328	Police Systems and Practices	3
CJSA	2323	Criminalistics II	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1400	Death Investigation I	4
CRIJ	2314	Criminal Investigation	3
CJLE	2445	Vice and Narcotics	4
PHTC	1311	Fundamentals of Photography	3
Total			41
*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.			

Certificate Level I: Forensic Science			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CJSA	1308	Criminalistics I	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CRIJ	2328	Police Systems and Practices	3
Total			21
*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.			
*** Certificate Level I Courses taught by instructors with Masters Degrees, Masters Degree in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 year college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Masters or with less than 18 hours completed course work at the Graduate Level in Criminal Justice with transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.			

Forensics

Certificate Options: Forensics

Marketable Skills Achievement Award: Forensics			Credits
CRIJ	1301	*** Introduction to Criminal Justice	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1308	Criminalistics I	3
CRIJ	2328	Police Systems and Practices	3
Total			12

*** Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic courses. See Program Faculty for details.

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

Due to the graphic nature of the materials associated with these courses, parental permission is required.

Law Enforcement



Program Description:

The student seeking an AAS in Law Enforcement will receive an industry driven foundation in contemporary law enforcement theory and practices. Knowledge of various styles of accepted policing and enforcement strategies and techniques common to the profession will be provided to the student. Graduates of the program will be competent in firearms, patrol techniques, crash investigation, crime scene investigation, defensive tactics, report writing, legal aspects, crisis intervention, family violence, criminal investigation and vehicle operation. The program prepares the student to enter into the field of law enforcement as an officer, deputy, state trooper, or agent at the federal, state, or local levels. Additionally, this field of study also prepares the student for entry and intermediate levels in careers in private security.

What will I learn?

Students will develop a knowledge of the law enforcement profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and practices of various classifications and styles of policing. Classroom instruction is combined with critical thinking exercises, practical skills practice, and demonstration. The student will receive instructional curriculum within the CBC Law Enforcement Program that emulates the Texas Peace Officer Basic Training Course as promulgated by the Texas Commission on Law Enforcement (TCOLE) and train in those areas of study required by TCOLE.

The student will learn based upon a building block strategy in which the student will achieve through levels of certification towards the final goal of the Associates of Applied Science in Law Enforcement. The skills needed to succeed in law enforcement include the ability to safely and accurately handle and operate different firearm systems. To achieve that goal, the program requires the student to successfully complete the firearms training course offered within the course curriculum. Another learning area of industry priority

is the ability to safely operate a patrol vehicle while on patrol. To meet this law enforcement need, CBC includes emergency and non-emergency vehicle training within its curriculum.

How long will it take?

The AAS degree in Law Enforcement at Coastal Bend College is a comprehensive educational stackable pathway, consisting of a minimum of 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?

The AAS Law Enforcement degree is a selection of courses that complete over four semesters and prepares the student to enter directly in to the field of law enforcement. The student should request the assistance of the CBC assigned dedicated faculty member and/or CBC College Advisor for help in determining the course selections. CBC College advisors will assist the student in developing a degree plan consistent with workforce requirements. The transferability of the AAS in Law Enforcement is limited, as this is a degree specially designed for the student who desires entry into the law enforcement workforce directly after graduation.

Law Enforcement

My Degree Plan: Associate of Applied Science in Law Enforcement

My Degree Plan: AAS Law Enforcement			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Choose One: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413.		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC	2301	General Psychology		
Computer				
		**Competency Exam		
Institutional Requirement			3	
EDUC	1300	My Cougar Course		
Law Enforcement Requirements			Course Taken	Term Taken
Choice		CRIJ 1301: Introduction to Criminal Justice or CJSA 1322: Introduction to Criminal Justice	3	
Choice		CRIJ 1310: Fundamentals of Criminal Law or CJSA 1327: Fundamentals of Criminal Law	3	
Choice		CRIJ 1306: Court Systems and Practices or CJSA 1313: Court Systems and Practices	3	
Choice		CRIJ 2314: Criminal Investigation or CJSA 1342: Criminal Investigation	3	
Choice		CRIJ 2328: Police Systems and Practices or CJSA 1359: Police Systems and Practices	3	
CJSA	2323	Criminalistics II	3	
CJLE	2445	Vice and Narcotics	4	
Choice		CRIJ 2323: Legal Aspects of Law Enforcement or CJSA 2300: Legal Aspects of Law Enforcement	3	
CJLE	1325	Criminal Justice Survey	3	
CJLE	2420	Texas Police Officer Procedures	4	
CJLE	2247	Tactical Skills for Policing	2	
CJLE	2237	Advanced Firearms	2	
CJLE	1333	Traffic Law and Investigation	3	
ELEC		Choose One: CRIJ 1313, CJSA 1315, CRIJ 1307, CJSA 1312	3	
TOTAL			60	

Date/Student Signature :

Date/Advisor Signature:

*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.

Law Enforcement

Certificate Options: Law Enforcement



Certificate Level I: Law Enforcement			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
CRIJ	1301	Introduction to Criminal Justice	3
CRIJ	1306	Court Systems and Practices	3
CRIJ	1310	Fundamentals of Criminal Law	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CRIJ	2328	Police Systems and Practices	3
Total			21

*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.

Certificate Level I Courses taught by instructors with Master's Degrees, Master's Degree in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.

Law Enforcement

Certificate Options: Law Enforcement

Marketable Skills Achievement Award: Law Enforcement			Credits
CRIJ	1301	*** Introduction to Criminal Justice	3
CRIJ	1306	*** Courts and Criminal Practices	3
CRIJ	2323	*** Legal Aspects of Law Enforcement	3
CRIJ	2328	*** Police Systems and Practices	3
Total			12
<p>*** Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 yr. college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.</p>			
<p>Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.</p>			
<p>Due to the graphic nature of the materials associated with these courses, parental permission is required.</p>			

Medical Records Coding



Program Description:

Medical Records Coding, AAS degree seeking students build upon a core of liberal arts courses to receive foundational knowledge concerning: human anatomy & physiology, pathophysiology, pharmacology, and medical terminology. The student also receives knowledge concerning the health care delivery system in the United States, health care information and its management in the electronic health records [to include its privacy, confidentiality, and security], the reimbursement methodologies used and their related coding systems, especially those used for diagnostic and procedural coding related to billing, research, and quality assurance.

What will I learn?

The Medical Records Coding Specialist program trains students to be proficient in performing such medical records functions as records analysis, information storage and retrieval, coding and indexing of diseases and operations, and release of medical information. Students will learn critical skills needed to work in the medical records department of a hospital, in ambulatory care facilities, mental health facilities, and long-term care facilities. Program content is based on AHIMA (American Health Information Management Association) standards. Upon completion, students are eligible to sit for certification exams in coding including the CCS, CCS-P and CCA.

Student training will include:

- HITT - Coding Systems, HIPA laws, medical terminology pharmacology, processes and procedures, reimbursement methodologies and the history of health care reimbursement procedures in American Communications & Correspondence, Administrative Office Procedures
- MDCA - Pathophysiology and disease process
- CCA - Certified Coding Associate, a nationally-recognized certification awarded by the American

Health information Management Association

- CCS - Certified Coding Specialist, a nationally-recognized certification awarded by the American Health information Management Association
- CCS-P - Certified Coding Specialist, Physician Based, a nationally-recognized certification awarded by the American Health information Management Association

How long will it take?

The AAS degree in Medical Records Coding emphasis is a comprehensive educational stackable pathway consisting of a minimum of 60 credit hours that include: a one semester Marketable Skills Achievement Award in: Medical Records Coding (at which level there is no certification), building to Level I and Level II Certificates in Medical Records Coding. The program includes the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course," leading to the AAS degree. Students may work directly toward the AAS Degree.

How much will it cost?

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

What is the job market?

The Coastal Bend Local Workforce Development Area Labor Market Report (Workforce Solutions of the Coastal Bend), 2012, Data indicate medical records and health technicians is an in demand occupation in Texas with a growth of approximately 27.90% by the year 2020. Projected state openings 2012-2022 are 4,540 with average wage of \$17.31 per hour.

According to the U.S. Bureau of Labor Statistics (BLS), job prospects should be "very good" for medical billing and coding specialists, which are included under the broader category of medical records and health information technicians. BLS projections indicate that employment of professionals in this field will increase 20% between 2008 and 2018, which is much faster than the average for all occupations. The BLS attributes this growth to an increase in the use of electronic medical records, the health problems associated with an expanding elderly population and the rising number of medical treatments, tests and procedures being performed today. As noted in the BLS Occupational Outlook Handbook, "technicians with a solid understanding of relevant computer software and technology will be in demand — so the medical billing and coding job outlook should be good for those with relevant training and certification.

[*http://www.ultimatemedical.edu/education/medical-billing-and-coding-job-outlook](http://www.ultimatemedical.edu/education/medical-billing-and-coding-job-outlook)

Medical Records Coding

My Degree Plan: Associate of Applied Science in Medical Records Coding

My Degree Plan: AAS Medical Records Coding			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
BIOL	2304	Anatomy and Physiology		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC	2301	General Psychology		
Computer			3	
BCIS	1305	** Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			21	
Medical Records Coding Requirements:			Course Taken	Term Taken
HITT	1305	Medical Terminology I	3	
POFM	1300	Basic Medical Coding	3	
HITT	1312	History of Health Information Technology in the U.S.	3	
HITT	1301	Health Data Content and Structure	3	
HITT	1341	Coding and Classification Systems	3	
HITT	1353	Legal and Ethical Aspects of Health Information	3	
HITT	2435	Coding and Reimbursement Methodologies	4	
MDCA	1302	Human Disease/Pathophysiology	3	
HITT	1313	Coding and Insurance	3	
HITT	1311	Health Information Systems	3	
HITT	1349	Pharmacology	3	
HITT	1345	Health Care Delivery Systems	3	
HITT	2245	Coding Certification Exam Review	2	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Medical Records Coding

Certificate Options: Medical Records Coding

Certificate Level II: Medical Records Coding			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
HITT	1305	Medical Terminology I	3
POFM	1300	Basic Medical Coding	3
HITT	1312	History of Health Information Technology in the U.S.	3
BIOL	2304	Anatomy & Physiology I	3
HITT	1301	Health Data Content and Structure	3
HITT	1341	Coding and Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3
MDCA	1302	Human Disease/Pathophysiology	3
HITT	1313	Coding and Insurance	3
HITT	1349	Pharmacology	3
HITT	2245	Coding Certification Exam Review	2
HITT	2435	Coding and Reimbursement Methodologies	4
HITT	1345	Health Care Delivery Systems	3
HITT	1311	Health Information Systems	3
Total			48
*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.			
Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.			
All students completing this program must also pass the Capstone exam for graduation. It will be administered as part of the HITT 2245 class.			

Medical Records Coding

Certificate Options: Medical Records Coding

Certificate Level I: Medical Records Coding			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
HITT	1305	Medical Terminology I	3
POFM	1300	Basic Medical Coding	3
HITT	1312	History of Health Information Technology in the U.S.	3
HITT	1313	Coding and Insurance	3
HITT	1301	Health Data Content and Structure	3
HITT	1341	Coding and Classification Systems	3
HITT	1353	Legal and Ethical Aspects of Health Information	3
HITT	1349	Pharmacology	3
MDCA	1302	Human Disease/Pathophysiology	3
Total			33

*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.

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

Marketable Skills Achievement Award: Medical Records Coding			Credits
HITT	1305	Medical Terminology I	3
POFM	1300	Basic Medical Coding	3
HITT	1301	Health Data Content and Structure	3
BCIS	1305	*** Business Computer Applications	3
Total			12

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

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

Nursing



Program Description:

Nursing is a dynamic and constantly changing profession. The ability to encompass care of individuals, families, communities and populations requires a strong commitment to study in the field of nursing. It is our commitment to prepare graduates to provide safe, competent and compassionate care.

The students seeking a Professional Nursing licensure (RN) with an AAS degree will master the theory, laboratory and clinical components needed to be successful in the workforce. There are two tracks in Professional Nursing; Generic RN and LVN-RN.

With the Generic RN Program, students will have the opportunity to begin their nursing education after completing the pre-requisite courses. With the LVN-RN program, licensed vocational nurses have the opportunity to further their nursing education toward the RN degree. Successful graduates from the RN program will also receive the affidavit for NCLEX examination for RN licensure in the state of Texas.

What will I learn?

Students will develop knowledge of the Health Care industry through the various areas of study including: Foundations, Nursing Skills, Assessment Skills, Pharmacology, Medical Surgical Concepts, Childbearing Concepts, Care of Children and Families, and Mental Health. Student activities include: off-site hands-on practice as well as lab exercises engaging the student to critically think about the global impact of the Health Care industry on the community. Students will engage in projects to develop their communication, quantitative thinking, and teamwork experience by applying the four conceptual components approved by the 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 behavior science, and computers competency. Pre-requisite courses are required for the Generic RN Programs. Pre-requisite courses are required for the LVN-RN Program (See degree plans).

Once accepted into the program, the Generic RN Program runs 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?

- Program application fee, immunizations, physical examination
- Costs include tuition and fees. Additional costs include the program application fee, immunizations, physical, finger printing, personal laboratory bag, online curriculum study resource, graduation cap/pin/lamp, and the Board of Nursing Application fee. The tuition and fees are listed in the course syllabi.

What is the job market?

Registered nurses are employed in an array of job market avenues. Registered nursing supports hospitals, private physicians, outpatient clinics, home health care, and specialty clinics in communities everywhere. The Bureau of Labor Statistics reports that in Texas there are 187,290 Registered Nurses employed and that the mean hourly wage is \$31.90 with an annual mean wage of \$66,350 for the novice newly graduated nurse.

Nursing

My Degree Plan: Associate of Applied Science in Nursing

My Degree Plan: AAS Nursing (Generic)			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1314	College Algebra		
Natural Science			4	
BIOL	2401	Anatomy and Physiology I		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC	2301	General Psychology		
Computer				
		**Competency Exam		
Institutional Requirement				
		Program exempt of EDUC 1300 requirement		
Total			16	
Nursing (Generic) Requirements:			Course Taken	Term Taken
HPRS	1304	Basic Health Professional Skill	3	
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1	
PSYC	2314	Human Growth and Development	3	
BIOL	2402	Human Anatomy and Physiology II	4	
BIOL	2420	Microbiology	4	
RNSG	2206	Nursing Informatics	2	
RNSG	1209	Introduction to Nursing	2	
RNSG	1244	Nursing Skills II	2	
RNSG	1300	Health Assessment across the Lifespan	3	
RNSG	1341	Common Concepts of Adult Health	3	
RNSG	1161	Clinical Nursing- Registered Nurse Training	1	
RNSG	1201	Pharmacology	2	
RNSG	2213	Mental Health Nursing	2	
RNSG	1343	Complex Concepts of Adult Health	3	
RNSG	1163	Clinical Nursing- Registered Nurse Training	1	
RNSG	2101	Care of Children and Families	1	
RNSG	2160	Clinical Nursing- Registered Nurse Training	1	
RNSG	1107	Nursing Jurisprudence	1	
RNSG	2231	Advance Concepts of Adult Health	2	
RNSG	2161	Clinical Nursing- Registered Nurse Training	1	
RNSG	1151	Care of Childbearing Family	1	
RNSG	2162	Clinical Nursing- Registered Nurse Training	1	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
**BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.				

Nursing

My Degree Plan: LVN-RN Bridge

My Degree Plan: AAS Nursing (LVN-RN Bridge)			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1314	College Algebra		
Natural Science			4	
BIOL	2401	Anatomy and Physiology I		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC	2301	General Psychology		
Computer				
		**Competency Exam		
Institutional Requirement				
		Program exempt of EDUC 1300 requirement		
Total			16	
Nursing (LVN-RN Bridge) Requirements:			Course Taken	Term Taken
PSYC	2314	Human Growth and Development	3	
BIOL	2402	Human Anatomy and Physiology II	4	
BIOL	2420	Microbiology	4	
RNSG	1343	Complex Concepts of Adult Health	3	
RNSG	1163	Clinical Nursing- Registered Nurse Training	1	
RNSG	2101	Care of Children and Families	1	
RNSG	2160	Clinical Nursing- Registered Nurse Training	1	
RNSG	2206	Nursing Informatics	2	
RNSG	1227	Transition for Vocational to Professional	2	
RNSG	1107	Nursing Jurisprudence	1	
RNSG	2231	Advance Concepts of Adult Health	2	
RNSG	2161	Clinical Nursing- Registered Nurse Training	1	
RNSG	1251	Care of Childbearing Family	2	
RNSG	2162	Clinical Nursing- Registered Nurse Training	1	
Nursing LVN License Credit Approved from Accredited College			Course Taken	Term Taken
HPRS	1304	Basic Health Professional Skill	3	
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1	
RNSG	1244	Nursing Skills II	2	
RNSG	1300	Health Assessment across the Lifespan	3	
RNSG	1341	Common Concepts of Adult Health	3	
RNSG	1161	Clinical (Common Concepts...)	1	
RNSG	1201	Pharmacology	2	
RNSG	2213	Mental Health Nursing	2	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
**BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.				

Nursing

Certificate Options: Nursing

Certificate Level I: Vocational Nursing			Credits
VNSG	1227	Essentials of Medication Administration	2
VNSG	1320	Anatomy and Physiology for Allied Health	3
VNSG	1323	Basic Nursing Skills	3
VNSG	1122	Vocational Nursing Concepts	1
VNSG	1116	Nutrition	1
		Or	
BIOL	1322	Fundamentals of Nutrition	
VNSG	1133	Growth and Development	1
VNSG	1115	Disease Control and Prevention	1
VNSG	1361	Clinical- Licensed Practical/Vocational Nurse Training	3
VNSG	1230	Maternal-Neonatal Nursing	2
VNSG	2331	Advanced Nursing Skills	3
VNSG	1126	Gerontology	1
VNSG	1329	Medical-Surgical Nursing (LVN)	3
VNSG	1331	Pharmacology	3
VNSG	1234	Pediatrics	2
VNSG	2360	Clinical- Licensed Practical/Vocational Nurse Training	3
VNSG	1219	Leadership and Professional Development	2
VNSG	1332	Medical-Surgical Nursing II	3
VNSG	1201	Mental Health and Mental Illness	2
VNSG	2366	Practicum- Licensed Practical/Vocational Nurse Training	3
Total			42

Students seeking to complete the program in Vocational Nursing require no pre-requisites
Program approved by CBC to be exempt of Institutional Requirement EDUC 1300

Marketable Skills Achievement Award: Certified Nursing Assistant (C.N.A.)			Credits
HPRS	1304	Basic Health Professional Skill	3
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1
HITT	1305	Medical Terminology I	3
MDCA	1302	Human Disease/Pathophysiology	3
VNSG	1116	Nutrition	1
VNSG	1133	Growth and Development	1
Total			12

Students seeking to complete the program in Certified Nursing Assistance require no pre-requisites.

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

Oil & Gas Technology



Program Description:

The Coastal Bend College Petroleum Technology program is an Industry driven AAS degree, strategically designed to prepare interested students for a career in the Oil and Gas industry. This course of study allows the student to discover and study the processes which drive the industry. The student will receive a general education foundation coupled with state-of-the-art industry knowledge and training. Technical competency in oil and natural gas drilling, gathering, field operations, and workplace safety will ready the graduate to enter this growing and fulfilling career choice. At Coastal Bend College, each step of the training is introduced with a summary of relevant technologies, economics, and manpower requirements, importance of training and competency assessment, as well as relevant case histories. Through teaching and demonstration, the student will be exposed to the real-life steps involved in the creation and exploitation of oil and gas fields.

What will I learn?

Students will develop a knowledge of the Oil and Gas profession and associated industries through learning objectives designed both to expose the student to and engage the student in the theory and training practices of various types of oil field equipment. Classroom instruction is combined with critical thinking exercises and practical skills demonstrations to complete each learning objective.

The student will learn based upon a building block strategy, from which the student will achieve through levels of certification the final goal of the Associates of Applied Science Degree in Petroleum Technology. The skills needed to succeed in Oil & Gas Technology include the ability to safely and accurately handle and operate different oil field equipment. These skills will be taught to the student and then practiced on simulators to provide the student with both theory and practical application. A significant area of industry priority is the ability to safely operate this equipment to meet the safety standards that are required by the

oil field industry to qualify the student for oil field employment. To meet that need, Coastal Bend College provides industry acceptable certifications imbedded within its curriculum.

How long will it take?

The AAS degree in Oil and Gas Technology at Coastal Bend College is a comprehensive educational stackable pathway, consisting of 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 remedial courses as a requirement to enroll in certain course offerings.

How much will it cost?

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

What is the job market?

State of Texas Labor Market Report in 2013 job market estimates that the oil industry will have a longevity past the year 2035. The demand for oil field employees is increasing with forecast of continued growth. The industry average starting pay is \$18.00 to \$22.00 an hour.

Oil & Gas Technology

My Degree Plan: Associate of Applied Science in Oil & Gas

My Degree Plan: AAS Oil and Gas Technology				Course Taken	Term Taken
Communications			3		
ENGL	1301	Composition I			
Mathematics			3		
MATH	1314	College Algebra			
Natural Science			3		
GEOL	1305	Environmental Science			
Humanities and Fine Arts			3		
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, ARTS 1311, ARTS 1316, MUSI 1306, DRAM 1310.			
Social and Behavior Science			3		
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319			
Computer					
		**Competency Exam			
Institutional Requirement			3		
EDUC	1300	* My Cougar Course			
Total			18		
Oil and Gas Requirements				Course Taken	Term Taken
CHEM	1405	Introduction to Chemistry	4		
GISC	1311	Introduction to Geographic Information Systems	3		
ELMT	1201	Programmable Logic Controllers	2		
ELPT	1341	Motor Controls	3		
PTRT	1301	Introduction to Petroleum Industry	3		
ELPT	1311	Basic Electrical Theory	3		
PTRT	1312	Petroleum Regulations	3		
PTRT	1403	Drilling	4		
PTRT	1313	Industry Safety	3		
PTRT	1324	Petroleum Instrumentation	3		
PTRT	1307	Recovery & Production Methods	3		
INTC	1258	Flow and Measurement Calibration	2		
PTRT	2331	Well Completions	3		
PTRT	2332	Artificial Lift	3		
Total Program			60		
Date/Student Signature				Date/Advisor Signature	
*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.					

Oil & Gas Technology

Certificate Options: Oil & Gas Technology

Certificate Level I: Oil and Gas			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
PTRT	1301	Introduction to Petroleum Industry	3
ELPT	1311	Basic Electrical Theory	3
PTRT	1312	Petroleum Regulations	3
PTRT	1403	Drilling	4
PTRT	1313	Industry Safety	3
PTRT	1324	Petroleum Instrumentation	3
PTRT	1307	Recovery & Production Methods	3
INTC	1258	Flow and Measurement Calibration	2
PTRT	2331	Well Completions	3
PTRT	2332	Artificial Lift	3
Total			40
*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.			

Marketable Skills Achievement Award: Oil and Gas			Credits
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1314	Industrial Safety	3
PTRT	1324	Petroleum Instrumentation	3
ELPT	1311	Basic Electrical Theory	3
Total			13
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Marketable Skills Achievement Award: Oil & Gas Process Technology			Credits
PTRT	1312	Petroleum Regulations	3
ELMT	1201	Programmable Logic Controllers	2
ELMT	2239	Advanced Programmable Controllers	2
ELPT	1341	Motor Controls	3
ELPT	1311	Basic Electrical Theory	3
Total			13
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Radiologic Technology



Program Description:

The Radiologic Technology AAS degree is accredited by the Joint Review Committee on Education (JRCERT) in Radiologic Technology. Registered Radiologic Technologists, known in the industry as "R.T.s", are medical personnel who perform diagnostic imaging examinations and administer radiation therapy treatments. Students in the program are educated in anatomy, patient positioning, examination techniques, equipment protocols, radiation safety, radiation protection and basic patient care. Students learn to use radiation, "x-rays", to produce black and white images of anatomy. Once these images are captured on film, computer or videotape, they are used to detect bone fractures, find foreign objects in the body, and demonstrate the relationship between bone and soft tissue.

Students in the Radiologic Technology at CBC will have the opportunity to learn in an accredited JRCERT program that ensures that the student is provided with the knowledge, skills, and professional values required in the industry as a Radiologic Technologist. Students desiring a hands-on learning environment will have the opportunity to use state-of-the-art equipment in the CBC "x-ray" lab, learn theory in small classroom settings and a clinical education experience, where students will apply the theories, concepts, and skills learned in the classroom and lab in a hospital or medical facility under the supervision of professionals working in the industry.

What will I learn?

Students will be able to critically think about the global impact of their profession and demonstrate entry level proficiency in knowledge, skills, and attitudes necessary for professional employment as a Registered Radiologic Technologist. Students will engage in program activities and several clinical education experiences to develop their communication and quantitative thinking as applied to theory, concepts, and skills. Students will demonstrate knowledge in the utilization of specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation common to a Radiologic Technologist. Students will demonstrate personal and social responsibility within a team environment by engaging in legal and ethical behavior, safety practices, interpersonal and teamwork activities, throughout which they will be required to use appropriate written and verbal communication skills while applying the terminology of the occupation.

Student training will include:

- Utilize basic medical terms;
- Identify ethical and legal standards;
- Routine radiographic procedures
- Basic radiation protection practices;
- Conventional and digital equipment;
- Recognize and respond to emergency situations;
- Manipulate equipment;
- Evaluate images;
- Describe infection control procedures;
- Identify relevant pharmaceuticals and their applications.
- Define radiographic positioning terms;
- Assess patient condition;
- Radiation monitoring, detection, measurement; and
- Analyze the effects of exposure variables biophysical mechanisms of radiation damage on humans.

How long will it take?

The AAS degree in Radiologic Technology is a comprehensive educational pathway consisting of a minimum of 60 credit hours that include an accredited program by the Joint Review Committee on Education in Radiologic Technology, a general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, and computer competency.

How much will it cost?

Personal Equipment— \$300- 500 (estimate) for uniforms for clinical education. Total Program/Course Fees: In addition to tuition and fees, students will pay a lab fee for courses requiring labs. This fee is based on materials, consumables, and supplies required for the particular lab. Lab fees may vary due to the individual's ability and materials required for the course labs. Lab fees for particular courses are listed in the course syllabi and are based on the average student completing the course. Contact program faculty for more information on lab fees.

What is the job market?

The Coastal Bend Local Workforce Development Area Labor Market Report, 2010, Data indicates a growth market for Radiologic Technologist of 31.4% with an entry wage of \$17.59/hour, and an average wage of \$24.83/hour. State of Texas Labor Market Report, 2010, Data indicates a statewide growth market for Radiologic Technologist of 36.2% with a median wage for Texas of \$25.02/hour or \$52,000/year. Workforce Solutions for the State of Texas has identified Radiologic Technology as a targeted occupation which is in demand or is merging in the local economy. These occupations are experiencing growth and provide opportunities for high-skilled, high-wage jobs.

Radiologic Technology

My Degree Plan: Associate of Applied Science in Radiologic Technology

My Degree Plan: AAS Radiography			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
MATH	1314	College Algebra		
Natural Science			4	
BIOL	2401	Anatomy and Physiology I		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
PSYC		PSYC 2301 or PSYC 2314		
Computer				
		**Competency Exam		
Institutional Requirement				
		Program exempt of EDUC 1300 requirement		
Total			16	
Radiography Requirements			Course Taken	Term Taken
RADR	1201	Introduction to Radiography	2	
RADR	1411	Basic Radiography Procedures	4	
RADR	2309	Radiography Imaging Equipment	3	
RADR	1260	Clinical – Medical Radiography Technology	2	
RADR	2401	Intermediate Radiography Procedures	4	
RADR	1213	Principles of Radiography Imaging I	2	
RADR	1261	Clinical – Medical Radiography Technology II	2	
RADR	2331	Advance Radiography Procedures	3	
RADR	1262	Clinical – Medical Radiography Technology III	2	
RADR	2217	Radiography Pathology	2	
RADR	2205	Principles of Radiography Imaging II	2	
RADR	2261	Clinical-Medical Radiography Technology V	2	
RADR	2333	Advanced Medical Imaging	3	
RADR	2313	Radiation Biology and Protection	3	
RADR	2262	Clinical-Medical Radiography Technology VI	2	
RADA	2235	Radiography Seminar	2	
BIOL	2402	Human Anatomy and Physiology II	4	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
**BCIS 1305 is required for all college students, a test out option of 70% in computer literacy is available.				

Welding Technology



Welding:

Welding, AAS degree seeking students will receive an industry driven foundation of welding theory, practices, and knowledge of metal alloys and metallurgy processes. Graduates from the program will be competent welders and fabricators in the processes and procedures related to layout, fabrication, inspection, fitting, cutting, and forming metals with the critical thinking skills to determine electrodes/wire and filler materials, amperage, and welding equipment required to perform on the job in a safe, clean environment.

Students will have the opportunity to learn techniques for AWS certification or NCCER Level II certification testing, competent blueprint interpretation, writing and billing procedures required by industry, and fabrication billing, welding technique and labor hours. Welders desiring to improve their position within the industry by upgrading their skills in specific welding processes or applications or welders desiring instruction certification, fabrication, or inspection are encouraged to enroll in the program.

What will I learn?

Students will develop knowledge of the welding industry through activities that engage the student to critically think about global impact of the welding industry. Students will engage in projects to develop their communication and quantitative thinking as applied to industry standards, practices, procedures, traditional and nontraditional welding processes, and fabrication design,

budget, materials, welding technique, and labor hours. Students will review and discuss social responsibility of the industry as it pertains to the environment, employees, safety, practice personal responsibility by developing skills in maintaining a clean work environment, personal safety equipment, and self inspection techniques. Students will develop skills to pass AWS Sense Level I and/or Sense Level II Certification in a variety of welding processes, joint design, to include the processes of Shielded Metal Arc Welding, Carbon Arc Cutting, Gas Metal Arc Welding, Flux Core Arc Welding, and Gas Tungsten Arc Welding. These skills will be enhanced through the knowledge students gain in blueprint reading, introduction to CAD, and fabrication courses. The student will gain experience of working on a welding team in the advanced fabrication capstone course where all skills will be applied, demonstrated, and evaluated through a process of self-evaluation, peer evaluation, and industry codes and standards.

Student training will include:

- QAW- All position oxyacetylene welding , cutting and plasma cutting
- CAC- Carbon Arc Cutting
- SMAW- Shielded Metal arc Welding, all positions, plate and Pipe
- GMAW- Gas Metal Arc Welding, all positions, plate
- GTAW- Gas Tungsten Arc Welding, all positions, plate
- FCAW- Flux Core Arc Welding, all positions, plate
- CAD- Computer Aided Drafting, Solid Works

How long will it take?

The AAS degree with an emphasis in welding is a comprehensive educational stackable pathway consisting of a minimum of 60 credit hours that includes: a one semester Marketable Skill Achievement: Welding; building to a Level I Certification: Welding Fabrication; the general education core of communication, mathematics, natural science, humanities and fine arts, social and behavior science, computers, and an institutional requirement "My Cougar Course".

How much will it cost?

Personal protective equipment- \$300- \$400 (estimate) (helmet, gloves, chipping hammer, pliers, leathers, etc.)

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

What is the job market?

In the Coastal Bend Local Workforce Development Area Labor Market Report, 2010 Data, indicates a growth market for welders of 28.6% with an average wage of \$19.50/hour. State of Texas Labor Market Report, 2010 Data, indicates a statewide growth market for welders of 23.7% and an average wage of \$18.32/hour. American Jobs Center Network ranks welding career outlooks has a "Bright Outlook" for employment with 61% in the manufacturing sector, 11% in construction, and 28% in self-employment and other services.

Welding Technology

My Degree Plan: AAS Welding

My Degree Plan: AAS Welding			Course Taken	Term Taken
Communications			3	
ENGL	1301	Composition I		
Mathematics			3	
Choice		Select 1 Course: MATH 1314, MATH 1324, MATH 1332, MATH 1350, MATH 1442, MATH 2412, MATH 2413		
Natural Science			3	
Choice		Select 1 Course: BIOL 1408, BIOL 2304, BIOL 2401, BIOL 1322, BIOL 2306, BIOL 2420, CHEM 1406, CHEM 1411, CHEM 1412, GEOL 1305, GEOL 1403, GEOL 1404, PHYS 1401.		
Humanities and Fine Arts			3	
Choice		Select 1 Course: ENGL 2322, ENGL 2323, HUMA 1301, PHIL 1301, SPAN 2311, ARTS 1301, ARTS 1303, MUSI 1306, DRAM 1310.		
Social and Behavior Science			3	
Choice		Select 1 Course: HIST 1301, HIST 1302, GOVT 2305, GOVT 2306, ECON 2301, PSYC 2301, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319		
Computer			3	
BCIS	1305	** Business Computer Applications		
Institutional Requirement			3	
EDUC	1300	* My Cougar Course		
Total			21	
*Welding Requirements			Course Taken	Term Taken
DFTG	1305	Technical Drafting	3	
DFTG	1309	Basic Computer Aided Drafting	3	
DEMR	1301	Shop Safety and Procedures	3	
WLDG	1307	Introduction to Welding Using Multiple Processes	3	
WLDG	1327	Welding Codes and Standards	3	
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4	
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4	
		Or		
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)		
WLDG	1417	Introduction to Layout and Fabrication	4	
WLDG	2435	Advanced Layout and Fabrication	4	
WLDG	1435	Introduction to Pipe Welding (SMAW)	4	
Total Program			60	
Date/Student Signature			Date/Advisor Signature	
*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.				

Welding Technology

Certificate Options: Welding

Certificate Level I: *Welding			Credits
EDUC	1300	* My Cougar Course	3
BCIS	1305	** Business Computer Applications	3
DFTG	1305	Technical Drafting	3
DFTG	1309	Basic Computer Aided Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
		Or	
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	
WLDG	1327	Welding Codes and Standards	3
WLDG	1417	Introduction to Layout and Fabrication	4
WLDG	1435	Introduction to Pipe Welding (SMAW)	4
Total			41
*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.			
* Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			

Marketable Skills Achievement Award: Shielded Metal Arc Welding (SMAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Welding Technology

Certificate Options: Welding

Marketable Skills Achievement Award: Gas Metal Arc Welding (GMAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Marketable Skills Achievement Award: Flux Core Metal Arc Welding (FCAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Marketable Skills Achievement Award: Gas Tungsten Metal Arc Welding (GTAW)			Credits
DFTG	1305	Technical drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Dual Enrollment

Dual Enrollment Overview



Dual Enrollment - Workforce Coursework

Workforce Dual Enrollment courses are listed in the Workforce Education Course Manual (WECM) . Students can earn dual enrollment for some of the workforce courses, please speak with your high school counselor for more details. CBC Dual Enrollment WECM courses can be applied to a Marketable Skills Award, Level I, Level II and an Associate of Applied Science degree. By completing a CBC award and/or certificate program, students can obtain an entry-level job with the skills needed to be successful.

What will I learn?

Dual Enrollment courses cover the high school curriculum (TEKS) as well as equivalent college curriculum. This allows the student to earn high school credit towards their graduation requirements and college credit simultaneously. Workforce courses usually have a hands-on component to the course, so you can perfect your skills for the industry.

How long will it take?

Marketable Skills Achievement Awards (typically consists of twelve credit hours) can be completed in two semesters. Once completed, students can begin working towards their Level I, II certificates and their AAS degree in their desired field of study. While students are earning their college credit hours, they will also have the opportunity to obtain various industry certifications, such as: OSHA 10, First Aid/CPR, etc. Imagine graduating high school with the education to obtain an entry-level job with industry recognized credentials.

How much will it cost?

Tuition for dual enrolled high school students is \$33 per semester hour, with a one-time registration fee of \$48 per semester. Tuition is waived for students who reside in Bee County because they are located in the college taxing

district. It is the student's responsibility to submit payment for tuition, course fees, textbooks, supplies, and any processing fees for Bacterial Meningitis documentation; unless high school has agreed to fund any or all of dual enrollment costs.

For additional information, please see the tuition and fee schedule in this catalog.

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

Dual Enrollment Degree Plans

Accounting

Career Options: Office Manager, Accounts Receivable Clerk, Payroll Assistant

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

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

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

Automotive Technology

Career Options: Auto Service Technician, Small Engine Mechanic

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

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

Building Trades

Career Options: Carpenter, Safety Trainer

Marketable Skills Achievement Award: Building Trades			Credits
CNBT	1210	Basic Construction Safety	2
CNBT	1346	Construction Estimating	3
CRPT	1329	Introduction to Carpentry	3
CRPT	1315	Conventional Wall Systems	3
OSHT	1305	OSHA Regulations- Construction Industry	3
Total			14

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

Dual Enrollment Degree Plans

Business Technology: Administrative Assistant

Career Options: Office Manager, Administrative Assistant

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

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

Business Technology: Medical Office Specialization

Career Options: Medical/Health Office Manager, Administrative Assistant

Marketable Skills Achievement Award: Medical Office Specialization			Credits
POFI	1301	Computer Applications I	3
HITT	1305	Medical Terminology I	3
POFM	1317	Medical Administrative Support	3
POFM	1327	Medical Insurance	3
Total			12

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

Certified Nursing Assistant (CNA)

Career Options: Certified Nursing Assistant

Marketable Skills Achievement Award: Certified Nursing Assistant (C.N.A.)			Credits
HPRS	1304	Basic Health Professional Skill	3
HPRS	1160	Clinical- Health Services/Allied Health/Health Sciences, General	1
HITT	1305	Medical Terminology I	3
MDCA	1302	Human Disease/Pathophysiology	3
VNSG	1116	Nutrition	1
VNSG	1133	Growth and Development	1
Total			12

Students seeking to complete the program in Certified Nursing Assistance require no pre-requisites.

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

Dual Enrollment Degree Plans

Computer Information Technology

Career Options: Computer Maintenance Technician

Marketable Skills Achievement Award: Computer Information Technology			Credits
BCIS	1305	*** Business Computer Applications	3
ITNW	1325	Fundamentals of Networking Technologies	3
ITSC	1325	Personal Computer Hardware	3
ITSC	1305	Introduction to PC Operating Systems	3
Total			12

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

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

Computer Information Technology: Network Specialization

Career Options: Office Manager, Accounts Receivable Clerk, Payroll Assistant

Marketable Skills Achievement Award Business Administration: Accounting			Credits
ITCC	1310	Cisco Discovery 1: Networking for Home and Small Businesses	3
ITCC	1311	Cisco Discovery 2: Working at a Small-to-Medium Business or ISP	3
ITNW	1353	Supporting Network Server Infrastructure	3
ITSC	1325	Personal Computer Hardware	3
Total			12

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

Dual Enrollment Degree Plans

Computer Information Technology: Web/Game Design

Career Options: Web Site Designer/Game Designer

Marketable Skills Achievement Award: Web Design/Game Design			Credits
BCIS	1305	*** Business Computer Applications	3
IMED	1316	Web Design I	3
GAME	1303	Introduction to Game Design & Development	3
GRPH	1359	Vector Graphics for Production	3
Total			12

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

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

Cosmetology

Career Options: Cosmetology Front Desk, Entrepreneur

Marketable Skills Achievement Award: Cosmetology			Credits
CSME	1401	Orientation to Cosmetology	4
CSME	1405	Fundamentals of Cosmetology	4
CSME	1431	Principles of Nail Technology I	4
Total			12

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

Marketable Skills Achievement Award does not allow students to practice in the field of cosmetology or manicurist. Additional courses are required for licensing.

Culinary Arts

Career Options: Cook, Chef, Baker

Marketable Skills Achievement Award: Culinary Arts			Credits
CHEF	1205	Sanitation and Safety	2
CHEF	1401	Basic Food Preparation	4
PSTR	1301	Fundamentals of Baking	3
CHEF	1340	Meat Preparation & Cooking	3
Total			12

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

Dual Enrollment Degree Plans

Drafting & Design Technology

Career Options: Architectural Drafting, Construction Drafting, Design Detailing, Civil Drafting, Mechanical Drafting

Marketable Skills Achievement Award: Drafting & Design			Credits
DFTG	1409	Basic Computer-Aided Drafting	4
DFTG	1305	Technical Drafting	3
DFTG	1317	Architectural Drafting - Residential	3
DFTG	2312	Technical Illustration and Presentation	3
Total			13

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

Early Development and Education

Career Options: Assistant in Day care Centers, Head Start Programs, and Preschools

Marketable Skills Achievement Award: Early Development & Education			Credits
CDEC	1319	Child Guidance	3
CDEC	1313	Curriculum Resources for Early Childhood Programs	3
CDEC	1356	Emergent Literacy for Early Childhood	3
TECA	1311	Educating Young Children	3
Total			12

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

Forensic Science

Career Options: Forensic Laboratory Assistant

Marketable Skills Achievement Award: Forensics			Credits
CRIJ	1301	*** Introduction to Criminal Justice	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CJSA	1308	Criminalistics I	3
CRIJ	2328	Police Systems and Practices	3
Total			12

*** Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice courses to programs at 4 year colleges. Students transferring to Criminal Justice programs at 4 year colleges must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic courses. See Program Faculty for details.

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

Due to the graphic nature of the materials associated with these courses, parental permission is required.

Dual Enrollment Degree Plans

Law Enforcement

Career Options: Various Positions in Law Enforcement Agencies, Security Service Technician

Marketable Skills Achievement Award: Law Enforcement			Credits
CRIJ	1301	*** Introduction to Criminal Justice	3
CRIJ	1306	*** Courts and Criminal Practices	3
CRIJ	2323	*** Legal Aspects of Law Enforcement	3
CRIJ	2328	*** Police Systems and Practices	3
Total			12
<p>*** Courses taught by instructors with Master's Degrees, Master's Degrees in Criminal Justice and 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Criminal Justice course to programs at 4 year colleges. Students Transferring to Criminal Justice programs at 4 yr. college must complete two additional courses from the Criminal Justice course inventory. Courses taught with instructors without Master's Degrees or with less than 18 hours completed course work at the Graduate Level in Criminal Justice will transfer as Workforce Law Enforcement/Forensic Courses. See Program Faculty for details.</p> <p>Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.</p> <p>Due to the graphic nature of the materials associated with these courses, parental permission is required.</p>			

Medical Records Coding

Career Options: Medical Coding Assistant, Medical Billing Representative

Marketable Skills Achievement Award: Medical Records Coding			Credits
HITT	1305	Medical Terminology I	3
POFM	1300	Medical Coding Basics	3
HITT	1301	Health Data Content and Structure	3
BCIS	1305	*** Business Computer Applications	3
Total			12
<p>*** Certificate courses taught by instructors with Master's Degrees in computer science, information systems or a related field, and 18 hours completed course work at the graduate level in the field will transfer as academic courses to programs at four-year colleges. Courses taught by instructors without Master's Degrees or with less than 18 hours completed course work at the graduate level in the appropriate field will transfer, at the discretion of the receiving university, as workforce courses. See Program Faculty for details.</p> <p>Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.</p>			

Dual Enrollment Degree Plans

Oil & Gas Technology

Career Options: Various Positions in Oil & Gas Industries, Driller

Marketable Skills Achievement Award: Oil and Gas			Credits
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1314	Industrial Safety	3
PTRT	1424	Petroleum Instrumentation	4
PTRT	1391	Special Topics in Petroleum Technology/Technician	3
Total			13
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Oil & Gas Technology

Career Options: Position in Process Technology

Marketable Skills Achievement Award: Oil & Gas Process Technology			Credits
PTRT	1312	Petroleum Regulations	3
ELMT	1201	Programmable Logic Controllers	2
ELMT	2239	Advanced Programmable Controllers	2
ELPT	1341	Motor Controls	3
ELPT	1311	Basic Electrical Theory	3
Total			13
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Welding: Shielded Metal Arc Welding (SMAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: SMAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Dual Enrollment Degree Plans

Welding: Gas Metal Arc Welding (GMAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: GMAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Welding: Flux Core Arc Welding (FCAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: FCAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1412	Introduction to Flux Core Arc Welding (FCAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Welding: Gas Tungsten Arc Welding (GTAW)

Career Options: Position as a Welder in Various Industries (Fabrication, Oil & Gas, Independent Contracting)

Marketable Skills Achievement Award: GTAW			Credits
DFTG	1305	Technical Drafting	3
DEMR	1301	Shop Safety and Procedures	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
Total			13
Students may test for AWS certification in the processes of (FCAW), (SMAW), (GMAW), (GTAW). Extra fees are required for AWS certification. See program faculty for details.			
Each school district determines how dual enrollment courses are applied to graduation requirements. Students must consult with their high school for a current list of approved dual enrollment courses.			

Course Symbol Key

Accounting	ACCT, ACNT	ACCT, ACNT	Accounting
Air Conditioning	HART	AERM	Aviation
Art	ARTS	ARCE	Drafting and Design
Automotive	AUMT	ARTS	Art
Aviation	AERM	ARTV	Computer Information Technology
Basic Electricity	ELPT	AUMT	Automotive
Biology	BIOL	BIOL	Biology
Business	BUSI, BUSG	BMGT	Management
Certified Nurse Aide	HITT, HPRS	BUSI, BUSG	Business
Chemistry	CHEM	CETT	Electronics
Coding	HITT, HPRS	CDEC	Early Development and Education
Communication	COMM	CHEM	Chemistry
Computer Information Technology	ARTV, GRPH, GAME, IMED, ITCC, ITNW, TMC, ITSC, ITSE, ITSW	CJCR	Corrections/Correctional Admin.
Computer Science	COSC	CJLE	Law Enforcement/Police Science
Cosmetology	CSME	CJSA	Criminal Justice Studies
Dental Hygiene	DHYG	COMM	Communication
Drafting & Design	DFTG, ARCE	COSC	Computer Science
Drama	DRAM	CRIJ	Criminal Justice (Academic)
Early Development and Education	CDEC, TECA	CSME	Cosmetology
Economics	ECON	DHYG	Dental Hygiene
Education	EDUC	DFTG	Drafting & Design
English	ENGL	DRAM	Drama
Engineering	ENGR	ECON	Economics
Geographic Information Systems	GISC	EDUC	Education
Geography	GEOG	ELPT	Basic Electricity
Geology	GEOL	ENGL	English
Government	GOVT	ENGR	Engineering
History	HIST	GAME	Computer Information Technology
Humanities	HUMA	GEOG	Geography
Kinesiology	KINE	GEOL	Geology
Law Enforcement	CJCR, CJLE, CJSA, CRIJ	GISC	Geographic Information Systems
Machinist	MCHN	GOVT	Government
Management	HRPO, BMGT	GRPH	Computer Information Technology
Mathematics	MATH	HART	Air Conditioning
Music	MUSI	HIST	History
Music Applied	MUAP	HITT, HPRS	Health Information Technology, Certified Nurse Aide
Oil and Gas Technology	PTRT	HRPO	Management
Office Administration	POFM, POFT, POFI	HUMA	Humanities
Pharmacy Technician	PHRA	IMED	Computer Information Technology
Photography	PHTC	ITCC, ITNW	Computer Information Technology
Physics	PHYS	ITMC, ITSC	Computer Information Technology
Professional Nursing	RNSG	ITSE, ITSW	Computer Information Technology
Psychology	PSYC	KINE	Kinesiology
Radiologic Technology	RADR	MATH	Math
Reading	RDNG	MRMT	Medical Transcription
Sociology	SOCI	MUAP	Music Applied
Spanish	SPAN	MUSI	Music
Speech	SPCH	PHTC	Photography
Vocational Nursing	VNSG	PHYS	Physics
Welding	WLDG	POFM, POFI	Office Administration
		POFT	Office Administration
		PTRT	Oil and Gas Technology
		PSYC	Psychology
		RADR	Radiologic Technology
		RDNG	Reading
		RNSG	Professional Nursing
		SPAN	Spanish
		SPCH	Speech Communication
		SOCI	Sociology
		TECA	Child Development
		TECM	Special Topics in Applied Math, General
		VNSG	Vocational Nursing
		WLDG	Welding

Course Descriptions

How to Read a Course Description:

Rubric identifies course discipline → **ENGL**
Course level → **2322**
Semester hours of credit → **3-0-0**
Course sequence → **British Literature I**
Texas Higher Education Coordinating Board academic course number → **(2314045112)**
Lecture-Lab-External hours per week → **3-0-0**
Core designation appears on college core classes → **Core**
Overview of course → **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.**

ACCT 2301 Principles of Financial Accounting (3 SCH version) (5203015104)

Course Title: Principles of Financial Accounting 3-1
 Course Fee: \$15
 Semester Offered: Spring
 Modality: Distance
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 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 (3 SCH version) (5203015104)

Course Title: Principles of Financial Accounting 3-1
 Course Fee: \$15
 Semester Offered: Spring
 Modality: Distance
 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 decision 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 1301 Introduction to Accounting I (5203020000)

Course Title: Introduction to Accounting I 2-4
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face, 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 1311 Introduction to Computerized Accounting (5203020000)

Course Title: Introduction to Computerized Accounting 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT 1313 Computerized Accounting Applications (5203020000)

Course Title: Computerized Accounting Applications 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.



Course Descriptions

A

ACNT 1329 Payroll and Business Tax Accounting (5203010000)

Course Title: Payroll and Business Tax Accounting 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning

Location: Beeville, Alice, Pleasanton
 Pre-Requisite: None
 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.

ACNT 1331 Federal Income Tax: Individual (5216010000)

Course Title: Federal Income Tax: Individual 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

A study of the federal tax law for preparation of individual income tax returns.

ACNT 2302 Accounting Capstone (5203010000)

Course Title: Accounting Capstone 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

ACNT 2331 Governmental & Not-for-Profit Accounting (5203010000)

Course Title: Governmental and Not-for-Profit Accounting 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

A study of basic fund accounting and financial reporting concepts for governmental and not-for-profit entities.

AERM 1203 Shop Practices (4706070000)

Course Title: Shop Practices 1-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

An introduction to shop safety, the correct use of hand tools, equipment, and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.

AERM 1205 Weight and Balance (4706070000)

Course Title: Weight and Balance 1-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.

AERM 1208 Federal Aviation Regulations (4706070000)

Course Title: Federal Aviation Regulations 1-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A course in the use and understanding of Federal Aviation Administration (FAA) and aircraft manufacturers' publication, forms, and the exercise of mechanic privileges within prescribed limitations.

AERM 1241 Wood, Fabric, and Finishes (4706070000)

Course Title: Wood, Fabric, and Finishes 1-3
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. Safety also addressed.

AERM 1243 Instruments & Navigation/Communication (4706070000)

Course Title: Instruments and Navigation/Communication 1-2
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.

AERM 1253 Aircraft Welding (4706070000)

Course Title: Aircraft Welding 1-3
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Skill development in repair procedures for steel, magnesium, brass, and aluminum materials. Includes the selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures also addressed.

Course Descriptions

AERM 1254 Aircraft Composites (4706070000)

Course Title: Aircraft Composites 1-4-0
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Comprehensive concepts of the inspection and repair of composite, fabric, core, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed.

AERM 1310 Ground Operations (4706070000)

Course Title: Ground Operations 2-3
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

An introductory course in fuels, servicing methods, safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.

AERM 1314 Basic Electricity (4706070000)

Course Title: Basic Electricity 1-5
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of safety also addressed.

AERM 1315 Aviation Science (4706070000)

Course Title: Aviation Science 2-3
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location:
 Pre-Requisite: None
 TSI Requirements: None

Fundamentals of mathematics, physics, and drawings as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.

AERM 1340 Aircraft Propellers (4706080000)

Course Title: Aircraft Propellers 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Fundamentals of propeller design, function and construction. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, installation of propellers, and fundamental safety procedures are also addressed.

AERM 1347 Airframe Auxiliary Systems (4706070000)

Course Title: Airframe Auxiliary Systems 2-3
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed.

AERM 1351 Aircraft Turbine Engine Theory (4706080000)

Course Title: Aircraft Turbine Engine Theory 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

General principles of theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. Fundamentals of safety procedures are also addressed.

AERM 1357 Fuel Metering & Induction Systems (4706080000)

Course Title: Fuel Metering and Induction Systems 1-6
 Course Fee: \$50
 Semester Offered: Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Skill development in fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Fundamentals of safety procedures will also be addressed.

AERM 1456 Aircraft Powerplant Electrical (4706080000)

Course Title: Aircraft Powerplant Electrical 2-6
 Course Fee: \$50
 Semester Offered: Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

General principles of theory, operation, and maintenance of powerplant electrical systems including ignition, starting, and fire protection systems. Fundamentals of safety procedures will also be addressed.

AERM 2352 Aircraft Powerplant Inspection (4706080000)

Course Title: Aircraft Powerplant Inspection 1-6
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

In depth coverage of methods and procedures to perform powerplant conformity and airworthiness inspections (including one hundred hour inspections) in accordance with Federal Aviation Regulations and manufacturer's information. Safety procedures will also be addressed.

Course Descriptions

A

AERM 2447 Aircraft Reciprocating Engine Overhaul (4706080000)

Course Title: Aircraft Reciprocating Engine Overhaul 3-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face

Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

A comprehensive study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, repair of engines, and safety procedures will also be addressed.

ARCE 1352 Structural Drafting (409010000)

Course Title: Structural Drafting 2-4
 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.

ARCE 2344 Statics and Strength of Materials (409010000)

Course Title: Statics and Strength of Materials 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face, Internet
 Location: Beeville Internet
 Pre-Requisite: DFTG 1005/1305/1405
 TSI Requirements: None

Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

ARTS 1301 Art Appreciation (5007035126)

Course Title: Art Appreciation 3-0-0
 Course Fee: \$20
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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 (Prehistoric to the 14th century) (5007035226)

Course Title: Art History I 3-0-0
 Course Fee: \$20
 Semester Offered: Fall, Spring Core
 Modality: Face to Face, Internet
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.

ARTS 1304 Art History II (4th century to the present) (5007035226)

Course Title: Art History II 3-0-0
 Course Fee: \$20
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.

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
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 1311, or Instructor Approval
 TSI Requirements: TSI Reading, TSI Writing

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: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Pleasanton
 Pre-Requisite: ARTS 1316, or instructor approval
 TSI Requirements: TSI Reading, TSI Writing

A foundation 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.

Course Descriptions

ARTS 1413 Foundations of Art (5007015126)

Course Title: Foundations of Art 3-3-0
 Course Fee: \$20
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth.

ARTS 2311 Design III (5004015326)

Course Title: Design III 2-4-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: 9 hours of ARTS, ARTS 1311 and ARTS 1312
 TSI Requirements: TSI Reading, TSI Writing

Elements and principles of art using two- and three-dimensional concepts.

ARTS 2316 Painting I (5007085226)

Course Title: Painting I 2-4-0
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 1311 or ARTS 1316
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using painting media and techniques.

ARTS 2317 Painting II (5007085226)

Course Title: Painting II 2-4-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 2316
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using painting media and techniques.

ARTS 2323 Life Drawing I (5007055326)

Course Title: Life Drawing I 1-8-0
 Course Fee: \$25
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 1317
 TSI Requirements: TSI Reading, TSI Writing

Basic study of the human form.

ARTS 2326 Sculpture I (5007095126)

Course Title: Sculpture I 2-4-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 1311 or ARTS 1316
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using sculpture media and techniques.

ARTS 2327 Sculpture II (5007095126)

Course Title: Sculpture II 2-4-0
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 2326
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using sculpture media and techniques.

ARTS 2333 Printmaking I (5007105126)

Course Title: Printmaking I 2-4-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: 6 hours of ARTS
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using various printmaking processes.

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: ARTS 1311 or ARTS 1316
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using basic ceramic processes.

ARTS 2347 Ceramics II (5007115126)

Course Title: Ceramics II 2-4-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 2346
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using basic ceramic processes.

ARTS 2356 Photography I (5006055126)

Course Title: Photography I 2-4-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.

ARTS 2366 Watercolor I (5007085326)

Course Title: Watercolor I 2-4-0
 Course Fee: \$25
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ARTS 1311 and ARTS 1316
 TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using water-based painting media and techniques

Course Descriptions

A

ARTS 2367 Watercolor II (5007085326)

Course Title: Watercolor II 2-4-0

Course Fee: \$25

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Exploration of ideas using water-based painting media and techniques

ARTS 2389 Academic Cooperative (2401035212)

Course Title: Cooperative in Art 1-8-0

Course Fee: \$50

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history.

ARTV 1341 3-D Animation I (1003040000)

Course Title: 3-D Animation I 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: ARTV 1345/1445: 3-D Modeling and Rendering I

TSI Requirements: None

Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

ARTV 1351 Digital Video (1003040000)

Course Title: Digital Video 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

AUMT 1201 Introduction and Theory of Automotive Technology (4706040000)

Course Title: Introduction and Theory of Automotive Technology 1-3

Course Fee: \$50

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

Course Fee: \$50

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

Course Fee: \$50

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

Course Fee: \$50

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

Course Fee: \$50

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

Course Fee: \$50

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.

Course Descriptions

AUMT 1345 Automotive Climate Control Systems. (4706040000)

Course Title: Automotive Climate Control Systems. 2-4
 Course Fee: \$50
 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
 Course Fee: \$50
 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 2321 Automotive Electrical Diagnosis and Repair (4706040000)

Course Title: Automotive Electrical Diagnosis and Repair 2-4
 Course Fee: \$50
 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
 Course Fee: \$50
 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
 Course Fee: \$50
 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
 Course Fee: \$50
 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.

AUMT 2380 Cooperative Education - Automobile/Automotive Mechanics Technology/Technician (4706070000)

Course Title: Cooperative Education - Automobile/Automotive Mechanics Technology/Technician 1-0
 Course Fee: N/A
 Semester Offered: Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 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.

AUMT 2437 Automotive Electronics (4706040000)

Course Title: Automotive Electronics 2-6
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

Course Descriptions

B

BCIS 1305 Business Computer Applications (1102025404)

Course Title: Business Computer Applications 2-3-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer Core

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 1322 Nutrition & Diet Therapy I (19055015109)

Course Title: Nutrition & Diet Therapy I 3-0-0

Course Fee: \$0

Semester Offered: Fall, Spring, Summer Core

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 1408 Biology for Non-Science Majors I (2601015103)

Course Title: Biology for Non-Science Majors I 3-3-0

Course Fee: \$25

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: TSI Math, TSI Reading, TSI Writing

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

BIOL 1411 General Botany (2603015103)

Course Title: General Botany 3-3-0

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. Laboratory activities will reinforce fundamental biological concepts.

BIOL 1413 General Zoology (2607015103)

Course Title: General Zoology 3-4-0

Course Fee: \$25

Semester Offered: Fall, Spring

Modality: Face to Face

Location: High School

Pre-Requisite: Successful completion of MATH 1314 or concurrent enrollment in higher level mathematics is recommended.

TSI Requirements: TSI Reading, TSI Writing

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. (This course is intended for science majors.)

BIOL 2304 Anatomy & Physiology I (2607075103)

Course Title: Anatomy & Physiology I 3-3-0

Course Fee: \$25

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized.

BIOL 2306 Environmental Biology (301035101)

Course Title: Environmental Biology 3-0-0

Course Fee: \$25

Semester Offered: Fall, Spring, Summer Core

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 2401 Anatomy & Physiology I (2607075103)

Course Title: Anatomy and Physiology I 3-4-0

Course Fee: \$25

Semester Offered: Fall, Spring Core

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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. 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.

Course Descriptions

BIOL 2402 Anatomy & Physiology II (2607075103)

Course Title: Anatomy and Physiology II 3-4-0

Course Fee: \$25

Semester Offered: Fall, Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Kingsville

Pre-Requisite: BIOL 2401 with grade of C or better

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. 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 2420 Microbiology for Non-Science Majors (2605035103)

Course Title: Microbiology for Non-Science Majors 3-4-0

Course Fee: \$25

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Hybrid

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

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.

BMGT 1325 Office Management (5202010000)

Course Title: Office Management Active 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice

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 1382 Cooperative Education - Business Administration and Management, General (5202010000)

Course Title: Cooperative Education - Business Administration and Management, General 1-0

Course Fee: \$50

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: None

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.

BMGT 2309 Leadership (5202010000)

Course Title: Leadership 3-0-0

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location:

Pre-Requisite: None

TSI Requirements: None

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

BMGT 2382 Cooperative Education - Business Administration and Management, General (5202010000)

Course Title: Cooperative Education - Business Administration and Management, General 1-0

Course Fee: \$50

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: None

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.

BUSI 1301 Business Principles (5201015104)

Course Title: Business Principles 3-0

Course Fee: \$50

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.

CDEC 1313 Curriculum Resources for Early Childhood Programs (1907090000)

Course Title: Curriculum Resources for Early Childhood Programs 2-2

Course Fee: \$25

Semester Offered: Fall, Spring

Modality: Hybrid

Location: Beeville, Alice

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.



Course Descriptions



CDEC 1319 Child Guidance (1907090000)

Course Title: Child Guidance 2-3

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, 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

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, 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

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face, Hybrid

Location: Beeville, Alice

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

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville

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

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, 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 2307 Math and Science for Early Childhood (1907090000)

Course Title: Math and Science for Early Childhood 2-2

Course Fee: \$50

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

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

Course Fee: \$50

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

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

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

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: Fall

Modality: Face to Face

Location: Alice

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

CHEM 1406 Introductory Chemistry I (4005015103)

Course Title: Intro to Chemistry I 3-4-0

Course Fee: \$25

Semester Offered: Fall Core

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: TSI Reading

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.

Course Descriptions

CHEM 1407 Introductory Chemistry II (4005015103)

Course Title: Introductory Chemistry II 3-4-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: CHEM 1406
 TSI Requirements: TSI Reading

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 1411 General Chemistry I (4005015403)

Course Title: General Chemistry I 3-3-0
 Course Fee: \$25
 Semester Offered: Fall Core
 Modality: Face to Face
 Location: Beeville, Kingsville
 Pre-Requisite: None
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

CHEM 1412 General Chemistry II (4005015703)

Course Title: General Chemistry II 3-3-0
 Course Fee: \$25
 Semester Offered: Spring Core
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: CHEM 1411
 TSI Requirements: TSI Reading

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in CHEM 1411; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

CJLE 1325 Criminal Justice Survey (4301070000)

Course Title: Criminal Justice Survey 3-0
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 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
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 2247 Tactical Skills for Police (4301070000)

Course Title: Tactical Skills for Police 1-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques.



Course Descriptions



CJSA 1301 Introduction to Criminal Justice (4301040000)

Course Title: Introduction to Criminal Justice 3-0
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face

Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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.

CJSA 1308 Criminalistics I (4301040000)

Course Title: Criminalistics I 3-0
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 (4301040000)

Course Title: Crime in America 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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
 Course Fee: \$35
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 1322 Introduction to Criminal Justice (4301040000)

Course Title: Introduction to Criminal Justice 3-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 2300 Legal Aspects of Law Enforcement (4301040000)

Course Title: Legal Aspects of Law Enforcement 3-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

Course Descriptions

CJSA 2323 Criminalistics II (4301040000)

Course Title: Criminalistics II 3-1
 Course Fee: \$100
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 2364 Practicum (or Field Experience) - Criminal Justice/Safety Studies (4301040000)

Course Title: Practicum (or Field Experience) - Criminal Justice/Safety Studies 0-0-24
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CRIJ 1306 Court Systems and Practices (4301040000)

Course Title: Court Systems and Practices 3-0
 Course Fee: \$35
 Semester Offered: Fall
 Modality: Face to Face, Distance
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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 (4301040000)

Course Title: Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician 3-0
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Internet Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet
 Pre-Requisite: None
 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 (4301040000)

Course Title: Fundamentals of Criminal Law 3-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice,
 Pre-Requisite: None
 TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CRIJ 1313 Juvenile Justice System (43014000)

Course Title: Juvenile Justice System 3-0
 Course Fee: \$35
 Semester Offered: Spring
 Modality: Distance Learning
 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 police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2313 Correctional Systems & Practices (43014000)

Course Title: Correctional Systems & Practices 3-0
 Course Fee: \$35
 Semester Offered: Spring
 Modality: Distance
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: TSI Reading

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

CRIJ 2314 Criminal Investigation (43014000)

Course Title: Criminal Investigation 3-1
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2328 Police Systems and Practices (43014000)

Course Title: Police Systems and Practices 3-0
 Course Fee: \$35
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, ALice
 Pre-Requisite: None
 TSI Requirements: TSI Reading

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.

COSC 1309 Logic Design (1102015107)

Course Title: Logic Design 2-3
 Course Fee: \$100
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice
 Pre-Requisite: None
 TSI Requirements: None

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.



Course Descriptions



COSC 1315 Fundamentals of Programming (1102015207)

Course Title: Fundamentals of Programming 2-4

Course Fee: \$100

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1320 C Programming I (1102015207)

Course Title: C Programming I 2-4

Course Fee: \$100

Semester Offered: Spring

Modality: Hybrid

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (Cross-listed as BCIS 1320 and 1420)

COSC 1330 C Programming I (1102015207)

Course Title: C Programming I 2-4

Course Fee: \$100

Semester Offered: Spring

Modality: Hybrid

Location: Beeville, Alice

Pre-Requisite: None

TSI Requirements: None

Introduces the fundamental concepts of structured programming in the C language. Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introduction to the historical and social context of computing. (Cross-listed as BCIS 1320 and 1420)

CSME 1330 Orientation to Nail Technology (1204010000)

Course Title: Orientation to Nail Technology 1-8

Course Fee: \$25

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

Course Fee: \$25

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

Course Fee: \$25

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.

CSME 1434 Cosmetology Instructor I (1204070000)

Course Title: Cosmetology Instructor I 2-6

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

The fundamentals of instructing cosmetology students

CSME 1447 Principles of Skin Care/Facials and Related Theory (1204090000)

Course Title: Principles of Skin Care/Facials and Related Theory 2-8

Course Fee: \$25

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 1451 Artistry of Hair, Theory and Practice (1204090000)

Course Title: Artistry of Hair, Theory and Practice 2-8

Course Fee: \$25

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 1453 Chemical Reformation and Related Theory (1204070000)

Course Title: Chemical Reformation and Related Theory 2-8

Course Fee: \$25

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

Course Descriptions

CSME 1535 Orientation to the Instruction of Cosmetology (1204070000)

Course Title: Orientation to the Instruction of Cosmetology 3-6

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

An overview of the skills and knowledge necessary for the instruction of cosmetology students

CSME 2202 Introduction to Application of Hair Color (1204070000)

Course Title: Introduction to Application of Hair Color 0-6

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to basic hair color applications including safety and sanitation procedures.

CSME 2414 Cosmetology Instructor II (1204070000)

Course Title: Cosmetology Instructor II 2-5

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Kingsville

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

A continuation of the fundamentals of instructing cosmetology students.

CSME 2343 Salon Development (1204120000)

Course Title: Salon Development 1-5

Course Fee: \$25

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.

CSME 2415 Cosmetology Instructor III (1204070000)

Course Title: Cosmetology Instructor IIIa 2-6

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

Presentation of lesson plan assignments and evaluation techniques.

CSME 2441 Preparation for the State Licensing Examination (1204010000)

Course Title: Preparation for the State Licensing Examination 2-8

Course Fee: \$25

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Preparation for the state licensing examination.

CSME 2444 Cosmetology Instructor IV (1204070000)

Course Title: Cosmetology Instructor IV 2-6

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

CSME 2539 Advanced Hair Design (1204070000)

Course Title: Advanced Hair Design 3-6

Course Fee: \$25

Semester Offered: Summer

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Advanced concepts in the theory and practice of hair design

CSME 2545 Instructional Theory and Clinic Operation (1204070000)

Course Title: Instructional Theory and Clinic Operation 3-4

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Kingsville, Pleasanton

Pre-Requisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED

TSI Requirements: None

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

DEMR 1301 Shop Safety and Procedures (4805080000)

Course Title: Shop Safety and Procedures3 3-0

Course Fee: N/A

Semester Offered: Fall

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.



Course Descriptions

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DFTG 1305 Technical Drafting (1513010000)

Course Title: Technical Drafting 2-2

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville Alice, High School

Pre-Requisite: None

TSI Requirements: None

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views

DFTG 1309 Basic Computer-Aided Drafting (1513020000)

Course Title: Basic Computer-Aided Drafting 2-4

Course Fee: \$25

Semester Offered: Fall, Spring

Modality: Face to Face, Distance Learning, Hybrid

Location: Beeville, Alice, High School

Pre-Requisite: None

TSI Requirements: None

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 1317 Architectural Drafting - Residential (1513030000)

Course Title: Architectural Drafting - Residential 2-4

Course Fee: \$25

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 1319 Dental Materials (5106020000)

Course Title: Dental Materials 2-3

Course Fee: \$125

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: DHYG1201

TSI Requirements: None

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DFTG 2302 Machine Drafting (1513060000)

Course Title: Machine Drafting 2-4

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, High School

Pre-Requisite: None

TSI Requirements: None

Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes.

DFTG 2306 Machine Design (1513060000)

Course Title: Machine Design 2-4

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 2308 Instrumentation Drafting (1513050000)

Course Title: Instrumentation Drafting 2-4-0

Course Fee: \$25

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

DFTG 2312 Technical Illustration and Presentation (1513020000)

Course Title: Technical Illustration and Presentation 2-4

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.

DFTG 2317 Descriptive Geometry (1513010000)

Course Title: Descriptive Geometry 2-4

Course Fee: \$25

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

Course Fee: \$25

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.

Course Descriptions

DFTG 2321 Topographical Drafting (1513040000)

Course Title: Topographical Drafting 2-4
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses

DFTG 2323 Pipe Drafting (1513020000)

Course Title: Pipe Drafting 2-4
 Course Fee: \$25
 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.

DHYG 1103 Preventive Dental Hygiene I (5106020000)

Course Title: Preventive Dental Hygiene I 0-3-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: Acceptance into program
 TSI Requirements: None

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 1201 Orofacial Anatomy, Histology & Embryology (5106020000)

Course Title: Orofacial Anatomy, Histology & Embryology 1-4-0
 Course Fee: \$125
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

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: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1227
 TSI Requirements: None

General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

DHYG 1211 Periodontology (5106020000)

Course Title: Periodontology 2-0-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1304
 TSI Requirements: None

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

DHYG 1215 Community Dentistry (5106020000)

Course Title: Community Dentistry 1-3-0
 Course Fee: \$125
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

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: \$125
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

DHYG 1235 Pharmacology for the Dental Hygienist (5106020000)

Course Title: Pharmacology for the Dental Hygienist 2-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

DHYG 1239 General and Oral Pathology (5106020000)

Course Title: General and Oral Pathology 2-0-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1301 & DHYG1304
 TSI Requirements: None

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

Course Descriptions



DHYG 1260 Clinical - Dental Hygiene/Hygienist (5106020000)

Course Title: Clinical - Dental Hygiene/Hygienist 0-0-9
 Course Fee: \$165
 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.

DHYG 1304 Dental Radiology (5106020000)

Course Title: Dental Radiology 2-4-0
 Course Fee: \$125
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

DHYG 1331 Preclinical Dental Hygiene (5106020000)

Course Title: Preclinical Dental Hygiene 2-0-6
 Course Fee: \$205
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: Acceptance into program
 TSI Requirements: None

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 2153 Dental Hygiene Practice (5106020000)

Course Title: Dental Hygiene Practice 1-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1361
 TSI Requirements: None

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: \$165
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1361
 TSI Requirements: None

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: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG2201
 TSI Requirements: None

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 (5106020000)

Course Title: Clinical - Dental Hygiene/Hygienist 0-0-15
 Course Fee: \$165
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG1331
 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.

DHYG 2363 Clinical - Dental Hygiene/Hygienist (5106020000)

Course Title: Clinical - Dental Hygiene/Hygienist 0-0-15
 Course Fee: \$165
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: DHYG2462
 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.

DRAM 1120 Theater Practicum I (5005065326)

Course Title: Theater Practicum I 0-2-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Practicum in theater open to all students with emphasis in technique and procedures with experience gained in play productions.

DRAM 1121 Theater Practicum II (5005065326)

Course Title: Theater Practicum II 0-2-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Practicum in theater open to all students with emphasis in technique and procedures with experience gained in play productions.

Course Descriptions

DRAM 1241 Makeup (5005025226)

Course Title: Makeup 1-5-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1310 Introduction to Theater (5005015126)

Course Title: Introduction to Theater 2-4-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1330 Stagecraft I (5005025126)

Course Title: Stagecraft I 1-5-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

DRAM 1351 Acting I (5005065126)

Course Title: Acting I 2-4-0
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

DRAM 1352 Acting II (5005065126)

Course Title: Acting II 2-4-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

DRAM 2120 Theater Practicum III (5005065326)

Course Title: Theater Practicum III 0-2-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Practicum in theater open to all students with emphasis in technique and procedures with experience gained in play productions.

DRAM 2121 Theater Practicum IV (5005065326)

Course Title: Theater Practicum IV 0-2-0
 Course Fee: \$25
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Practicum in theater open to all students with emphasis in technique and procedures with experience gained in play productions.

DRAM 2331 Stagecraft II (5005025126)

Course Title: Stagecraft II 1-5-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

DRAM 2336 Voice for the Theater (5005065226)

Course Title: Voice for the Theater 3-0-0
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities

DRAM 2351 Acting III (5005065126)

Course Title: Acting III 1-5-0
 Course Fee: \$25
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

Course Descriptions

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DRAM 2352 Acting IV (5005065126)

Course Title: Acting IV 1-5-0
 Course Fee: \$25
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: TSI Reading

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

ECON 2301 Principles of Macroeconomics (4506015125)

Course Title: Principles of Macroeconomics 3-0-0
 Course Fee: N/A
 Semester Offered: Fall Core
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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 (4506015125)

Course Title: Principles of Microeconomics 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Kingsville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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.

EDUC 1300 Learning Framework (4227015125)

Course Title: Learning Framework (My Cougar Course) 3-0-0
 Course Fee: \$30
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet
 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
 Location: Beeville, 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: Internet
 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.

ELMT 1201 Introduction to Programmable Logic Controllers (1504030000)

Course Title: Introduction to PLCs 32-16-0
 Course Fee: \$349
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton, High School
 Pre-Requisite: None
 TSI Requirements: None

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

ELPT 1311 Basic Electrical Theory (4603010000)

Course Title: Basic Electrical Theory 2-2
 Course Fee: N/A
 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.

Course Descriptions

ENGL 1301 Composition I (2313015112)

Course Title: Composition I 3-1-0
 Course Fee: \$22
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-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 (2313015112)

Course Title: Composition II 3-1-0
 Course Fee: \$22
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning, 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: N/A
 Semester Offered: Fall
 Modality: Face to Face, Internet
 Location: Beeville 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 2308 Creative Writing II (2313025112)

Course Title: Creative Writing II 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ENGL 2307
 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 (2313035112)

Course Title: Technical and Business Writing 3-0-0
 Course Fee: \$0
 Semester Offered: Spring
 Modality: Face to Face, Internet
 Location: Internet
 Pre-Requisite: ENGL 1301
 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.

ENGL 2322 British Literature I (2314045112)

Course Title: British Literature I 3-0-0
 Course Fee: \$22
 Semester Offered: Fall Core
 Modality: Face to Face
 Location: Beeville, High School
 Pre-Requisite: ENGL 1302
 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 (2314045112)

Course Title: British Literature II 3-0-0
 Course Fee: \$22
 Semester Offered: Spring Core
 Modality: Face to Face, Internet
 Location: Internet, High School
 Pre-Requisite: ENGL 1302
 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: \$22
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ENGL 1302
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet

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: \$22
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 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.

ENGL 2341 Forms of Literature (1601045113)

Course Title: Forms of Literature 3-0-0
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: ENGL 1302
 TSI Requirements: TSI Reading, TSI Writing

The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.

Course Descriptions

G

GAME 1303 Introduction to Game Design and Development (1003040000)

Course Title: Introduction to Game Design and Development 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton, High School
 Pre-Requisite: None
 TSI Requirements: None

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

GAME 1343 Game and Simulation Programming I (1003040000)

Course Title: Game and Simulation Programming I 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

Game and simulation programming. Includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

GEOL 1301 Earth Science for Non-Science Majors I (4006015103)

Course Title: Earth Sciences for Non-Science Majors I 3-0-0
 Course Fee: \$0
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Survey of geology, meteorology, oceanography, and astronomy.

GEOG 1303 World Regional Geography (4507015325)

Course Title: World Regional Geography 3-0-0
 Course Fee: \$53
 Semester Offered: Fall, Spring, Summer
 Modality: Internet
 Location: Internet
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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) (301035301)

Course Title: Environmental Science 3-0-0
 Course Fee: N/A
 Semester Offered: Fall Core
 Modality: Face to Face
 Location: Beeville
 Pre-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.

GEOL 1403 Physical Geology (4006015403)

Course Title: Physical Geology 3-4-0
 Course Fee: \$25
 Semester Offered: Fall Core
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

GEOL 1404 Historical Geology (4006015403)

Course Title: Historical Geology 3-4-0
 Course Fee: \$25
 Semester Offered: Spring Core
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: GEOL 1403
 TSI Requirements: TSI Reading, TSI Writing

Course Description: A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils.

GEOL 1405 Environmental Science (301035301)

Course Title: Environmental Science 3-3-0
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Course Description: 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. Lab activities will cover methods used to collect and analyze environmental data.

GEOL 2409 Mineralogy & Petrology I (4006015203)

Course Title: Mineralogy & Petrology I 3-3-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: Three (3) hours of chemistry
 TSI Requirements: TSI Reading, TSI Writing

Study of mineral crystallography, chemistry, classification, identification, and occurrence. Includes the genesis, classification, and identification of igneous, sedimentary, and metamorphic rocks.

GISC 1311 Introduction to Geographic Information Systems (GIS) (4507020000)

Course Title: Introduction to Geographic Information Systems (GIS) 2-4
 Course Fee: \$25
 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

Course Descriptions

GOVT 2305 Federal Government (4510025125)

Course Title: Federal Government 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

GOVT 2306 Texas Government (4510025125)

Course Title: Texas Government 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Hybrid
 Location: Alice Kingsville Pleasanton Internet
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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.

GRPH 1359 Vector Graphics for Production (1003030000)

Course Title: Vector Graphics for Production 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

A study and use of vector graphics for production.

HIST 1301 United States History I (5401025125)

Course Title: United States History I 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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 (5401025125)

Course Title: United States History II 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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: \$10
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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: \$10
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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: \$10
 Semester Offered: Spring, Summer
 Modality: Face to Face, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, High School
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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.



Course Descriptions



HIST 2327 Mexican-American History I (502035225)

Course Title: Mexican-American History I 3-0-0

Course Fee: \$10

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos. (May be applied to U.S. History requirement.)

HIST 2328 Mexican-American History II (502035225)

Course Title: Mexican-American History II 3-0-0

Course Fee: \$10

Semester Offered: Spring

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

Historical, economic, social, and cultural development of Mexican-Americans/Chicanos. (May be applied to U.S. History requirement.)

HITT 1166 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician (5107070000)

Course Title: Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician 0-0

Course Fee: \$50

Semester Offered: Fall

Modality: Internet Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

HITT 1167 Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician (5107070000)

Course Title: Practicum (or Field Experience) - Health Information/Medical Records Technology/Technician 0-0

Course Fee: \$50

Semester Offered: Spring

Modality: Internet Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: HITT1301

TSI Requirements: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

HITT 1301 Health Data Content and Structure (5107070000)

Course Title: Health Data Content and Structure 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

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 1303 Medical Terminology II (5107070000)

Course Title: Medical Terminology II 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

A continuation of the study of medical terms through work origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1305 Medical Terminology I (5107070000)

Course Title: Medical Terminology I 2-4

Course Fee: \$50

Semester Offered: Fall, Spring

Modality: Internet Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, 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 1311 Health Information Systems (5107070000)

Course Title: Health Information Systems 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

HITT 1312 History of Health Information Technology in the U.S. (5107070000)

Course Title: History of Health Information Technology in the U.S. 2-3

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Traces the development of IT systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. Introduces the concept of meaningful use

HITT 1313 Coding & Insurance (5107130000)

Course Title: Coding & Insurance 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

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.

Course Descriptions

HITT 1341 Coding and Classification Systems (5107130000)

Course Title: Coding and Classification Systems 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: HITT1301 or HITT1305 HITT1301 or HITT1305

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 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Internet

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: HITT1301

TSI Requirements: None

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

HITT 1349 Pharmacology (5107070000)

Course Title: Pharmacology 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

HITT 1353 Legal and Ethical Aspects of Health Information (5107070000)

Course Title: Legal and Ethical Aspects of Health Information 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

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 2245 Coding Certification Exam Review (5107130000)

Course Title: Coding Certification Exam Review 2-0

Course Fee: \$50

Semester Offered: Fall, Spring

Modality: Internet Distance Learning

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.

HITT 2435 Coding and Reimbursement Methodologies (5107130000)

Course Title: Coding and Reimbursement Methodologies 3-3

Course Fee: \$50

Semester Offered: Fall

Modality: Internet Distance Learning

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 1160 Clinical - Health Services/Allied Health/Health Sciences, General (5100000000)

Course Title: Clinical - Health Services/Allied Health/Health Sciences, General 0-0-3

Course Fee: \$108

Semester Offered: Fall, Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, 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.

HPRS 1304 Basic Health Profession Skills (5100000000)

Course Title: Basic Health Profession Skills 2-4

Course Fee: N/A

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, Other

Pre-Requisite: None

TSI Requirements: None

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

HUMA 1301 Introduction to Humanities I (2401035112)

Course Title: Introduction to Humanities I 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring Core

Modality: Internet

Location: Beeville Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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.

IMED 1316 Web Design I (1108010000)

Course Title: Web Design I 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Distance Learning, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.



Course Descriptions

IMED 1345 Interactive Digital Media I (1108010000)

Course Title: Interactive Digital Media I 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None
 TSI Requirements: None

Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

IMED 2315 Web Design II (1108010000)

Course Title: Web Design II 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning, Hybrid
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues.

INTC 1358 Flow & Measurement Calibration (1504040000)

Course Title: Flow & Measurement Calibration 2-4-0
 Course Fee: \$50
 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 (320105912)

Course Title: Integrated Reading and Writing I 3-2-0
 Course Fee: \$20
 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.

IRW 0312 Integrated Reading and Writing II (3201085912)

Course Title: Integrated Reading and Writing II 3-2-0
 Course Fee: \$20
 Semester Offered: Fall, Spring
 Modality: Face to Face, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: successful completion of IRW 0311
 TSI Requirements: None

This course focuses on using an integrated approach for teaching reading and writing to help students to improve their success in developmental and college courses. This course is nontransferable and does not count toward Associate in Arts or Science degrees. However, it is necessary to enter into college level English and writing courses. A grade of a "C" or better is needed for admittance into English 1301 or any other college-level course.

ITCC 1310 Cisco Discovery 1: Networking for Home and Small Businesses (1101010000)

Course Title: Cisco Discovery 1: Networking for Home and Small Businesses 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

ITNW 1325 Fundamentals of Networking Technologies (110020000)

Course Title: Fundamentals of Networking Technologies 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 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
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

Installing, configuring, managing, and supporting a network infrastructure.

ITSC 1305 Introduction to PC Operating Systems (1101010000)

Course Title: Introduction to PC Operating Systems 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face, Distance Learning, Hybrid
 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
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

Custom operating system installation, configuration and troubleshooting. management of file systems, memory, storage, and peripheral devices.

Course Descriptions

ITSC 1325 Personal Computer Hardware (4701040000)

Course Title: Personal Computer Hardware 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 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 (1101010000)

Course Title: Special Topics in Computer and Information Sciences, General 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

ITSW 1307 Introduction to Database (1108020000)

Course Title: Introduction to Database 2-4
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville
 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
 Course Fee: \$50
 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.

KINE 1100 Lifetime Fitness Skills (3601085123)

Course Title: Lifetime Fitness Skills 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

This course will introduce students to a variety of lifetime fitness skills. Each student in the course will teach a minimum of two (2) assigned lessons. Students will be assigned an activity, will prepare a lesson plan, and will teach the lesson to the course. All other course members will participate in the activity. The number of assignments per individual will be determined by the number enrolled in the course. Preparation and organization are emphasized to provide a positive learning environment.

KINE 1101 Individual/Dual Sports (3601085123)

Course Title: Individual/Dual Sports 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

This course will introduce students to a variety of individual and dual sports. Each student in the course will teach a minimum of two (2) assigned lessons. Students will be assigned a sport, will prepare a lesson plan, and will teach the lesson to the course. All other course members will participate in the activity. The number of assignments per individual will be determined by the number enrolled in the course. Preparation and organization are emphasized to provide a positive learning environment.

KINE 1102 Team Sports (3601085123)

Course Title: Team Sports 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

This course will introduce students to a variety of team sports. Each student in the course will teach a minimum of two (2) assigned lessons. Students will be assigned a team sport, will prepare a lesson plan, and will teach the lesson to the course. All other class members will participate in the activity. The number of assignments per individual will be determined by the number enrolled in the course. Preparation and organization are emphasized to provide a positive learning environment.

KINE 1103 Body Sculpting and Conditioning (3601085123)

Course Title: Body Sculpting and Conditioning 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Kingsville
 Pre-Requisite: None
 TSI Requirements: None

This course utilizes light weights and conditioning activities to improve fitness and body composition. Each workout session consists of a warm-up period followed by isolation work. The isolation work will consist of core exercises, band and tubing exercises, exercises with hand-held weights, and exercises with the resistance ball. The warm-up period will be between five (5) and ten (10) minutes followed by the body sculpting segment of the workout which will specific muscles and muscle groups. An aerobic segment will follow with students maintaining a working target heart rate. An aerobic cool-down will follow allowing students to bring heart rates down to a specified rate. Stretching, the last phase, will always be done at the end of each workout to help prevent muscular soreness and improve flexibility. This course is designed to maintain/improve muscular strength and endurance, flexibility, cardiorespiratory fitness, and body composition. Emphasis is placed on safety, proper exercise technique and having fun while exercising.

Course Descriptions

K

KINE 1104 Conditioning (3601085123)

Course Title: Conditioning 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

This course involves sports specific conditioning for basketball, volleyball, soccer, softball and baseball. Each conditioning workout session consists of a warm-up period, the conditioning workout and a cool-down followed by static stretching. The warm-up period will be between five (5) and ten (10) minutes. Students will then immediately begin the conditioning activities which will begin at a comfortable pace and continue for the appropriate length of time. Immediately following the conditioning workout, students will cool down and bring their heart rates to a specified rate and begin a resistance workout. Stretching is the last phase and is always done at the end of each workout to prevent muscular soreness and improve flexibility. This program is designed to improve and maintain cardiovascular endurance, muscular strength and endurance, flexibility, and body composition specific to each sport. Emphasis is placed on safety and proper exercise technique for the student's specific sport.

KINE 1105 Weight Control & Aerobic Conditioning (3601085123)

Course Title: Weight Control and Aerobic Conditioning 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course utilizes aerobic activities, strength training, and current nutritional information to help students achieve/maintain a healthy weight. Students will choose an aerobic activity that he/she enjoys. Each aerobic session will consist of a warm-up period, the aerobic workout and a cool-down followed by static stretching. Immediately following the aerobic workout, students will cool down and bring their heart rates to a specified rate. The aerobic exercises should be done on days other than when students are in course. During course time students will develop a resistance workout to enhance weight loss. This program is designed to improve and maintain cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Emphasis is placed on safety, proper exercise technique, and having fun while exercising. Strength training and cardiorespiratory exercise are both important in weight management and because many do not have access to weights other than on campus, cardio segments are done as an outside assignment.

KINE 1106 Beginning Aerobic Dance (3601085123)

Course Title: Beginning Aerobic Dance 1-2-0
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course consists of choreographed fundamental skills of aerobic dance geared to improve cardiorespiratory fitness. This course will introduce two (2) routines during the semester. The routines are designed to be easy to follow to guarantee continuous movement throughout the aerobic phase. Students begin by warming up and moving into the aerobic routine to maintain a target heart rate for 20 to 30 minutes. Students will then cool down to bring heart rates to a specified rate. Students will then participate in specific floor exercises targeting the major muscle groups and stretch at the end of the workout.

KINE 1108 Aerobic Fitness (3601085123)

Course Title: Aerobic Fitness 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Kingsville
 Pre-Requisite: None
 TSI Requirements: None

Students will participate in aerobic activities geared toward improving cardiorespiratory fitness. Each workout session will consist of a warm-up, an aerobic cool-down, and a stretching routine. The warm-up will be between five (5) and ten (10) minutes; then students will do crunches and push-ups prior to beginning the aerobic segment. Crunches and push-ups will address muscular strength and endurance. The aerobic workout will range from 20 to 40 minutes to maintain the target heart rate. Immediately following the aerobic activity, students will cool down and bring heart rates down to a specified rate. Stretching is the last phase and is always done at the end of each workout to prevent muscular soreness and to improve flexibility. This program is designed to improve and maintain cardiorespiratory fitness as well as flexibility and body composition. Emphasis is placed on safety, proper exercise technique, and having fun while exercising. This course consists of organized/individual workouts. Fitness levels will be assessed three (3) times during the semester. Students will take a written midterm and final exam.

KINE 1111 Team Sports I (3601085123)

Course Title: Team Sports I 1-2-0
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course introduces concepts and fundamentals of volleyball and basketball. The first half of the course will cover volleyball, and the second half will cover basketball. The officiating course (KINE 1308) will officiate during the course time. This course is structured to provide students with the knowledge and skill development in both volleyball and basketball. Students will learn the basic rules, skills, and strategies for volleyball and basketball.

KINE 1112 Team Sports II (3601085123)

Course Title: Team Sports II 0-3-0
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course introduces concepts and fundamentals of softball and soccer. The first half of the course will cover softball, and the second half will cover soccer. This course is structured to provide students with the knowledge and skill development in both softball and soccer. Students will learn the basic rules, skills, and strategies for these two sports.

Course Descriptions

KINE 1114 Beginning Bowling (3601085123)

Course Title: Beginning Bowling 0-3-0
 Course Fee: \$85
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Alice, Pleasanton, Other
 Pre-Requisite: None
 TSI Requirements: None

This course covers fundamental instruction and practice in beginning bowling. This course is designed to provide the principles of movement applied to bowling. Students will learn to keep score and to compute their bowling averages and handicaps. Students will be able to demonstrate the four (4) step approach and the house ball. Accuracy rather than power will be emphasized. After midterm, students will have the opportunity to participate in a league type course format. Beginning and ending averages will be compared for individual improvement. Students are encouraged to bowl extra games during the semester.

KINE 1115 Mat Pilates (3601085123)

Course Title: Mat Pilates 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course uses Pilates-based exercises which target a total body workout. This method of exercise has its origins in the work of the late Joseph H. Pilates (combination of eastern/western exercise techniques). Students are introduced to workouts that focus on working from within the body to the exterior. Students are also introduced to specific Yoga postures. Goals include fluidity of movement, mental focus leading to improved muscular control, and a healthy body. Results will not be immediate, but with the continuation of this form of exercise, the results and benefits will become obvious. Benefits include improved flexibility, strength, balance, better posture, stress reduction, a leaner look to the body, and the prevention of bone loss. General fitness and nutrition will also be addressed in this course.

KINE 1117 Beginning Tennis (3601085123)

Course Title: Beginning Tennis 0-3-0
 Course Fee: \$35
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course will cover the fundamentals of beginning tennis. Emphasis will be placed on serving techniques, forehand and backhand techniques, scoring, and singles and doubles play. Students will become knowledgeable of the rules and terminology involved in the sport of tennis.

KINE 1119 Yoga (3601085123)

Course Title: Yoga 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Students will participate in Yoga with an emphasis on posture, breathing, concentration, and relaxation. This course provides the opportunity to keep the body toned, strong, and flexible. Emphasis will be placed on proper alignment and breathing techniques.

KINE 1123 Advanced Mat Pilates (3601085123)

Course Title: Advance Mat Pilates 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face, Hybrid
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course uses Pilates-based exercises which target a total body workout. This method of exercise has its origins in the work of the late Joseph H. Pilates (combination of eastern/western exercise techniques). Students are introduced to workouts that focus on working from within the body to the exterior. Students are also introduced to specific Yoga postures. Goals include fluidity of movement, mental focus leading to improved muscular control, and a healthy body. Results will not be immediate, but with the continuation of this form of exercise, the results and benefits will become obvious. Benefits include improved flexibility, strength, balance, better posture, stress reduction, a leaner look to the body, and the prevention of bone loss. General fitness and nutrition will also be addressed in this course.

KINE 1124 Intermediate Volleyball (3601085123)

Course Title: Intermediate Volleyball 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Students will concentrate on intermediate volleyball skills.

KINE 1125 Advanced Volleyball (3601085123)

Course Title: Advanced Volleyball 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Students will concentrate on advanced volleyball skills.

KINE 1126 Intermediate Aerobic Dance (3601085123)

Course Title: Intermediate Aerobic Dance 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course consists of choreographed fundamental skills of aerobic dance geared to improve cardiorespiratory fitness. This course will introduce two (2) routines during the semester. The routines are designed to be easy to follow to guarantee continuous movement throughout the aerobic phase. Students begin by warming up and moving into the aerobic routine to maintain a target heart rate for 20 to 30 minutes. Students will then cool down to bring heart rates to a specified rate. Students will then participate in specific floor exercises targeting the major muscle groups and stretch at the end of the workout.

Course Descriptions

K

KINE 1127 Karate (3601085123)

Course Title: Karate 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

Students will concentrate on beginning fundamentals skills and practice karate. This course will include defensive skills, striking, kicking, joint locking and manipulation, form, fight technique training, and sparring.

KINE 1128 Intermediate Karate (3601085123)

Course Title: Intermediate Karate 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

Students will concentrate on intermediate skills and practice karate. This course will include defensive skills, striking, kicking, joint locking and manipulation, form, fight technique training, and sparring.

KINE 1130 Intermediate Basketball (3601085123)

Course Title: Intermediate Basketball 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

This course teaches intermediate basketball skills. This course is structured to provide students with knowledge and skill development in basketball. Students will learn the rules and terminology and specific strategies for basketball.

KINE 1132 Advanced Basketball (3601085123)

Course Title: Advanced Basketball 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

This course teaches advanced basketball skills. This course is structured to provide students with knowledge and skill development in basketball. Students will learn the rules and terminology and specific strategies for basketball.

KINE 1134 Advanced Bowling (360108123)

Course Title: Advanced Bowling 1-3-0
 Course Fee: \$85
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

This course covers fundamental instruction and practice in advanced bowling. This course is designed to provide the principles of movement applied to bowling. Students will learn to keep score and to compute their bowling averages and handicaps. Students will be able to demonstrate the four (4) step approach and the appropriate grip using a house ball. Students will concentrate on picking up the spare. After midterm, students will have the opportunity to participate in a league type course format. Beginning and ending averages will be compared for individual improvement. Students are encouraged to bowl extra games during the semester.

KINE 1137 Intermediate Tennis (3601085123)

Course Title: Intermediate Tennis 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

This course will cover the intermediate skills of tennis. Emphasis will be placed on service placement, improvement of the forehand and backhand techniques, emphasizing placement. Students will be able to score both singles and doubles matches. Students will become knowledgeable of the rules and terminology involved in the sport of tennis. Strategies during play will be emphasized.

KINE 1139 Recreation Sports (3601085123)

Course Title: Recreation Sports 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville

Pre-Requisite: None
 TSI Requirements: None

Students will learn and practice the fundamental skills of various recreational sports. The sports/activities for this course will vary due to the semester (season) taught. Hiking, mountain biking, kayaking, snowboarding, and surfing will be some of the activities included in this course.

KINE 1140 Weight Training (3601085123)

Course Title: Weight Training 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville

Pre-Requisite: None
 TSI Requirements: None

This course provides instruction in fitness and weight training techniques using free weights and Nautilus machines. Each workout session will consist of a warm-up period, an aerobic segment, a resistance workout, and an ending flexibility session. The warm-up will be between five (5) and ten (10) minutes; then students will begin the aerobic segment which will last between 10 and 15 minutes. Students will then cool down and go to the weight room to complete the resistance workout which will be followed by a stretching routine. The time allotted for aerobic exercise is not sufficient for health benefits, and students should try to incorporate more aerobic activities into their lifestyle. This program is designed to improve and maintain muscular endurance and/or strength, flexibility and body composition. Safety and proper exercise technique are emphasized.

Course Descriptions

KINE 1142 Beginning Golf (3601085123)

Course Title: Beginning Golf 0-3-0
 Course Fee: \$85
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course teaches beginning golf skills. Each session will consist of a stretching session, a practice range session and playing a few holes on the golf course. The stretching session will take 10 minutes and will allow the student to get the body ready for the golf swing. After the stretching session, the student will take anywhere from 15 - 45 minutes to hit golf balls on the range and work on his/her swing. Then the student will go out to the golf course and play a few holes to work on his/her course game. Safety and proper exercise technique are emphasized.

KINE 1143 Disc Golf (3601085123)

Course Title: Disc Golf 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course teaches the fundamental skills and practice for disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and singles/doubles play. Students will become knowledgeable on the rules established by the PDGA and become knowledgeable with terminology associated with disc golf.

KINE 1144 Advanced Conditioning (3601085123)

Course Title: Advanced Conditioning 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course involves sports specific conditioning for basketball, volleyball, soccer, softball and baseball. Each conditioning workout session consists of a warm-up period, the conditioning workout and a cool-down followed by static stretching. The warm-up period will be between five (5) and ten (10) minutes. Students will then immediately begin the conditioning activities which will begin at a comfortable pace and continue for the appropriate length of time. Immediately following the conditioning workout, students will cool down and bring their heart rates to a specified rate and begin a resistance workout. Stretching is the last phase and is always done at the end of each workout to prevent muscular soreness and improve flexibility. This program is designed to improve and maintain cardiovascular endurance, muscular strength and endurance, flexibility, and body composition specific to each sport. Emphasis is placed on safety and proper exercise technique for the student's specific sport.

KINE 1145 Advanced Golf (3601085123)

Course Title: Advanced Golf 0-3-0
 Course Fee: \$85
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course teaches advanced golf skills. Each session will consist of a stretching session, a practice range session and playing a few holes on the golf course. The stretching session will take 10 minutes and will allow the student to get the body ready for the golf swing. After the stretching session, the student will take anywhere from 15 - 45 minutes to hit golf balls on the range and work on his/her swing. Then the student will go out to the golf course and play a few holes to work on his/her course game. Safety and proper exercise technique are emphasized.

KINE 1147 Advanced Tennis (3601085123)

Course Title: Advanced Tennis 0-3-0
 Course Fee: \$35
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

This course will cover the advanced skills of tennis. Emphasis will be placed on service placement, improvement of the forehand and backhand techniques emphasizing placement. Topspin and backspin will also be addressed. Students will be able to score both singles and doubles matches. Students will become knowledgeable of the rules and terminology involved in the sport of tennis. Strategies of attacking the net, hitting deep to force an opponent to return the shot from the baseline, knowing strengths and weaknesses and recognizing opportunities will be emphasized.

KINE 1148 Advance Weight Training (3601085123)

Course Title: Advanced Weight Training 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Kingsville
 Pre-Requisite: None
 TSI Requirements: None

This course provides instruction in fitness and weight training techniques using free weights and Nautilus machines. Each workout session will consist of a warm-up period, an aerobic segment, a resistance workout, and an ending flexibility session. The warm-up will be between five (5) and ten (10) minutes; then students will begin the aerobic segment which will last between 10 and 15 minutes. Students will then cool down and go to the weight room to complete the resistance workout which will be followed by a stretching routine. The time allotted for aerobic exercise is not sufficient for health benefits, and students should try to incorporate more aerobic activities into their lifestyle. This program is designed to improve and maintain muscular endurance and/or strength, flexibility and body composition. Safety and proper exercise technique are emphasized.

KINE 1150 Adult Fitness (3601085123)

Course Title: Adult Fitness 0-3-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Students will participate in basic conditioning activities. Emphasis will be placed on improving the Health-Related Components of Fitness. Fitness assessments will be done three (3) times during this course. Nutrition and myths in the area of nutrition and fitness will be addressed.

KINE 1238 Introduction to Physical Fitness & Sport (3105015223)

Course Title: Introduction to Physical Fitness & Sport 2-0-0
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Internet
 Location: Internet
 Pre-Requisite: None
 TSI Requirements: None

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

Course Descriptions

M

KINE 1301 Foundations of Kinesiology (3105015223)

Course Title: Foundations of Kinesiology 3-0-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: 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: \$50
 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: \$50
 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 1308 Sports Officiating (3101015123)

Course Title Sports Officiating 3-1-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.

KINE 1338 Concepts of Physical Fitness (3105015123)

Course Title Concepts of Physical Fitness 2-4-0
 Course Fee: \$50
 Semester Offered: Fall, Spring, Summer
 Modality: Hybrid
 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: \$50
 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 0321 Developmental Mathematics (321045119)

Course Title: Developmental Mathematics 3-3-0
 Course Fee: \$20
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

MATH 0322 Intermediate Algebra (3201045219)

Course Title: Intermediate Algebra 3-1-0
 Course Fee: \$20
 Semester Offered: Fall, Spring, Summer
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

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.

MATH 1314 College Algebra (2701015419)

Course Title: College Algebra 3-1-0
 Course Fee: N/A
 Semester Offered: Fall, Spring Core
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School
 Pre-Requisite: None
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

MATH 1316 Plane Trigonometry (2701015319)

Course Title: Plane Trigonometry 3-0-0
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Kingsville High School
 Pre-Requisite: MATH 1314
 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.

Course Descriptions

MATH 1324 Mathematics for Business & Social Sciences (2703015219)

Course Title: Mathematics for Business & Social Sciences 3-0-0
 Course Fee: N/A
 Semester Offered: Fall Core
 Modality: Internet
 Location: Internet
 Pre-Requisite: None
 TSI Requirements: TSI Math

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.

MATH 1325 Calculus for Business & Social Sciences (2703015319)

Course Title: Calculus for Business & Social Sciences 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Internet
 Location: Internet
 Pre-Requisite: MATH 1314, MATH 1324, or MATH 2412
 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 I (2701015119)

Course Title: Contemporary Mathematics I 3-0-0
 Course Fee: N/A
 Semester Offered: Fall, Spring Core
 Modality: Face to Face, Internet
 Location: Beeville Internet
 Pre-Requisite: grade of "C" or better in Math 0321
 TSI Requirements: TSI Math

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included.

MATH 1350 Fundamentals of Mathematics I (2701015619)

Course Title: Fundamentals of Mathematics I 3-0-0
 Course Fee: N/A
 Semester Offered: Fall Core
 Modality: Internet
 Location: Internet
 Pre-Requisite: MATH 1314
 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 Fundamentals of Mathematics II (2701015719)

Course Title: Fundamentals of Mathematics II 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Internet
 Location: Internet
 Pre-Requisite: MATH 1350 or MATH 1314
 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 (2705015119)

Course Title: Elementary Statistical Methods 4-1-0
 Course Fee: \$20
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet
 Pre-Requisite: grade of "C" or better in MATH 0322
 TSI Requirements: TSI Math

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 (2701015819)

Course Title: Pre-Calculus Math 4-1-0
 Course Fee: N/A
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Internet
 Location: Internet, High School
 Pre-Requisite: MATH 1314
 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: N/A
 Semester Offered: Fall Core
 Modality: Internet
 Location: Internet
 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: N/A
 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: N/A
 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

P

MATH 2420 Differential Equations (2701016419)

Course Title: Differential Equations 4-0-0

Course Fee: N/A

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.

MDCA 1302 Human Disease/Pathophysiology (5108010000)

Course Title: Human Disease/Pathophysiology 2-4

Course Fee: \$50

Semester Offered: Fall

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: BIOL2304 BIOL2304

TSI Requirements: None

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

MUSI 1306 Music Appreciation (5009025126)

Course Title: Music Appreciation 3-0-0

Course Fee: \$30

Semester Offered: Fall, Spring Core

Modality: Face to Face, Internet

Location: Beeville Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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 0305 Developmental Mathematics (3201045319)

Course Title: Developmental Mathematics 3-1-0

Course Fee: N/A

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

NCBW 0222 Integrated Reading and Writing II (3201085912)

Course Title: Integrated Reading and Writing II 1-0-0

Course Fee: N/A

Semester Offered: Spring

Modality: Face to Face, Hybrid

Location: Beeville

Pre-Requisite: five (5) points or less below cut score for college-ready on assessment test

TSI Requirements: None

Integration of critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing.

PHIL 1301 Introduction to Philosophy (3801015112)

Course Title: Introduction to Philosophy 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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 1316 History of Religions I (3802015112)

Course Title: History of Religions I 3-0-0

Course Fee: N/A

Semester Offered: Fall

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam.

PHIL 2306 Introduction to Ethics (3801015312)

Course Title: Introduction to Ethics 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring

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.

PHIL 2321 Philosophy of Religion (3802015312)

Course Title: Philosophy of Religion 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil.

PHYS 1303 Stars and Galaxies (4002015103)

Course Title: Stars and Galaxies 2-4-0

Course Fee: N/A

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: TSI Reading

Study of stars, galaxies, and the universe outside our solar system.

Course Descriptions

PHYS 1304 Solar System (4002015203)

Course Title: Solar System 2-4-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading

Study of the sun and its solar system, including its origin.

PHYS 1401 College Physics I (4008015303)

Course Title: College Physics I 3-4-0
 Course Fee: \$10
 Semester Offered: Fall Core
 Modality: Face to Face, Hybrid
 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 3-3-0
 Course Fee: \$10
 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.

PHYS 2425 University Physics I (4001015403)

Course Title: University Physics I 3-3-0
 Course Fee: \$10
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: MATH 2413
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving; experimental design, data collection and analysis, and preparation of laboratory reports.

POFI 1301 COMPUTER APPLICATIONS I (5204070000)

Course Title: COMPUTER APPLICATIONS I 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Face to Face
 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
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Internet Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: POFI 1301 None
 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.

POFM 1300 Basic Medical Coding (5107160000)

Course Title: Basic Medical Coding 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1317 Medical Administrative Support (5107160000)

Course Title: Medical Administrative Support 2-4
 Course Fee: \$50
 Semester Offered: Fall
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 Medical Insurance (5107160000)

Course Title: Medical Insurance 2-3
 Course Fee: \$50
 Semester Offered: Spring
 Modality: Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Survey of medical insurance including the life cycle of various claim forms, terminology, patient relations, and legal and ethical issues.

POFT 1309 Administrative Office Procedures I (5204010000)

Course Title: Administrative Office Procedures I 2-4
 Course Fee: \$50
 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.

Course Descriptions

P

POFT 1313 Professional Workforce Preparation (5204010000)

Course Title: Professional Workforce Preparation 2-4

Course Fee: \$50

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

Course Fee: \$50

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

Course Fee: \$50

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 1349 Administrative Office Procedures II (5204010000)

Course Title: Administrative Office Procedures II 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.

POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General (5204010000)

Course Title: Special Topics in Administrative Assistant/Secretarial Science 3-0

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

POFT 2312 Business Correspondence & Communication (5205010000)

Course Title: Business Correspondence & Communication 2-4

Course Fee: \$50

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 Systems (5204010000)

Course Title: Administrative Systems 2-4

Course Fee: \$50

Semester Offered: Spring

Modality: Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Advanced concepts of project management and office procedures integrating software applications.

PSYC 2301 General Psychology (4201015125)

Course Title: General Psychology 3-0-0

Course Fee: \$10

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Internet, Distance Learning, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2314 Human Growth and Development (422703125)

Course Title: Human Growth and Development 3-0-0

Course Fee: \$10

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, High School

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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.

PSYC 2315 Psychology of Adjustment (4201015625)

Course Title: Psychology of Adjustment 3-0-0

Course Fee: \$10

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: PSYCH 2301 or instructor approval

TSI Requirements: TSI Reading, TSI Writing

Study of the processes involved in adjustment of individuals to their personal and social environments.

Course Descriptions

PSYC 2317 Statistical Methods in Psychology (4201015225)

Course Title: Statistical methods in Psychology 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

PSYC 2319 Social Psychology (4227075125)

Course Title: Social Psychology 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

PSYC 2389 Academic Cooperative (4501015125)

Course Title: Academic Cooperative 1-8-0
 Course Fee: \$50
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with course seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

PTRT 1301 Introduction to Petroleum Industry (1509030000)

Course Title: Introduction to Petroleum Industry 3-0
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville, High School
 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 1303 Drilling (1509030000)

Course Title: Drilling 2-4
 Course Fee: \$30
 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 1307 Recovery and Production Methods (1509030000)

Course Title: Recovery and Production Methods 2-4
 Course Fee: \$30
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, High School
 Pre-Requisite: None
 TSI Requirements: None

Petroleum recovery and production methods.

PTRT 1312 Petroleum Regulations (1509030000)

Course Title: Petroleum Regulations 3-0
 Course Fee: N/A
 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
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville, Alice, High School
 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 2-2
 Course Fee: N/A
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville, High School
 Pre-Requisite: None
 TSI Requirements: None

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

PTRT 2331 Well Completions (1509030000)

Course Title: Well Completions 2-4
 Course Fee: \$30
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Drilling and wellbore analysis data to develop a well completion plan.

PTRT 2332 Artificial Lift (1509030000)

Course Title: Artificial Lift 2-4
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

Practical aspects of artificial lift in production systems.

Course Descriptions



RADR 1201 Introduction to Radiography (5109110000)

Course Title: Introduction to Radiography 2-0-0

Course Fee: N/A

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 the health care system.

RADR 1213 Principles of Radiographic Imaging I (5109110000)

Course Title: Principles of Radiographic Imaging I 2-1-0

Course Fee: \$25

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: \$100

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: \$100

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.

RADR 1411 Basic Radiographic Procedures (5109110000)

Course Title: Basic Radiographic Procedures 3-4-0

Course Fee: N/A

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 2205 Principles of Radiographic Imaging II (5109110000)

Course Title: Principles of Radiographic Imaging II 2-1-0

Course Fee: \$25

Semester Offered: Spring

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 2217 Radiographic Pathology (5109110000)

Course Title: Radiographic Pathology 2-1-0

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

TSI Requirements: None

Disease processes and their appearance on radiographic images.

RADR 2261 Clinical - Radiologic Technology/Science - Radiographer (5109110000)

Course Title: Clinical - Radiologic Technology/Science - Radiographer 0-0-12

Course Fee: \$100

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: \$100

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 2309 Radiographic Imaging Equipment (5109110000)

Course Title: Radiographic Imaging Equipment 3-1-0

Course Fee: \$25

Semester Offered: Fall

Modality: Face to Face

Location: Beeville

Pre-Requisite: None

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.

Course Descriptions

RADR 2313 Radiation Biology and Protection (5109110000)

Course Title: Radiation Biology and Protection 3-1-0
 Course Fee: \$25
 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.

RADR 2331 Advanced Radiographic Procedures (5109110000)

Course Title: Advanced Radiographic Procedures 2-4-0
 Course Fee: \$25
 Semester Offered: Fall
 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: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: None

An exploration of specialized imaging modalities.

RADR 2335 Radiologic Technology Seminar (5109110000)

Course Title: Radiologic Technology Seminar 1-4-0
 Course Fee: \$25
 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 2401 Intermediate Radiographic Procedures (5109110000)

Course Title: Intermediate Radiographic Procedures 3-3-0
 Course Fee: \$25
 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 1107 Nursing Jurisprudence (5138010000)

Course Title: Nursing Jurisprudence 1-0-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care. This course lends itself to either a blocked or integrated approach.

RNSG 1151 Care of the Childbearing Family (5138010000)

Course Title: Care of the Childbearing Family 0-4-0
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 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 1161 Clinical - Registered Nursing/Registered Nurse (5138010000)

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6
 Course Fee: N/A
 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.

RNSG 1163 Clinical - Registered Nursing/Registered Nurse (5138010000)

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6
 Course Fee: \$15
 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.

RNSG 1201 Pharmacology (5138010000)

Course Title: Pharmacology 2-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Alice Kingsville Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

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.

Course Descriptions



RNSG 1209 Introduction to Nursing (513801000)

Course Title: Introduction to Nursing 1-4-0

Course Fee: N/A

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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 (513801000)

Course Title: Transition to Professional Nursing 2-0-0

Course Fee: \$65

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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 (513801000)

Course Title: Nursing Skills II 1-4-0

Course Fee: \$250

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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.

RNSG 1300 Health Assessment Across the Lifespan (513801000)

Course Title: Health Assessment Across the Lifespan 2-4-0

Course Fee: N/A

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

TSI Requirements: None

Development of skills and techniques required for a comprehensive nursing health assessment of patients across the lifespan. Includes assessment of patients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

RNSG 1341 Common Concepts of Adult Health (513801000)

Course Title: Common Concepts of Adult Health 3-1-0

Course Fee: N/A

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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 2101 Care of Children and Families (513801000)

Course Title: Care of Children and Families 0-4

Course Fee: \$240

Semester Offered: Fall

Modality: Face to Face

Location: Beeville, Alice, Kingsville, Pleasanton

Pre-Requisite: None

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 2160 Clinical - Registered Nursing/Registered Nurse (513801000)

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6

Course Fee: N/A

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.

RNSG 2161 Clinical - Registered Nursing/Registered Nurse (513801000)

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6

Course Fee: \$100

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.

Course Descriptions

RNSG 2162 Clinical - Registered Nursing/Registered Nurse (5138010000)

Course Title: Clinical - Registered Nursing/Registered Nurse 0-0-6
 Course Fee: N/A
 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.

RNSG 2206 Nursing Informatics (5138010000)

Course Title: Nursing Informatics 2-0-0
 Course Fee: \$25
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Information systems and documentation tools utilized in professional nursing practice. This course lends itself to either a blocked or integrated approach.

RNSG 2213 Mental Health Nursing (5138010000)

Course Title: Mental Health Nursing 2-1
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 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 (5138010000)

Course Title: Advanced Concepts of Adult Health 1-4-0
 Course Fee: \$215
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 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 (4511015125)

Course Title: Introduction to Sociology 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Face to Face, Distance Learning
 Location: Beeville Alice Kingsville Pleasanton Other
 Pre-Requisite: None
 TSI Requirements: TSI Math

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 1306 Social Problems (4511015225)

Course Title: Social Problems 3-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face, Internet, Distance Learning
 Location: Beeville, Alice, Kingsville, Pleasanton, Internet
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301 Marriage & the Family (4511015425)

Course Title: Marriage & the Family 3-0-0
 Course Fee: N/A
 Semester Offered: Fall, Spring Core
 Modality: Face to Face, Internet
 Location: Beeville Alice Internet
 Pre-Requisite: None
 TSI Requirements: TSI Math, TSI Reading, TSI Writing

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 (45110156325)

Course Title: Minority Studies 3-0-0
 Course Fee: \$10
 Semester Offered: Fall, Spring, Summer Core
 Modality: Internet
 Location: Internet
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

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.

SOCI 2389 Academic Cooperative (4501015125)

Course Title: Academic Cooperative 1-0
 Course Fee: \$15
 Semester Offered: Fall, Spring
 Modality: Face to Face
 Location: Beeville
 Pre-Requisite: None
 TSI Requirements: TSI Reading, TSI Writing

An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with course seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

Course Descriptions



SPAN 1411 Beginning Spanish I (1609055113)

Course Title: Beginning Spanish I 3-4-0

Course Fee: \$20

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning, Hybrid

Location: Beeville, Alice, Kingsville, Pleasanton, Internet

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 (160905513)

Course Title: Beginning Spanish II 3-4-0

Course Fee: \$20

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Distance Learning

Location:

Pre-Requisite: SPAN 1411 or one year of high school Spanish and 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 (1609055213)

Course Title: Intermediate Spanish I 3-0-0

Course Fee: \$20

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Internet, Distance Learning

Location: Beeville, Alice, Kingsville, Pleasanton, Internet, Other, High School

Pre-Requisite: SPAN 1411 and SPAN 1412, or 2 years of high school Spanish and instructor approval

TSI Requirements: TSI Reading, TSI Writing

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.

SPAN 2312 Intermediate Spanish II (1609055213)

Course Title: Intermediate Spanish II 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring, Summer

Modality: Face to Face, Internet, Hybrid

Location: Internet, High School

Pre-Requisite: SPAN 1411, 1412 and 2311, or 3 years of high school Spanish and instructor approval

TSI Requirements: TSI Reading, TSI Writing

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 (2313045112)

Course Title: Introduction to Speech Communication 3-0-0

Course Fee: \$10

Semester Offered: Fall, Spring, Summer Core

Modality: Face to Face, Internet, Hybrid

Location: Beeville, Alice, Kingsville, Internet, High School

Pre-Requisite: None

TSI Requirements: TSI Math, TSI Reading, TSI Writing

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315 Public Speaking (2313045312)

Course Title: Public Speaking 3-0-0

Course Fee: \$10

Semester Offered: Fall, Spring Core

Modality: Face to Face, Internet

Location: Beeville, Internet, High School

Pre-Requisite: None

TSI Requirements: TSI Math, TSI Reading, TSI Writing

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: N/A

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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 & Personal Communication 3-0-0

Course Fee: N/A

Semester Offered: Fall, Spring

Modality: Internet

Location: Internet

Pre-Requisite: None

TSI Requirements: TSI Reading, TSI Writing

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.

TECA 1303 Families, School, & Community (1301015209)

Course Title: Families, School, & Community 3-1

Course Fee: \$15

Semester Offered: Fall

Modality: Face to Face

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.

Course Descriptions

TECA 1311 Educating Young Children (1312025109)

Course Title: Educating Young Children 3-1
 Course Fee: \$15
 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.

TECA 1318 Wellness of the Young Child (1301015309)

Course Title: Wellness of the Young Child 3-1
 Course Fee: \$25
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville
 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
 Course Fee: \$15
 Semester Offered: Spring
 Modality: Face to Face, Hybrid
 Location: Beeville, Alice,
 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.

VNSG 1115 Disease Control and Prevention (5139010000)

Course Title: Disease Control and Prevention 1-0-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

VNSG 1116 Nutrition (5139010000)

Course Title: Nutrition 1-0-0
 Course Fee: N/A
 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: N/A
 Semester Offered: Fall
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 TSI Requirements: None

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1126 Gerontology (5139010000)

Course Title: Gerontology 1-0-0
 Course Fee: N/A
 Semester Offered: Spring
 Modality: Face to Face
 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.

VNSG 1133 Growth and Development (5139010000)

Course Title: Growth and Development 1-0-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face
 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: N/A
 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.



Course Descriptions

VNSG 1219 Leadership and Professional Development (5116130000)

Course Title: Leadership and Professional Development 2-0-0
 Course Fee: \$95
 Semester Offered: Summer
 Modality: Face to Face

Location: Beeville
 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 1227 Essentials of Medication Administration (5139010000)

Course Title: Essentials of Medication Administration 1-4-0
 Course Fee: N/A
 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: N/A
 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: N/A
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 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 1320 Anatomy and Physiology for Allied Health (5139010000)

Course Title: Anatomy and Physiology for Allied Health 3-1-0
 Course Fee: N/A
 Semester Offered: Fall
 Modality: Face to Face, Hybrid
 Location: Beeville, Alice, Kingsville, Pleasanton
 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 1323 Basic Nursing Skills (5139010000)

Course Title: Basic Nursing Skills 2-4-
 Course Fee: \$100
 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 1329 Medical-Surgical Nursing I (5139010000)

Course Title: Medical-Surgical Nursing I 3-0-0
 Course Fee: \$95
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 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 1331 Pharmacology (5139010000)

Course Title: Pharmacology 3-0-0
 Course Fee: N/A
 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 1332 Medical-Surgical Nursing II (5116130000)

Course Title: Medical-Surgical Nursing II 3-0-0
 Course Fee: N/A
 Semester Offered: Summer
 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.

VNSG 1361 Clinical - Licensed Practical/Vocational Nurse Training (5139010000)

Course Title: Clinical - Licensed Practical/Vocational Nurse Training 0-0-18
 Course Fee: \$205
 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.

Course Descriptions

VNSG 2331 Advanced Nursing Skills (5139010000)

Course Title: Advanced Nursing Skills 1-7-0
 Course Fee: \$100
 Semester Offered: Spring
 Modality: Face to Face
 Location: Beeville, Alice, Kingsville, Pleasanton
 Pre-Requisite: None
 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.

VNSG 2360 Clinical - Licensed Practical/Vocational Nurse Training (5139010000)

Course Title: Clinical - Licensed Practical/Vocational Nurse Training 0-0
 Course Fee: \$220
 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: N/A
 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.

WLDG 1307 Introduction to Welding Using Multiple Processes (4805080000)

Course Title: Introduction to Welding Using Multiple Processes 2-2
 Course Fee: \$100
 Semester Offered: Fall
 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 1327 Welding Codes and Standards (4805080000)

Course Title: Welding Codes and Standards 3-0
 Course Fee: \$100
 Semester Offered: Spring, Summer
 Modality: Face to Face
 Location: Beeville, Alice, Pleasanton, High School
 Pre-Requisite: None
 TSI Requirements: None

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test method.

WLDG 1412 Introduction to Flux Cored Arc Welding (FCAW) (4805080000)

Course Title: Introduction to Flux Cored Arc Welding (FCAW) 2-6
 Course Fee: \$100
 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
 Course Fee: \$100
 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
 Course Fee: \$100
 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.

WLDG 1430 Introduction to Shielded Metal Arc Welding (SMAW) (4805080000)

Course Title: Introduction to Shielded Metal Arc Welding (SMAW) 2-6
 Course Fee: \$100
 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.

WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding (4805080000)

Course Title: Introduction to Gas Tungsten Arc (GTAW) Welding 2-6
 Course Fee: \$100
 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



Course Descriptions

W**WLDG 1435 Introduction to Pipe Welding (4805080000)**

Course Title: Introduction to Pipe Welding 2-6

Course Fee: \$100

Semester Offered: Spring, Summer

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

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 weld positions 1G and 2G using various electrodes.

WLDG 2435 Advanced Layout and Fabrication (4805080000)

Course Title: Advanced Layout and Fabrication 2-6

Course Fee: \$100

Semester Offered: Spring

Modality: Face to Face

Location: Beeville, Alice, Pleasanton, High School

Pre-Requisite: None

TSI Requirements: None

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.



**Customized &
Continuing Education**

Customized and Continuing Education

It is the mission of CBC Customized and Continuing Education (CCE) Division to provide quality workforce, avocational and customized non-credit educational opportunities.

These programs provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities: adult vocational education, community service, avocational, customized contract and workforce development training. The course offerings are based on assessment of community and business needs and interests. CCE courses are developed with the same thoroughness as credit courses and instructors are selected based on their knowledge, experience and training in the subjects. Course size may be limited in some courses due to the nature or requirements of the curriculum, instructor availability, and facilities.

Registration is accepted on a first-come, first-served basis. Registration and payment can be made by mail, or in Beeville at the CBC campus or at the main offices of the Alice, Kingsville, or Pleasanton sites during regular business hours. All fees must be paid by the first or prior to the first 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. Refunds will only be made upon request and to participants who withdraw prior to the census date. Senior citizen discounts do not apply to continuing education courses. Unless specified by regulating agencies, no high school transcript, GED certificate, THEA, TSI Assessment or other scores are required for registration in a continuing education course.

If a CCE transcript is desired by a student, the student must request the transcript in writing with the inclusion of the date and name of the course and the student's social security number. There is no charge for the transcript. A \$10 charge will be assessed to replace lost certificates of completion. Students must call the appropriate CCE office 24 hours prior to the start of the course to confirm that the course has made. Coastal Bend College is not responsible for lodging or travel arrangements made in conjunction with courses.

Some credit courses may be taken as CCE "mirror courses" with approval of an Instructional Dean. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to the Dean of Academics or the Dean of Workforce, and the student successfully completes the competency exam in the subject area and pays \$25 per course conversion. Registration for these courses will follow regular credit course registration and is on a space available basis in the credit course.

Customized & Continuing Education Students

CCE Representatives

Beeville Campus:	(361) 354-2331	CCEBeeville@coastalbend.edu
Alice Site:	(361) 664-2981 Ext. 3030	CCEAlice@coastalbend.edu
Kingsville Site:	(361) 592-1615 Ext. 4035	CCEKingsville@coastalbend.edu
Pleasanton Site:	(830) 569-4222 Ext. 1232	CCEPleasanton@coastalbend.edu

Registration for Customized and Continuing Education Courses

1. Online registration is available on CBC's Continuing Education website at www.coastalbend.edu/ce, or
2. Complete a one-page Continuing Education Registration Form and return by fax, email, on in-person at any CBC location.

Adult Vocation Courses

Coastal Bend College Continuing Education Department tailors its program offerings to suit your needs. CBC offers:

1. Customized contract training just for your organization;
2. Career advancement courses;
3. Non-credit workforce training;
4. Avocational courses for enjoyment;
5. Summer Kids College for youth ages 8-12;
6. Community Leadership training;
7. Mirror courses for those who want to take college courses but not for credit; and,
8. Online courses in a wide variety of vocational and avocational areas.

CCE instructors are selected based on training, knowledge and experience. Course offerings are provided face-to-face and online. For specific courses, check the CCE website: www.coastalbend.edu/ce.

Contact the Customized and Continuing Education Office at (361) 354-2331 or visit the office located on the Beeville Campus inside the Gertrude R. Jones Auditorium.

Customized Contract Training

Coastal Bend College CCE representatives will work with organizations of all types to customize training to meet defined needs. These courses may be offered at the employer's place of business, at any CBC location, or online via the Internet. A CCE representative will work with each organization to assess needs, find or develop curriculum and instructors, register students and provide evaluation of the instructor to the employer.

Customized & Continuing Education Office

Coastal Bend College- Beeville Campus

3800 Charco Road
Gertrude R. Jones Auditorium
Beeville, Texas 78102

For CCE at Alice, Kingsville and Pleasanton sites, please check at the administration office.

Customized Training Representatives:

Alice Site	(361) 664-2981 Ext. 3039
Beeville Campus	(361) 354-2633
Kingsville Site	(361) 592-1615 Ext. 4040
Pleasanton Site	(830) 569-4222 Ext. 1221

Petroleum Industry Training

Coastal Bend College offers a wide variety of face-to-face and online safety courses including, but not limited to Safeland Basic and Core PEC approved courses, OSHA, hazardous materials, and CPR/first aid/blood borne pathogens/HIPPA regulations. We also offer CDL courses/CDL refresher courses, van safety, and roll over prevention. A brochure of 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 CCE office.

Professional Continuing Education

Many professions require annual or periodic continuing education. Coastal Bend College offers many courses for such continuing education requirements and will develop others upon demand.

Persons needing such training should contact the Continuing Education Facilitator. CBC CE courses have been approved for Certified Professional Education units by:

- National Center for Competency Testing;

Customized and Continuing Education

- National Healthcareer Association;
- Texas Association of Social Workers;
- Texas Department of Aging and Disability Services;
- Texas Department of Public Safety; and,
- Texas Education Agency.

Continuing Education Units

Although continuing education courses do not carry college transfer credit, certificates may be awarded to those who complete course requirements in adult vocational courses. Adult vocational participants may also earn Continuing Education Units on the basis of one unit for each 10 hours of instruction. CEUs are nationally recognized for recording continuing education activities.

Online Continuing Education Courses

Online courses in a wide variety of workforce and avocation subjects are offered by selected vendors through the Continuing Education Department. **360 Training** offers Food Safety Manager training. **Education to Go** offers over 200 courses that are 24 hours in length and last for six weeks. **Ed2Go** provides professional courses in allied health, computers, pharmacy technician as well as many other courses that may take up to six months to complete. **TicketSchool.com** offers a defensive driving course for those who wish to reduce their insurance rates, remove traffic tickets, or provide certification for company driving purposes. These course offerings may be reviewed on the Continuing Education web page at www.coastalbend.edu/ce.

Barnhart Workshop Series

Proceeds from the estate of former Houston physician, Dr. Joseph N. Barnhart support special artistic and literary seminars and workshops at Coastal Bend College. Barnhart, who grew up in Beeville, established the first workshop in honor of his mother, Esther N. Barnhart, who was an avid porcelain painter. The Esther N. Barnhart China Painting Workshops each year feature top artists as instructors. Other Barnhart Workshop series, also led by highly qualified instructors, have included photography, glass-blowing, sculpture, printmaking, painting, and other artistic or literary pursuits. These courses may be offered for continuing education units.

Avocational

The following are examples of courses available on demand:

Dancing	Guitar for All Ages
Arts and Crafts	Quilting
Motorcycle Riders Course	Parkour
Kids College (offered in the summer)	Pilates
Spanish	Photography

Instructors with expertise and a desire to offer an avocational course are encouraged to contact the CCE Facilitator for information on course proposals.

Kids College

Children between eight and 12 years of age are invited to explore a different theme each summer at CBC Kids College. Courses meet Monday through Thursday. Accredited and experienced teachers use an integrated curriculum that gives kids a chance to explore the arts, science, history, and other topics in a variety of hands-on courses.

For more information check out the CCE website www.coastalbend.edu/ce or call the CCE Beeville Office at (361) 354-2331.

Performing Arts Project

Music and theatre arts have returned to Coastal Bend College. The Performing Arts Project offers opportunities to develop musical and theatrical skills range from individual and group music courses in guitar, piano, choir, choral ensemble, band

and musical theatre to performances of Madrigal feasts, concerts and contemporary plays. For performance and course opportunities call (361) 354-2303.

Workforce Continuing Education Courses

Short-term workforce non-credit courses are available for those in the workforce who are looking to upgrade skills; secure or keep certification; or develop skills to change careers. Courses are available in Safety for the Petroleum Industry, Air Frame and Power Plant; Heating and Air Conditioning; Computer Technology, and Electronics. Other courses will be added as the need is assessed. For information, call your local CE Representative.

Adult Basic Education

The Coastal Bend College Adult Basic Education (ABE) Program provides instruction in reading, writing and mathematics to adults seeking to improve the basic skills necessary to function effectively in their personal and family lives, in the workplace, and in the community. ABE instruction also improves literacy skills necessary for transitioning into the labor market or higher education. Courses are offered in basic skills, GED preparation and English Language Learning for non-native speakers. Instruction is provided through courses or Distance Learning. A registration process must be completed before receiving services.

Basic skills courses are offered in 7 or 9-week sessions four times per year. English Language Learning courses are offered throughout the year with open enrollment. Distance Learning is available all year through an Internet-based program. Because demand for these services often exceeds the space available, enrollment is controlled by maintaining a "waiting list" for entry into the program. The program provides free services based on the amount of funding received from federal and state grants. Applications are processed in the order received. Referrals from Texas Workforce Commission receive priority status. The college reserves the right to refuse services based on eligibility according to grant requirements and for past "failure to comply" with program requirements.

Application Process for Basic Skills Improvement Services

Adults age 18+	Submit application, schedule assessment and advising
Minors age 16-17	Submit application, schedule appointment with director and parent/guardian, schedule assessment, schedule advising with parent/guardian

Application Process for English Language Services

Adults age 18+	Submit application, complete assessment and advising
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Courses are offered in Beeville, George West, Taft, Sinton, and Ingleside. Hours vary at each location. Contact the CBC ABE office at (361) 354-2633 for further information.

Leadership Courses

CBC CE offers annual leadership programs for counties or collaborations of counties using the Critical Thinking in Leadership curriculum that was written in conjunction with the Texas Higher Education Coordinating Board Perkins Leadership funds. Currently, Leadership Bee, Live Oak, Refugio and Atascosa Counties provide leadership training through Coastal Bend College. Successful participants receive 6.4 CEUs in leadership and team building. For more information contact your local CE Representative.

Continuing Education Instructors Needed

If you feel that you have the ability and knowledge to teach a course in just about anything, you are encouraged to send a resume to the CE Facilitator via fax at (361) 354-2764 or through regular mail to: Coastal Bend College Customized & Continuing Education, 3800 Charco Road, Beeville, Texas 78102.

Auto Mechanics Marketable Skills Achievement Award

Auto Mechanics Marketable Skills Achievement Award - 144 hours

A program that prepares individuals to apply technical knowledge and skills to test, repair, service, and maintain vehicle emission systems in accordance with relevant laws and regulations.*

Trainees will receive two awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

AUMT 1005 - Introduction to Automotive Technology - 64 hours

Utilize appropriate safety procedures; describe historical development and career information of the automotive industry; demonstrate safe, professional, and responsible work practices; demonstrate the proper use of shop equipment and tools; describe the eight Automotive Service Excellence (ASE) vehicle subsystems; use service information; and perform basic automotive maintenance.

AUMT 1019 - Automotive Engine Repair - 80 hours

Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$650.00 AUMT 1005 - Introduction to Automotive Technology - 64 hours

\$800.00 AUMT 1019 - Automotive Engine Repair - 80 hours

Total Program Cost: \$1,450.00

Total Hours: 144

What is the job market?

"The job growth for automotive specialty technician is predicted to increase by 13.70% between 2010 and 2020 with an average wage of \$17.83 per hour and an average annual job opening of 2,126.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3023

<http://www.texascaresonline.com/>

Commercial Drivers Training (CDL)

Commercial Drivers Training - 170 hours

The Commercial Drivers Training will provide trainees key skills and knowledge to begin working as a professional truck driver. Training will include both classroom and behind the wheel training.

Trainees will receive three awards from CBC totaling 17 Continuing Education Units and 170 hours of training. We also offer customized training programs for employers that are designed to fit specific training needs.

What will I learn?

CVOP 1005 - Commercial Drivers License Written Skills - 60 hours

Explain all state and federal laws with respect to the Commercial Drivers License; identify all components of the vehicle; and explain their application to the safe operation and compliance of a commercial vehicle.

CVOP 1001 - Commercial Drivers License Driving Skills - 60 hours

Explain the air brake system; perform an in-cab air brake test; and demonstrate safe operation and compliance with the law in various maneuvers of a commercial vehicle in various traffic situations.

CVOP 2005 - Fundamental Driving Skills - 50 hours

Demonstrate control of the vehicle; exhibit the ability to shift the tractor efficiently; demonstrate the operation of a tractor-trailer combination; and maneuver the vehicle safely forward and backward around various obstacles.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Full day programs will take five weeks at 35 hours/week. Evening only will take nine weeks. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$1,000.00 CVOP 1005 - Commercial Drivers License Written Skills - 60 hours

\$1,000.00 CVOP 1005 - Commercial Drivers License Driving Skills - 60 hours

\$1,000.00 CVOP 2005 - Fundamental Driving Skills - 50 hours

Total Program Cost: \$3,000.00

Total Hours: 170

What is the job market?

The job growth for heavy and tractor-trailer truck drivers entry level jobs is predicted to increase by 19.4% between 2010 and 2020 with an average wage of \$19.42 and an average annual job opening of 5,545.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 53-3032

<http://www.texascaresonline.com/>

Construction Institutional Award

Construction Institutional Award - 96 hours

The Construction Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the construction field.

Trainees will receive two awards from CBC totaling 9.6 Continuing Education Units and 96 hours of training.

What will I learn?

CNBT 1001 - Introduction to the Construction Industry - 48 hours

Identify types of construction and organizational structures, explain purposes for various construction documents, describe the responsibilities of the construction office and field operations, identify environmental health and safety agency requirements, identify the various construction crafts and trades, and describe green and sustainable building practices and standards.

CNBT 2010 - Commercial/Industrial Blueprint Reading – 48 hours

Scale commercial/industrial prints with architectural and engineering scales, identify construction blueprint symbols and abbreviations, interpret a set of commercial/industrial construction contract documents and correlate elevations, sections, details, plan views, schedules, and general notes.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

Hours

\$500.00 CNBT 1001 - Introduction to the Construction Industry - 48 hours

\$500.00 CNBT 2010 - Commercial/Industrial Blueprint Reading – 48 hours

Total Program Cost: \$1,000.00

Total Hours: 96

What is the job market?

The job growth for construction entry level jobs is predicted to increase by 16.90% between 2010 and 2020 with an average wage of \$25.55 and an average annual job opening of 3,322.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-2061

<http://www.texascaresonline.com/>

Culinary Arts Marketable Skills Achievement Award

Culinary Arts Marketable Skills Achievement Award - 176 hours

A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.*

Trainees will receive four awards from CBC totaling 17.6 Continuing Education Units and 176 hours of training.

What will I learn?

CHEF 1001 - Basic Food Preparation - 48 hours

Demonstrate skills in knife, tool and equipment handling, and operate equipment safely and correctly; demonstrate proficiency in dry and moist heat cooking methods; produce a variety of food products applying principles of food handling and preparation; implement professional standards in food production.

CHEF 1005 - Sanitation & Safety - 32 hours

Identify causes of and prevention procedures for food-borne illness, intoxication, and infection; discuss personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; discuss Occupational Safety and Health Administration (OSHA) requirements and workplace safety programs.

CHEF 1010 - Grande Manger - 64 hours

Identify tools and equipment common to the Grande Manger Station; develop fundamental skills in preparation of forcemeats; demonstrate basic skills in charcuterie and aspic development; and demonstrate cold food techniques for presentation.

IFWA 1018 - Nutrition -32 hours

Identify nutrients and their sources, functions, digestion, and metabolism; explain healthy cooking techniques; analyze and modify recipes for healthier food production; and evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$500.00 CHEF 1001 - Basic Food Preparation - 48 hours

\$300.00 Chef 1005 - Sanitation & Safety - 32 hours

\$650.00 Chef 1010 - Garde Manager - 64 hours

\$300.00 IFWA 1018 - Nutrition - 32 hours

Total Program Cost: \$1,750.00

Total Hours: 176

What is the job market?

The job growth for entry level chef is predicted to increase by 34% between 2010 and 2020 with an average wage of \$9.94 per hour and an average annual job opening of 4,185.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 35-2014

<http://www.texascaresonline.com/>

Diesel Mechanic I Marketable Skills Achievement Award

Diesel Mechanic I Marketable Skills Achievement Award - 192 hours

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. *

Trainees will receive four awards from CBC totaling 19.2 Continuing Education Units and 192 hours of training.

What will I learn?

DEMR 1005 – Basic Electrical Systems – 48 hours

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

DEMR 1006 - Diesel Engine – 48 hours

An introduction to the basic principles of diesel engines and systems.

DEMR 1010 - Diesel Engine Testing Repair I – 48 hours

An introduction to testing and repairing diesel engines including related systems and specialized tools.

DEMR 1017 - Basic Brake Systems – 48 hours

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$500.00 DEMR 1005 – Basic Electrical Systems – 48 hours

\$500.00 DEMR 1006 - Diesel Engine – 48 hours

\$500.00 DEMR 1010 - Diesel Engine Testing Repair I – 48 hours

\$500.00 DEMR 1017 - Basic Brake Systems – 48 hours

Total Program Cost: \$2,000.00

Total Hours: 192

What is the job market?

The job growth for diesel mechanic is predicted to increase by 17.90% between 2010 and 2020 with an average wage of \$19.45 and an average annual job opening of 784.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3031

<http://www.texascaresonline.com/>

Diesel Mechanic II Marketable Skills Achievement Award

Diesel Mechanic II Marketable Skills Achievement Award - 240 hours

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as automobiles, buses, ships, trucks, railroad locomotives, and construction equipment; as well as stationary diesel engines in electrical generators and related equipment. *

Trainees will receive four awards from CBC totaling 2.4 Continuing Education Units and 240 hours of training.

What will I learn?

DEMR 1049 – Diesel Engine II – 64 hours

Prerequisite Diesel Engine I

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2012 - Diesel Engine Testing and Repair II – 48 hours

Prerequisite Diesel Engine Testing and Repair I

Coverage of testing and repairing diesel engines including related systems and specialized tools.

DEMR 2031 – Advanced Brake Systems – 64 hours

Prerequisite Basic Break Systems

An advanced brake system course for diesel powered equipment. Advanced concepts and schematics including anti-lock (ABS), air, pneumatic, and hydraulic brake systems and related components.

DEMR 2034 – Advanced Diesel Tune-Up and Troubleshooting – 64 hours

Prerequisite Diesel Engine Testing Repair I

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$650.00	DEMR 1049 – Diesel Engine II – 64 hours
\$500.00	DEMR 2012 - Diesel Engine Testing and Repair II – 48 hours
\$650.00	DEMR 2031 – Advanced Brake Systems – 64 hours
\$650.00	DEMR 2034 – Advanced Diesel Tune-Up and Troubleshooting – 64 hours

Total Program Cost: \$2,450.00

Total Hours: 240

What is the job market?

The job growth for diesel mechanic is predicted to increase by 17.90% between 2010 and 2020 with an average wage of \$19.45 and an average annual job opening of 784.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-3031

<http://www.texascaresonline.com/>

Early Childhood Development Institutional Award

Early Childhood Development Institutional Award - 120 hours

A program that prepares individuals to be primary providers of home, family, residential, or institutional-based child care services. Includes instruction in child growth and development, nutrition, recreation, planning and supervision of play and learning activities, child abuse and neglect prevention, parent-child relationships, and applicable legal and administrative requirements.*

Upon completion of CDEC 1017 and CDEC 2022 trainees can apply for the Child Development Associate® (CDA) National Credentialing Program. Trainees will also receive two awards from CBC totaling 12 Continuing Education Units and 120 hours of training.

What will I learn?

CDEC 1017 -Child Development Associate Training I - 68 hours

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Other functional areas of study include professionalism.

CDEC 2022 - Child Development Associate Training II - 52 hours

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Other functional areas of study include professionalism. Other functional areas of study include family and program management.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$700.00 CDEC 1017 -Child Development Associate Training I - 68 hours

\$500.00 CDEC 2022 - Child Development Associate Training II - 52 hours

Total Program cost: \$1,200.00

Total hours: 120

What is the job market?

The job growth for childcare is predicted to increase by 19.50% between 2010 and 2020 with an average wage of \$9.17 and an average annual job opening of 8,412.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 39-9011

<http://www.texascaresonline.com>

Electrical Institutional Award

Electrical Institutional Award - 80 hours

The Electrical Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the electrical field. Trainees will receive two awards from CBC totaling 8 Continuing Education Units and 80 hours of training.

What will I learn?

IEIR 1014 - Basic Industrial Electricity - 32 hours

Theory and application of electrical energy with emphasis on industrial and commercial systems. Includes AC and DC theory, electrical generation, transmission, distribution and switching and single phase and three phase motor principles. Trainees will be able to describe electrical distribution networks and identify electrical power components.

ELPT 1021 - Introduction to Electrical Safety and Tools – 48 hours

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians. Trainees will be able to explain electrical hazards and how to avoid them in the workplace; discuss safety issues concerning lockout/tag out procedures; and demonstrate safe work habits using common hand and power tools for electricians.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00 IEIR 1014 - Basic Industrial Electricity - 32 hours

\$500.00 ELPT 1021 - Introduction to Electrical Safety and Tools – 48 hours

Total Program Cost: \$800.00

Total Hours: 80

What is the job market?

The job growth for electrician helpers is predicted to increase by 17.60% between 2010 and 2020 with an average wage of \$14.21 and an average annual job opening of 459. Jobs for electricians is predicted to increase by 17.40% with an average wage of \$20.79 and an average annual job opening of 2,230.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-3013

<http://www.texascaresonline.com/>

First Aid/CPR & FIT Testing

First Aid/CPR - 7-8 hours

First Aid/CPR training is preferred or required in many industries; including, oil and gas, construction, manufacturing, many health professions (nursing, dental hygiene, radiology, etc.) childcare, and more. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

The First Aid/CPR training is performed by a certified Medic First Aid trainer. Trainees will receive an award from CBC indicating completed .7/.8 Continuing Education Units and 7 to 8 hours of training and a Medic First Aid card.

What will I learn?

Instruction in first aid for injured and ill persons. Trainees will be able to recognize an emergency, have knowledge of personal safety, take precautions against disease transmission, assist victims of sudden cardiac arrest, learn basic CPR skills, learn basic life support care (basic AED operations), know how to perform the Heimlich maneuver, how to control bleeding, how to treat burns, how to care for sudden illnesses and other specific first aid topics.

How long will it take?

First Aid/CPR training will take one day, unless additional training is requested.

How much will it cost?

\$75.00 7-8 hours

What is the job market?

The First Aid/CPR training is designed to enhance skills for a variety of jobs.

Respirator Fit-Testing

Respirator Fit-Testing is required by many oil and gas companies. The PortaCount Pro offers quantitative fit testing of all types of respirators, gas masks, SCBAs, even disposable respirators.

Testers will receive a wallet card from Coastal Bend College indicating the date they passed the fit test, tester name and method of testing.

How long will it take?

15-20 minutes per person

How much will it cost?

\$60.00 Per test

Emergency Medical Technician Institutional Award

Emergency Medical Technician Institutional Award - 112 hours

A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in pre-hospital settings and to supervise Ambulance personnel. Includes instruction in basic, intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

Trainees will receive an award from CBC totaling 12.2 Continuing Education Units and 112 hours of training.

What will I learn?

Learn the knowledge and skills to provide emergency medical care at a basic life support level.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$1,200.00 EMSP 1001 - Emergency Medical Technician - 112 hours

What is the job market?

The job growth for an EMT is predicted to increase by 35.30% between 2010 and 2020 with an average wage of \$15.38 and an average annual job opening of 810.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 29-2041

<http://www.texascaresonline.com/>

H2S Training

H2S Training - 4 or 8 hours

Safety certifications are preferred or required in many industries; including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders. This is an in depth H2S intensive one day training by an OSHA certified instructor.

Trainees will receive an award from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

What will I learn?

The H2S training will educate trainees on: why not following OSHA guidelines could result in an unsafe act; the origin of hydrogen sulfide; the chemical properties of hydrogen sulfide; the physical properties of hydrogen sulfide; the applicable safety, environmental laws and how they protect the employees and the environment; how employees can protect themselves against the health hazards from exposure to blood borne pathogens and other potentially infectious materials; the HazCom (Right to Know) program; how to detect hydrogen sulfide; potential areas where you would suspect hydrogen sulfide is present; how to safely work around hydrogen sulfide; the health hazards of hydrogen sulfide; the proper use of a respirator; PASS; potential confined space hazards; the emergency procedures in dealing with Hydrogen Sulfide.

How long will it take?

Training will be 4 or 8 hours.

How much will it cost?

\$50.00	4-hour
\$100.00	8-hour

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of \$15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071

<http://www.texascaresonline.com/>

HAZWOPER Institutional Award

HAZWOPER Institutional Award - 8-hour refresher or 40-hour course

HAZWOPER training is preferred or required in many industries; including, oil and gas, construction, manufacturing, utilities, and first responders. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

Trainees will receive an award from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

8-hour Refresher:

This course is designed to satisfy the regulatory requirements necessary for all workers at hazardous waste/hazardous materials sites or emergency response personnel who encounter hazardous or potentially hazardous work conditions. Training is conducted by an OSHA certified instructor.

Trainees will receive a certificate from CBC indicating .8 Continuing Education Units and 8 hours of training.

HAZWOPER 40:

This course is designed to satisfy the regulatory requirements necessary for all workers at hazardous waste/hazardous materials sites or emergency response personnel who encounter hazardous or potentially hazardous work conditions, as defined by the OSHA hazardous waste operations and emergency response (HAZWOPER) guidelines. Training is conducted by an OSHA certified instructor. Trainees will receive a certificate from CBC indicating 4 Continuing Education Units and 40 hours of training.

What will I learn?

8-hour Refresher - Technical instruction in the storage and handling of hazardous materials, Occupational Safety and Health Administration (OSHA) regulations, notification procedures associated with emergency response plans, labeling, manifesting, placarding, spill containment, and proper use of personal protective equipment and instrumentation. Meets federal regulations and minimum certification requirements of a hazardous material emergency response technician, hazardous materials specialist, or on-site incident commander as found in the Code of Federal Regulations: 29CFR-1910.120.

HAZWOPER 40 - Technical instruction in the storage and handling of hazardous materials, Occupational Safety and Health Administration (OSHA) regulations, notification procedures associated with emergency response plans, labeling, manifesting, placarding, spill containment, and proper use of personal protective equipment and instrumentation. Meets federal regulations and minimum certification requirements of a hazardous material emergency response technician, hazardous materials specialist, or on-site incident commander as found in the Code of Federal Regulations: 29CFR-1910.120.

How long will it take?

HAZWOPER training is one day for a HAZWOPER Refresher and five days for a HAZWOPER 40.

How much will it cost?

\$75.00	HAZWOPER Refresher
\$400.00	HAZWOPER 40

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of \$15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071

<http://www.texascaresonline.com/>

Hospitality Marketable Skills Achievement Award

Hospitality Marketable Skills Achievement Award - 144 hours

A program that prepares individuals to serve as general managers and directors of hospitality operations on a system-wide basis, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations *

Trainees will receive four awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

HAMG 1021 - Introduction to Hospitality Industry - 32 hours

Identify the segments and career opportunities in the hospitality industry; describe the current issues facing the hospitality industry; and explain the impact of the history, growth and trends in the hospitality industry.

HAMG 1019 - Computers in Hospitality - 48 hours

Identify how the computer system is integrated as an information source throughout the hospitality operation; evaluate the cost of implementing a computer system within a hospitality operation; use current industry technology to identify specific hospitality sources.

HAMG 2001 - Principles of Food and Beverage Operations - 32 hours

Identify food and beverage operations in various hospitality settings. Describe the methods for incorporating cost control techniques and identify areas of excessive cost and waste; compare a forecasted budget to an actual budget; and identify techniques that impact sales. Create and analyze a menu plan and pricing strategies, production, purchasing, and quality assurance.

HAMG 1040 - Hospitality Legal Issues - 32 hours

Identify the basic legal principles governing the hospitality industry as they relate to guests, employees, vendors, and contractors; articulate the legal environment in which the hospitality industry must exist; and analyze the impact of laws and regulations on the industry.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00 HAMG 1021 - Introduction to Hospitality Industry - 32 hours

\$500.00 HAMG 1019 - Computers in Hospitality - 48 hours

\$300.00 HAMG 2001 - Principles of Food and Beverage Operations - 32 hours

\$300.00 HAMG 1040 - Hospitality Legal Issues - 32 hours

Total Program Cost: \$1,400.00

Total Hours: 144

What is the job market?

The job growth for hospitality management is predicted to increase by 18.80% between 2010 and 2020 with an average wage of \$25.51 and an average annual job opening of 3,470.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 11-9081

<http://www.texascaresonline.com/>

Industrial Maintenance Technician

Industrial Maintenance Technician- 208 hours

The Industrial Maintenance Technician program provides trainees with skills to perform work involving two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.

Trainees will receive four awards from CBC totaling 20.8 Continuing Education Units and 208 hours of training.

What will I learn?

ENER 1030 - Basic Mechanical Skills for Energy – 64 hours

Trainees will be able to use basic hand, hand power, and stationary power tools; select appropriate Bill of Materials (BOM); interpret basic mechanical drawings and perform associated calculations; apply measuring tools; perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers; perform preventative maintenance on tools; describe basic lubrication practices; demonstrate basic rigging procedures; and employ good housekeeping, environmental awareness, safety procedures, sensory skills, and preventative maintenance.

INMT 1005 - Introduction to Industrial Maintenance - 48 hours

Trainees will be able to identify various types of fasteners common to industrial maintenance; utilize various hand and power tools; utilize precision measuring instruments; and demonstrate proper lock-out/tag-out procedures.

INMT 2003 - Pumps, Compressors & mechanical drives - 48 hours

Trainees will be able to identify the principles involved in the operation of centrifugal and positive displacement pumps and compressors; identify and explain the function of various components in pumps and compressors, disassemble and correctly reassemble pumps, compressors and mechanical drives, and troubleshoot pumps, compressors and mechanical drives.

INMT 1017 - Industrial Automation - 48 hours

Explain industry's progression toward automation; employ control methods and procedures; operate motors and motor controls for automation; select appropriate sensors; and incorporate proper set-up, maintenance, and testing for automation.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$650.00	ENER 1030 - Basic Mechanical Skills for Energy – 64 hours
\$500.00	INMT 1005 - Introduction to Industrial Maintenance - 48 hours
\$500.00	INMT 2003 - Pumps, Compressors & mechanical drives - 48 hours
\$500.00	INMT 1017 - Industrial Automation - 48 hours

Total Program Cost: \$2,150.00

Total Hours: 208

What is the job market?

The job growth for Industrial Machinery Mechanics is predicted to increase by 40.2% between 2010 and 2020 with an average wage of \$23.04 and an average annual job opening of 1,842.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 49-9041

<http://www.texascaresonline.com/>

Leadership Workshop

Leadership Workshop - BMGT 2010 - 8 hours

With the job growth due to the Eagle Ford Shale, supervisors with leadership skills are in great need. The leadership class is a soft skills course designed for new managers and those looking for leadership skills. The Leadership Workshop is designed to enhance skills for any job market.

Trainees will receive an award from CBC indicating .8 Continuing Education Units and 8 hours of training.

What will I learn?

Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance.

How long will it take?

This course is designed to be a one day workshop; however, it can also be used as a supplement to any training or class.

How much will it cost?

\$100.00 8 hours

Occupational Safety & Health Technician

Occupational Safety and Health Technician - 160 hours

Two tracks offered - General Industry or Construction

The Occupational Safety and Health Technician will be trained to collect data on work environments for analysis by occupational health and safety specialists. Implement and conduct evaluation of programs designed to limit chemical, physical, biological, and ergonomic risks to workers*.

Trainees will receive three awards from CBC totaling 16 Continuing Education Units and 160 hours of training.

What will I learn?

OSHT 2001 - OSHA Regulations - General Industry - 64 hours

Trainees will be able to identify the OSHA regulations which apply to general industry; and demonstrate proficiency in retrieving specific information from Title 29 C.F.R. Part 1910 regulations.

Or

OSHT 1005 - OSHA Regulations - Construction Industry - 64 hours

Trainees will be able to identify the OSHA regulations which apply to the construction industry; and demonstrate proficiency in retrieving specific information from Title 29 C.F.R. Part 1926 regulations.

OSHT 1013 - Accident Prevention, Inspection and Investigation - 48 hours

Trainees will be able to describe the components of an effective accident investigation; analyze factors which contributed to accidents; recommend appropriate changes to prevent further accidents; and explain the components of an effective safety inspection and make appropriate recommendations to correct hazards identified by the inspection.

OSHT 1020 - Energy Industrial Safety - 48 hours

Trainees will be able to describe the basic components of safety, health, and environmental systems as defined by the Occupational Safety and Health Administration; describe Hazardous Waste Operator (HAZWOPER) standards; locate Material Safety Data Sheets (MSDS) and interpret the data; select and don Personal Protective Equipment (PPE); perform lock out/tag out procedures; complete a confined space and hot work permit; select and employ fall protection equipment; and fill out a Job Hazard Analysis (JHA).

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$650.00 OSHA Regulations – 64 hours

\$500.00 OSHT 1013 - Accident Prevention, Inspection and Investigation - 48 hours

\$500.00 OSHT 1020 - Energy Industrial Safety - 48 hours

Total Program Cost: \$1,650.00

Total Hours: 160

What is the job market?

The job growth for Occupational Safety and Health Technician is predicted to increase by 22.8% between 2010 and 2020 with an average wage of \$24.23 and an average annual job opening of 92.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 29-9012

<http://www.texascaresonline.com/>

OSHA 10 / OSHA 30

OSHA 10 or OSHA 30 - 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?

\$75.00	OSHA 10
\$300.00	OSHA 30

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of \$15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071

<http://www.texascaresonline.com/>

SafeLand/SafeGulf (PEC)

*PEC Training (SafeLand) - OSH 1015 - Basic 8 hours, Core Compliance 24 hours, 8-hour Refresher

Employees in the oil and gas industry are required to have safety training. PEC is industry recognized safety training designed specifically for the oil and gas industry. PEC safety certifications can set one applicant apart from another and are great résumé builders.

Trainees will receive both a certificate from CBC indicating Continuing Education Units (CEUs) earned and hours of training.

*PEC Training

PEC training is designed to give each trainee an idea of life and safety issues in the oil and gas industry. Trainees will receive a certificate from CBC indicating Continuing Education Unit (CEUs) received and total hours of training and a PEC picture ID card with a unique barcode. The PEC ID card includes a list of all the training received.

Additionally, each student's information will be entered into an online PEC Training Tracker database.

What will I learn?

*PEC Basic

The PEC Basic Orientation safety awareness course includes both SafeGulf and SafeLandUSA. PEC Basic was designed to take the place of multiple Operator orientations and to give each student a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets API RP 75 & API RP T-1 requirements and provides a basic understanding at an awareness level of certain general safety information that an employee should know before entering a company facility and while performing their assigned work duties.

*PEC Core Compliance

Core Compliance is instructor-led training that, in addition to being SafeLandUSA and SafeGulf accredited, provides training level certificates beyond the awareness level for over 30 selected topics. The classroom presentation is designed to build on common content in a high intensity 3-day format.

*PEC Refresher - 8 hours

Refresher training is required on an annual basis for those that carry the Core Compliance card.

How long will it take?

PEC Basic and Refresher will take two days to complete. PEC Core Compliance will take 2 1/2 - 3 days to complete.

How much will it cost?

\$100.00	PEC Basic - 8 hours
\$100.00	PEC Refresher
\$300.00	PEC Core Compliance

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of \$15.70 and an average annual job opening of 1,154.**

* PEC course information obtained directly from: <http://www.pecsafety.com/training/>

**Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071

<http://www.texascaresonline.com/>

Programmable Logic Controllers (PLC)

Programmable Logic Controllers (PLC) - 144 hours

The Programmable Logic Controllers (PLC) Certificate was designed to provide trainees key skills and knowledge to enter the workforce as a computer-controlled machine tool operator.

Trainees will receive three awards from CBC totaling 14.4 Continuing Education Units and 144 hours of training.

What will I learn?

ELMT 1001 - Programmable Logic Controllers I – 48 hours

Explain terminology, select hardware components, predict PLC operation based on ladder logic diagrams and program a PLC to perform various control functions.

ELPT 2039 - Electrical Power Distribution - 48 hours

Explain major parts of utility systems; compare overhead systems versus underground systems; discuss mechanical design considerations to meet codes, standards, climate, and terrain relating to the utility systems; explain considerations for utility line; analyze energy economics; explain how smart grid technologies and standards effect power distribution systems.

ELMT 2039 - Advanced Programmable Logic Controllers – 48 hours

Develop ladder logic to utilize advanced PLC functions, compose a ladder logic program to demonstrate an advanced industrial control application, apply advanced programming techniques for specialized applications.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$500.00	ELMT1001 - Programmable Logic Controllers I – 48 hours
\$500.00	ELPT 2039 - Electrical Power Distribution - 48 hours
\$500.00	ELMT 2039 - Advanced Programmable Logic Controllers – 48 hours

Total Program Cost: \$1,500.00

Total Hours: 144

What is the job market?

The job growth for programmable logic controllers is predicted to increase by 37.30% between 2010 and 2020 with an average wage of \$17.89 and an average annual job opening of 396.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4011

<http://www.texascaresonline.com/>

Safety Institutional Award

Safety Institutional Award - OSHA 10 First Aid/CPR, PEC Core Compliance (OSHT1000, EMSP1036, OSHT1015) - 41 hours

Safety certifications are preferred or required in many industries; including, oil and gas, construction, manufacturing and utilities. Presenting safety certifications can set one applicant apart from another and are great résumé builders.

The Safety award includes three classes, OSHA 10, PEC Core Compliance, and First Aid/CPR. The classes are completed in one week. The instruction is fast paced and intensive. In addition to First Aid/CPR, PEC and OSHA 10 cards, trainees will receive three separate awards from CBC totaling 4.1 Continuing Education Units and 41 hours of training. The safety training will help individuals looking for work in the oil field get their foot in the door.

What will I learn?

The Safety Week is a combination of three safety trainings: OSHA 10, PEC Core Compliance (24 hours) and a seven hour First Aid/CPR training. See individual classes for details.

How long will it take?

The Safety Certificate will take one week to complete.

How much will it cost?

\$450.00 41 hours

What is the job market?

State of Texas Labor Market Report in 2013 estimates that the oil industry will have a longevity past the year 2035. The demand for oil field workers are in demand now and forecast in the future for the need of more workers in the years to come. The job growth for oil and gas extraction entry level jobs is predicted to increase by 43.70% between 2010 and 2020 with an average wage of \$15.70 and an average annual job opening of 1,154.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 47-5071

<http://www.texascaresonline.com/>

Transportation Technician Marketable Skills Achievement Award

Transportation Technician Marketable Skills Achievement Award - 182 hours

The Transportation Technician Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the logistics field. Trainees will receive four awards from CBC totaling 18.2 Continuing Education Units and 182 hours of training.

What will I learn?

MRKG 1000 - Customer Service – 32 hours

Introduction of techniques to create excellent customer service.

OSHT 1001 - Safety and Accident Prevention – 54 hours

Identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

LMGT 1021 - Introduction to Materials Handling – 48 hours

Explain the various topic terms and how they relate to the overall concept of materials management; apply forecasting techniques related to inventory control; and interpret the principles of materials handling as it relates to time, form, and place utility.

LMGT 1023 - Domestic and International Transportation – 48 hours

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00 MRKG 1000 - Customer Service – 32 hours

\$550.00 OSHT 1001 - Safety and Accident Prevention – 54 hours

\$500.00 LMGT 1021 - Introduction to Materials Handling – 48 hours

\$500.00 LMGT 1023 - Domestic and International Transportation – 48 hours

Total Program Cost: \$1,850.00

Total Hours: 182

What is the job market?

The job growth for logistic entry level jobs is predicted to increase by 32.30% between 2010 and 2020 with an average wage of \$17.43 and an average annual job opening of 457.*

*Texas Workforce Commission - Texas Cares Occupation Information - SOC 43-5011

<http://www.texascaresonline.com/>

Warehouse/Logistics Institutional Award

Warehouse/Logistics Institutional Award - 182 hours

The Entry Level Warehouse/Logistics Certificate I was designed to provide trainees key skills and knowledge to enter the workforce in the logistics field. Trainees will receive four awards from CBC totaling 18.2 Continuing Education Units and 182 hours of training.

What will I learn?

MRKG 1000 - Customer Service – 32 hours

Define customer service; identify the elements involved in the customer service process; and apply problem-solving techniques to resolve both internal and external customer challenges.

OSHT 1001 - Safety and Accident Prevention – 54 hours

Identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

INMT 1036 - Logistics– 48 hours

Define the scope of logistics. Explain the functions of inventory control and traffic management, the importance of packaging and material handling, the role of the warehouse, and the principles of organizing for logistical support.

LMGT 1025 - Warehouse and Distribution Center Management – 48 hours

Discuss total supply chain management and its function in the physical distribution system; identify and demonstrate current technology utilized in warehouse management operations; apply the technology utilized in organizational effectiveness including time and money management and acquisition procession; and interpret information with relationship to inventory management.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00	MRKG 1000 - Customer Service – 32 hours
\$550.00	OSHT 1001 - Safety and Accident Prevention – 54 hours
\$500.00	LMGT 1036 - Logistics– 48 hours
\$500.00	LMGT 1025 - Warehouse and Distribution Center Management – 48 hours

Total Program Cost: \$1,850.00

Total Hours: 182

What is the job market?

The job growth for logistic entry level jobs is predicted to increase by 32.30% between 2010 and 2020 with an average wage of \$17.43 and an average annual job opening of 457.*

*Texas Workforce Commission - Texas Cares Occupation Information - SOC 43-5011

<http://www.texascaresonline.com/>

Water & Wastewater Institutional Award

Water & Wastewater Institutional Award - 111 hours

A program that prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing and using water storage, waterpower, and wastewater treatment systems. Includes instruction in water storage, power and/or treatment systems and equipment; testing and inspection procedures; system maintenance procedures; and report preparation. *

Trainees will receive five awards from CBC totaling 11.1 Continuing Education Units and 111 hours of training.

What will I learn?

EPCT 1028 - Basic Wastewater Operations - 32 hours

Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

EPCT 1092 - Special Topics: Water Quality & Wastewater Trmt Tech - 7 hours

Define the characteristics of wastewater; explain the collection system; differentiate the wastewater treatment process; exhibit knowledge of the operations of different treatments plants; and identify state and federal rules and regulations.

EPTC 2005 - Intermediate Wastewater treatment - 20 hours

List operational control options for solids handling and disposal; outline wastewater reclamation methods; review and apply math skills to specific problems related to wastewater treatment, solids treatment and disposal or reuse; and explain effluent disinfection for disposal or reuse.

EPCT 2006 - Wastewater Collection - 32 hours

Differentiate among the operation and maintenance requirements for types of wastewater collection systems; utilize maintenance equipment; identify cleaning and maintenance methods; identify general characteristics of wastewater; and describe techniques for the protection of public health.

EPCT 2009 - Activated Sludge Technology - 20 hours

Define the activated sludge process; explain sludge characteristics and digestion process; perform sludge analysis; identify microorganisms; and explain different sludge dewatering and disposal processes.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00	EPCT 1028 - Basic Wastewater Operations - 32 hours
\$100.00	EPCT 1092 - Special Topics: Water Quality & Wastewater Treatment Tech - 7 hours
\$200.00	EPTC 2005 - Intermediate Wastewater Treatment - 20 hours
\$300.00	EPCT 2006 - Wastewater Collection - 32 hours
\$200.00	EPCT 2009 - Activated Sludge Technology - 20 hours

Total Program Cost: \$800.00

Total Hours: 111

What is the job market?

The job growth for water and wastewater treatment plant and system operators is predicted to increase by 21.30% between 2010 and 2020 with an average wage of \$16.59 and an average annual job opening of 474.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-8031

<http://www.texascaresonline.com/>

Welding Institutional Award

Welding Institutional Award - 40 hours

The Welding Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the welding field. Trainees will receive two awards from CBC totaling 4 Continuing Education Units and 40 hours of training.

What will I learn?

WLDG 1041 - Pipe Welding – 32 hours

This course covers pipe welding techniques and applications. Trainees will be able to describe equipment and pipe preparation; perform 1G, 2G, 5G, and 6G welds with various electrodes.

TECM 1091 - Special Topics in Applied Mathematics - 8 hours

Math for welders. Trainees will learn math such as measuring fractions through practical applications.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$300.00 WLDG 1041 - Pipe Welding – 32 hours 32

\$100.00 TECM 1091 - Special Topics in Applied Mathematics - 8 hours 8

Total Program Cost: \$400.00

Total Hours: 40

What is the job market?

The job growth for welders is predicted to increase by 23.70% between 2010 and 2020 with an average wage of \$18.32 and an average annual job opening of 2,254.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4121

<http://www.texascaresonline.com/>

Welding Marketable Skills Achievement Award

Welding Marketable Skills Achievement Award - 224 hours

The Welding Certificate was designed to provide trainees key skills and knowledge to enter the workforce in the welding field. Trainees will receive three awards from CBC totaling 22.4 Continuing Education Units and 224 hours of training.

What will I learn?

WLDG 1021 – Introduction to Welding Fundamentals – 64 hours

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic Arc welding processes and basic metallurgy.

WLDG 1028 - Introduction to Shielded Metal Arc Welding – 80 hours

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1057 - Intermediate to Shielded Metal Arc Welding – 80 hours

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

How long will it take?

Completion time will vary depending on whether classes are scheduled for an 8-hour day or a couple hours a week. Schedule will depend on availability of instructor. Students will receive a certificate of completion for each class.

How much will it cost?

\$650.00 WLDG 1021 – Introduction to Welding Fundamentals – 64 hours

\$800.00 WLDG 1028 - Introduction to Shielded Metal Arc Welding – 80 hours

\$800.00 WLDG 1057 - Intermediate to Shielded Metal Arc Welding – 80 hours

Total Program Cost: \$2,250.00

Total Hours: 224

What is the job market?

The job growth for welders is predicted to increase by 23.70% between 2010 and 2020 with an average wage of \$18.32 and an average annual job opening of 2,254.*

*Texas Workforce Commission - Texas Cares Occupation Information – SOC 51-4121

<http://www.texascaresonline.com/>

The background of the entire page is a vibrant blue color, overlaid with a complex geometric pattern of overlapping triangles and polygons in various shades of blue, creating a textured, crystalline effect.

**2015-2016
Advisory Committees**

2015-2016 Advisory Committee Members

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 Ramos, Rudy, Owner, Ramos Refrigeration & AC Sales & Service, Kingsville
 Scofield, Kerby, Owner, Scofield Service Company, Pleasanton
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Automotive Technology

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Directory

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