


Coastal Bend College  
**Your Future Begins Here.**  
And Now.



 **Coastal Bend College**  
Course Catalog  
Student Handbook

Addendum 2012/2013

# 2012-2013 Catalog



## **Catalog Addendum Revised January 2013**

The following changes were implemented as of January 2013 for the 2012-2013 Coastal Bend College Course Catalog:

- Page 12-13: Updated purpose, role and mission.
- Pages 14-16: Restructuring of organizational chart.
- Page 21: Revised Ability to Benefit section.
- Pages 33-35, 44-47, 51, 68-69: Updated contact information for deans.
- Page 38: Updated counseling/advising staff.
- Page 73: Updated division chairs for science and mathematics.
- Page 76-81: Updated degree plans/field of study curriculums to align with core curriculum requirements for the state of Texas.
- Page 85-86: Changed BUSI 2309 to BMGT 2309.
- Page 105: Changed minimum grade to 70 from 75.
- Page 133: Added ECON 1303 course description.
- Page 133-134: Updated CDEC course descriptions.
- Page 139: Added MATH 1342 course description.
- Page 141: Added MUSI 1310 course description.
- Page 150-152: Updated contact information for continuing education office.
- Page 157-166: Updated directory information for employees.

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# General Information



# 2012-2013 Academic Calendar

## Fall 2012

State-mandated Bacterial Meningitis Vaccination Deadline .....	August 19
Faculty Resumes Work .....	August 22
Last Day for On Campus & Campus Connect* Registration .....	August 28
Classes Begin (Wednesday) .....	August 29
Labor Day Holiday .....	September 3
Last Day for Schedule Changes (ADD/DROP) .....	September 11
Last Day to Apply for December Graduation .....	October 1
Last Day to Drop Classes with a "W" 12:00 Noon .....	November 16
Thanksgiving Holiday .....	November 21, 22, 23
Last Day for Day & Evening Classes .....	December 6
Final Exams .....	Dec. 10, 11, 12, 13
All Grades Due in Registrar's Office 12:00 Noon .....	December 14
Administration and Staff Christmas Leave (Begins 5:00 p.m.) .....	December 18

## Spring 2013

Administrative Offices Open .....	January 3
State-mandated Bacterial Meningitis Vaccination Deadline .....	January 4
Faculty Resumes Work .....	January 7
Last Day for On Campus & Campus Connect* Registration .....	January 11
Classes Begin (Monday) .....	January 14
Martin Luther King Holiday .....	January 21
Last Day for Schedule Changes (ADD/DROP) .....	January 24
Last Day to Apply for May Graduation .....	February 12
Spring Break .....	March 11-15
Spring Holiday .....	March 29, April 1
Last Day to Drop Classes with a "W" 12:00 Noon .....	April 12
Last Day for Day and Evening Classes .....	May 2
Final Exams .....	May 6-9
All Grades Due in Registrar's Office 12:00 Noon .....	May 10
Annual Commencement .....	May 10

## Summer 2013

### Summer Session I

State-mandated Bacterial Meningitis Vaccination Deadline .....	May 24
Memorial Day Holiday .....	May 27
Last Day for On Campus Registration .....	May 30
Last Day for Campus Connect* Registration .....	June 2
Classes Begin (Monday) .....	June 3
Last Day for Schedule Changes (ADD/DROP) .....	June 4
Last Day to Apply for Summer Graduation .....	June 15
Last Day to Drop Classes with a "W" 12:00 Noon .....	June 20
Last Day of Classes .....	July 2
Final Exams .....	July 3
Independence Day Holiday .....	July 4
Grades Due in Registrar's Office 12:00 Noon .....	July 8

### Summer Session II

State-mandated Bacterial Meningitis Vaccination Deadline .....	June 29
Last Day for On Campus & Campus Connect* Registration .....	July 8
Classes Begin (Tuesday) .....	July 9
Last Day for Schedule Changes (ADD/DROP) .....	July 10
Last Day to Drop Classes with a "W" 12:00 Noon .....	July 25
Last Day of Classes .....	August 14
Final Exams .....	August 15
Grades Due in Registrar's Office 12:00 Noon .....	August 16

### 9 Week and 12 Week Summer Session

State-mandated Bacterial Meningitis Vaccination Deadline .....	May 24
Last Day for On Campus Registration .....	May 30
Last Day for Campus Connect* Registration .....	June 2
Classes Begin (Monday) .....	June 3
Last Day for Schedule Changes (ADD/DROP) .....	June 4
Last Day to Apply for Summer Graduation .....	June 15
Last Day to Drop 9 Week Classes with a "W" 12:00 Noon .....	July 11
Last Day of Classes for 9 Week Session .....	July 24
Final Exams for 9 Week Classes .....	July 25
Last Day to Drop 12 Week Classes with a "W" 12:00 Noon .....	July 25
Grades Due in Registrar's Office 12:00 Noon (9 Week Classes) .....	July 31
Last Day of Classes for 12 Week Session .....	August 14
Final Exams for 12 Week Classes .....	August 15
Grades Due in Registrar's Office 12:00 Noon (12 Week Classes) .....	August 16

\*CBC's web-based registration system at [www.coastalbend.edu](http://www.coastalbend.edu)

### Subject to Changes

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

# General Information

## Where to Write or Call

### Alice Campus

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

### Beeville Campus

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

### CBC Lott-Canada Facility

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

### Kingsville Campus

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

### Pleasanton Campus

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

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

## Coastal Bend College Catalog

This is a working copy of the 2012-2013 catalog, subject to change without notice.

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

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

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

## Accreditation and Standing

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

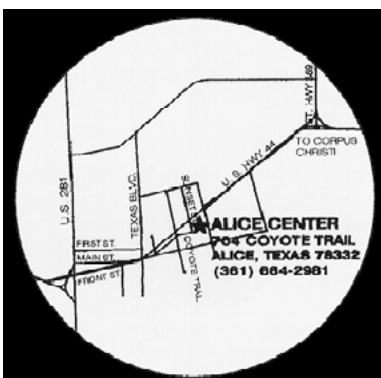
CBC is approved by the Texas Higher Education Coordinating Board. Its buildings, facilities, equipment, library, and faculty are excellent.

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

## Student Insurance

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

CBC, its governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guests which occur on CBC property.



Alice Campus



Beeville Campus



Kingsville Campus



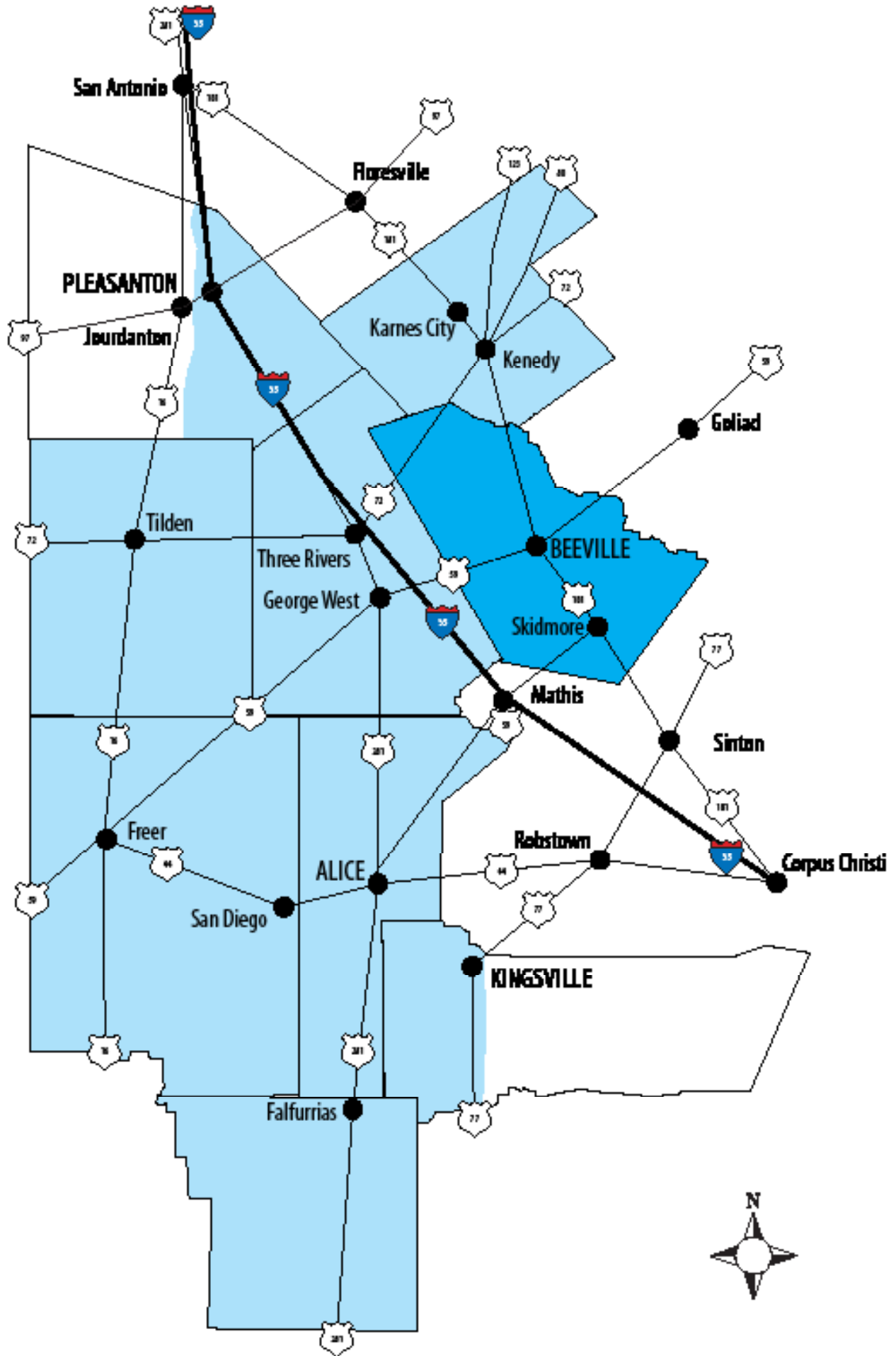
Pleasanton Campus

Approved by

Texas Higher Education Coordinating Board

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

# Service Area Map

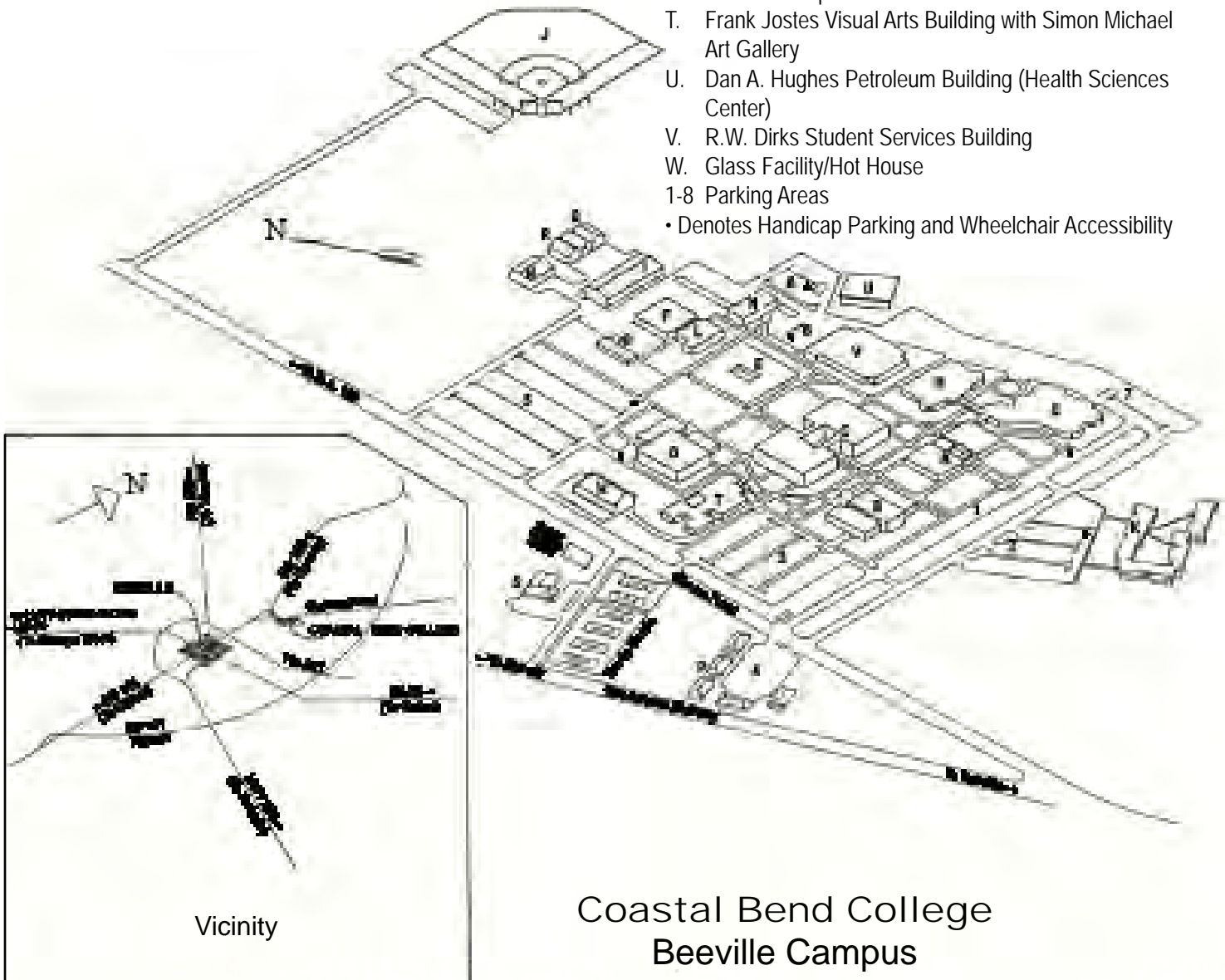




# Beeville Campus Map

## LEGEND

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



Coastal Bend College  
Beeville Campus

# Beeville Campus Facilities

## Robert J. Beasley, Jr. Administration Building "A"

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

## Gertrude R. Jones Auditorium "B"

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

## Fred C. Latcham, Jr. Academic-Science Building "C"

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

## Peter S. Marecek Physical Fitness Center "D"

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

## George F. Elam Technical-Vocational Building "E"

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

## James R. Dougherty, Jr. Student Center "H"

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

## Joe Hunter Field "J"

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

## Benton Hall "K"

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

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

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

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

Dedicated in November, 1978, the Learning Resource Center, commonly known as the library, contains more than 43,000 volumes. A sunken area houses reference materials,

records, atlases, the PLE collection, newspapers, and back issues of periodicals (bound and microfilm). AV equipment, and microfilm readers are adjacent to the respective materials. Current periodicals, the main circulating book collection, the Texana collection, Internet computers, older newspapers, and microfilm reader/printers are housed on the upper level. The Reference desk and Circulation desk are located near the security entrance with staff available to assist students. Our online catalog is available on computers scattered throughout the facility. Electronic resources are accessible via the library website. The late Dr. Grady C. Hogue was the first president of Coastal Bend College, serving from 1965 to 1984.

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

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

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

## R.W. Dirks Student Services Building "V"

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



# Coastal Bend College Board of Trustees

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**Paul A. Jaure**  
Chairman



**Carroll W. Lohse**  
Vice Chairman



**Louise W. Hall**  
Secretary



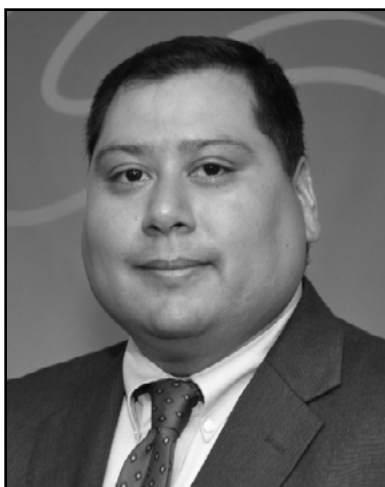
**Emilia H. Dominguez**



**Laura Fischer**



**Doug Arnold**



**Victor Gomez**



**Dr. Beatriz Espinoza**  
President

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# College History

Bee County Junior College District was created by election on November 2, 1965. The election resulted from several years of work to establish a community college for Bee County. Support was shown by residents in an overwhelming five-to-one majority for the creation of the district. The desire for a community college was again demonstrated on December 7, 1965, when district citizens approved a tax to support 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 Karnes, McMullen, Live Oak, Bee, Duval, Jim Wells and Brooks Counties, and parts of Atascosa and Kleberg counties.

The original board of trustees was Robert J. Beasley, George F. Elam, Jr., Frank Jostes, Fred C. Latcham, Jr., Peter S. Marecek, Paul A. Schulz and George Spikes. The board, elected in November, selected Grady C. Hogue as the first BCC President. Its second chief executive, Dr. Norman E. Wallace, became president in 1984. Dr. John M. Brockman, became the college's third president on September 1, 1999. 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 credit courses are offered on the Beeville campus.

## Alice Campus

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

Dual credit courses are offered on the Alice campus.

## Kingsville Campus

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

Dual credit courses are offered on the Kingsville campus.

## Pleasanton Campus

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

Dual credit courses are offered on the Pleasanton campus.

## Correctional Unit Classes

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

## CBC Lott-Canada Facility

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

## Presidents

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

## Board of Trustees

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

# Mission, Goals and Values

## Purpose

Coastal Bend College aligns the purpose of the college with Education Code 130.003(e):

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Work force development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.
9. Other purposes as may be prescribed by the Coordinating Board, or the College District's Board.

## 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

## Strategic Plan

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 Goals

- 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.

## Goals

The goals of a community college are:

- Provide workforce education programs leading to associate degrees or certificates;
- Provide post-secondary freshman and sophomore courses in arts and sciences that transfer to senior post secondary institutions and lead to associate degrees;
- Support local and statewide needs for occupational upgrading and workforce development through adult literacy, education, and retraining programs; and

- Provide access to post-secondary education with an open admissions policy that includes developmental education programs.

The goals of Coastal Bend College are:

- Enhance the learning environment by providing support services to meet the requirements of educational programs, faculty, and students;
- Maintain a campus conducive to learning; that is environmentally and functionally safe, accessible, attractive, and well equipped;
- Provide counseling, educational advising, job placement and guidance programs to assist students in achieving their educational, personal, and career goals.

## Institutional Effectiveness

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

## Statement of Equal Opportunity

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

## Advantages Offered by CBC

1. College education at a reasonable cost:
  - a. CBC is tax supported by the State of Texas and Bee County. Students pay for only a part of the cost of their college education.
  - b. Tuition and fees are comparatively low.
  - c. Students may live at home while attending college.
  - d. Scholarships and part-time jobs are available.
2. Various types of programs available:
  - a. Academic work toward a bachelor's degree.
  - b. Academic work for a general education.
  - c. Specialization through workforce education programs.
  - d. Education through part-time study for people who cannot attend college full-time.
  - e. Continuing Education, contract training, mirror classes, and avocational programs.
3. Immediate leadership development:
  - a. CBC students may take part in extracurricular activities during the first year in college without having to compete with juniors and seniors.
  - b. Students are encouraged to participate in student government, intramural sports, interest clubs, pre-professional groups, performing groups, honorary societies, religious organizations, and club sports.
  - c. Leadership Bee County in conjunction with Continuing Education.

## Mission, Goals and Values

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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.

# Organizational Chart

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# Organizational Chart

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## President (361) 354-2200

Espinoza, Beatriz (Ph. D.) President  
 TBA Assistant to the President  
 Rincon, Gloria Executive Assistant/Secretary to the Board of Trustees

## CBC Foundation (361) 354-2447

Lansford, Christine Director  
 Garza, Anna Marina Administrative Assistant

## Business Services (361) 354-2220

Garza, Lisa Director of Business Services  
 Villarreal, Grace Supervisor of Budgets  
 Richards, Dolores Accounts Payable Accountant  
 Charles, Esther Accounts Receivable Accountant  
 Benavidez, Daniel Business Analyst  
 Johnson, Amberlee Grants Reporting Accountant

## Institutional Research Services (361) 354-2730

Lindeman, Randy Director  
 Rincon, Katryna Administrative Assistant  
 Fletcher, Claire Institutional Data Analyst  
 Oliver, Thelma Institutional Research Assistant

## Student & Administrative Services (361) 354-2304

Elizalde, Velma Vice-President of Student & Administrative Services  
 Fernandez, Belinda Administrative Assistant

## Dean of Administration (361) 354-2224

Patton, Kathlyn Dean

## Bookstore (361) 354-2290

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

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

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

## Human Resources (361) 354-2224

Hadwin, Denice Assistant Human Resources Director  
 Trevino, Valerie HR Assistant  
 Moreno, Fela Payroll Specialist

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

Alvarado, Erlinda Supervisor

## Management Information System Services (361) 354-2523

Cook, Evelyn Programmer  
 Diaz, Rolando Programmer Technician

## Dean of Student Services (361) 354-2725

Trevino, Pete Dean

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

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

## Counseling (361) 354-2304

Berthold, Dee Counselor, Alice  
 Trevino, Pete Special Needs Counselor -- Kingsville  
 Adkins, Vanessa Advisor/Recruiter, Beeville  
 Barrera, Amanda Advisor/Recruiter, Kingsville  
 Hagen, Lindsey Career Development Advisor/Counselor  
 Munoz, Jessica Advisor/Recruiter, Alice  
 Sherman, Katie Advisor/Recruiter, Pleasanton

## Financial Aid (361) 354-2238

Morales, Nora Director  
 Fuller, Candy Advisor  
 Gonzales, Estella Advisor  
 Tamez, Yvonne Advisor  
 Streicher, Rosie Veterans Affairs Specialist  
 Weischwill, Sarah Clerk

## Student Life/Housing (361) 354-2563

Rodriguez, Jose Coordinator

## Sports/Athletics (361) 354-2721

Vasquez, Estevan Director

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

Kreis, Roberta Coordinator, Beeville  
 Rains, Carolyn Coordinator, Alice  
 Walsh, Sandie Student Success Center Clerk  
 Salinas, Stephanie Testing Specialist

## Title V: Celebrando Educación (361) 354-2426

Anderson, Heather Director  
 Ramos, Sam Dual Enrollment Coordinator  
 Jones, Santos Student Success Coordinator, Beeville  
 Silvas, Emma Student Success Coordinator, Kingsville  
 Magyer, Colette Tutor Coordinator

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

Schuenemann, Josie Program Director  
 Arismendez, Dee Dee Secretary/Tutor Coordinator  
 Enriques, Julie Counselor

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

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

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

Morton, Jeri Program Director  
 Lopez, Sylvia Secretary  
 Jones, Kayla D. Counselor

## TRiO Upward Bound (361) 354-2715

Baird, Cheryl Program Director  
 Fernandez, Janice Secretary

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

Curry, Kraig Program Director  
 Ramon, Nicole Academic Advisor  
 Villegas, Enedina Secretary



# Organizational Chart

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

Smedley, Susan Director  
Cruz, Monica Public Relations Officer

## Network Services (361) 354-2522

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

## Instructional Services (361) 354-2268

Secord, Mark Vice-President of Instruction and  
Economic & Workforce Development  
Gaskins, Brenda Administrative Assistant

## Campus Administration

### Alice Campus (361) 664-2981

Candia, Patricia (Ph.D.) Director  
Ramirez, Maria Administrative Assistant  
Cadena, Debbie Campus and Continuing Education Clerk  
Pearce, Mary Bookstore/Account Specialist

### Kingsville Campus (361) 592-1615

Leal, Felipe Director  
Gutierrez, Mary Administrative Assistant  
Martinez, Sylvia Bookstore Specialist/Account Specialist

### Pleasanton Campus (830) 569-4222

Villanueva, Teresa Coordinator  
Mayberry, Sharon Administrative Assistant  
Faver, Kimber Continuing Education Clerk

## Dean of Academics (361) 354-2529

Johnson, Twila (Ph. D.) Dean

### Child Development Center (361) 358-0421

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

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

Cantu, Irma Division Chair

### Dual Credit (361) 592-1615 Ext. 4052

Harrell, Ann Director  
Branstetter, Deborah Dual Credit Liaison  
Patel, Patricia High School Outreach Coordinator  
Ramos, Sam Title V Dual Enrollment Coordinator

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

Milnarich, Sarah Director  
Benavides, Ray Circulation Specialist  
Garcia, Ashley Catalog/Reference Librarian -- Beeville  
Jimenez, Jennifer Reference/Instruction Librarian -- Alice, Kingsville

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

Duryea, Jayne Division Chair

### Language Division (361) 354-2434

Massengill, Jeffrey Division Chair

### Mathematics Division (361) 354-2410

Villarreal, Curt Division Chair

### Science Division (361) 354-2405

Burns, Danny Division Chair

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

Alvarado, Emmanuel (Ph. D.) Division Chair

### STEM Grant: Project Oasis (361) 354-2369

Adamez, Alma Director  
Secord, Mark Assistant Director  
Vargas, Angie Administrative Assistant  
Gaskins, Holly Science Case Manager  
Gonzales, Amy Science Case Manager/Advisor  
Garcia, Danny Every-Other-Weekend Coordinator

## Dean of Workforce Development

TBA Dean

### Pleasanton Campus (830) 569-4222

Villanueva, Teresa Coordinator  
Mayberry, Sharon Administrative Assistant  
Faver, Kimber Continuing Education Clerk

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

Jones, Jeanene Division Chair  
Belcher, Janell Administrative Assistant

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

Westmoreland, Andrea Director  
Lyssy, Susan Secretary/Receptionist

### Human Services Division (361) 354-2306

Aguilar, Noemi Division Chair  
Belcher, Janell Administrative Assistant

### Industrial Division (361) 358-2571

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

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

Green, Floyd Coordinator  
Mills, Karyn Coordinator  
Sandoval, Vernon Pharmacy Technology Instructor  
Gomez, Pauletta Secretary -- Beeville

### Technology, Professional and Public Services (361) 354-2338

Behr, Kevin (J.D.) Division Chair  
Belcher, Janell Administrative Assistant

### Radiologic Technology Division (361) 354-2302/2514

Skaife, Timothy Director  
Belcher, Janell Administrative Assistant

### Continuing Education (361) 362-2366

Garza, Lillian Director  
Halsey, Rose Administrative Assistant  
Perez, Mary Administrative Assistant  
Tillman, Anna Secretary  
Branstetter, Debbie Customized Training Representative -- Alice, Kingsville  
Cartwright, Nora Customized Training Representative -- Beeville, Pleasanton  
Cadena, Debbie Clerk -- Alice  
Faver, Kimber Clerk -- Pleasanton

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

Hutchinson-Bell, Denise Director  
Carabajal, Leann Specialist

## Technology Learning Center (361) 354-2506

Abrigo, Yolanda Learning Management System Coordinator  
Ramirez, Amador Webmaster



# 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 curriculum section of this catalog must be followed.

## Proof of Bacterial Meningitis Immunization

Texas Senate Bill 1107 requires all new incoming students who are 29 years of age or younger to show proof of a meningitis vaccination at least 10 days prior to the first day of classes. This includes returning students who have had a fall or spring semester lapse in enrollment and are 29 years of age or younger. Students who fail to comply with this requirement may have holds placed on registration and may be unable to attend classes until proof of vaccination is provided as noted on the Admissions/Registrar Office webpage under Student Services at [www.coastalbend.edu](http://www.coastalbend.edu).

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

## Vaccination Locations

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

## Important facts about Bacterial Meningitis

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

## What are the Symptoms?

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

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

## How Is Bacterial Meningitis Diagnosed?

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

## How Do You Increase Your Risk of Getting Bacterial Meningitis?

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

## What are the Possible Consequences of the Disease?

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

## Can the Disease be Treated?

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

Vaccinations are available and should be considered for:

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

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

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

## How Can I Find Out More Information?

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

## Housing Students

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

## Immunization Requirements

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

1. Measles (rubeola, red measles, hard measles, 10-day measles) is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this

## Admission Procedures

organism. It is strongly recommended that students of institutions of higher education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with vaccines for mumps and rubella, which are also caused by viruses.

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

### Immunizations Needed

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

1. One dose of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).
2. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968, preferably MMR vaccine.

Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine.

Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

3. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus. This requirement only applies to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids.
4. Each student is required to have received one dose of varicella (chickenpox) vaccine on or after the student's first birthday or, if the first dose was administered on or after the student's 13th birthday, two doses of varicella (chickenpox) vaccine are required. A written statement from a parent, legal guardian, managing conservator, school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox) or varicella immunity is acceptable in lieu of a vaccine record for that disease. [See the form on TDSHS's website at [www.dshs.state.tx.us/immunize/docs/c-9.pdf](http://www.dshs.state.tx.us/immunize/docs/c-9.pdf)]

Students should verify immunization requirements with specific department advisors.

### 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:

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

### Criminal Background Checks

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

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

Notes:

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

### Pre-Assignment Drug Screening

#### I. Method of Testing

- A hair shaft analysis or any other drug screening procedure will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration and directors/coordinators of programs. 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.

# Admission Procedures

## New Students

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

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

## Beginning Freshmen Must:

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

Admissions/Registrar's Office	(361) 354-2245 or 1-866-722-2838 Ext. 2245
Beeville Counseling Center	(361) 354-2266
Alice Counselor	(361) 664-2981 Ext. 3025/3034
Kingsville Counselor	(361) 592-1615 Ext. 4077/4036
Pleasanton Counselor	(830) 569-4222 Ext. 1203
Nursing Education	(361) 354-2786 in Beeville (361) 664-2981 Ext. 3022 in Alice (361) 592-1615 Ext. 4039 in Kingsville (830) 569-4222 Ext. 1209 in Pleasanton
Radiology	(361) 354-2302
Dental Hygiene	(361) 354-2555
Cosmetology	(361) 354-2521 in Beeville (361) 592-1615 Ext. 4083 in Kingsville (830) 569-4222 Ext. 1215 in Pleasanton

## Transfer Students

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

## Transfer students must submit:

- Admission form completed online at [www.ApplyTexas.org](http://www.ApplyTexas.org);
- An official transcript of grades and credits from all colleges previously attended. Students on scholastic or disciplinary suspension from other institutions are additionally required to contact the CBC Admissions/Registrar's Office to schedule an interview with the CBC Admissions Committee which makes a decision concerning acceptance; and
- Scores from the THEA test or alternate placement exam (if not exempt).

Transcripts of students with transfer credit are evaluated by an Instructional Dean. Transcripts offered for evaluation must be official.

## Transient Summer Students

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

## Former Students

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

Former students who have not registered with CBC within the last calendar year must complete an admissions form online at [www.ApplyTexas.org](http://www.ApplyTexas.org). Former students who have not registered within the last three years are required to re-submit official educational documents such as a high school transcript, GED, or college transcripts. CBC adheres to a state approved records retention schedule. All students who are not exempt must have THEA scores or have taken the CBC alternative test upon reentry regardless of THEA requirements when previously enrolled.

## Home Schooled Students

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

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

For additional information, please review the [Dual Credit Handbook](#).

## High School Students

High school students may concurrently enroll in CBC with written permission from a parent or guardian, their high school principal and/or counselor. Students should work with their high school counselors in determining appropriate class loads, considering high school and college class schedules, tests scores, previous academic records, and non-academic activities. Students should obtain a copy of the current CBC [Dual Credit Handbook](#) for more information about dual credit/concurrent enrollment. Students may enroll in CBC courses in one of the three ways: Concurrent Courses, Dual Credit Courses or Articulated High School Credit.

## Concurrent Courses

Concurrent enrollment means that a student is attending high school and college at the same time. Concurrently enrolled students receive college credit for their courses, but not high school credit. High schools juniors and seniors who meet the eligibility requirements stated in the [Dual Credit Handbook](#) may enroll concurrently at CBC.

## Dual Credit Courses

Dual credit 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 credit 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.

# Admission Procedures

## Dual Credit Eligibility Requirements

- Be currently attending high school (public, private or home school);
- Be classified as a high school junior or senior (exemptions are available for demonstrated outstanding academic performance or with approval by the Dean of Academics);
- Complete an online CBC admissions application at [www.ApplyTexas.org](http://www.ApplyTexas.org).
- Achieve college readiness scores on THEA, SAT, ACT, ACCUPLACER or current state-approved high school assessment for academic courses or applicable standard for workforce courses. (Refer to the [Dual Credit Handbook](#) and consult with a CBC dual credit representative or college advisor/counselor);
- Submit an official high school transcript to the CBC Admissions/Registrar's Office; and
- Submit a completed [CBC Dual Credit Permission Form](#) signed by a parent or guardian, high school principal, and counselor, indicating requested CBC courses.

For additional information, please review the [Dual Credit Handbook](#) at [www.coastalbend.edu/dualcredit](http://www.coastalbend.edu/dualcredit)

## Articulated High School Credit

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

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

- Complete courses approved for articulation at the high school with the minimum final course grade included in the articulation agreement between Coastal Bend College and the student's local high school.
- Complete all college entrance requirements, be accepted to Coastal Bend College, and enroll in courses at the college
- Enroll in a college program that includes courses included in an articulation agreement with the high school.
- Complete and submit an Articulation Credit Request Form.
- Successfully complete six semester hours of other coursework at Coastal Bend College.

## International Students

International students must comply with the following:

1. An admissions form completed online at [www.ApplyTexas.org](http://www.ApplyTexas.org) must be submitted at least 90 days prior to the beginning date of registration;
2. A valid "Certificate of Immunization," signed by a physician or public health official, must be submitted. It must give evidence of immunization against tetanus, diphtheria, poliomyelitis, measles, and rubella;
3. An official original transcript of grades and credits for the final four years of secondary school and a certified English translation must be submitted;
4. Evidence of proficiency in the English language must be submitted and a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL) and a score range of 173-187 on the computer-based TOEFL, 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 THEA test. Results of these tests will determine courses for which a student may register.

International students are subject to THEA requirements as are all students at CBC. For additional information see "Indicators of Readiness" on [page 24](#).

## Veteran Students

See the Veteran's Affairs section on [page 41](#).

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



# Testing

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

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

## Mandatory Preparation Session

As of October 2010, it is mandatory for all first-time Coastal Bend College students to complete a free, 4-hour, Texas Success Initiative (TSI) Developmental Education Program (DEP) preparation session before they are eligible to take the ACCUPLACER exam. This gives prospective students opportunities to refresh themselves in reading, writing, and math before taking the exam. For more information, call the Testing Department at (361) 354-2244 or go to [www.coastalbend.edu/lac/tsi\\_dep/](http://www.coastalbend.edu/lac/tsi_dep/).

## Advising Component

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

## College Preparatory Studies

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

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

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

## Testing Requirements Student Success Initiative

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

The 2003 Texas legislature repealed the TASP statute and adopted the Texas Success Initiative (TSI) with passage of Senate Bill 286. The TSI requires:

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

## College Prep Studies

The College Preparatory Studies Division is under the direction of the College Preparatory Studies Chairperson who is supervised by the Dean of Academics. The Chairperson has direct supervision of English and reading developmental course instruction.

## Evaluation

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

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

## Exceptions to the TSI Requirements

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

## Exemptions/Exceptions

The following students shall be exempt from TSI requirements:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - ACT: composite >23, English and mathematics >19
  - SAT: Composite >1070, verbal and mathematics >500
2. For a period of three (3) years from the date of testing, a student who is tested and performs at or above the following standards:
  - TAAS: Writing >1770, mathematics >86, reading >89
  - TAKS: Language Arts >2200, writing sample >3, mathematics >2200
3. Earned associate or baccalaureate degree from an accredited institution of higher learning.
4. Completion of 3 or more transferable academic semester hours from a private institution of higher education or an accredited out-of-state institution of higher learning.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. 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 community college, a public technical institute, or a public state college.
7. Active duty as a member of the United States Military, Texas National Guard, or service for the past 3 years in the reserves.
8. Honorably discharged, retired, or released from active duty in the United States Military, Texas National Guard, or reserves after 1990.

## Minimum Passing Standards

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

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

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

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

A student needs to place in the College Level Math module with a 63 or higher before being considered TSI compliant in Math.

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

A student needs to have a 270 or higher on the Math THEA before being considered TSI compliant in math.



# Testing

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

## Determination of College Readiness Freshman-Level Academic Coursework

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

### Indicators of Readiness

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

1. Performance in developmental education.
2. Performance in appropriate non-developmental coursework.
3. Performance on an assessment instrument described in § 4.56 of this title (relating to Assessment Instruments) or performance on an institutionally selected assessment.
4. Other indicators of readiness, as determined by the institution may be required.

### Transcripts

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

### Re-Testing

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

Students placed in developmental reading and English are allowed to re-take the placement test. Based on their new test scores, students can be placed into a higher level of developmental education or even directly into a college-level course. In reading and English, students have the opportunity at the end of each semester to test out of the next sequenced course by taking the ACCUPLACER and meeting the required passing score for each area.

### Program Stipulations

All first time freshmen students enrolling in an academic program at Coastal Bend College will be required to complete a four-hour computer-based pre-test preparation in the areas of English, math, reading and test-taking skills prior to taking the ACCUPLACER. All students whose assessment scores indicate a lack of satisfactory preparation in English, mathematics, and/or reading are required to complete a prescribed program in remediation. Students will be placed in the appropriate class(es) as indicated by the assessment results. Students entering into a sequence of developmental education courses are required to continue each semester in the prescribed series of courses until the sequence has been completed.

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

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

### Labs

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

### Education 1300

Students who place into all three areas of remediation are required to enroll in a EDUC 1300, which is a Student Success Course. Students enrolled in workforce programs are exempt from this requirement.

### Online Registration

To prevent students from registering for the wrong sequenced course or a course that 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. Dual credit students are held to the same standard of prerequisites, as are all other CBC students.

### Waivers from TSI Requirements

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

### Placement

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

### Sequence of Remedial Courses

Based on their performance on the state approved assessments, students are referred to a sequence of developmental courses. All first time college students are classified into four groups for each type of developmental education: 1) no developmental education, 2) developmental education one level below the entry-level college course, 3) two levels below, and 4) three levels below.

### Adopted Sequence of Courses:

#### Level II Certificates

Reading	RDNG 0311 and RDNG 0322
Writing	ENGL 0311 and ENGL 0312
Math	MATH 0321

#### Associate of Applied Sciences

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

#### Associate of Arts and/or Science

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

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

# Testing

## Texas Success Initiative (TSI) Graduation Requirements

### Level I Certificates

TSI compliance not required.

### Level II Certificates

Completion of following courses: RDNG 0322  
ENGL 0312  
MATH 0321

Or Placement Scores Above: RDNG 0322  
ENGL 0312  
MATH 0321

### Associate of Applied Sciences

Completion of following courses: RDNG 0322  
ENGL 0312  
MATH 0321

Or Placement Scores Above: RDNG 0322  
ENGL 0312  
MATH 0321

### Associate of Arts

Completion of following courses: RDNG 0322  
ENGL 0312  
MATH 0322

Or Placement Scores Above: RDNG 0322  
ENGL 0312  
MATH 0322

### Associate of Science

Completion of following courses: RDNG 0322  
ENGL 0312  
MATH 0322

Or Placement Scores Above: RDNG 0322  
ENGL 0312  
MATH 0322

## Other Placement Examinations

### Placement in Foreign Language Courses

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

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

### Department Entry Tests

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

### Other Tests

Students referred to a counselor, or who request assistance, have opportunities to take a variety of tests used in counseling and advising. Appropriate tests are determined after interviews between students and counselors and may include measures of aptitudes, interests, and various personality factors; call (361) 354-2266 for details.

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

## College Level Examination Program (CLEP)

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

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

## Credit by Examination

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

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

## Subject Competency Examinations

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

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

# Testing

## College Board Advance Placement (AP)

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

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

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

## National Testing Programs

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

**Accuplacer Test:** See **ACCUPLACER Testing** on page 22.

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

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

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



# Tuition and Fees

## Tuition and Fees

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

As a general rule, residency status does not change while a student is attending CBC. If a student does not attend CBC for a period of 12 consecutive months, residency must be reestablished. Out-of-district students who want to be reclassified, should submit a written application and supporting documentation prescribed by CBC to the 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.

## Cost of Attendance 2012-2013

	Bee County Residents	Out-of-District Residents
Annual Composite Tuition and Fees (based on 30 sem hrs)	\$2,696	\$4,556
Books and Supplies	\$2,000	\$2,000
<b>Total</b>	<b>\$4,696</b>	<b>\$6,556</b>

## Installment Plan

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

## Charges by Semester

Tuition (\$70 per semester hour) .....	Base
Out-of-District Fee (\$62 per semester hour).....	No minimum
Out-of-Texas Fee (\$15 per semester hour) .....	No minimum
Dormitory Room Deposit.....	\$250
Student Housing Medical Expense Insurance.....	As specified
Student Medical Expense Insurance.....	Optional, as specified

**Prices are subject to change.**

## Non-Refundable Fees

Health Science Fee per Semester.....	\$250
Professional Nursing non-refundable deposit.....	\$50
Pre-registration (Dental Hygiene), non-refundable deposit .....	\$200
Pre-registration (LVN) non-refundable deposit .....	\$50
Registration .....	\$48
Internet- based course fee in addition to regular course fees .....	\$53
Installment Service Fee.....	\$25
Dental Hygiene Program Application Fee.....	\$50
Three-Peat Fee .....	\$147 per/SCH

**Prices are subject to change.**

## Other Charges for Services

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

**Prices are subject to change.**

## Tuition Refund Policy

Prior to the first class day.....	100%
During the first fifteen class days.....	70%
During the sixteenth-twentieth class days.....	25%
<b>After the twentieth class day.....</b>	<b>No refund</b>

## Summer Sessions

Prior to the first class.....	100%
During the first four class days.....	70%
During the fifth and sixth class day.....	25%
<b>After the sixth class day.....</b>	<b>No refund</b>

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

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

## Credit Balance Refund Policy

Coastal Bend College offers students the option of receiving refunds of credit balances via their Cougar Card or paper check. Students who wish to receive their refunds via Cougar Card must opt-in through [Campus Connect](#) prior to receiving their Cougar Card. Students who do not opt-in will by default receive their refunds via paper check. Students who wish to change their refund preference after receiving their Cougar Card may do so by completing a Refund Preference status change form and submitting it to the business office.

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 (including dual credit hours) required for the degree being sought by 45 semester credit hours will have to pay out-of-state rates.

Students who enrolled in the 2006 fall semester or later, who exceed the number of hours (including dual credit hours) required for the degree being sought by 30 semester credit hours, will have to pay out-of-state rates. Please contact the Admissions/Registrar's Office for further information concerning this rule.

## 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.

Dormitory Room Only .....	\$900
Room only, 6-Week Summer Session.....	\$450
Housing deposit.....	\$250
Apartment monthly rental fee (per apartment) .....	\$600
(Covers water, electricity, sewage and garbage collection fees)	

## Meal Plans

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

## Tuition and Fees

### Meal Plan Fees

Fall 2012

**Plan Semester Cost**

15-Meal	\$1216.05	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 232 meals at a unit price of \$5.24. Meals do not carry over.
19-Meal	\$1432.70	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 287 meals at a unit price of \$4.99. Meals do not carry over.

### Spring 2013

**Plan Semester Cost**

15-Meal	\$1242.26	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 237 meals at a unit price of \$5.24. Meals do not carry over.
19-Meal	\$1422.72	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 287 meals at a unit price of \$4.99. Meals do not carry over.

**Meal plan prices are subject to change.**

### Tuition and Fees 2012-2013

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
16	48	1120	992	240	1168	2160	2400
17	48	1190	1054	255	1238	2292	2547
18	48	1260	1116	270	1308	2424	2694
19	48	1330	1178	285	1378	2556	2841
20	48	1400	1240	300	1448	2688	2988
21	48	1470	1302	315	1518	2820	3135
Per Hour		70	62	15			
Minimum	48	70	62	15			

### Tuition for Dual Credit Students

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

# Tuition and Fees

## Course Fees - Subject to Change

ACCT 2401, 2402.....	\$50	ENGR 1304, 1305.....	25	PHRA 1266, 1267, 2266.....	100
ACNT 1303, 1311-2302.....	50	FREN 1411-1412.....	10	PHRA 1313, 1349, 1441.....	60
AERM 1203-1352, 2231-2333.....	50	GAME 1403-2433.....	50	PHRA 1305, 1209, 2330, 1207, 1243.....	25
ANTH 2302.....	25	GEOL 1403-2409.....	25	PHRA 1206, 1301, 1445.....	25
ANTH 2351.....	10	GERM 1411-1412.....	10	POFI 1401, 1441.....	50
ANTH 2389.....	50	GISC 1411.....	25	POFI 2331.....	50
ARTS 1301,1303,1304,1313,1413.....	20	GOVT 2305, 2306.....	10	POFM 1300, 1302-1327.....	50
ARTS 1311, 1312, 1316, 1317, 2311.....	25	GOVT 2389.....	50	POFT 1309-2331.....	50
ARTS 2316, 2317, 2323, 2366, 2367.....	25	GRPH 1457, 1459.....	50	PSYC 0311.....	20
ARTS 2326, 2327, 2333, 2346, 2347.....	50	HIST 1301-2341.....	10	PSYC 2301-2315, 2319.....	10
ARTS 2356, 2371, 2389.....	50	HIST 2389.....	50	PSYC 2389.....	50
ARTV 1341, 1451.....	50	HITT 1166-2435.....	50	Ptrt 1307, 1403, 1424, 2331, 2436.....	30
AUMT 1305-1345, 1380, 2313-2443.....	50	HMSY 1342.....	15	RADR 1260,1361, 1362, 2360, 2362.....	100
BIOL 1408-2420.....	25	HPRS 1160.....	108	RADR 2361.....	100
BMGT 1382, 2309, 2382.....	50	HPRS 1202.....	50	RADR 1213, 2217, 2401, 2305, 2313.....	25
CHEM 1405-2425.....	25	HPRS 2201.....	50	RADR 1411.....	60
CDEC 1164.....	65	IMED 1416, 1445, 2415.....	50	RADR 1361.....	100
CDEC 1313, 1319, 1321, 1323, 1356.....	25	ITCC 1402, 1406, 1442, 1446.....	50	RADR 2333, 2335, 2362.....	25
CDEC 1358, 1359, 2326.....	25	ITMC 1458.....	50	RDNG 0222.....	50
CDEC 1417, 2307, 2322, 2341.....	50	ITNW 1425.....	50	RDNG 0311, 0322.....	20
CJLE 1303, 1494, 2247, 2323.....	50	ITCC 1310, 1311, 1312, 1313.....	50	RNSG 1161.....	125
CJLE 1345, 2574.....	65	ITSC 1405-1425.....	50	RNSG 1163.....	15
CJLE 1394.....	35	ITSE 1431.....	50	RNSG 1201.....	65
CJLE 2237.....	100	KINE 1100, 1101, 1102, 1103, 1104, 1105.....	50	RNSG 1207.....	25
CJLE 2345.....	25	KINE 1106, 1107, 1108, 1109, 1110.....	50	RNSG 1244.....	190
CJLE 2522.....	85	KINE 1111, 1112, 1118, 1126.....	50	RNSG 1253.....	25
CJSA 1264.....	25	KINE 1114, 1134, 1142, 1145.....	85	RNSG 1300.....	80
CJSA 1308.....	50	KINE 1115, 1116, 1117, 1119, 1122, 1123.....	35	RNSG 1327.....	65
CJSA 2323.....	100	KINE 1124, 1125, 1133, 1135.....	35	RNSG 1341 (includes \$50 Internet fee).....	115
CJSA 1400, 2332.....	65	KINE 1127, 1128, 1129, 1130, 1131, 1132.....	50	RNSG 1343.....	65
CJSA 2331.....	25	KINE 1136, 1137, 1147, 1153, 1308.....	35	RNSG 2160.....	95
CNBT 1301, 1346, 1402, 1411, 1450.....	50	KINE 1138, 1139, 1140, 1141, 1143.....	50	RNSG 2161.....	100
CNBT 1453, 2304, 2366.....	50	KINE 1144, 1146.....	50	RNSG 2201.....	240
COSC 1415-2334.....	50	KINE 1148, 1149, 1150, 1206, 1301, 1304.....	50	RNSG 2206, 2213.....	25
CPTR 1391.....	50	KINE 0310, 1306, 1331, 1338, 1346.....	50	RNSG 2331.....	215
CRIJ 1301, 2314.....	50	MATH 0321-0322, 1442.....	20	SOCI 1301, 2319.....	10
CRIJ 1306, 1313, 2313.....	35	MCHN 1217, 1343.....	25	SOCI 2389.....	15
CRIJ 1310, 1313, 2323.....	25	MCHN 1308, 1313, 1358, 2302, 2303.....	50	SPAN 1311-2312.....	20
CSME 1330, 1401-2539.....	25	MCHN 1320, 2230, 2231, 2238, 2344.....	35	SPCH 1311, 1315.....	10
DFTG 1191-1317, 1344-1493, 2310-2448.....	25	MCHN 1481.....	35	SLPS 2330.....	50
DFTG 2480.....	20	MCHN 2335, 2341, 2345.....	50	TECA 1303, 1311, 1354.....	15
DHYG 1215, 1301-1304, 1319.....	125	MRMT 1407.....	35	TECA 1318.....	25
DHYG 1361, 2201, 2463.....	165	MUAP #1##.....	60	VNSG 1136.....	95
DHYG 1301, 1431.....	205	MUAP #2##.....	95	VNSG 1219.....	95
DHYG 2462.....	265	MUEN 1121, 1131, 1135.....	50	VNSG 1361.....	205
DRAM 1120-2352.....	25	MUEN 1141, 1151.....	35	VNSG 1329.....	95
EDUC 1300, 1301.....	30	MUSI 1166, 1168, 1188, 1192, 1193.....	50	VNSG 1423, 2431.....	100
EDUC 2301.....	30	MUSI 1181, 1182, 1183, 1184, 2181, 2182.....	40	VNSG 2360.....	220
ENGG 1491.....	20	MUSI 1211, 1212, 1216, 1217, 1290, 1386.....	35	VNSG 2361.....	65
ENGL 0222.....	50	MUSI 1301, 1304, 1306, 1308, 1309.....	30	VNSG 2462.....	170
ENGL 0312, 0311.....	20	MUSI 2183, 2184.....	40	VSNG 2431.....	99
ENGL 1301, 1302, 2322, 2323, 2326, 2331.....	22	MUSI 2211, 2212, 2216, 2217.....	35	WLDG 1313-2453.....	\$50
ENGL 1377, 1385, 1386, 2287.....	10	PHTC 1311.....	60		
		PHYS 1401-2426.....	10		

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

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

# Financial Aid

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## 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](http://www.FAFSA.gov). **Students who qualify for a scholarship and graduate from a high school 50 or more miles away could be eligible for a free Benton Hall room (meal plan excluded).** This is subject to conditions authorized by the financial aid office and the Dean of Student Services.

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

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

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

## Application Procedure

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

## Eligibility for Financial Aid

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

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

## Maximum Eligibility

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

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

## Grants

### Federal Pell Grant

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

### Texas Public Educational Grant (TPEG)

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

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

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

### Texas Educational Opportunity Grant (TEOG)

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

### Child Care Grant

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

## Student Loans

### William D. Ford Federal Direct Loan Program

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

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

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

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

# Financial Aid

Student loans funds are requested from the Department of Education 30 days after the first class day of the fall, spring and summer semesters. Refund checks will be mailed out to students approximately 14 days after the funds are requested. A correct mailing address must be on file with Coastal Bend College. Loans are disbursed in two equal payments in accordance with federal regulations.

For loans covering one semester, the second disbursement cannot be made until at least 50 percent of the student's enrollment has elapsed.

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

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

For more information call (361) 354-2238 or toll free (866) 722-2838 Ext. 2238 or email [moralesn@coastalbend.edu](mailto:moralesn@coastalbend.edu)

## Scholarships

### Academic Scholarships

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

### Coastal Bend College Scholarship

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

### Outreach Scholarships

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

### Teacher Certification Scholarship

The CBC Board of Trustees has established a scholarship program for out-of-state teachers attending CBC to complete their Texas certification requirements. The applicant must reside and teach in a Bee County school district and present a letter from his/her superintendent stating the required course(s) for TEA Certification. This scholarship provides

the difference between out-of-state tuition and the tuition paid by Bee County residents for the course(s) needed for TEA Certification only. The financial aid office provides additional details.

## Donor Scholarships

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

## Employment and Work-Study Programs

### Federal College Work-Study Program

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

### Texas Work-Study Program

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

## Satisfactory Progress for Financial Aid

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

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

### 67% or Higher Requirement:

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

#### Formula:

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

## Financial Aid Warning/Suspension

A student who does not meet the satisfactory progress requirements will be placed on financial aid **warning**. The student may receive financial aid for one semester after he/she is put on warning. If after this one semester the student does not meet the satisfactory progress requirements, the student's financial aid will be suspended. Students whose aid is suspended are not eligible for any type of financial aid/student loans until they have met the satisfactory progress requirements.

## Appeals Process

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



## Financial Aid

### Return of Title IV Financial Aid Withdrawing while on Financial Aid

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

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

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

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

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

If CBC is not required to return all of the excess funds, the student must return the remaining amount. Coastal Bend College will return the unearned aid for which the

school is responsible by repaying funds to the following sources in order, up to the total net amount disbursed from each service:

- William D. Ford Federal Direct Loan Program;
- Federal Pell Grant;
- Federal Supplemental Education Opportunity Grant (FSEOG); and,
- Other Title IV Programs.

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

### Veteran Students

See the Veteran's Affairs section on [page 41](#).

### 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 disabled students to become employable. Applications should be made to the Texas Department of Assistive and Rehabilitative Services, Beeville District Office, 3811 N. St. Mary's Street, Beeville, Texas 78102.



# Registration



## New Student Orientation

New student orientations are offered for all students who are enrolling for the first time at Coastal Bend College to assist them in building a solid foundation for success. Information is presented to students and family members to increase familiarity with registration procedures, day-to-day routines, student rights and responsibilities, and available resources and services. "Cougar Days" are offered in the summer leading to the fall semester and students may register online to attend. Students are urged to complete an admissions form online at [www.ApplyTexas.org](http://www.ApplyTexas.org) and report entrance testing results to the Admissions/Registrar's Office prior to orientation.

New student orientation workshops are also offered early during the fall and spring semesters at all CBC campuses in the form of workshops, and an online orientation is also available from the "Student Services" menu on the CBC website. Contact the counseling office at the campus you plan to attend to research the time and location of the next scheduled orientation, or if you need additional assistance.

## 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. 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.

## Academic Advising

Coastal Bend College offers various opportunities for student advising:

- **Student Services Advisors:** Advisors are located in the campus counseling office. Students may direct initial questions to these advisors. After signing up for ACCUPLACER and/or receiving placement scores, these advisors will discuss

career options and degree and/or certificate requirements with students prior to referring them to the appropriate program/department advisor or specialist.

- **Student Success Coordinators:** These coordinators are located in the Beeville Student Success Center (in the SSC) and Kingsville Student Success Center. These coordinators provide case management and academic tracking of students enrolled in Student Success Center's services, re-enrolled students previously self-withdrawn from the college, and others referred by faculty and student services staff. They also provide student support services including: coordination of student workshops, tutoring and supplemental instruction.
- **Student Success Instructor:** The Student Success course instructor will serve as a mentor to the students in class and guide them in their career choices.
- **Veterans' Advisors:** Advisors located in the student counseling office are trained to work with students and their families who have or are serving in our military forces. A Veterans' Affairs Specialist is also available to assist with more specific concerns. Contact Rosario Streicher at [rstreich@coastalbend.edu](mailto:rstreich@coastalbend.edu) or call 1-866-722-2838 ext. 2421.
- **Program Advisors** These are the advisors for the different workforce programs offered: RN, LVN, Radiologic Technology, Dental Hygiene, Cosmetology, Pharmacy Technician, and Dual Credit. Contact the appropriate department for assistance.
- **Department Advisors:** These are the academic faculty advisors students will be referred to according to their major by the Student Services Advisor. The department advisor will become the students' permanent advisor once the referral is made.
- **Special Needs Counselors:** Each campus provides access to a Special Needs Counselor. Coastal Bend College considers all federal laws pertaining to individuals with disabilities when assessing and advising students. To be considered for accommodations, a student will need to self-identify and provide acceptable documentation of disability.

Counselors or faculty advisors assist students in developing degree plans. This helps clarify the relationship between current college courses and career objectives. Faculty and counselors advise students about educational goals and have regular conference hours to help resolve academic and workforce education problems. Faculty advisors encourage regular class attendance and study habits, help students analyze and resolve difficulties, and help students develop confidence and independence. The CBC administration recognizes that students are ultimately responsible for their own progress, but guidance is provided as needed.

## Evaluation of Transfer Credits

CBC accepts coursework earned at accredited colleges and universities and gives consideration to formal studies completed at accredited vocational schools, military service schools, and trade and industrial training programs. Previous education and training are evaluated for similarity to CBC courses. Credit toward CBC degrees and certificates may be awarded when equivalent courses are in the CBC curricula. Courses taken more than five years prior to entry into CBC may not transfer if content and/or technology in the subject area has changed significantly. Requests for evaluation of previous education and training should be made to the Vice-President of Instruction and Economic & Workforce Development at (361) 354-2268 or toll-free at 1-866-722-2838 ext. 2268.

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.

## Registration

### Continuing Education "Mirror Courses"

Those interested in enrolling for college courses through the "mirror" program should contact the Continuing Education office by calling (361) 354-2633. Students can take the college course, but are not required to take entrance tests nor provide transcripts. No out-of-district fees are charged; however, enrollees must complete an enrollment form and pay the continuing education tuition rate for the number of hours of the college course and/or labs and the course fee as stated in the catalog.

Upon successful completion, the student will receive a certificate with the appropriate number of continuing education units (CEUs). A CE transcript of the course is also available upon request. Courses taken as continuing education may be converted to credit course hours when formal application for conversion is made to the head academic officer and if the student successfully completes the competency exam in the subject area and pays \$25 per class conversion.

### Student Classification

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

### Student Load

Full-time students in the fall and spring semesters usually take course loads which range between 12 and 18 semester credit hours, with 12 semester credit hours the minimum for full-time classification. Students who wish to enroll in more than 19 semester hours must obtain approval from an Instructional Dean. The course load of a student on scholastic probation is limited to 13 semester hours. Students who wish to enroll in more than 6 credit hours per summer session must obtain approval by an Instructional Dean.

### Summer School

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

### Evening School

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

### Afterschool Centers on Education (ACE)

Coastal Bend College is an adjunct site for the Beeville ISD and St. Mary's ACE (Afterschool Centers on Education) Program. ACE provides after school, weekends and summer programming in the areas of Academic Support, Enrichment, College and Career awareness and readiness, Parental Involvement to all students in the service area pre-k through 12. Coastal Bend College is a valuable partner that provides dual credit, concurrent enrollment, continuing education and enrichment year round to the ACE program. During the summer a special SpACE (Summer programming for ACE) camp is in session providing over 100 students grades 9 – 12th the opportunity to obtain college credit. Many students completed their Work Ready Certificates during the first year of SpACE. In fall 2012 and spring 2013 a number of classes are being scheduled in the 4:00- 6:00 time range to serve the ACE students. If you are interested in being a part of the ACE program at CBC contact your ACE campus center director or Jeanene Jones, CBC ACE Coordinator.

### Weekend College

Coastal Bend College offers students the opportunity to obtain an associate's degree while attending college on the weekends. Classes are held every other weekend on Friday, Saturday, and Sunday. Coastal Bend College's Weekend College program is designed to allow busy students the option to keep their weekly home and work schedules open so that they can take care of those responsibilities. Students will be able to enroll in Weekend College at a full-time status during the regular Fall and Spring semesters. Coastal Bend College understands the needs of busy students and strives to offer higher education opportunities to all students. Weekend College is a component of the Project OASIS grant (Optimizing Academic Success in the Sciences).



# Registration

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## Adding and Dropping Classes

To add a class, obtain an Add-Drop form from the Admissions/Registrar's Office or from the Counseling Office. 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.

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

1. To drop a class at any of the four campuses, students need to go to the counselor's, advisor's, administrative assistant's, or director's office to pick up a drop form. The students are required to seek advice from one of these offices on the options and consequences of dropping classes in order to complete the process.
2. To drop a class on campus, students need to go to the counselor's or the admissions/registrar's office to pick up a drop form. If the form is picked up at the admissions/registrar's office, the students are still required to stop at the counselor's office.
  - a. At the counselor's office, the students will receive advising assistance. The counselor will check with the faculty and advisors as well as appropriate agencies to explore student options. Students on financial aid are cautioned about obligations and consequences to CBC and the Department of Education if they withdraw from all classes or stop attending classes before the semester is over.
  - b. All Kinesiology or Music department equipment checked out to students must be returned before students are allowed to withdraw. The students must present a signed receipt from the appropriate department chairperson before clearance is granted. Students must also clear all other holds before proceeding with the drop.
3. 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.
4. The registrar will send notices to the respective faculty members to inform them of the dropped classes.
5. Students must also complete a short form each time they drop classes.
6. Under extreme circumstances, such as when a student cannot physically appear at a CBC location, the student can submit a written request to be dropped from a class(es). The student should include his or her social security number, course name and number, instructor's name, reason for the drop, and signature. The request should be mailed and postmarked prior to the withdraw deadline; the postmark will be used as the date of the drop.

## 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 "Student Services" on the website at [www.coastalbend.edu](http://www.coastalbend.edu).

## Changing a Major

Students may log into Campus Connect 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 Vice-President of Instruction and Economic & Workforce Development at (361) 354-2268 or toll-free at 1-866-722-2838 ext. 2268.

## Auditing Courses

When space is available, permission to audit a course may be granted by an Instructional Dean. Auditing students are not required to meet course prerequisites.

Students auditing a course may not claim credit for the course. A student who registers for a course may not change from audit-to-credit nor credit-to-audit status after the scheduled add-drop period. Charges for auditing are the same as for enrollment for credit.

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

## Course Cancellation

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

## Class Attendance

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

## Electronic Devices

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

## Closed Campus Information

Good weather in South Texas keeps CBC's classes in session, but if a hurricane or (wow!) a snowstorm threatens safety, or a campus emergency is reported, the President may close classes. This does not happen often, but during bad weather or emergencies, it is best to tune to local radio stations for details: 106 FM or 97.9 FM, 105.9 FM and to regional television stations for instructions.

## Religious Holidays

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

# Student Services

## Counseling and Advising Services

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

A wide range of services are designed to supplement a student's total college experience. These services include working with students in planning college and career goals, identifying or changing a college major, explaining testing requirements and results, assisting with registration and advising processes, selecting class schedules, providing special needs and disability services, establishing degree plans, helping with financial aid or suspension appeals, improving academic standing through targeted advising, providing intrusive advising by checking on student progress throughout the semester; providing transfer assistance, orientation, hosting transfer and recruitment events, providing personal counseling and referrals, providing career and job placement services, and offering online and face to face workshops and special events designed for student success. Workshop topics include student orientations, communication skills, financial aid opportunities, study skills, time management, note taking, avoiding plagiarism, research paper writing, resume writing, money matters, financial literacy, mental health issues, drug and alcohol abuse, etc. A list of scheduled events is available through the CBC website at [www.coastalbend.edu](http://www.coastalbend.edu) by clicking on Student Services, Counseling and [Calendar of Events](#). Contact information as well as an online chat option is available via the website or to be directed to appropriate campus personnel, call 361-354-2266 or 1-866-722-2838 ext. 2266.

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

## Career Counseling

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

During a students' tenure at Coastal Bend College, a variety of career development focused workshops and special events are offered. These events include (but are not limited to): resume workshops, cover letter workshops, job interviewing techniques workshops, etiquette dinners, workplace attire, and mock job interviews. Workshops and events may be offered outside and inside of the classroom. Services are available to workforce students and academic transfer students at all CBC campuses. An annual city-wide career fair is held in Beeville to assist students with their job search process. For our academic students, representatives from many area universities are present at this event.

## Job Placement

CBC students who need assistance in finding full or part-time employment are encouraged to meet with the Career Development Advisor and set up a student account via the online Coastal Bend College Online Career Center (Name Change TBD). Creating an account with the Online Career Center will enable students to upload a resume and other job search tools, as well as connect with prospective employers. Employment assistance is available to students seeking full-time and part-time job opportunities. This service is free to currently enrolled students and CBC alumni. Please contact the Career Development Advisor, Lindsey Hagen at (361) 354-2728 or [lhagen@coastalbend.edu](mailto:lhagen@coastalbend.edu) for additional information and/or support.

## Students with Special Needs/Disabilities

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

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

**Beeville Counselor, Eddie Rojas**

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

**Alice Counselor, Dee Berthold**

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

**Kingsville Counselor, Pete Trevino**

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

**Pleasanton Counselor, Katie Sherman**

(830) 569-4222 Ext. 1203

For more information contact the counseling office or visit the student services special needs website at [www.coastalbend.edu](http://www.coastalbend.edu).

## 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

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

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

## Assignments

Apartments are assigned based on the following priorities:

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

## Cost

A \$250 deposit must be submitted along with the housing application to the business office. No application will be accepted without a deposit. The monthly rental fee of \$600 per resident is due on the first of each month. Water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area

# Student Services

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.

## College Dormitories

Benton Hall is an air-conditioned, coed dormitory 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. Benton Hall residents are required to purchase at minimum a 15 meal plan for fall and spring semesters as noted below.

The following rental plans and payment options are available to the Benton Hall residents. Fall and Spring semesters are \$900 per semester.

### Payment Options

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

### Benton Hall Summer Sessions

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

### Summer Benton Hall Fees

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

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

## How to Apply For Housing

Contact the Housing Coordinator at (361) 354-2563 or 1-866-722-2838 Ext. 2563, for an application or obtain one under "Housing" on the college website at [www.coastalbend.edu](http://www.coastalbend.edu). Return the completed application along with a check or money order for the \$250 deposit to:

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

## Housing Refund/Cancellation Deadlines

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

Apartment and dormitory fees and deposits will be forfeited if:

- A student fails to submit a written cancellation notice to the student life coordinator

by the required cancellation deadline;

- A student fails to occupy the assigned facility by the second class day of each semester;
- A student vacates his/her assigned facility before the end of the semester,
- A student is suspended or withdraws as a full-time student at CBC;
- A student is evicted from campus housing for disciplinary reasons;
- There is damage to the dorm room or apartment, or furnishings;
- A student fails to clean his/her assigned facility; and,

A withdrawing student attending CBC for the first time and who is receiving Title IV financial assistance will receive credit to a refund based on PL102.325.

## Benton Hall Meal Plans

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

### Meal Plan Fees Fall 2012

Plan	Semester Cost	
15-Meal	\$1216.05	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 232 meals at a unit price of \$5.24. Meals do not carry over.
19-Meal	\$1432.70	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 287 meals at a unit price of \$4.99. Meals do not carry over.

### Spring 2013

Plan	Semester Cost	
15-Meal	\$1242.26	Plan for 15 meals per week. Includes breakfast, lunch and/or dinner -- a total of 237 meals at a unit price of \$5.24. Meals do not carry over.
19-Meal	\$1422.72	Plan for 19 meals per week. Includes breakfast, lunch and dinner on weekdays; breakfast and lunch on Saturdays and Sundays -- a total of 287 meals at a unit price of \$4.99. Meals do not carry over.

**Meal plan prices are subject to change.**

## 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 campus counseling offices.

## Student ID Cards

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

## Student Services

IDs are only taken during designated hours each week. Nursing/Radiology IDs are taken at designated times each semester at each location.

### Textbooks

Textbooks must be ordered online at [CoastalBend.tbcOnCourse.com](http://CoastalBend.tbcOnCourse.com) using a credit card or financial aid. A link to the textbook site is also available through the college website at [www.coastalbend.edu](http://www.coastalbend.edu). Bookstore employees and kiosks are available to assist students on-campus with the ordering process. Bookstores have cards, caps, monogrammed college wear, and other 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

All bookstores are open until 6 p.m. the first 12 days of the fall and spring semesters and the first 4 days during the summer I and II semesters.

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

### Computer Services

Coastal Bend College provides student access to more than 900 computers in Alice, Beeville, Kingsville, and Pleasanton, most of which have Internet connections. In addition, all currently enrolled students are given an E-mail address and access to Campus Connect, the web based program that allows students to check their grades, transcripts, class schedule, etc. online.

### 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 major 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](http://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](mailto:helpdesk@coastalbend.edu)  
[ycharles@coastalbend.edu](mailto:ycharles@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 5:30 p.m.

### Student Success Centers

Student Success Centers (SSC) at our Beeville, Alice and Pleasanton campuses offer numerous opportunities for students such as tutoring, computer usage, limited printing services, and testing options for students or prospective students. Testing services vary by campus, but may include correspondence testing, make-up exams, ACCUPLACER and other Internet exams. Check individual campuses for operating hours.

### Tutoring

Free, limited tutorial services may be obtained by contacting the counseling offices or may be coordinated through the Student Success Center (SSC). Professional and student tutoring is available in many subject areas through the SSC, counseling offices,

and the TRiO Student Support Services program (Beeville only). High school students who participate in TRiO Educational Talent Search (Alice and Beeville only), and TRiO Upward Bound (Beeville only) are also provided tutorial services. In addition, student instructor review sessions are coordinated by various instructors. Instructors announce to their classes when a student instructor is available.

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

#### Alice Counselor, Dee Berthold

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

#### Beeville Tutor Coordinator

(361) 354-2272 - [cmagyer@coastalbend.edu](mailto:cmagyer@coastalbend.edu)

#### Kingsville Advisor, Amanda Barrera

(361) 592-1615 Ext. 4074 - [amanda@coastalbend.edu](mailto:amanda@coastalbend.edu)

#### Pleasanton Advisor, Katie Sherman

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

#### TRiO Educational Talent Search— Alice, Josie Schuenemann

(361) 664-2981 Ext. 3087 - [josiels@coastalbend.edu](mailto:josiels@coastalbend.edu)

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

(361) 354-2712 - [lupegg@coastalbend.edu](mailto:lupegg@coastalbend.edu)

#### TRiO Upward Bound Program, Cheryl Baird

(361) 354-2716 - [cheryl@coastalbend.edu](mailto:cheryl@coastalbend.edu)

#### TRiO Upward Bound GOST Program, Kraig Curry

(361) 354-2724 - [kcurry@coastalbend.edu](mailto:kcurry@coastalbend.edu)

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

(361) 354-2713 - [mortonj@coastalbend.edu](mailto:mortonj@coastalbend.edu)



# Student Services

## Online Learning Student Resources

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

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

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

- E-mail Support: [helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)  
[ycharles@coastalbend.edu](mailto:ycharles@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 5:30 p.m.

## 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.

## NJCAA Athletics

Coastal Bend College is proud of its association with the National Junior College Association (NJCAA) Division I program. CBC competes in four NJCAA Division I sports: women's softball and volleyball, and men's basketball and soccer.

CBC is committed to the recruitment and retention of a varied population of highly motivated student athletes. We are also committed to the recruitment and retention of coaches and athletics staff personnel who can contribute to the success of our student athletes to help emphasize the positive value of physical activity, learned skills, competition, good sportsmanship and team work with a diverse population throughout the college. The athletic program strives to be an exemplary model of intercollegiate athletics where athletic excellence is pursued within the framework of full support for the institution's academic

mission. The goal is to attract, retain and graduate the finest student athletes. For information on tryout dates, or for game schedules, please call 361-354-2721 or visit [www.coastalbend.edu](http://www.coastalbend.edu) and click on "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.

## Clubs and Organizations

CBC encourages the formation of any worthwhile student organization. Each organization should have a faculty advisor, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Students interested in starting a new organization may contact the Student Activity Coordinator at 361-354-2563 or by E-mail at [jrod@coastalbend.edu](mailto:jrod@coastalbend.edu). For more information go to the website [www.coastalbend.edu](http://www.coastalbend.edu) under [Student Services](#).

## Fund Raising by Student Organizations

Fund raising activities include the solicitation of external funding by anyone for the benefit of Coastal Bend College or any agency thereof. The policy exists to coordinate approaches to prospective donors; evaluate donor interests and ability to give; determine the most appropriate time for solicitation of funds; and ensure that all solicitation is aligned with the mission and philosophy of the College.

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

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

## Outreach Programs

### TRiO Student Support Services— Beeville

Student Support Services (SSS) is a 100% federally funded 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. A number of services are available including tutoring, career and financial counseling, and grant aid opportunities to current SSS participants who are receiving federal pell grants.

To be eligible to participate in an SSS project a student must:

- Be a citizen or national of the US or meet residency requirements for federal student financial assistance;
- Enrolled at CBC or accepted for enrollment in the next academic term at CBC;
- Have a need for academic support, as determined by the SSS program, in order to pursue successfully a postsecondary educational program; and,
- Be a low income, a first generation college student; or an individual with disabilities.

SSS offers a wide range of free services and activities in a warm and encouraging environment. These services include: personal counseling, academic advising, transfer advising, financial aid assistance (FAFSA, scholarship search, etc.), campus tours of several universities, cultural awareness activities, enrichment workshops, and a book loan program. The TRiO SSS offices are located in the R.W. Dirks Student Services Building. Call (361) 354-2718 for information.



## Student Services



### TRiO Educational Talent Search— Beeville

Educational Talent Search is a 100% federally funded program designed to identify and assist 750 individuals who have the potential to succeed in higher education. The program encourages participants to graduate from high school and continue on to the post-secondary institution of their choice. Educational Talent Search also serves high school dropouts by encouraging them to re-enter the educational system and complete their education. To be eligible, students must be from a target high school listed below and must meet federal guidelines. Contact TRiO ETS at (361) 354-2706.

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

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

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

### TRiO Educational Talent Search— Alice

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

### TRiO Upward Bound and 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 by providing a number of services.

Students eligible for the program must be from a "target" high school.

Upward Bound has an academic and a summer component. During the academic component, students meet on designated Saturdays. During the summer component students reside on campus for a six-week session. The program offers a wide range curriculum including English, math, science, world geography, computer skills, drama, art, etc. Field trips and recreational activities are included, and the staff works closely with college admissions offices, financial aid personnel, and others to provide personal services to help students begin college. Participants who have graduated from high school will participate as bridge students. Their first summer session will serve as their initial exposure to college credit classes. Upward Bound may be reached at (361) 354-2715. Upward Bound G.O.S.T. may be reached at (361) 354-2746.

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

### Posting Announcements

Students wishing to post announcements or flyers on campus bulletin boards should obtain permission from the Student Life Coordinator at (361) 354-2563 in Beeville or the center director/coordinator in Alice, Kingsville, and Pleasanton.

### Lockers

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

### Parking Parking Zone Restrictions

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

# Veteran Services

## Veteran's Affairs

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

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

## Standards of Progress for Veterans

Students receiving VA educational benefits, herein referred to as "veteran students," are placed on scholastic probation if the following minimum standards are not met: Probation is removed at the end of the regular semester, or 12-week summer term, in which the student achieves the cumulative grade point average required for classification.

If both the term and cumulative grade point average of a student on probation do not meet the minimum GPA requirements for such classification, the student is placed on scholastic suspension.

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

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

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

## Hazlewood Act

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

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

## Re-Admission After Military Service

This section applies only to a student who withdraws from the College District to perform active military service as a member of the United States Armed Forces or the Texas National Guard, except that this section does not apply to a student who withdraws from the College District solely to perform one or more training exercises as a member of the Texas National Guard.

For any academic term that begins after the date a student described above is released from active military service but not later than the first anniversary of that date, the College District from which the student withdrew shall readmit the student, without requiring reapplication or charging a fee for readmission, if the student is otherwise eligible to register for classes at the College District. On readmission of the student under this subsection, the College District Shall:

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

The College District may adopt rules requiring reasonable proof from a student of the fact and duration of the student's active military service.

## Military Transfer Credit

Students receiving GI benefits should submit military transcripts to the CBC registrar's office before the end of their first semester. Links to military websites are located on the VA section of the financial aid section of the CBC website.

## Credit for Military Training

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

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

## 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](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.

# Scholastic Performance

## 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](http://www.coastalbend.edu), then link to [Campus Connect](#) (students).

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

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

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

## 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 Elden Price at (361) 354-2511 or at [ewprice@coastalbend.edu](mailto:ewprice@coastalbend.edu).

## Scholastic Leadership Roll

At the end of each fall and spring semester, CBC students with outstanding scholastic records are identified and recognized by the college. For inclusion in the scholastic leadership roll - sometimes called the "dean's list" - students must:

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

## Grades in College Preparatory Courses

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

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 THEA requirements may not be permitted to drop those courses without dropping all courses. Please consult with your advisor before dropping any course.

## Grade Point Average (GPA) Computation

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

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:

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

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

### Example 2:

The student completes 4 courses:

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

Computation:

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

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

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

### Example 3:

The same student in example No. 2 completes the same courses for a total of 13 semester hours, but with different grades, as follows:

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

Computation:

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

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

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

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

## Scholastic Performance

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

## Scholastic Performance



### 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 an Instructional Dean.

### 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 section on Repeating Courses/Change of Programs on page 41 for important information regarding grade point averages.

### Scholastic Suspension

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

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

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

### Removal of Scholastic Suspension

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

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

A student suspended the first time may submit a request for waiver of the one semester waiting period and appear before the admission committee for review. (A student suspended again after having appeared before the committee may not request a waiver of the period of suspension and will be suspended from enrollment in the ensuing semester.) The committee considers each request on its merit. A student readmitted by the committee may enroll for a maximum of 13 semester hours in the fall or spring semesters. The admission committee is chaired by the director of admissions/registrar, and students wishing to appear before the committee should contact the Admissions/Registrar's Office. Please refer to the section on Repeating Courses/Change of Programs on page 41 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 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.

## Scholastic Performance

### Laboratory, Clinical, and Practicum Probation and Suspension

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

### Repeating Courses/Change of Programs

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

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

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

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

### Complaint Procedures Concerning Grades

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

1. Student appeals grade in writing to instructor. The instructor responds to the appeal in writing within ten calendar days. If there is no resolution the student may proceed to Step 2.
2. Student appeals in writing to the division chair of the instructor within ten calendar days of receiving a decision from the instructor awarding the disputed grade. The date on the written response from the instructor shall be the benchmark. The written appeal should outline why the student thinks the awarded grade is in error and what grade they think they should have received. The division chair must research the appeal to discern whether there was an error in computation, and whether there was any bias in the awarding of grades. If the division chair finds justification for changing a grade, the instructor and division chair will follow procedure. If the division chair finds there is no justification for changing the awarded grade, the student may proceed to Step 3. The decision made by the division chair must be in writing and given within ten calendar days of receiving the student's written appeal.
3. Student appeals in writing to an Instructional Dean within seven calendar days of receiving the divisions chair's written decision. The date on the division chair's written response shall be the benchmark date for determining whether a written appeal meets the seven calendar day requirement. The Instructional Dean investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was bias. If the Instructional Dean 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 Instructional Dean will provide a written response within ten calendar days of receipt of the student's written appeal.



# Graduation Procedures

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

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

## Graduation Fees

Students who plan to 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 Office of Admissions & Records in Beeville, or at the Alice, Kingsville or Pleasanton main offices.
2. A written request may also be submitted 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 or Internet.

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](http://www.coastalbend.edu) and clicking on "Campus Connect" in the upper right hand corner.

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

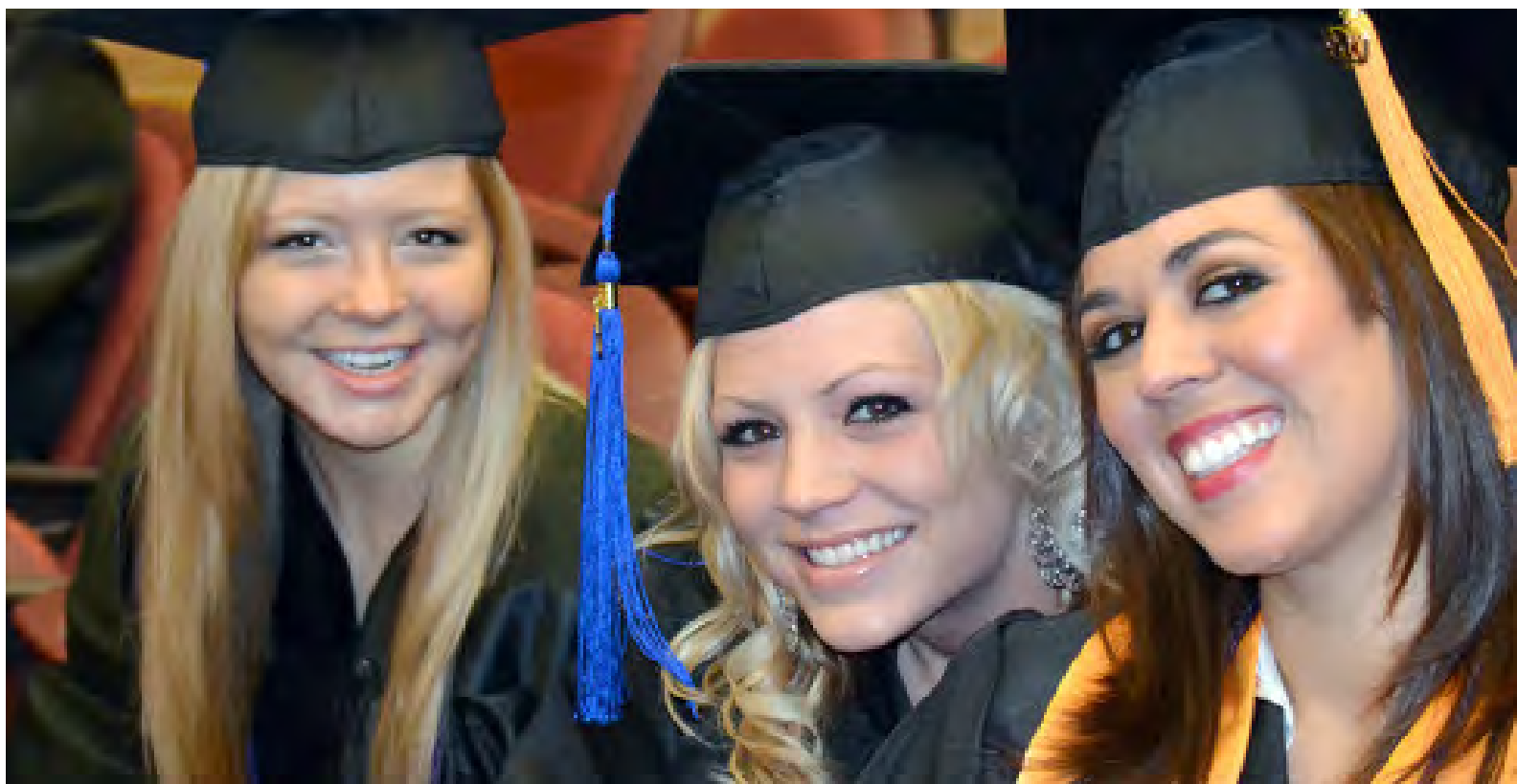
## Requests should include the following information:

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

Up to five copies may be requested at no cost to the student.

## Student Rights

At Coastal Bend College, students have rights with which they should familiarize them-



# Student Rights



selves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed below. These and other rights may be found in CBC's policy manual which can be accessed at [www.coastalbend.edu/Publications/](http://www.coastalbend.edu/Publications/). Student rights include complaint procedures included in this section. For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services at 361-354-2725.

## Equal Educational Opportunities

No officer or employee of the 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.

## Access To Programs, Services & Activities Nondiscrimination

No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any College District program or activity. An officer or employee of CBC who is acting or purporting to act in an official capacity may not, because of a person's race, religion, color, sex, or national origin:

1. Refuse to permit the person to use facilities open to the public and owned, operated, or managed by or on behalf of the College District;
2. Refuse to permit the person to participate in a program owned, operated, or managed by or on behalf of the College District;
3. Refuse to grant a benefit to the person; or,
4. Impose an unreasonable burden on the person.

## Social Security Numbers

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

## Exceptions

The above provision does not apply to:

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

## Statement Of Uses

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

## Individuals With Disabilities

### Federal Prohibition:

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

### Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College District. 42 U.S.C. 12131(2); 28 CFR 35.104

### Reasonable Modification

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

### Communications

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

### Auxiliary Aids And Services

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

### Limits Of Required Modification

The College District is not required to take any action that it can demonstrate would result

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in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the College District shall be made by the Board after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion. 28 CFR 35.164

## Compliance Coordinator

CBC has designated the following to coordinate its efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under the ADA.

## ADA / Section 504 Coordinator

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

Name: Mr. Pete Trevino  
 Position: Dean of Student Services  
 Address: 3800 Charco Road, Beeville, TX 78102  
 Phone: (361) 354-2725

## State Prohibition Non-Discrimination Facilities

No person with a disability may be denied admittance to any public facility in the state because of the person's disability. No person with a disability may be denied the use of a white cane, assistance animal, wheelchair, crutches, or other device of assistance. The discrimination prohibited by this section includes a refusal to allow a person with a disability to use or be admitted to any public facility, a ruse or subterfuge calculated to prevent or discourage a person with a disability from using or being admitted to a public facility and a failure to:

1. Comply with Government Code Chapter 469;
2. Make reasonable accommodations in policies, practices, and procedures; or,
3. Provide auxiliary aids and services necessary to allow the full use and enjoyment of the public facility.

## Regulations

Regulations relating to the use of public facilities by any designated class of persons from the general public may not prohibit the use of particular public facilities by persons with disabilities who, except for their disabilities or use of assistance animals or other devices for assistance in travel, would fall within the designated class.

## Access to electronic and information resources

The College District shall develop, procure, maintain, and use accessible electronic and information resources that conform to rules adopted by the Department of Information Resources.

## Religious Freedom

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

## 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 Section on Records of Students]

## 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.

## Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

## Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

## Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, 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.

## Section 504 Definitions

A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such an impairment, or is being regarded as having such an impairment.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication, medical supplies, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics, hearing aids, mobility devices, oxygen therapy, assistive technology, or learned behavioral or adaptive neurological modifications.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

A student meets the requirement of being "regarded as" having an impairment if the student establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This provision does not apply to impairments that are transitory or minor. A transitory impairment is one with an actual or expected duration of six months or less.

"Major life activities" include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activity" also includes the operation of major bodily functions, including functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory,



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circulatory, endocrine, and reproductive functions.

A student with a disability shall not, on the basis of disability, be denied admission to, excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any program or activity that benefits from federal financial assistance.

## Discrimination On The Basis Of Sex

No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research or other education program or activity operated by any College District receiving federal financial assistance.

Educational programs and activities include:

1. Housing;
2. Comparable facilities;
3. Access to course offerings;
4. Counseling;
5. Financial assistance;
6. Employment assistance to students;
7. Health and insurance benefits and services; and,
8. Athletics.

## Pregnancy and Marital Status

CBC will not apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.

## 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. Dormitory rooms may be searched if probable cause exists and only if exigent cir-

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cumstances 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.

## Club/Organization Formation

CBC encourages the formation of student groups and organizations, believing them to be valuable adjuncts to the educational program of the College District. Any student or group of students may form any organization whose purposes and objectives are compatible with the purposes and objectives of the College District. All student organizations must have a faculty advisor. See the Student Activity Coordinator or the campus counselor, if you are interested.

## Public Information Program: Student's Right To Know

Students have rights to key campus statistics and processes. These include the completion or graduation rates of certificate or degree-seeking, full-time students entering CBC. Requests for this data may be made to the Director of Institutional Research at (361) 354-2271.

Students also have access to security reports and processes. These are described in the policy manual available under "[Publications](#)" from the CBC website [www.coastalbend.edu](http://www.coastalbend.edu).

CBC also reports statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus 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 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 security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Information is provided annually to students. The student may request a current report from the Dean of Administration at (361) 354-2224.

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

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

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

## Disclosure Without Consent

Coastal Bend College will not disclose information from a student's education records without the written consent of the student, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. As it relates to "directory information," unless the student restricts "directory information" in writing. Directory information is defined below.
2. To school officials who have a legitimate educational or administrative interest in the records.
3. To other schools in which the student seeks to enroll.
4. To authorized representatives of the U.S. Secretary of Education, the U.S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U.S. Attorney General for law enforcement purposes.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or terms/conditions of the financial aid.
6. To state and local officials or authorities in accordance with state law.
7. To organizations conducting studies for or on behalf of the College to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in connection with a health or safety emergency.
11. To an alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.
12. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceeding in which the student was found to have violated a College disciplinary rule or policy.
13. To parents who have claimed a "dependent student" on their most recent year's income tax statement. The term "dependent student" is defined in Section 152 of the Internal Revenue Code, and applies to both parents on the income tax statement under this exception.
14. To parents of a student who is under the age of 21 regarding the student's violation of federal, state, or local law, or any College rule or policy governing the use of possession of alcohol or a controlled substance.
15. To the court where the student has initiated legal action against the College or the College has initiated legal action against the student.
16. In an emergency situation if the information is necessary to protect the health or

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safety of the students or other persons.

- As it relates to alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

## Student Directory Information

This is information which may be released to the 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.

## Areas Where Student Records Are Maintained

### Location of Academic Records:

- Admissions/Registrar's Office is responsible for student records pertaining to directory information and education;
- Colleges, Department and Faculty Offices;
- International Student Advisor's Office; and,
- Computing and Information Services.

### Location of Student Affairs/Nonacademic Records:

- Student Services;
- Student Activities;
- Campus Housing;
- Career Services;
- Student Government Association;
- Alumni Association; and,
- Continuing Education Office.

### Location of Financial Records:

- Employed by the College in an administrative, supervisory, academic, research, support staff position, or law enforcement unit personnel, and health staff;
- Serving on a College governing body;
- Under contract to the University to perform a special task or service, or;
- Who is a student serving in an official capacity for the University.

## Definitions

### School Official is a person who is either:

- Employed by the College in an administrative, supervisory, academic, research, support staff position, or law enforcement unit personnel, and health staff;
- Serving on a College governing body;
- Under contract to the University to perform a special task or service, or;
- Who is a student serving in an official capacity for the University.

### Legitimate Educational Interest:

Any authorized interest or activity undertaken in the name of the College for which access to a student educational record is necessary or appropriate to the proper performance of

the undertaking within the course and scope of the person's employment and authority in order to further the educational or business purposes of the student or the College.

### Educational Record:

Records relating directly to the student's academic progress maintained by the institution.

## Student Records Policy Right to Records

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.

Students have the right to:

- Inspect and review his or her education records;
- 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;
- Consent to disclosures of personally identifiable information contained in the his or her education records, except to the extent that the Act and 34 CFR 99.31 authorize disclosure without consent; and,
- 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.

This section provides:

- The procedure for exercising the right to inspect and review education records;
- The procedure for requesting amendment of records under 34 CFR 99.20; and
- CBC's policy of disclosing education records under 34 CFR 99.31(a)(1), the specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

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

## Section I: Education Records

For the purposes of policy, the term "education records" means those records, files, documents, and other materials that contain information directly related to a student and are maintained by Coastal Bend College (CBC) or by a person acting for CBC.

There are a number of records that do not constitute the term "education records". For a list of these and other records that are not considered "education records" please refer to Policy FJ (legal) in the CBC Policy Manual. In regard to the Privacy Rule for Non-Education Records, to the extent that CBC is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), CBC must comply with the Privacy Rule, 45 CFR Part 164, with respect to protected health information that is not an education record.

## Comprehensive Records System

The college maintains a comprehensive system of student records and reports dealing with CBC's program operation. The administration ensures through reasonable procedures that records are accessed by authorized persons only, as allowed by policy. These data and records are stored in a safe and secure manner and are conveniently retrievable for utilization by authorized school officials. All educational records at CBC are maintained in accordance with state and federal laws.

## Custodians Of Records And Records Maintained

The registrar is custodian of all records for currently enrolled students and for all official academic records. The college president or his or her designees as noted below are

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custodians of academic status records and all other records. The following records are usually maintained for students at CBC though not all records are kept for every student. Following the types of records is contact information including the name of the custodian, his or her mailing and physical addresses, email address, and phone number.

1. For admissions data; personal and family data; attendance record, records of grades and credits including courses in which student registered, final grade for each course, credit and grade points earned, academic awards, and degrees or certificates awarded; records transferred from secondary schools and other post-secondary institutions in which the student has been enrolled; and/or copies of correspondence sent or received; please contact:

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

2. For standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings; disciplinary records, including scholastic disciplinary actions; records pertaining to participation in student activities; financial aid records; and scholarships or other financial awards; please contact:

**Coastal Bend College Dean of Student Services**  
R.W. Dirks Student Services Building  
3800 Charco Road  
Office Room Number V-146  
Beeville, Texas 78102  
ptrevino@coastalbend.edu  
361-354-2725

3. All achievement records, as determined by tests, recorded grades, and teacher evaluations; please contact:

**Coastal Bend College Vice-President of Instruction and Economic & Workforce Development**  
Robert J. Beasley, Jr. Administration Building  
3800 Charco Road  
Office Room Number A-119  
Beeville, Texas 78102  
archer@coastalbend.edu  
361-354-2268

4. Records of tuition and fees paid and outstanding balances; please contact:

**Coastal Bend College Business Services**  
Robert J. Beasley, Jr. Administration Building  
3800 Charco Road  
Office Room Number A-140  
Beeville, Texas 78102  
lgarza59@coastalbend.edu  
361-354-2212

5. As the following records will be housed as per their origin, requests for these records may originate with the college president so they may be routed accordingly: records of faculty, counselors, or administrative conferences with the student or pertaining to the student; records pertaining to student complaints; and, information relating to student participation in special programs, please contact:

**Coastal Bend College President**  
Robert J. Beasley Jr. Administration Building  
3800 Charco Road  
Office Room Number 108  
Beeville, Texas 78102  
bte@coastalbend.edu  
361-354-2200

## Section II: Procedures

### Access and Disclosure Request Procedures

Coastal Bend College students have the right to inspect their personal student records,

to request a copy of any record, to request explanation and interpretation of personal record, and to request that an item of information on their personal record be changed if believed to be inaccurate, misleading, or inappropriate. CBC will make a student's records available to the student. Contact and location information is provided above for custodians of listed records. A formal request to the official responsible for the record should be made.

Records may be reviewed in person during regular business hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall be restricted to use only in the appropriate office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the comprehensive record shall not be removed from the school.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall be dealt with on an individual basis.

A student may be denied copies of records if he or she fails to follow proper procedures or paying the copying charge. See "Fees For Copies" below.

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. CBC will respond to reasonable requests for explanation and interpretations of the records. 34 CFR 99.10 (b)-(c)

### Authenticating Requestors' Identities

CBC must use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom CBC discloses personally identifiable information from education records. 34 CFR 99.31(b)-(c)

### Destruction Of Records

CBC will not destroy any education records if there is an outstanding request to inspect and review the records. 34 CFR 99.10(e)

### Right To Amend Records

A student whose records are covered by this policy may ask CBC to amend the student's record if he or she believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights.

### Procedure To Amend Records

Within 14 calendar days of the record custodian's receipt of a request to amend records, CBC will notify the student in writing of its decision on the request and, if the request is denied, of his or her right to a hearing. If a hearing is requested, it shall be held within 14 calendar days after the request is received.

Students shall be notified in advance of the date, time, and place of the hearing. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The student shall be given a full and fair opportunity to present evidence, and at his or her own expense, may be assisted or represented at the hearing.

The student shall be notified of the decision in writing within 14 calendar days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If CBC decides to amend the records as a result of the hearing, it shall inform the student in writing.

If the decision is to deny the request, the student shall be informed that he or she has 30 College District business days within which to exercise his or her right to place in the record a statement commenting on the contested information and/or stating any reason for

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disagreeing with CBC's decision. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed. 34 CFR 99.20, 99.21

## Fees For Copies

No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis. 20 U.S.C. 1232g; 34 CFR 99.11

## Access to Education Records

### Definitions

"Attendance" includes, but is not limited to: Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.

"Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

"Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

"Personally identifiable information" includes, but is not limited to:

- The student's name;
- The name of the student's parent or other family members;
- The address of the student or student's family;
- A personal identifier, such as the student's biometric record, as defined by 34 CFR 99.3; social security number; or student number;
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or,
- Information requested by a person who CBC reasonably believes knows the identity of the student to whom the education record relates.

"Days" shall mean college district business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

## Access By Parents

Access to the education records of a student who is or has been in attendance in the College District shall be granted to the student and to the parent of a student who is a dependent for tax purposes. CBC may disclose educational records to a student's parent without the student's consent under circumstances specified in law. [see Policy FJ (legal)] a qualified parent shall be subject to the provisions of the request procedures, above.

## Access By Student

Whenever a student has attained 18 years of age or is attending an institution of post-secondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

Nothing in this section prevents CBC from disclosing education records, or personally identifiable information from education records, to a parent without prior written consent of an eligible student if the disclosure meets the conditions in 34 CFR 99.31(a), including

if the student is a dependent for tax purposes or in the case of a health or safety emergency. 34 CFR 99.5

If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed. 34 CFR 99.12(a)

## Access By Other Persons

Personally identifiable information in education records shall not be released without the written consent of the student, except to the following:

### School Officials

A school official, including faculty, will be allowed access to student records if he or she has a legitimate educational interest in the records. For the purposes of this policy, "school officials" shall include:

1. An employee, Trustee, or agent of the college, including an attorney, a consultant, a contractor, a volunteer and any outside service provider used by CBC to perform institutional services. They may be considered a school official under this paragraph provided that the outside party:
  - a. Performs an institutional service or function for which the College District would otherwise use employees;
  - b. Is under the direct control of the College District with respect to the use and maintenance of education records; and
  - c. Is subject to the requirements of 34 CFR 99.33(a) governing the use and redisclosure of personally identifiable information from education records.
2. A person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

All contractors provided with student records shall follow the same rules as employees concerning privacy of the records and shall return the records upon completion of the assignment.

A school official has a "legitimate educational interest" in a student's records when he or she is:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or services for a student with disabilities;
3. Compiling statistical data;
4. Reviewing an education record to fulfill the official's professional responsibility; or
5. Investigating or evaluating programs.

CBC will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. 34 CFR 99.31, .36

## Officials Of Other Schools

CBC will forward education records on request of other schools to such officials of other schools or school systems in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. CBC will make a reasonable attempt to notify the student unless the record transfer is initiated by the student.

## Transcripts Of Permanent Records

Upon written request by a student, the registrar's office shall send the student's transcript in college district records to any college district or agency named. Official transcripts shall be withheld if the student does not have all required student information on file in the registrar's office or if any financial obligations to the college district, State of Texas, and U.S. Government, have not been paid.

In either case, the College District shall furnish a copy of the transferred records to the student if requested, and shall give the student an opportunity for a hearing to challenge the content of the record. 34 CFR 99.31, .34

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## Transcripts And Transfers Of Records

CBC may request transcripts from previously attended schools for students transferring into the college district; however, the ultimate responsibility for obtaining transcripts from sending schools rests with the student. For purposes of a student's enrollment or transfer, CBC will promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll or enrolls. CBC may return an education record to the school identified as the source of the record.

## Authorized Governmental Representatives

Authorized representatives of the officials or agencies headed by the comptroller general of the United States, the attorney general of the United States, the secretary of education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

## Financial Aid

Personnel involved with a student's application for, or receipt of, financial aid.

## Juvenile Justice Officials

State and local officials to whom such information is specifically required to be reported or disclosed by state statute adopted:

Prior to November 19, 1974, if:

The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released, or

After November 19, 1974, if:

The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and The officials and authorities to whom such information is disclosed certify in writing to CBC that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.

## Organizations Conducting Studies

Organizations conducting studies for or on behalf of CBC for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies who have legitimate interests in the information. Such information must be destroyed when no longer needed for the original purposes of the studies. For detailed information on what must be entered into a written agreement with the organization by CBC refer to Policy FJ (legal).

## Accrediting Organizations

Accrediting organizations that require the information for purposes of accreditation.

## Courts

The court, without a court order or subpoena, if CBC initiates legal action against a parent or student and the educational records are relevant for CBC to proceed with the legal action as plaintiff.

If a parent or eligible student initiates legal action against CBC, CBC may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the College District to defend itself.

## Health And Safety Emergency

Appropriate persons, including the student's parents, who, in an emergency, must have such information in order to protect the health or safety of the student or other person.

In making a determination, CBC may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If CBC determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. If, based on the information available at the time of the determination, there is a rational basis for the determination, the United States Department of Education will not substitute its judgment for that of CBC in evaluating the circumstances and making its determination.

## Directory Information

Directory information shall be released to any individual or organization that files a written request with the college president or designee. CBC will give public notice of the categories of information designated as directory information and of the period of time after such notice for a student to inform CBC that any or all of the directory information should not be released without prior consent. For details as to what CBC determines is directory information and how to request non-release, please contact the Human Resources Office at (361) 354-2224.

## Alleged Victim

Subject to the requirements in Section 99.39, a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding conducted by CBC with respect to that alleged crime or offense. CBC may disclose the final results of the disciplinary proceeding, regardless of whether it concluded a violation was committed.

## Associated With Disciplinary Proceeding

Subject to the requirements in Section 99.39, any person if the disclosure is in connection with a disciplinary proceeding in the College District. CBC must not disclose the final results of the disciplinary proceeding unless it determines that:

- The student is an alleged perpetrator of a crime of violence or nonforcible sex offense; and,
- With respect to the allegation made against him or her, the student has committed a violation of the College District's rules or policies.

The College District may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student. This section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.

## Violation Of Federal, State, Or Local Law

A parent of a student in the College District regarding the student's violation of any federal, state, or local law, or of any rule or policy of CBC, governing the use or possession of alcohol or a controlled substance if:

- CBC determines that the student has committed a disciplinary violation with respect to that use or possession; and,
- The student is under the age of 21 at the time of the disclosure to the parent.

This section does not supersede any provision of state law that prohibits CBC from disclosing information. 20 U.S.C. 1232g(b)(1), 1232g(b)(6), 1232g(i); 34 CFR 99.31, .35, .36, .37, .39

## Subpoenaed Records

CBC will release student records to an entity or persons designated in a subpoena. CBC will not disclose to any person the existence or contents of the subpoena if a court orders CBC to refrain from such disclosure. Unless the court or other issuing agency orders CBC to refrain from such disclosure or the order is an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney Gen-

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eral) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331, CBC will make a reasonable effort to notify the parents and the student of all such subpoenas in advance of compliance. 20 U.S.C. 1232g(b)(1)(J), (b)(2)(B); 34 CFR 99.31(a)(9)

## Sex Offenders

CBC may disclose personally identifiable information without consent if the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the College District under 42 U.S.C. 14071 and applicable federal guidelines. 34 CFR 99.31(a)(16)

## Definitions

As used above:

1. "Alleged perpetrator of a crime of violence" is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses that are defined in FJ(EXHIBIT)–B: a. Arson, b. Assault offenses, c. Burglary, d. Criminal homicide—manslaughter by negligence, e. Criminal homicide—murder and non-negligent manslaughter, f. Destruction/damage/vandalism of property, g. Kidnapping/abduction h. Robbery and i. Forcible sex offenses.
2. "Alleged perpetrator of a non-forcible sex offense" means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest. These offenses are defined in Policy FJ(EXHIBIT)–B.
3. "Final results" means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within CBC. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by CBC against the student.
4. "Sanction imposed" means a description of the disciplinary action taken by CBC, the date of its imposition, and its duration.
5. "Violation committed" means CBC rules or code sections that were violated and any essential findings supporting CBC's conclusion that the violation was committed. 34 CFR 99.39

## De-Identified Records

CBC or a party that has received education records or information from education records, may release the records or information without the consent after the removal of all personally identifiable information provided that CBC or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

## Education Research

CBC or a party that has received education records or information from education records, may release de-identified student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:

1. CBC or other party that releases de-identified data under this section does not disclose any information about how it generates and assigns a record code, or that would allow a recipient to identify a student based on a record code;
2. The record code is used for no purpose other than identifying a de-identified record for purposes of education research and cannot be used to ascertain personally identifiable information about a student; and,
3. The record code is not based on a student's social security number or other personal information.

## Transfer Not Permitted

Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to

such information without the written consent of the student. This prohibition does not apply to disclosures made to parents of dependent students under Section 99.31(a)(8), to disclosures made pursuant to court orders, lawfully issued subpoenas, or litigation under Section 99.31(a)(9), to disclosures of directory information under Section 99.31(a)(11), to disclosures made to a parent or student under Section 99.31(a)(12), to disclosures made in connection with a disciplinary proceeding under Section 99.31(a)(14), to disclosures made to parents under Section 99.31(a)(15), or to disclosures concerning sex offenders under Section 99.31(16).

The prohibition also does not apply to information that the College District is required to disclose under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 U.S.C. 1092(f), to the accuser and accused regarding the outcome of any campus disciplinary proceeding brought alleging a sexual offense. 34 CFR 99.33(c)

CBC will inform a party to whom a disclosure is made of the requirements of 34 CFR 99.33(a), unless the disclosure is made under Sections 99.31(a)(8), (9), (11), (12), (14), (15), and (16), and to information that the College District is required to disclose under the Clery Act to the accuser and accused regarding the outcome of any campus disciplinary proceeding brought alleging a sexual offense. 34 CFR 99.33 (d)

CBC may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures of the information on behalf of the College District if:

- The disclosures meet the requirements of 34 CFR 99.31; and
- The College District has complied with the requirements of 34 CFR 99.32(b) regarding the record of disclosure; or a state or local educational authority or federal official or agency requesting information through a subpoena or ex parte order has complied with the requirements of 34 CFR 99.32(b)(2). 34 CFR 99.33(b)

## Record Of Access To Student Record

CBC will maintain a record, kept with the education record of each student, that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records as well as the names of state and local educational authorities and federal officials and agencies listed in 34 CFR 99.31(a)(3) that may make further disclosures of personally identifiable information from the student's education records without consent. CBC must obtain a copy of the record of further disclosures maintained by the named authorities, officials, and agencies under 34 CFR 99.32 (b)(2) and make it available in response to a parent's request to review the record.

CBC must record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

- The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
- The parties to whom CBC disclosed the information. 34 CFR 99.32

The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as CBC maintains the student's education record. The record of access shall be available only to students, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system. 20 U.S.C. 1232g(b)(4)(A)

The record shall not include requests for access by, or access granted to, the student or officials of the college, requests accompanied by prior written consent of the student, or requests for directory information, or a party seeking or receiving records in accordance with a subpoena or ex parte order. 34 CFR 99.32(d)

## Directory Information

### Directory Information Definition

For CBC purposes, directory information means information contained in an education

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record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, current and permanent address, telephone/cell phone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include a student's: a. social security number; or b. student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

## Disclosure Of Directory Information

CBC will release directory information as requested.

- The types of personally identifiable information that it has designated as directory information are listed in the definition above.
- A student has a right to refuse to permit CBC to designate any or all of that information about him or her as directory information; however unless a student request this in writing a student's consent to release directory information is presumed.
- The period of time within which the student must notify the CBC in writing that he or she does not want any or all of those types of information about the student designated as directory information is during registration before the beginning of each semester. This restriction of consent remains in effect for the duration of that semester. Every effort will be made to treat restricted information as confidential.

## In Class

A student may not use the right of refusal to opt out of directory information disclosures to prevent CBC from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

## Former Students

CBC may disclose directory information about former students without satisfying the public notice conditions above. However, it must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt-out request.

## Confirmation Of Identity Or Records

CBC may not disclose or confirm directory information without meeting the written consent requirements in 34 CFR 99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

34 CFR 99.3, .37

## Electronic Student Records System

CBC will participate in an electronic student records system that satisfies the standards approved by the Commissioner of Education and the Commissioner of Higher Education. The electronic student records system must permit an authorized state or CBC official or an authorized representative of an institution of higher education to electronically transfer to and from an educational institution in which the student is enrolled and retrieve student transcripts, including information concerning a student's:

1. Course or grade completion;
2. Teachers of record;
3. Assessment instrument results;
4. Receipt of special education services, including placement in a special education

5. program and the individualized education program developed; and,
5. Personal graduation plan as described by Education Code 28.0212.

Any person involved in the transfer and retrieval of student information under this system is subject to any state or federal law governing the release of or providing access to any confidential information to the same extent as the educational institution from which the data is collected. A person may not release or distribute the data to any other person in a form that contains confidential information. Education Code 7.010

## Right Of Complaint

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

## 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" from the CBC website and in the college catalog.

## Complaint Procedures

### Informal Process

The College District encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

### Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

## Freedom From Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

## Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all student complaints, except as provided below.

## 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 FDE in the CBC Policy Manual available online at <http://www.coastalbend.edu/Publications/>];
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE <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,



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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/>]

## General Provisions: Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

## Response

At Levels One, Two, and Three "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

## Days

"Days" shall mean College District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following day is "day one."

## Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

## Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from a event or series of events that have been or could have been addressed in a previous complaint.

## Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

## Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

## Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the College District. A copy of this form may be obtained from the Office of the Dean of Student Services.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiled is within the designated time for filing a complaint.

## Level One Complaints

Complaint forms must be filed:

1. 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; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairman or counselor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The 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. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## Level Two Complaints

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the appropriate dean to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, 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.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two 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 Two appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two 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. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint. Recordings of the Level One and Level Two conferences, if any, shall be maintained with the

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Level One and Level Two records.

## Level Three Complaints

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.**

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

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. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

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. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

## Level Four Complaints

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 President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

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 laws.

**The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.**

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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.

## Student Conduct and Responsibilities

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



# Student Conduct and Responsibilities

restrictions on students.

Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. College officials may discipline individuals who cause disorders and disrupt the District's educational environment.

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

1. Gambling, dishonesty, or the use of intoxicating liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

## **“Cheating on a test” shall include:**

- Copying from another student's test paper;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test;
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- Substituting for another student, or permitting another student to substitute for one's self, to take a test; and,
- Bribing another person to obtain an unadministered test or information about an unadministered test.

## **“Plagiarism” shall be defined as:**

- The appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

## **“Collusion” shall be defined as:**

- The unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

4. A student who owes a debt to Coastal Bend College or who writes an “insufficient funds” check to Coastal Bend College may be denied admission or readmission to Coastal Bend College until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on College District property or in connection with College District-sponsored activities may also constitute violations of Coastal Bend College's rules and regulations when such violations affect the educational process and goals of Coastal Bend College.
6. Possession or use of firearms on College District-controlled property except for educational purposes that have the prior approval of the President. [See following Weapons section]
7. Interference with teaching, research, administration, or Coastal Bend College's subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.” [See following Disorderly Conduct and Disruptions section]
8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician. [See following Alcohol and Drug Use section]
9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. [See following Hazing section]
10. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization

subject to appropriate discipline.

11. Endangering the health or safety of members of the Coastal Bend College community or visitors to the campus.
12. Damaging or destroying College District property.
13. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
14. Malfesance in an elective or appointive office of any College District endeavor.
15. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a College District activity.
16. Refusing or failing to comply with a lawful order of any College District or public official acting in the performance of duties in the administration and enforcement of College District policies and regulations.
17. Students are prohibited from causing tension for employees, other students or individuals with disabilities by demeaning or harassing conduct, including animosity engendered by inappropriate religious, racial, or sexual conduct or comments.

Additionally, unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access. Using college computers to access lewd or obscene information is prohibited. A person commits an offense if:

- He/she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center; or,
- If he/she used the computer for purposes other than those approved by the instructor or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Texas Penal Code Chapter 33A.01-02. TELECOMMUNICATIONS CRIMES.

Non-students who are found to be in violation of this policy are subject to being reported to local police authorities. Any student engaging in these types of activities will be subject to discipline, including suspension. Refer to the Discipline and Penalties and Discipline Hearing sections in this document for information on penalties, hearings and appeals.

## Minor Children on Campus

Minor children are not allowed on campus while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times

***Please note that some CBC programs have separate and detailed student policy and procedure manuals.***

## Disorderly Conduct and Disruptions

### Disorderly Conduct

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the College or at College-sponsored functions:

- Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
- Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
- Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
- Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
- Willful and malicious behavior that interrupts the speaker of any lawful assembly

# Student Conduct and Responsibilities

or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

- Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a District building to such an extent that the employees, officers, and other persons, including visitors, having business with the District are denied entrance into, exit from, or free passage in such building.

The following procedure shall be followed in case of an act that, in the opinion of the College President, threatens to disrupt the educational function or deny its benefits to any person:

- The College President or designee shall request that those engaging in the disruptive act cease their actions immediately.
- Should the disruption continue, the College administration shall obtain an injunction from proper legal authority, demanding an end to the disruptive acts and shall call upon the appropriate law enforcement official to present such injunction.
- Thereafter, those persons continuing in the act of disruption of the educational process are in contempt of the court. Contempt of court normally results in whatever action is necessary to enforce compliance with the court order.

## Disruptions

Students shall be subject to the provisions of policy GFA regarding disruption of classes and disruption of lawful assembly.

## Demonstrations

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities. The evidence must support a "reasonable forecast of substantial disruption" of school operations; "undifferentiated fear" or mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression.

## Violations

Students who participate in any prohibited activities described above are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students. Refer to the Discipline and Penalties and Discipline Hearing sections in this document for information on penalties, hearings and appeals.

## Prohibition of Hazing Personal Hazing Offense

A person commits an offense if the person:

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; or,
3. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the College President or the Dean of Student Services.

## Hazing

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements,

confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

## Definitions Of Crimes Of Violence

### Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### Assault Offenses

An unlawful attack by one person upon another. Note: By definition there can be no "attemped" assaults, only "completed" assaults.

- Aggravated assault. An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious injury if the crime were successfully completed.)
- Simple assault. An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation. To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words or other conduct, or both, but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.

### Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

### Criminal Homicide—Manslaughter by Negligence

The killing of another person through gross negligence.

### Criminal Homicide—Murder and Nonnegligent Manslaughter

The willful (nonnegligent) killing of one human being by another.

### Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

# Student Conduct and Responsibilities

## Kidnapping/Abduction

The unlawful seizure, transportation, or detention of a person, or any combination of these actions, against his or her will, or of a minor without the consent of his or her custodial parent(s) or legal guardian. Note: Kidnapping/abduction includes hostage taking.

## Robbery

The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of a person or persons by force or threat of force or violence or by putting the victim in fear. Note: Carjackings are robbery offenses where a motor vehicle is taken through force or threat of force.

## Sex Offenses, Forcible

Any sexual act directed against another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape (except "statutory rape"). The carnal knowledge of a person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object. To use an object or instrument to unlawfully pene-

trate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: Forcible fondling includes "indecent liberties" and "child molesting."

## Non-forcible Sex Offenses (Except "Prostitution Offenses")

Unlawful, non-forcible sexual intercourse.

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.



# Weapons and Assault

## Weapons

A student shall not intentionally, knowingly, or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of Coastal Bend College.

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use);
2. An illegal knife (knife with a blade over five and one-half inches, hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear);
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon);
4. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger);
5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches);
6. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force, but not a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife);
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles);
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers);
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being);
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance); or,
11. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk).

Additionally, students may not bring to any campus or a college-related activity any weapons prohibited by law or identified below:

- Fireworks of any kind;
- Razors;
- Chains;
- Martial arts throwing stars; or,
- Any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, college employee, or college property by virtue of possession or use.

Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

## Assault

### Assault

Students are prohibited from assaulting any person on College District property or while under Coastal Bend College's jurisdiction.

### Simple Assault

Simple assault is defined as:

- Intentionally, knowingly, or recklessly causing bodily injury to another;
- Intentionally or knowingly threatening another with imminent bodily injury; or,
- Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

### Aggravated Assault

Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. Penal Code 22.02(a).

### Sexual Assault

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011

### Aggravated Sexual Assault

Aggravated sexual assault is defined as sexual assault in which the actor:

- Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
- By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
- By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping;
- Uses or exhibits a deadly weapon in the course of the same criminal episode;
- Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or,
- Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual.

## Sex Offender Registration

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

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

## Sex Offender Registry Data

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

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

# Alcohol, Drug and Tobacco Use

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## Alcohol And Drug Use

### Notice

Coastal Bend College's policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

### Alcohol

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

### Controlled Substances

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

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

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

### Notice Regarding Steroids

Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

### 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. 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. Refer to the Discipline and Penalties and Discipline Hearing sections in this document for information on penalties, hearings and appeals.

### Drug And Alcohol Testing Requirements

College District students are required to be alcohol and drug-free while on campus, 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.

### Sources for Information on Illegal Drugs

- Commonly Abused Drugs:  
<http://www.drugabuse.gov/drugs-abuse>
- Federal Drug Trafficking Penalties  
<http://www.usdoj.gov/dea/agency/penalties.htm>
- Comparative Pharmacological Profiles of Abused Drugs  
<http://www.tcada.state.tx.us/research/slang/compare98.pdf>

Also:

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

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

### Counseling Services

Students or employees who have problems with chemical abuse are asked to schedule counseling appointments. The counseling office offers this service. The telephone numbers of the counseling offices are (361) 354-2266 in Beeville, (361) 664-2981 Ext. 3025 in Alice, (361) 592-1615 Ext. 4077 in Kingsville, and (830) 569-4222 Ext. 1203 in Pleasanton. Counseling sessions are confidential and referral services are available to area treatment centers. CBC counseling is free.

### 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.

# Discipline Procedures

## Student Discipline Procedures

### Authority

Coastal Bend College has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. Students who cause disorders and disrupt the school's educational environment may be disciplined. Students attending Coastal Bend College are subject to reasonable rules and regulations of the Board.

When the Dean of Student Services (herein referred to as the "director") receives information that a student has allegedly violated a College District policy or administrative rule, the director shall investigate the alleged violation. After completing a preliminary investigation, the director may:

1. Dismiss the allegation; or,
2. Summon the student for a conference and notify the student of the right to be represented by a person of his or her own choice. If the student wishes to be assisted by a representative, the conference shall be postponed to allow 48 hours until the representative can be present; otherwise, the conference shall continue.

After conferring with the student, and/or the representative if necessary, the director shall:

- Dismiss the allegation;
- Proceed with the disposition of the violation described herein. In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure and the discipline is not expulsion, the director shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. Decision of the director may be appealed as outlined in FMA; or,
- Prepare a complaint and proceed as outlined in FMA.

## Suspension of Students

The Dean of Student Services or the College President may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an on-going threat of disrupting the academic process.

### Suspended Students

No former student who has been suspended for disciplinary reasons from CBC shall be permitted on the campus, branch campus, or other facilities of CBC during the period of suspension without the prior written approval of the College President or a designated representative.

### Suspension

CBC may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited conduct. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal.

## Expulsion Of Certain Foreign Students

The Board may expel from CBC any student who is a citizen of a country other than the United States attending CBC under a non-immigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law.

## Discipline Hearing Procedures

### Hearing Committee

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by the student affairs committee.

The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President. The hearing committee shall preside over a fair hearing for the student and CBC's administration. The student and CBC may be represented by counsel at the hearing.

### Notice

The chair of the student affairs committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within 14 calendar days after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

## Contents Of Notice

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights as outlined below:
  - a. To be represented by counsel at the hearing;
  - b. To call witnesses, request copies of evidence in CBC's possession, and offer evidence and agreement in his or her own behalf;
  - c. To have the hearing recorded verbatim and have a videotape recording made; and,
  - d. To ask questions of each witness who testifies against the student
3. Contain the names of witnesses who shall testify against the student and a description of documentary and other evidence that shall be offered against the student.
4. Contain a copy of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

## Failure To Comply With Notice

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student's absence.

## Hearing Procedure

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present CBC's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue CBC's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within seven calendar days of the hearing.



# Discipline Procedures



## Evidence

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
- At the hearing, CBC 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 hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
- A videotape recording shall be made of the hearing.

## Decisions

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.

## Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

## Types Of Penalties

The hearing committee may impose one or more of the following penalties:

- Reprimand: A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
- Conditional Probation: The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from CBC. Conditional probation

may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

- Suspension: Forced withdrawal from CBC for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
- Expulsion: Permanent forced withdrawal from CBC. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
- When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, CBC may impose any of the earlier-listed punishments.

## Appeals

The College President upon application of the disciplined student within 14 calendar days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

The Board, after consideration of all the records, investigations, findings, and recommendations previously made, may at their discretion hold a hearing and invite persons involved in the matter to come before the Board. Any decision or recommendation of the Board shall be entered in the minutes of the Board. If no action is taken within 60 days, the hearing committee's decision will thereby be affirmed.

# Communicable Diseases

## 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.

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 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 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.

- a. Each case will be handled on an individual basis with approval of the administrator, the student, the student's private physician, and/or the state health department.
- b. This group shall consider whether the student diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and college program. The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. This group shall consider the student's knowledge about the transmission of communicable diseases and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Based on the reasonable judgments of the medical experts in this group, given the current state of medical knowledge, the groups will consider:
  - The nature of the risk (how the disease is transmitted);
  - The duration of the risk (how long is the student infectious);
  - The severity of the risk (what is the potential harm to third parties); and,
  - The probability that the disease will be transmitted and will cause varying degrees of harm.
- c. Each case shall be re-evaluated when deemed necessary, or at least on a semi-annual basis, so long as the student has a communicable disease.
- d. If the student wishes to contest decisions made by the student affairs committee, the procedures relative to any such appeal shall be those provided by applicable college policies and procedures, except that for reasons of privacy the student may bypass the student affairs committee and appeal directly to the Dean of Student Services.

IV. The administrator may act as the college's designee for purposes of reporting communicable diseases to the state health department, if the disease is required by state law to be reported.

- The administrator will function as liaison with the student's physician, and the

coordinator of services provided by other staff.

- The individual's right to privacy will be respected, therefore, knowledge that a student has a communicable disease should be confined to those persons with a direct need to know, as determined by the group specified in Section III-A of these procedures.
- Such individuals with a direct need to know may be campus personnel, such as the president, counselors or instructors. Those persons will be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease.
- With regard to a student who has the HIV infection, the group of persons with a direct need to know may be informed of the student's HIV infection only if the student authorizes disclosure. The administrator will seek permission to disclose the information to the groups of persons who have a need to know. In all cases, the administrator shall be informed of the student's HIV infection.

V. The Texas Legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have the HIV infection. All employees of the college are advised that of the Communicable Disease Prevention and Control Act (Article 4419b-1), Vernon's Texas Civil Statutes ("Act") defines "test result" to mean any statement or assertion that any identifiable individual is positive, negative, at risk, has or does not have a certain level of antigen or antibody, or any other statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS. Test results are confidential. Any person, firm, corporation, physician, hospital, blood center, blood bank, laboratory or other entity that possesses or has knowledge of a test result may not release or disclose a test result or allow a test result to become known.

- A test result may be released to a state health authority if reporting is required under the Act. With regard to the college, the administrator shall report to the state health authority those students attending college who are tentatively identified as having the HIV infection.
- A test result may be released to a physician, nurse or other health care professional that has a legitimate need to know the test result in order to provide for his or her protection and to provide for the student's health and welfare.
- A test result may be released if the student or a person legally authorized to consent for the student voluntarily releases or discloses the test result or authorizes the release or disclosure of the test result. The authorization must be in writing and signed by the student or the person legally authorized to consent for the student, and must state the persons or entities to whom test results may be released or disclosed.

VI. The administrator shall routinely monitor the medical status of all students identified as having a communicable disease. Changes in the student's medical status may warrant removal from the college program. Before a student is removed from program attendance, the administrator shall convene the group described in Section III-A, to consider any new circumstances which may warrant removal. A student may be temporarily removed temporarily from program attendance because of open lesions, illness, illness in the college population or similar cause. Circumstances necessitating removal will be monitored as often as appropriate to determine whether the conditions precipitating removal have changed.

VII. The student who has a communicable disease may need to be removed from the college campus or program for his or her own protection when causes of acute or short-term communicable diseases, such as measles or chicken pox, are occurring within the campus program population. The administrator will notify the student's physician and the student whenever the administrator becomes aware of such a situation. The student affairs committee will be responsible for determining whether the student should be removed from the college campus or program.

## Communicable Diseases

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VIII. Routine and standard procedures must be used to clean up after a student has an accident or injury on campus or in any college program. Blood or other bodily fluids emanating from ANY person should be treated cautiously. Gloves should be worn when cleaning up blood spills or other bodily fluid spills. These spills should be disinfected with a 10 percent bleach solution or an approved cleaning solution.

IX. The college is prepared to refer students to sources of competent and confidential testing for HIV infection upon request for such screening. All testing shall be at the individual student's expense. In addition, the college is prepared to refer those desiring to be tested to qualified counselors outside the college. Such counseling shall be at the student's expense.

X. The college recognizes that certain communicable diseases which students may contract, such as, but not limited to, measles, influenza, are not serious. For above mentioned communicable diseases, the foregoing administrative guidelines are permissive rather than mandatory, except for Item IV, relating to reporting requirements and Item VIII relating to the procedures for cleaning up bodily fluid spills.

### HIV/AIDS

An educational pamphlet about HIV infection developed by the Texas Department of State Health Services is available in the counseling offices by request.



# Campus Security



## Campus Security

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

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

## Campus Law Enforcement

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

## Reporting Campus Crime and Institutional Response

All faculty, staff, and students are to report any campus crimes to the Dean of Student Services or the campus director/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.

## Security and Safety

Coastal Bend College is a community of concerned and caring people who want to provide a study or work experience that is enjoyable and rewarding. Every student and employee must take responsibility for security and safety. CBC will continually recommend, develop, and implement security measures. However, for security measures to be effective, everyone's support and awareness is needed.

## Crime Statistics

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

## Institutional Response to Campus Crime

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

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

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

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone by a person 17 years of age or older. For purposes of the college district, a gang-free zone includes a location in, on, or within 1,000 feet of any college district-owned or leased property.

# Sexual Harassment

## Sexual Violence And Sexual Harassment

Students should not be subjected to conduct of a sexual nature that is inappropriate and unlawful. Such behavior will not be tolerated by the Coastal Bend College (CBC) District. CBC encourages students to report violations.

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

CBC provides web-based training to help students recognize this inappropriate conduct. The "Preventing Sexual Harassment" training is accessible via the following link: <http://training.newmedialearning.com/psh/coastalbendc/index.htm>.

The system is user friendly. Students may choose to follow additional links within the session for more information. The CBC community strongly advises students to avail themselves of this training.

**Support Services:** Counseling is also provided in the counseling offices as are referrals to supporting agencies.

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

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

### Dean of Student Services

Pete Trevino  
3800 Charco Road  
Beeville, Texas 78102.  
361-354-2725  
[ptrevino@coastalbend.edu](mailto:ptrevino@coastalbend.edu)

## Definition of Sexual Harassment

Sexual harassment of students conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school. Sexual harassment does not include simple acts of teasing and name-calling among school children, however, even when the comments target differences in gender.

## Definition of Sexual Assault

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. *Penal code 22.011*

## Aggravated Sexual Assault

Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
2. By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
3. By acts or words occurring in the presence of the victim, threatens to cause death,

serious bodily injury, or kidnapping;

4. Uses or exhibits a deadly weapon in the course of the same criminal episode;
5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or,
6. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual. *Penal Code 22.021*

## Forcible Sex Offenses

Any sexual act directed against another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape (except "statutory rape"). The carnal knowledge of a person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- Forcible sodomy. Oral or anal sexual intercourse with another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.
- Sexual assault with an object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- Forcible fondling. The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity. Note: Forcible fondling includes "indecent liberties" and "child molesting."

## Non-Forcible Sex Offenses

Unlawful, non-forcible sexual intercourse (except "prostitution offenses").

- Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual violence and sexual offense cases should be reported to law enforcement immediately especially in cases of emergency. Campus officials should be notified as noted below at the first available opportunity.

## Employee-Student Sexual Harassment

A CBC official who has authority to address alleged harassment by employees on the college's behalf shall take corrective measures to address the harassment or abuse.

## Sexual Harassment By An Employee

Sexual harassment of a student by a CBC employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. A CBC employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or,
2. The conduct is so severe, persistent, or pervasive that it:
  - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or,
  - Creates an intimidating, threatening, hostile, or abusive educational environment.

# Sexual Harassment

## Student–Student Sexual Harassment

CBC must reasonably respond to known student-on-student harassment where the harasser is under the College District's disciplinary authority.

Sexual harassment of students may constitute discrimination on the basis of sex in violation of Title IX. For legally referenced material relating to discrimination and retaliation, refer to the CBC policy Manual policy FA(LLEGAL).

## Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or,
3. Otherwise adversely affects the student's educational opportunities.

## Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, 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.

## Sexual Harassment By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or non-verbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or,
3. Otherwise adversely affects the student's educational opportunities.

## Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

## Retaliation

CBC prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a CBC investigation regarding discrimination or harassment is subject to appropriate discipline.

## Examples

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

## Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

## Reporting Procedures

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

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

### ADA/Section 504 Coordinator

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

Name:.....Mr. Pete Trevino  
Position:.....Dean of Student Services  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2725

### Title IX Coordinator

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

Name:.....Mr. Pete Trevino  
Position:.....Dean of Student Services  
Address:.....3800 Charco Road, Beeville, TX 78102  
Telephone:.....(361) 354-2725

## 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.

## Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair CBC's ability to investigate and address the prohibited conduct.

## Notice Of Report

Any CBC employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate CBC official listed above and take any other steps required by this policy.

## 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.

# Sexual Harassment

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

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

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

## Concluding the Investigation

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

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

## College District Action

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

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

## Confidentiality

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

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

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

## Appeals

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

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

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

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

## Records Retention

Retention of records shall be in accordance with the College District's records retention procedures.

# Internet Use Policy

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## Internet Use Policy

### Acceptable Use of the Internet and College Email

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

### Unacceptable Use of the Internet and College Email

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

### Communications

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

### Software

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

### Copyright issues

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

### Security

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

### Violations

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

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

### Photographic and Audio Recordings

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

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

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

This policy serves as public notice of the college's intent to use photographic and audio recordings to promote Coastal Bend College. It also serves as your permission for the college to use such recordings for these purposes. If you prefer that your image or voice not be used, it is your responsibility to fill out a form withholding permission. The form is available at the Office of Institutional Advancement, Coastal Bend College, 3800 Charco Road, Beeville, Texas, 78102.



# Instructional Services



# Instructional Divisions

## Instructional Divisions

CBC has instructional divisions under a chairperson or director supervised by an Instructional Dean.

### Business Administration

Jeanene Jones

### College Preparatory Studies

Irma Cantu

### Fine Arts and Kinesiology

Jayne Duryea

### Human Services

Noemi Aguilar

### Industrial

Juan A. Moreno

### Communications

Jeff Massengill

### Mathematics

Curt Villarreal

### Technology, Professional and Public Services

Dr. Kevin Behr

### Science Division

Danny Burns

### Social Sciences and Humanities

Dr. Emmanuel Alvarado

### Dental Hygiene

Andrea K. Westmoreland

### Nursing/Pharmacology

TBA

### Radiologic Technology

Timothy Skaife

## Requirements for Degrees and Certificates

### Types of Programs

Coastal Bend College offers the Associate of Arts Degree; the Associate of Science Degree; the Associate of Applied Science Degree, and Certificates of Achievement in specialized workforce education fields.

The Associate of Arts Degree is designed for students planning to transfer to senior colleges or 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 Certificates of Achievement. The Associate of Applied Science Degree is awarded for successful completion of a two-year prescribed workforce education curriculum.

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

### Requirements

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

- For an Associate Degree, a minimum of 16 semester hours of course work prior to graduation must be earned at CBC; for a Certificate of Achievement, 15 semester hours of course work prior to graduation must be earned at CBC. At least 25% of total hours required for an Associate Degree or certificate must be earned at CBC.
- The number of grade points must equal at least twice the number of semester hours presented for graduation. The number of grade points earned at CBC must equal at least twice the number of semester hours taken at CBC. For programs in which the candidate completes requirements for a certificate and then takes additional courses to qualify for the Associate of Applied Science Degree, the candidate must have earned at least twice the number of grade points as the number of semester hours presented for graduation for both the certificate courses and the additional courses taken for the Associate of Applied Science Degree.
- For an Associate of Arts, Associate of Science, and certain Associate of Applied Science Degrees, the candidate must have completed two semester hours of kinesiology (physical education) activity courses. There are no exemptions for age, military service, or for women with children.
- Degree requirements contained in this catalog are in effect for five years.
- In Associate of Arts and Associate of Science degree programs, there are no "majors." Students "major" after transferring to four-year colleges and universities. However, students in these programs are designated as "majoring" in an area for advising and reporting purposes.



# Core Curriculum

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## Components of the Core Curriculum

### Communication

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

#### Exemplary Educational Objectives

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

### Mathematics

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

#### Exemplary Educational Objectives

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

### Natural Sciences

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

#### Exemplary Educational Objectives

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

### Humanities, Visual and Performing Arts

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human cultures, especially in

relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities.

#### Exemplary Educational Objectives

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

### Social and Behavioral Sciences

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

#### Exemplary Educational Objectives

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

### Institutionally Designated Options

#### Kinesiology

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

#### Exemplary Educational Objectives

1. To understand the need and purpose of incorporating wellness into one's lifestyle;

# Core Curriculum

- To develop an understanding of various methods of assessing one's level of wellness;
- To develop the knowledge necessary to participate in a wide variety of wellness activities throughout one's lifetime;
- To develop an appreciation of the personal benefits provided by a wellness lifestyle; and,
- To develop the skills necessary to develop and participate in different wellness activities.

## Computer Literacy

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

### Exemplary Educational Objectives

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

## Basic Intellectual Competencies

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

### Reading

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



### Writing

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

### Speaking

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

### Listening

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

### Critical Thinking

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

### Computer Literacy

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

## Perspectives in the Core Curriculum

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

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

## Associate of Arts and Science Degrees

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

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

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

<b>Core Curriculum</b>	<b>Semester Hours</b>	<b>Courses Taken</b>	<b>Term Taken</b>
<b>Core Components for Associates in Arts and Science Degrees</b>			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321; SPAN 1411	3		
<b>Mathematics</b>	<b>(3)</b>		
MATH 1314, 1316, 1324, 1332, 1342, 1350, 1442, 2412, 2413	3	MATH	
<b>Natural Science</b>	<b>(6)</b>		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321, 2322; HUMA 1301; PHIL 1301; SPAN 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 1303, 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2	KINE	
BCIS 1405; COSC 1436	4	BCIS/COSC	
<b>Total Semester Hours:</b>	<b>(45)</b>		
<b>Courses in Major, Minor or Electives</b>	<b>(15)</b>		
<b>Total AA or AS Degree Requirement</b>	<b>(60)</b>		

# Field of Study Curriculum in Business

## Associate of Arts or Associate of Science

This is a proposed curriculum in Business designed to facilitate the transfer from a community college to a university granting the Bachelor of Arts or Bachelor of Science degree in Business or the Bachelor of Business Administration. Students seeking the Associate of Arts or Associate of Science degree must complete a minimum of 65 hours of college credit.

Field of Study Curriculum in Business	Semester Hours	Courses Taken	Term Taken
Core Components for Associates in Arts and Science Degrees			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1321	3		
<b>Mathematics</b>	<b>(6)</b>		
MATH 1324	3	MATH	
MATH 1325	3	MATH	
<b>Natural Science</b>	<b>(6)</b>		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321, HIST 2322; HUMA 1301; PHIL 1301; SPAN 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	<b>(18)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other ECON 1303, 2301, 2302	6		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2	KINE	
BCIS 1405; COSC 1436	4	BCIS/COSC	
<b>Business Related Courses</b>	<b>(14)</b>		
ACCT 2401, 2402	8		
Business Related Electives	6		
<b>Total AA or AS Degree Requirement</b>	<b>(65)</b>		

## Field of Study Curriculum in Computer Science

### Associate of Science

This is a proposed curriculum in Computer Science designed to facilitate the transfer from a community college to a university granting the Bachelor of Science degree in Computer Science. Students seeking the Associate of Science degree must complete a minimum of 64 hours of college credit.

Field of Study Curriculum in Computer Science	Semester Hours	Courses Taken	Term Taken
Core Components for Associates in Arts and Science Degrees			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321; SPAN 1411	3		
<b>Mathematics</b>	<b>(6-8)</b>		
MATH 1314, 1316, 2412, 2413, 2414		MATH	
		MATH	
<b>Natural Science</b>	<b>(7-8)</b>		
CHEM 1405, 1406; GEOL 1305, 1404, 1405; PHYS 1401, 1402, 2425, 2426	3-4		
	4		
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321, 2322; HUMA 1301; PHIL 1301; SPAN 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 1303, 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2	KINE	
COSC 1436, BCIS 1405	4	COSC	
<b>Computer Science Courses (Choose 4 Classes)</b>	<b>(15-16)</b>		
COSC 1309, 1415, 1420, 1430, 1436, 1437, 2425, 2436		COSC	
		COSC	
		COSC	
		COSC	
<b>Total AS Degree Requirement</b>	<b>(64)</b>		

# Field of Study Curriculum in Criminal Justice

## Associate of Arts or Associate of Science

This is a proposed curriculum in Criminal Justice designed to facilitate the transfer from a community college to a university granting the Bachelor of Arts or Bachelor of Science degree in Criminal Justice. Students seeking the Associate of Arts or Associate of Science degree must complete a minimum of 66 hours of college credit.

Field of Study Curriculum in Criminal Justice	Semester Hours	Courses Taken	Term Taken
<b>Core Components for Associates in Arts and Science Degrees</b>			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321; SPAN 1411	3		
<b>Mathematics</b>	<b>(3)</b>		
MATH 1314, 1316, 1324, 1332, 1342, 1350, 1442, 2412, 2413	3	MATH	
<b>Natural Science</b>	<b>(6)</b>		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1311, 1316, 1317, 2316, 2346, 2366, 2371; DRAM 1310; MUSI 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; HIST 2321, 2322; HUMA 1301; PHIL 1301; SPAN 2311, 2321	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 1303, 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2	KINE	
BCIS 1405, COSC 1436	4	BCIS/COSC	
<b>Total Semester Hours:</b>	<b>(45)</b>		
<b>Criminal Justice Courses</b>	<b>(21)</b>		
CRIJ 1301, 1306, 1310, 2313, 2328	15	CRIJ	
		CRIJ	
		CRIJ	
		CRIJ	
		CRIJ	
CRIJ 1307, 1313, 2301, 2323	6	CRIJ	
		CRIJ	
<b>Total AA or AS Degree Requirement</b>	<b>(66)</b>		



## Field of Study Curriculum in Music

### Associate of Science

This is a proposed curriculum in Music designed to facilitate the transfer from a community college to a university granting the Bachelor of Music degree. Students seeking the Associate of Science degree must complete a minimum of 64 hours of college credit.

<b>Field of Study Curriculum in Music</b>	<b>Semester Hours</b>	<b>Courses Taken</b>	<b>Term Taken</b>
<b>Core Components for Associates of Science Degree</b>			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321; SPAN 1411	3		
<b>Mathematics</b>	<b>(3)</b>		
MATH 1314, 1316, 1324, 1332, 1342, 1350, 1442, 2412, 2413	3	MATH	
<b>Natural Science</b>	<b>(6-8)</b>		
BIOL 1308, 1322, 2306, 1408, 1411, 1413, 2304, 2401, 2420; CHEM 1405, 1406, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(3)</b>		
MUSI 1309**			
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 1303, 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2		
BCIS 1405; COSC 1436	4	BCIS/COSC	
<b>Core Curriculum Semester Hours Total</b>	<b>(29-31)*</b>		
*Students shall complete 29-31 hours of the general education core curriculum at Coastal Bend College. They shall complete the remainder of the general education core curriculum in effect at the institution that will grant the baccalaureate degree. **Satisfies Humanities requirement.			
<b>Music Courses</b>	<b>(35)</b>		
MUSI 1211, 1212, 1216, 1217, 2211, 2212, 2216, 2217	16		
MUEN (4 hours Performance Ensemble)	4		
Principal Applied: MUAP--8 hours in student's major instrument or voice	8		
Secondary Applied: MUSI 1181, 1182, 2181, 2182 or MUAP 1169, 1170, 2169, 2170	4		
Music History: MUSI 1308	3		
<b>Total AA or AS Degree Requirements</b>	<b>(64-66)</b>		

# Field of Study Curriculum in Teaching

## Associate of Arts in Teaching

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

<b>Core Curriculum</b>	<b>Semester Hours</b>	<b>Courses Taken</b>	<b>Term Taken</b>
Core Components for Associates in Arts and Science Degrees			
<b>Communications</b>	<b>(9)</b>		
ENGL 1301, 1302, 2311	6	ENGL	
		ENGL	
SPCH 1311, 1315, 1318, 1321, 2333, 2341; SPAN 1411	3		
<b>Mathematics</b>	<b>(3)</b>		
MATH 1314, 1316, 1324, 1350, 1442, 2412, 2413		MATH	
<b>Natural Science</b>	<b>(6)</b>		
BIOL 1308, 1322, 1408, 1411, 1413, 2304, 2306, 2401, 2420; CHEM 1405, 1406, 1411; GEOL 1305, 1403, 1404, 1405; PHYS 1303, 1304, 1401, 1402, 2425, 2426			
<b>Humanities and Fine Arts</b>	<b>(6)</b>		
ARTS 1301, 1303, 1304, 1311, 1316, 2326, 2333, 2346, 2366; DRAM 1310; MUSI 1211, 1212, 1301, 1306, 1308, 1309	3		
Other than Visual/Performing Arts: ENGL 2307, 2308, 2322, 2323, 2326, 2331; SPAN 2311, 2321; HUMA 1301	3		
<b>Social and Behavioral Sciences</b>	<b>(15)</b>		
HIST 1301, 1302, 2301	6	HIST	
		HIST	
GOVT 2305, 2306	6	GOVT	
		GOVT	
Other (ANTH 2351; ECON 1303, 2301; GEOG 1303; HIST 2301, 2321, 2322; PSYC 2301, 2302, 2314, 2315, 2319; SOCI 1301, 1306, 2301, 2319; SOCW 2361, 2362)	3		
<b>Institutionally Designated</b>	<b>(6)</b>		
KINE Activity Courses KINE 1103-1153; KINE 1238	2	KINE	
BCIS 1405; COSC 1436	4	BCIS/COSC	
<b>Required for AAT Degree</b>	<b>(45) CORE</b>		
<b>Education</b>	<b>(18)</b>		
EDUC 1301, 2301	6		
MATH 1350	3		
SCIENCE	4		
Additional hours from EDUC, MATH or SCIENCE	5		
<b>Total AAT Degree Requirements</b>	<b>(63)</b>		

# Transfer Students

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## Transfer of Course Credit from CBC

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

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

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

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

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

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

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

## Transfer Guarantee

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

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

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

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

## Transfer Disputes vs. Transfer Problems

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

## Transfer Problems

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

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

## Transfer Disputes

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

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

## Second Associates Degree

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

# University Transfer Programs and Degrees

## University Transfer Program

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

## Enrollment

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

## Advising

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

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

## Graduation and Degrees

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

## \$1,000 Tuition Rebate

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

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

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

# Workforce Education Programs and Degrees

## Workforce Education Programs

Workforce Education is any form of education, training or retraining which prepares persons to enter or continue employment in any recognized occupation.

The primary responsibility for providing post-secondary workforce education in Texas has been given to community colleges. CBC accepts responsibilities for providing high quality workforce education programs tailored to meet the needs of people in its geographic area.

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

### Enrollment

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

### Graduation and Degrees

The Associate in Applied Science Degree is granted to students who successfully complete designed two-year programs. Certificates are awarded for satisfactory completion of programs of two years or less. "To be eligible for degrees, or certificates, students must maintain satisfactory grades, complete competency profiles and pass capstone experiences." Students graduating with Associate in Applied Science Degrees or Level II Certificates must also pass all segments of the TASP or THEA test.

### Special Requirements for AAS Degrees

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

### Special Requirements for Certificates in Specialized Workforce Education Fields

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

### Guarantee for Job Competency

If an Associate of Applied Science (A.A.S.) or Certificate of Achievement graduate is judged by his/her employer to be lacking in workforce job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours of additional skill training by the college under the conditions of the guarantee policy. Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. Degree or Certificate of Achievement beginning May, 1993 or thereafter in a workforce education program identified in the college catalog;
2. The graduate must have completed the A.A.S. Degree or Certificate of Achievement at the District (with seventy-five percent of the credits being earned at the district) and must have completed the degree within a four-year time span;
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by an Instructional Dean;

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

Dental Hygiene  
Radiologic Technology  
Forensic Science

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

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

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

# Accounting

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

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.

## Accounting Curriculum A.A.S Degree

### First Year, First Semester

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

### First Year, Second Semester

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

### Second Year, First Semester

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

### Second Year, Second Semester

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

## Accounting Curriculum Level II Certificate

### First Semester

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

### Second Semester

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

### Third Semester

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

### Fourth Semester

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

# Accounting

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## Accounting Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
ACNT	1303	Introduction to Accounting I	2	4	3
POFT	1321	Business Math	2	4	3
POFT	1419	Records and Information Management I	3	3	4
POFI	1401	Computer Applications I	3	3	4
BMGT	2309	Leadership	3	0	<u>3</u>
					17

### Second Semester

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

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
POFI	1441	Computer Applications II	3	3	4
		Writing Elective	3	0	<u>3</u>
					7

## Marketable Skills Certificate

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

# Airframe and Power Technology

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

## Airframe and Power Technology Curriculum

### A.A.S. Degree (Airframe Option)

#### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
ENGL	1301	Composition and Grammar	3	1	3
MATH	1314	College Algebra	3	0	3
AERM	1201	Introduction to Aviation	2	0	2
AERM*	1203	Shop Practices	1	4	2
AERM*	1315	Aviation Science	2	3	3
ELEC		Humanities/Art Elective	3	0	3
					16

#### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
AERM*	1208	Federal Aviation Regulations	1	4	2
AERM*	1310	Ground Operations	2	3	3
AERM*	1205	Weight and Balance	1	4	2
AERM*	1314	Basic Electricity	1	5	3
PHYS	1401	General College Physics I	3	3	4
SPCH	1311	Speech Communication	3	0	3
					17

#### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
ELEC		Behavioral Science Elective	3	0	3
AERM	1241	Wood, Fabric, and Finishes	1	3	2
AERM	1345	Airframe Electrical Systems	1	6	3
AERM	1243	Instruments and Navigation/ Communication	1	2	2
AERM	1253	Aircraft Welding	1	3	2
AERM	1352	Aircraft Sheet Metal	1	7	3
					15

#### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
AERM	1349	Hydraulic, Pneumatic, and Fuel Systems	1	5	3
AERM	1350	Landing Gear Systems	2	3	3
AERM	1254	Aircraft Composites	1	4	2
AERM	1347	Airframe Auxiliary Systems	2	3	3
AERM	2233	Assembly and Rigging	1	4	2
AERM	2231	Airframe Inspection	1	3	3
					16

## Airframe and Power Technology Curriculum

### A.A.S. Degree (Powerplant Option)

#### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
AERM*	1208	Federal Aviation Regulations	1	4	2
AERM*	1315	Aviation Science	2	3	3
AERM*	2447	Aircraft Reciprocating Engine Overhaul	2	8	4
AERM*	1351	Aircraft Turbine Theory	2	4	3
					12

#### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
AERM*	1203	Shop Practices	1	4	2
AERM*	1310	Ground Operations	2	3	3
AERM*	1444	Aircraft Reciprocating Engines	3	4	4
AERM*	2351	Aircraft Turbine Engine Overhaul	2	4	3
					12

#### First Year, 12-Week Summer Session

Course			Lecture	Lab	Sem. Hrs.
AERM*	1314	Basic Electricity	1	5	3
AERM*	1205	Weight and Balance	1	4	2
AERM*	1357	Fuel Metering and Induction Systems	1	6	3
AERM*	1340	Aircraft Propellers	2	4	3
AERM	1201	Intro to Aviation	2	0	2
					13

#### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
AERM*	1456	Aircraft Powerplant Electrical	2	6	4
AERM*	2352	Aircraft Powerplant Inspections	1	6	3
MATH	1314	College Algebra	3	0	3
HUMA/ ELEC		Humanities/Art Elective	3	0	3
					13

#### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
ENGL	1301	Composition and Grammar	3	1	3
SPCH	1311	Fundamentals of Speech	3	0	3
PHYS	1401	General College Physics	3	3	4
SOCI/ PSYC		Behavioral Science Elective	3	0	3
					13

\*Denotes Federal Aviation Administration (FAA) Certified Curriculum



# Airframe and Power Technology

## Airframe and Power Technology Curriculum

### Powerplant Level I Certificate

#### First Semester

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

#### Second Semester

Course	Lecture	Lab	Sem. Hrs.
AERM* 1314 Basic Electricity	1	5	3
AERM 1351 Aircraft Turbine Engine Theory	2	4	3
AERM 2351 Aircraft Turbine Engine Overhaul	2	4	3
AERM 1340 Aircraft Propellers	2	4	3
			12

#### Third Session

Course	Lecture	Lab	Sem. Hrs.
AERM 1357 Fuel Metering and Induction Systems	1	6	3
AERM 2352 Aircraft Powerplant Inspections	1	6	3
			6

#### Fourth Semester

Course	Lecture	Lab	Sem. Hrs.
AERM 1444 Aircraft Reciprocating Engines	3	4	4
AERM 2447 Aircraft Reciprocating Engine Overhaul	2	8	4
AERM 1456 Aircraft Powerplant Electrical	2	6	4
			12

## Airframe and Power Technology Curriculum

### Airframe Level I Certificate

#### First Semester

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

#### Second Semester

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

#### Third Semester

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

#### Fourth Semester

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

### General Aviation Marketable Skills Certificate

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

\*Denotes Federal Aviation Administration (FAA) Certified Curriculum

# Automotive Technology

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

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

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

### First Semester, First Year

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Automotive Drive Train and Axles	2	4	3
AUMT 1307	Automotive Electrical Systems	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1305	Introduction to Automotive Technology	2	4	3
BCIS 1405	Business Computer Applications	3	3	4
POFI 1401	Computer Applications I or	3	3	4
POFI 1309	Administrative Office Procedures I	2	4	3
TECM 1191	Special Topics in Math, General	1	0	1
				16-17

### Second Semester, First Year

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

### First Semester, Second Year

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

### Second Semester, Second Year

Course		Lecture	Lab	Sem. Hrs.
AUMT 2437	Automotive Electronics	2	6	4
AUMT 2457	Automotive Alternative Fuels	2	6	4
AUMT 2443	Advanced Emission Systems Diagnostics	2	6	4
	Social/Behavioral Science Elective	3	0	3
ENGL 1301	Composition and Grammar	3	1	3
				18

## Automotive Technology Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
AUMT 1305	Introduction to Automotive Technology	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1307	Automotive Electrical Systems	2	4	3
BCIS 1405	Business Computer Applications	3	3	4
				14

### Second Semester

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

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Manual Drive Train and Axles	2	4	3
AUMT 2321	Automotive Electrical Lighting and Accessories	2	4	3
AUMT 2325	Automatic Transmission and Transaxle	2	4	3
WLDG 1421	Introduction to Welding Fundamentals	2	4	4
AUMT 2328	Automotive Service	2	4	3
				16

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2437	Automotive Electronics	2	6	4
AUMT 2457	Automotive Alternative Fuels	2	6	4
AUMT 2443	Automotive Emissions Licensing Preparation	2	6	4
				12

\*All students enrolling in a cooperative education class must declare a major in a automotive technology program.

# Automotive Technology

## Automotive Technology Curriculum

### Level I Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
AUMT 1305	Introduction to Automotive Technology	2	4	3
AUMT 1306	Automotive Engine Removal and Installation	2	4	3
AUMT 1319	Automotive Engine Repair	2	4	3
AUMT 2437	Automotive Electronics	2	6	4
				14

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 1345	Automotive Heating and Air Conditioning	2	4	3
AUMT 1316	Automotive Suspension and Steering Systems	2	4	3
AUMT 2317	Engine Performance Analysis I	2	4	3
AUMT 1310	Automotive Brake Systems	2	4	3
AUMT 1307	Automotive Electrical Systems	2	3	3
				15

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
AUMT 2313	Automotive Drive Train and Axles	2	4	3
AUMT 2321	Automotive Electrical Lighting and Accessories	2	4	3
AUMT 2325	Automotive Transmission and Transaxle	2	4	3
AUMT 2328	Automotive Service	2	4	3
				12

## Basic Automotive Skills Curriculum

### Marketable Skills Certificate

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



# Business Technology Administrative Assistant

The Business Technology Administrative Assistant program is designed for individuals seeking employment in entry-level office occupations, as well as for those already working in office occupations who desire enhanced skills. The program provides course work to meet the educational and skills requirements for a variety of office occupations. The Administrative Assistant and Administrative Assistant Medical Office Specialization degrees offer concentrated course work to prepare for immediate employment upon graduation.

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

## Business Technology Administrative Assistant Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
	Social/Behavioral Elective	3	0	3
POFT 1321	Business Math	2	4	3
ACNT 1303	Introduction to Accounting I	2	4	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFI 1401	Computer Applications I	3	3	<u>4</u>
				19

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
GEOL 1305	Environmental Science or	3	0	3
MATH 1332	Contemporary Mathematics	3	3	3
IMED 1416	Web Design I	3	3	4
POFT 1309	Administrative Office Procedures I	2	4	3
BMGT 2309	Leadership	3	0	<u>3</u>
				16-17

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records & Information Management I	3	3	4
	Humanities Elective	3	0	3
ACNT 1329	Payroll and Business Tax Accounting	2	2	3
ITSC 1425	Personal Computer Hardware or	3	3	4
GRPH 1459	Vector Graphics for Production or	3	3	4
BMGT 1382	Cooperative Education	1	20	3
ENGL	English Elective	3	0	<u>3</u>
				16-17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1349	Administrative Office Procedures II*	2	4	3
POFT 2331	Administrative Systems*	2	4	3
ACNT 1311	Introduction to Computerized Accounting	2	4	3
POFT 1392	Special Topics in Administrative Assistant/Secretarial Science	3	0	3
IMED 1445	Interactive Digital Media I or	3	4	4
BMGT 2382	Cooperative Education	1	20	3
SPCH	Speech Elective	3	0	<u>3</u>
				18-19

\*Courses must be taken concurrently

## Business Technology Administrative Assistant Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
POFT 1321	Business Math	2	4	3
ACNT 1303	Introduction to Accounting I	2	4	3
POFT 2312	Business Correspondence and Communications	3	0	3
POFI 1401	Computer Applications I	3	3	<u>4</u>
				16

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
IMED 1416	Web Design I	3	3	4
POFT 1309	Administrative Office Procedures I	2	4	3
BMGT 2309	Leadership	3	0	<u>3</u>
				14

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records and Information Management I	3	3	4
ACNT 1329	Payroll and Business Tax Accounting	2	2	3
ITSC 1425	Personal Computer Hardware or	3	3	4
GRPH 1459	Vector Graphics for Production or	3	4	4
BMGT 1382	Cooperative Education	1	20	<u>3</u>
				10-11

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1349	Administrative Office Procedures II*	2	4	3
POFT 2331	Administrative Systems*	2	4	3
ACNT 1311	Introduction to Computerized Accounting	2	4	3
POFT 1392	Special Topics in Administrative Assistant/Secretarial Science	3	0	3
IMED 1445	Interactive Digital Media I or	3	4	4
BMGT 2382	Cooperative Education	1	20	<u>3</u>
				15-16

\*Courses must be taken concurrently

# Business Technology Administrative Assistant

## Business Technology Administrative Assistant Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
POFT	1329	Beginning Keyboarding	2	4	3
POFT	1321	Business Math	2	4	3
POFT	2312	Business Correspondence and Communications	3	0	3
POFT	1419	Records and Information Management I	3	3	4
POFI	1401	Computer Applications I	3	3	<u>4</u>
					17

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
POFI	1441	Computer Applications II	3	3	4
IMED	1416	Web Design I	3	3	4
POFT	1309	Administrative Office Procedures I	2	4	3
BMGT	2309	Leadership	3	0	3
ACNT	1303	Introduction to Accounting I	2	4	<u>3</u>
					17

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
ACNT	1329	Payroll and Business Tax Accounting or	2	2	3
BMGT	1382	Cooperative Education	1	20	3
IMED	1445	Interactive Digital Media I or	3	4	4
GRPH	1459	Vector Graphics for Production	3	4	<u>4</u>
					7

## Business Technology Administrative Assistant Curriculum Marketable Skills Certificate

Course			Lecture	Lab	Sem. Hrs.
ACNT	1303	Introduction to Accounting I	2	4	3
POFI	1401	Computer Applications I	3	3	4
BMGT	2309	Leadership	3	0	3
IMED	1445	Interactive Multimedia or	3	4	4
BCIS	1405	Business Computer Applications	3	3	4
POFI	1441	Computer Applications II	3	3	<u>4</u>
					18

# Business Technology Administrative Assistant

## Business Technology Administrative Assistant- Medical Office Specialization Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
	Social/Behavioral Elective	3	0	3
HITT 1305	Medical Terminology	2	3	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFI 1401	Computer Applications I	3	3	4
				16

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
GEOL 1305	Environmental Science or	3	0	3
MATH 1332	Contemporary Mathematics	3	3	3
POFM 1327	Medical Insurance	2	3	3
ACNT 1303	Introduction to Accounting I	2	4	3
ENGL	English Elective	3	0	3
POFT 1321	Business Math	2	4	3
				18-19

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records and Information Management I	3	3	4
POFM 1309	Medical Office Procedures	2	4	3
ACNT 1329	Payroll and Business Tax Accounting	2	2	3
POFM 1300	Medical Coding Basics	2	4	3
HITT 1401	Health Data Content and Structure	3	2	4
				17

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Humanities Elective	3	0	3
POFT 1349	Administrative Office Procedures II*	2	4	3
POFT 2331	Administrative Systems*	2	4	3
MRMT 1407	Medical Transcription I	2	4	4
BMGT 2309	Leadership	3	0	3
SPCH	Speech Elective	3	0	3
				19

\*Courses must be taken concurrently

## Business Technology Administrative Assistant- Medical Office Specialization Curriculum Level II Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1329	Beginning Keyboarding	2	4	3
HITT 1305	Medical Terminology I	2	3	3
POFT 2312	Business Correspondence and Communication	3	0	3
POFI 1401	Computer Applications I	3	3	4
				13

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
POFI 1441	Computer Applications II	3	3	4
POFT 1321	Business Math	2	4	3
POFM 1327	Medical Insurance	2	3	3
ACNT 1303	Introduction to Accounting I	2	4	3
				13

### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT 1419	Records and Information Management I	3	3	4
POFM 1309	Medical Office Procedures	2	4	3
ACNT 1329	Payroll and Business Tax Accounting	2	2	3
POFM 1300	Medical Coding Basics	2	4	3
HITT 1401	Health Data Content and Structure	3	2	4
				17

### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
BMGT 2309	Leadership	3	0	3
POFT 1349	Administrative Office Procedures II*	2	4	3
POFT 2331	Administrative Systems*	2	4	3
MRMT 1407	Medical Transcription I	2	4	4
				13

\*Courses must be taken concurrently

# Business Technology Administrative Assistant

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## Business Technology Administrative Assistant- Medical Office Specialization Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
POFT	1329	Beginning Keyboarding	2	4	3
HITT	1305	Medical Terminology	2	3	3
POFT	1321	Business Math	2	4	3
POFI	1401	Computer Applications I	3	3	<u>4</u>
					13

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
POFI	1441	Computer Applications II	3	3	4
BMGT	2309	Leadership	3	0	3
POFM	1327	Medical Insurance	2	3	3
ACNT	1303	Introduction to Accounting I	2	4	<u>3</u>
					13

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
POFT	1419	Records and Information Management I	3	3	4
POFM	1309	Medical Office Procedures	2	4	3
POFM	1300	Medical Coding Basics	2	4	3
HITT	1401	Health Data Content and Structure	3	2	<u>4</u>
					14

# Computer Information Technology

The importance of computer literacy in modern business and industry has brought increased demand for trained computer personnel. The Computer Information Technology program prepares students for diversified entry-level positions in the computer industry. Associate of Applied Science Degree and Level I Certificate of Achievement are awards available in this program. A Capstone exam is administered to all potential graduates. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to "Additional Information" section of this catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

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

## Computer Information Technology Curriculum

### A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL	English Elective	3	0	3
MATH	Math Elective	3	0	3
	or			
MATH	1332 Contemporary Mathematics I	3	0	3
BCIS	1405 Business Computer Applications	3	3	4
ITSC	1405 Intro to PC Operating Systems-(Windows)	3	4	4
ACNT	1303 Introduction to Accounting I	2	4	3
				17

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Social/ Behavioral Science Elective	3	0	3
ITSW	1407 Intro to Database- (Access)	3	4	4
IMED	1416 Web Design I	3	4	4
ACNT	1311 Intro. To Computerized Accounting	2	4	3
ITSC	1425 Personal Computer Hardware	3	3	4
				18

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ITSY	1400 Fundamentals of Information Security	3	4	4
SPCH	Speech Elective	3	0	3
ITSC	1421 Intermediate PC Operating Systems (Linux)	3	4	4
ITCC	1310 Cisco Discovery 1: Networking for Home and Small Business	2	4	3
	or			
ITNW	1325 Fundamentals of Networking Technologies	2	4	3
	Arts/Humanities	3	0	3
				17

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
GAME	1403 Intro to Game Design & Development	3	4	4
	CIT Elective	2-3	3-4	3-4
	or			
COSC	1309 Introduction to Logic or	2	3	3
COSC	1415 Fundamentals of Programming-Robotics	3	4	4
COSC	1430 Computer Programming	3	3	4
ITNW	1453 Supporting Network Server Infrastructure	3	4	4
				15-16

## Computer Information Technology Curriculum

### Level II Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT	2312 Business Correspondence and Communications	3	0	3
ACNT	1303 Introduction to Accounting I	2	4	3
ITSC	1405 Introduction to PC Operating Systems (Windows)	3	4	4
BCIS	1405 Business Computer Applications	3	3	4
				14

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
ITNW	1325 Fundamentals of Networking Technologies	2	4	3
	or			
ITCC	1310 Cisco Discover 1: Networking for Home and Small Business	2	4	3
ITSC	1425 Personal Computer Hardware	3	3	4
ITSC	1421 Intermediate PC Operating Systems (Linux)	3	4	4
ITSW	1407 Introduction to Database (Access)	3	4	4
				15

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
POFT	1321 Business Math	2	3	3
IMED	1416 Web Design I	3	4	4
ACNT	1311 Introduction to Computerized Accounting	2	4	3
ITSY	1400 Fundamentals of Information Security	3	4	4
				14

#### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
ITNW	1453 Supporting Network Server Infrastructure	3	4	4
	CIT Elective	2-3	3-4	3-4
	or			
COSC	1309 Introduction to Logic or	2	3	3
COSC	1415 Fundamentals of Programming-Robotics	3	4	4
COSC	1430 Computer Programming	3	3	4
GAME	1403 Introduction to Game Design and Development	3	4	4
				15-16



# Computer Information Technology

## Computer Information Technology Curriculum

### Level I Certificate

#### First Semester

Course			Lecture	Lab	Sem. Hrs.
POFT	2312	Business Correspondence and Communications	3	0	3
ACNT	1303	Introduction to Accounting I	2	4	3
POFT	1321	Business Math	2	3	3
ITSC	1405	Introduction to PC Operating Systems (Windows)	3	4	4
POFI	1401	Computer Applications I	3	3	<u>4</u>
					17

#### Second Semester

Course			Lecture	Lab	Sem. Hrs.
ITNW	1325	Fundamentals of Networking Technologies	2	4	3
ITCC	1310	Cisco Discover 1: Networking for Home and Small Business	2	4	3
ITSC	1425	Personal Computer Hardware	3	3	4
IMED	1416	Web Design I	3	4	4
ITSW	1407	Introduction to Database (Access)	3	4	4
ITSY	1400	Fundamentals of Information Security	3	4	<u>4</u>
					19

#### Third Semester

Course			Lecture	Lab	Sem. Hrs.
		CIT Elective	2	3	3
		or			
COSC	1309	Introduction to Logic	2	3	3
BMGT	1382	Cooperative Education	1	20	3
		or			
		CIT Elective	2	3	<u>3</u>
					6

## Computer Information Technology

### Marketable Skills Certificate

Course			Lecture	Lab	Sem. Hrs.
COSC	1309	Introduction to Logic	2	3	3
COSC	1415	Fundamentals of Programming-Robotics	3	4	4
BGMT	2309	Leadership or	3	0	3
EDUC	1300	Learning Frameworks	3	0	3
BCIS	1405	Business Computer Applications or	3	3	4
POFI	1401	Computer Applications I	3	3	<u>4</u>
					14

# Computer Information Technology

## Computer Information Technology (Networking Specialization) Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1310	Cisco Discovery 1: Networking for Home and Small Business	2	4	3
ITNW	1325	Fundamentals of Networking Technologies	2	4	3
BCIS	1405	Business Computer Applications	3	3	4
POFT	2312	Business Correspondence and Communications	3	0	3
ITSC	1405	Introduction to PC Operating Systems (Windows)	3	4	<u>4</u> 14

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1311	Discovery 2: Working at a Small-to-Medium Business or ISP	2	4	3
ITSY	1400	Fundamentals of Information Security	3	4	4
ITSC	1425	Personal Computer Hardware	3	3	4
ITSW	1407	Introduction to Database (Access)	3	4	<u>4</u> 15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1312	Cisco Discovery 3: Introducing Routing and Switching in the Enterprise	2	4	3
POFT	1321	Business Math	2	3	<u>3</u> 6

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
ITCC	1313	Cisco Discovery 4: Designing and Supporting Computer Networks	2	4	3
ITSC	1421	Intermediate PC Operating Systems (Linux)	3	4	<u>4</u> 7

# Computer Information Technology

## Computer Information Technology (Web Design/Game) Curriculum

### A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL	English Elective	3	0	3
IMED	1416 Web Design I	3	4	4
BCIS	1405 Business Computer Applications	3	3	4
GAME	1403 Introduction to Game Design and Development	3	4	4
ITSC	1405 Introduction to PC Operating Systems (Windows)	3	4	<u>4</u>
				19

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
IMED	1445 Interactive Digital Media I	3	4	4
GAME	1443 Game & Simulation Programming I	3	4	4
SPCH	Speech Elective	3	0	3
MATH	Math Elective	3	0	3
	or			
MATH	1332 Contemporary Mathematics I	3	0	3
GRPH	1459 Vector Graphics for Production (Photoshop)	3	4	<u>4</u>
				18

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ARTV	1451 Digital Video	3	3	4
	Social/Behavioral Science Elective	3	0	3
	Arts/Humanities	3	0	3
ACCT	1303 Introduction to Accounting I	2	4	3
	or			
GAME	1459 Game & Simulation Programming II	3	4	4
ARTV	1341 3-D Animation I	2	4	<u>3</u>
				16-17

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
GAME	2433 Game & Simulation Programming III	3	4	4
	or			
IMED	2415 Web Design II	3	4	4
ITSW	1407 Introduction to Database (Access)	3	4	4
ITSY	1400 Fundamentals of Information Security	3	4	4
	CIT Elective	2-3	3-4	3-4
	or			
BMGT	1382 Cooperative Education	1	20	<u>3</u>
				15-16

## Computer Information Technology (Web Design/Game) Curriculum

### Level II Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
POFT	2312 Business Correspondence and Communications	3	0	3
IMED	1416 Web Design I	3	4	4
BCIS	1405 Business Computer Applications	3	3	4
GAME	1403 Introduction to Game Design and Development	3	4	<u>4</u>
				15

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
IMED	1445 Interactive Digital Media I	3	4	4
GAME	1443 Game & Simulation Programming I	3	4	4
ITSW	1407 Introduction to Database (Access)	3	4	4
GRPH	1459 Vector Graphics for Production (Photoshop)	3	4	<u>4</u>
				16

#### Third Semester

Course		Lecture	Lab	Sem. Hrs.
ARTV	1451 Digital Video	3	3	4
ACNT	1303 Introduction to Accounting I	2	4	3
	or			
GAME	1459 Game & Simulation Programming II	3	4	4
ITSY	1400 Fundamentals of Information Security	3	4	4
ARTV	1341 3-D Animation I	2	4	<u>3</u>
				14-15

#### Fourth Semester

Course		Lecture	Lab	Sem. Hrs.
GAME	2433 Game & Simulation Programming III	3	4	4
	or			
IMED	2415 Web Design II	3	4	4
POFT	1321 Business Math	2	3	3
	CIT Elective	2-3	3-4	3-4
	or			
BMGT	1382 Cooperative Education	1	20	<u>3</u>
				10-11

# Computer Information Technology

## Computer Information Technology (Web Design/Game) Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
IMED 1416	Web Design I		3	4	4
POFT 2312	Business Correspondence and Communications		3	0	3
GAME 1403	Introduction to Game Design and Development		3	4	4
BCIS 1405	Business Computer Applications		3	3	<u>4</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
IMED 1445	Interactive Digital Media I		3	4	4
IMED 2415	Web Design II		3	4	4
	or				
GAME 1443	Game and Simulation Programming I		3	4	4
ARTV 1451	Digital Video		3	3	4
GRPH 1459	Vector Graphics for Production (Photoshop)		3	4	<u>4</u>
					16

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
POFT 1321	Business Math		2	3	3
ITSY 1400	Fundamentals of Information Security		3	4	4
	CIT Elective		2-3	3-4	3-4
	or				
BMGT 1382	Cooperative Education		1	20	<u>3</u>
					10-11

## Computer Information Technology (Web Design/Game) Curriculum Marketable Skills Certificate

Course			Lecture	Lab	Sem. Hrs.
IMED 1416	Web Design I or		3	4	4
BGMT 2309	Leadership or		3	0	3
EDUC 1300	Learning Frameworks		3	0	3
GRPH 1459	Vector Graphics for Production (Photoshop)		3	4	4
IMED 1445	Interactive Digital Media I		3	4	4
BCIS 1405	Business Computer Applications or		3	3	4
POFI 1401	Computer Applications I		3	3	<u>4</u>
					15-16

# Cosmetology

Cosmetology training provides skills and knowledge for entry-level employment as a cosmetologist. The program meets requirements of the Texas Department of Licensing and Regulation. Students are selected to fill vacancies each semester from qualified applicants or with instructor approval. Students desiring to enter cosmetology training should contact cosmetology instructors for further information. A Certificate of Achievement is awarded upon satisfactory completion of all courses and a mock exam (in classroom practice exam) with a grade of 75 or higher. Capstone will be administered upon completion of 1500 hours. Successful completion of the entire program and instructor recommendation is required to qualify to take the examination given by the Texas Department of Licensing and Regulation. Passage of the examination is required to practice in the profession. Information on cosmetology exam results is available in the counseling office. For a listing of advisory committee members go to the Additional Information section of the catalog.

## Cosmetology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1401	Orientation to Cosmetology	2	8	4
CSME 1405	Fundamentals of Cosmetology	2	8	4
CSME 1551	Artistry of Hair, Theory and Practice	3	8	5
CSME 2204	Introduction to the Theory and Chemistry of Hair Color	1	3	<u>2</u>
				15

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1453	Chemical Reformation & Related Theory	2	8	4
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1447	Principles of Skin/Facial and Related Theory	3	8	4
CSME 2202	Introduction to Application of Hair Color	0	4	<u>2</u>
				14

### First Year, Summer Session I

Course		Lecture	Lab	Sem. Hrs.
CSME 2441	Preparation of Texas Cosmetology Commission and Examination	2	8	4
CSME 2342	Salon Development	1	5	<u>3</u>
				7

### First Year, Summer Session II

Course		Lecture	Lab	Sem. Hrs.
CSME 2539	Advance Hair Design	4	3	<u>5</u>
				5

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1301	Composition and Grammar	3	1	3
BCIS 1405	Business Computer Applications	3	3	4
	or			
PSYC 2301	General Psychology	3	0	3
BUSI 1301	Introduction to Business	3	0	<u>3</u>
				9-10

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
ENGL 1302	Composition and Rhetoric	3	0	3
	or			
ENGL 2314	Technical Writing	3	0	3
BIOL	Biology Elective	3	0	3
	or			
MATH	Math Elective	3	0	3
HIST 1301	U.S. History Before 1863	3	0	3
	or			
ARTS	Fine Arts Elective	3	0	<u>3</u>
				9

# Cosmetology

## Cosmetology Curriculum Level I Certificate

### First Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1401	Orientation to Cosmetology	2	8	4
CSME 1405	Fundamentals of Cosmetology	2	8	4
CSME 1551	Artistry of Hair, Theory and Practice	3	8	5
CSME 2204	Introduction to the Theory and Chemistry of Hair Color	1	3	<u>2</u>
				15

### Second Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 1453	Chemical Reformation and Related Theory	2	8	4
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1447	Principles of Skin Care/Facials and Related Theory	3	8	4
CSME 2202	Introduction to Application of Hair Color	0	4	<u>2</u>
				14

### 12-Week Summer Semester

Course		Lecture	Lab	Sem. Hrs.
CSME 2441	Preparation of Texas Cosmetology Commission and Examination	2	8	4
CSME 2539	Advance Hair Design	3	5	5
CSME 2343	Salon Development	1	5	<u>3</u>
				12

## Nail Technology Curriculum Level I Certificate

### Nail Technician

Course		Lecture	Lab	Sem. Hrs.
CSME 1330	Orientation to Nail Technology	2	7	3
CSME 1431	Principles of Nail Technology I	2	7	4
CSME 1441	Principles of Nail Technology II	2	8	4
CSME 2430	Nail Enhancement	2	8	<u>4</u>
				15

# Cosmetology Student Instructor

This program provides skills and knowledge necessary to be a Cosmetology Instructor. Training is in clinic management and classroom teaching.

Students may be accepted at the beginning of each semester, and are selected from qualified applicants. Applicants must hold a valid cosmetology license in the State of Texas and high school diploma or GED is required, and take the Accuplacer test if applicable.

A Certificate of Achievement is awarded upon satisfactory completion of the 752-hour training program. The certificate qualifies the graduate to take the examination given by the Texas Department of Licensing and Regulation. Those passing may qualify as a licensed cosmetology instructor. Information on annual exam results are available in the counseling office.

Students desiring to enter the instructor program should contact the cosmetology instructor for further information.

## Cosmetology Student Instructor Curriculum 752-Hours Certificate Program

### First Semester

Course			Lecture	Lab	Sem. Hrs.
CSME 1535	Orientation to the Instruction of Cosmetology		3	6	5
CSME 1434	Cosmetology Instructor I		2	6	4
CSME 2414	Cosmetology Instructor II		2	5	4
					13

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
CSME 2415	Cosmetology Instructor III		2	6	4
CSME 2444	Cosmetology Instructor IV		2	6	4
CSME 2445	Instructional Theory/Clinical		3	4	4
					12



# Dental Hygiene

The Dental Hygiene Program is accredited by the 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). Students completing the Dental Hygiene Program will be academically and clinically proficient at entry-level to perform the traditional functions legally delegated to the Dental Hygienist in Texas. Completion of the entire program and program director's recommendation is needed to qualify to take National and Western Regional Examining Board (WREB) examinations required for licensure.

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

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Dental Hygiene Department has a separate application process. Criteria used for admission into the program include college placement test (ACT, SAT or THEA), and/or college experience and dental experience. Students entering the program should have a strong science background. Because of the competitive nature of the program, completing the general studies courses within the dental hygiene curriculum prior to applying is strongly recommended. Academic performance in these courses is scored according to the grade achieved, with science courses weighted more heavily than the non-science classes. A grade of "D" or "F" in any of the Dental Hygiene general studies courses will be factored into the process. An example of calculating course performance scores can be found on the program's website which is updated periodically. The determinants for admission are college course work, applicable high school biology performance, college placement test scores, previous degrees awarded (bachelor, master), and dental chair side experience.

The following courses are program prerequisites and must be completed prior to admission into the dental hygiene program:

CHEM 1406	Essentials of General and Biological Chemistry
BIOL 2401	Human Anatomy and Physiology I
BIOL 2402	Human Anatomy and Physiology II
BIOL 2420	Microbiology

Upon admission, a current immunization record including Hepatitis B 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. For a listing of advisory committee members go to Additional Information section of the catalog.

## Dental Hygiene Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 1301	Orofacial Anatomy, Histology and Embryology	2	3	0	3
DHYG 1431	Preclinical Dental Hygiene	2	0	6	4
DHYG 1319	Dental Materials	2	3	0	3
DHYG 1227	Preventive Dental Hygiene Care	2	0	0	2 12

### First Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 1304	Dental Radiology	2	4	0	3
DHYG 1361	Clinical Dental Hygiene I	0	0	9	3
DHYG 1215	Community Dentistry	1	3	0	2
SPCH 1311	Speech Communication	3	0	0	3
or					
SPCH 1321	Business Professional Com.	3	0	0	3
DHYG 1335	Pharmacology for the Dental Hygienist	3	0	0	3 14

### First Year, Summer I

Course		Lecture	Lab	Clinic	Sem. Hrs.
PSYC 2301	General Psychology	3	0	0	3 3

### First Year, Summer II

Course		Lecture	Lab	Clinic	Sem. Hrs.
SOCI 2319	American Minorities	3	0	0	3
ENGL 1301	Composition and Grammar	3	0	0	3 6

### Second Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 2462	Clinical Dental Hygiene II	0	0	15	4
DHYG 1311	Periodontology	3	0	0	3
DHYG 1339	General and Oral Pathology	3	0	0	3
DHYG 2201	Contemporary Dental Hygiene Care I	2	1	0	2 12

### Second Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
DHYG 2463	Clinical Dental Hygiene III	0	0	15	4
DHYG 1123	Dental Hygiene Practice	1	0	0	1
DHYG 2231	Contemporary Dental Hygiene Care II	2	0	2	2
DHYG 1207	General and Dental Nutrition	2	0	0	2 9



# Drafting and Design

The curriculum in Drafting and Design provides basic general education in mathematics, science, English, and human relations. It includes training in mechanical, electrical, architectural, structural, electronic, topographic and pipe drafting, and computer assisted drafting (CAD). Drafting personnel are essential members of the technician/engineering team. The job requires skill in using drawing instruments, schematics, working drawings, and blueprints. Working with the engineer and scientist on new ideas, the drafting technician builds and tests products with the assistance of other specialists. An Associate of Applied Science Degree and Advanced Skills Mastery Certificate are awards available in this program. Students desiring to enroll should have at least two years of high school mathematics. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

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

## Drafting and Design Technology Curriculum

### A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 1405	Technical Drafting	3	3	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
ENGL 1301	Composition & Grammar	3	0	3
MATH 1314	College Algebra	3	0	3
ELECT	Humanities or Fine Arts Elective	3	0	<u>3</u>
				17

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2419	Inter. Computer Aided Drafting	3	3	4
DFTG 2402	Machine Drafting	3	3	4
ELECT	HIST 1301, 1302, 2301	3	0	3
GIS 1411	Intro To Geographic Information Systems	3	3	4
ELECT	Computer Information Technology or Computer Science Elective	3	3	<u>4</u>
				19

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2321	Topographic Drafting	2	4	3
ARCE 1352	Structural Detailing	2	4	3
DFTG 2312	Technical Illustration & Presentation	2	4	3
DFTG 2408	Instrumentation Drafting	3	3	4
DFTG 2417	Descriptive Geometry	3	3	<u>4</u>
				17

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2323	Pipe Drafting	2	4	3
ARCE 2344	Statics and Strength of Materials	2	4	3
DFTG 1317	Arch. Drafting-Residential	2	4	3
DFTG* 2406	Machine Design	3	3	4
ELECT	Speech Elective	3	0	<u>3</u>
				16

\*Capstone Experience

## Drafting and Design Technology Curriculum

### Level I Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 1405	Technical Drafting	3	3	4
DFTG 1409	Basic Computer-Aided Drafting	3	3	4
DFTG 2312	Technical Illustration and Presentation	2	4	3
DFTG 2408	Instrumentation Drafting	3	3	4
DFTG 2417	Descriptive Geometry	3	3	<u>4</u>
				19

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
DFTG 2419	Inter. Computer-Aided Drafting	3	3	4
DFTG 2402	Machine Drafting	3	3	4
DFTG 2323	Pipe Drafting	2	4	3
DFTG 1317	Arch. Drafting - Res.	2	4	3
GIS 1411	Introduction to Geographic Information Systems	2	6	<u>4</u>
				18

\* Coop or internship can be substituted for any appropriate DFTG class.

# Early Development and Education

Early Development and Education provides skills and knowledge for entry-level employment in occupations in the field of early childhood. This includes jobs in child care centers, Head Start programs, preschool programs, private kindergartens and teacher assistants in public schools. Upon entry into the program, students may be required to have a TB Test; be certified in First Aid and CPR; or have a food handler's certificate. Students must not have a criminal record. The Early Development and Education program offers two Level 1 certificates and an Associate of Applied Science Degree. All workforce education students are required to pass a Capstone exam to graduate. The Capstone exam is administered the semester that student applies for graduation or CDEC 1164. A minimum grade of 70 must be obtained in each of the CDEC/TECA classes. Students not meeting program requirements or students who might be a threat to children will be exited from program. See the "Academic and Disciplinary Policies" section of this catalog for information about lab probation/suspension. For a listing of advisory committee members go to the "Additional Information" section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the "Additional Information" section of this catalog.

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

## Early Development and Education Curriculum

### A.A.S. Degree

#### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
CDEC 1321	The Infant and Toddler	2	2	3
TECA 1311	Educating Young Children	3	1	3
CDEC 1319	Child Guidance	2	3	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	2	2	3
ENGL 1301	Composition & Grammar	3	0	3
PSYC 2301	General Psychology	3	0	3
				18

#### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 1358	Creative Arts for Early Childhood	2	2	3
TECA 1318	Wellness of the Young Child	3	1	3
GEOL 1305	Environmental Sciences or	3	0	3
MATH 1314	College Algebra	3	0	3
COSC 1401	Introduction to Computers and Information Science	3	3	4
ENGL	Elective	3	0	3
				19

#### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
TECA 1303	Family, School and Community	3	1	3
TECA 1354	Child Growth & Development	3	0	3
CDEC 2307	Math and Science for Early Childhood	2	2	3
CDEC 2326	Administration of Programs for Children I	2	3	3
CDEC* 1417	Child Development Associate Training I	3	3	4
ELECT	Fine Arts	3	0	3
				15-19

#### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
CDEC 1164	Practicum (or Field Experience) or	0	8	1
CDEC* 2322	Child Development Associate Training II	3	1	3
CDEC 1323	Observation and Assessment	2	2	3
CDEC 2328	Administration of Programs for Children II	3	0	3
CDEC 1359	Children With Special Needs	2	2	3
SPCH	Elective	3	0	3
				13-15

\*Students take this course only if they plan to select the CDEC 2322 option in the last semester of the program.

\*Upon completion of CDEC 1417 and CDEC 2322 students can apply for CDA credentials. See department chair for further information.

## Early Development and Education Curriculum

### Child Care Provider Aide

#### Level I Certificate

#### First Semester

Course		Lecture	Lab	Sem. Hrs.
CDEC 1321	The Infant & Toddler	2	2	3
TECA 1311	Educating Young Children	3	1	3
CDEC 1319	Child Guidance	2	3	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	2	2	3
CDEC 2326	Administration of Programs for Children I	2	3	3
				15

#### Second Semester

Course		Lecture	Lab	Sem. Hrs.
CDEC 1356	Emergent Literacy for Early Childhood	2	3	3
CDEC 1358	Creative Arts for Early Childhood	2	2	3
CDEC 1359	Children with Special Needs	2	2	3
TECA 1318	Wellness of the Young Child	3	1	3
CDEC 1323	Observation and Assessment	2	2	3
				15

## Basic Early Development

### Marketable Skills Certificate

Course		Lecture	Lab	Sem. Hrs.
CDEC 1319	Child Guidance	2	3	3
CDEC 1321	The Infant and Toddler	2	2	3
CDEC 1313	Curriculum Resources for Early Childhood Programs	2	2	3
TECA 1311	Educating Young Children	3	1	3
TECA 1354	Child Growth and Development	3	0	3
				15

# Forensic Science

This workforce course of study is designed to provide the student with the necessary skills and knowledge to investigate, document, and collect physical evidence at various types of crime scenes. The student will study the science based disciplines found within the specialized Field of Forensic Science and Criminalistics and will prepare the student for employment as a Crime Scene Technician. Course emphasis will include a combination of criminal justice, natural sciences, psychology, and mathematics, as well as specialized courses concerned with crime scene analysis, documentation, collection techniques and reconstruction.

## Forensic Science Curriculum A.A.S. Degree

### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
ENGL	1301	Composition and Grammar	3	0	3
MATH	1314	College Algebra	3	1	3
CRIJ	1301	Introduction to Criminal Justice	3	0	3
CJSA	1308	Criminalistics I	3	0	3
BIOL		Elective	3-4	0	3-4
					15-16

### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
ENGL	1302	Composition and Rhetoric	3	0	3
GOVT		Elective	3	0	3
CHEM	1411	General Chemistry	3	3	4
CRIJ	2314	Criminal Investigations	3	2	3
CRIJ	2323	Legal Aspects of Law Enforcement	3	0	3
					16

### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
CRIJ	1306	Courts and Criminal Practices	3	0	3
CRIJ	1310	Fundamentals of Criminal Law	3	0	3
CJSA	2323	Criminalistics II	3	2	3
PSYC	2301	General Psychology	3	0	3
BCIS	1405	Business Computer Applications	3	3	4
					16

### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
CRIJ	2328	Police Systems and Practices	3	0	3
CJSA	1400	Death Investigations	2	4	4
CJLE	1325	Criminal Justice Survey	3	0	3
		or			
CJSA	1264	Practicum -- Criminal Justice	2	0	2
		Speech Elective	3	0	3
SPAN	1411	Elementary Spanish	3	3	4
					16-17



# Health Information Technology

The Medical Records Coding Specialist Program trains a student to be proficient in performing such medical record functions as records analysis, information storage and retrieval, coding and indexing of diseases and operations, assignments of DRGs, and release of medical information. Graduates of the program are prepared with the knowledge and skills to code and maintain medical records in hospitals, ambulatory care facilities, mental health facilities, and long-term care facilities. The content of the program is based on guidelines established by the American Health Information Management Association. The primary goal of the Medical Records Coding program is to prepare students to serve as coders or entry-level records technicians. Upon completion of the program, graduates are eligible to sit for the national examination to become a CCA, CCS, or CCS-P. Prospective students must complete and meet minimum admission standards to the college. Criteria used for admission into the program include college placement test (ACCUPLACER), and/or college experience. All medical record/coding courses must be taken in sequential order as listed in the AAS Medical Records/Coding Specialist Program. A minimum grade of 75 must be obtained in each HITT course in order to progress and remain in the program. For a listing of advisory committee members go to Additional Information section of the catalog. \*All students enrolling in a cooperative education class must declare a major in a business administration program.

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

## Health Information Technology Medical Records Coding Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
POFM 1300	Medical Coding Basics	2	4	3
BIOL 2304	Introduction to Anatomy & Physiology	3	0	3
POFI 1401	Computer Applications I	3	3	4
MDCA* 1302	Human Disease/Pathophysiology	2	3	3
HITT* 1305	Medical Terminology I	2	3	3
HITT 1401	Health Data Content and Structure	3	2	4
				20

\*Classes must be taken concurrently.

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Social/Behavioral Science	3	0	3
HITT 1441	Coding and Classification Systems	3	3	4
POFM 1327	Medical Insurance	2	3	3
HITT 1166	Practicum (or field experience) Health Info./Medical Records Technology/Technician	0	7	1
HITT 1253	Legal and Ethical Aspects of Health Information	1	4	2
POFM 1317	Medical Administrative Support	2	4	3
				16

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
HITT 2339	Health Information Organization and Supervision	2	3	3
HITT 2435	Coding and Reimbursement	3	3	4
ENGL	English Elective	3	0	3
HITT 1167	Practicum (or field experience) Health Info./Medical Records Technology/Technician	0	7	1
HITT 1211	Computers in Health Care	1	4	2
HITT 1391	Special Topics in Health Information Technology/Technician	2	3	3
				16

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
	Speech Elective	3	0	3
	Arts/Humanities Elective	3	0	3
MRMT 1407	Medical Transcription I	2	4	4
HITT 2346	Advanced Medical Coding	2	4	3
HITT 1345	Health Care Delivery Systems	2	3	3
HITT 2245	Coding Certification Exam Review	1	4	2
HITT 2166	Practicum (or field experience) Health Info./Medical Records Technology/Technician	0	7	1
				18

# Health Information Technology Medical Records Coding

## Health Information Technology Medical Records Coding Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
BIOL	2401	Human Anatomy & Physiology or	3	3	4
BIOL	2304	Introduction to Anatomy & Physiology	3	0	3
POFM	1300	Medical Coding Basics	2	4	3
MDCA	1302	Pathophysiology	2	3	3
HITT	1305	Medical Terminology I	2	3	3
HITT	1401	Health Data Content and Structure	3	2	4
					16-17

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
HITT	1253	Legal and Ethical Aspects of Health Information	1	4	2
HITT	1441	Coding and Classification Systems	3	3	4
HITT	1249	Pharmacology	1	4	2
MRMT	1307	Medical Transcription I	2	4	3
HITT	1166	Practicum (or field experience) Health Info./Medical Records Technology/Technician	0	7	1
POFM	1327	Medical Insurance	2	3	3
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
POFI	1401	Computer Applications I	3	3	4
HITT	2435	Coding and Reimbursement	3	3	4
HITT	2245	Coding Certification Exam Review	1	4	2
HITT	1167	Practicum (or field experience) Health Info./Medical Records Technology/Technician	0	7	1
					11

# Law Enforcement/Criminal Justice

The two-year curriculum prepares students for employment in public or private agencies charged with the responsibility of public safety, crime prevention, crime investigation, criminal apprehension, offender rehabilitation, and confinement. Tech-Prep credit will be awarded using the CJLE or CJSA course prefix. For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

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

## Law Enforcement Curriculum Law Enforcement Option A.A.S. Degree

### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
CRIJ	1301	Introduction to Criminal Justice or	3	0	3
CJSA	1322	Introduction to Criminal Justice	3	0	3
CRIJ	2314	Criminal Investigation	3	2	3
CRIJ	2328	Police Systems and Practices	3	0	3
ENGL	1301	Composition and Grammar	3	1	3
SPAN	1411	Elementary Spanish	3	3	<u>4</u>
					16

### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
CRIJ	1313	Juvenile Justice or	3	0	3
CJSA	1317	Juvenile Justice	3	0	3
CRIJ	1310	Fundamentals of Criminal Law or	3	0	3
CJSA	1327	Fundamentals of Criminal Law	3	0	3
CRIJ	1306	Courts Systems and Practices or	3	0	3
CJSA	1313	Courts Systems and Practices	3	0	3
CJSA	2323	Criminalistics II	3	2	3
ENGL	2311	Advanced Composition and Report Writing	3	0	<u>3</u>
					15

### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
CJLE	2445	Vice and Narcotics	4	0	4
CRIJ	2323	Legal Aspects of Law Enforcement	3	0	3
CJLE	2474	Texas Peace Officer Citizen Encounters	3	4	4
GOVT		Government Elective or			
PSYC		Psychology Elective	3	0	3
SPCH		Speech Elective	3	0	<u>3</u>
					17

### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
CJLE	1325	Criminal Justice Survey	3	0	3
CJLE	2420	Texas Peace Officer Procedures	3	4	4
CJLE	2247	Tactical Skills for Policing	1	4	2
CJLE	2237	Advanced Firearms	1	2	2
CJLE	1433	Traffic Law and Investigation	4	2	4
SCI or		Science Elective			
MATH		Math Elective	3	3	<u>3-4</u>
					18-19

# Law Enforcement/Criminal Justice

## Criminal Justice Curriculum Level I Certificate

Course			Lecture	Lab	Sem. Hrs.
CRIJ	1301	Introduction to Criminal Justice	3	0	3
CRIJ	1306	Courts and Criminal Practices	3	0	3
CRIJ	1310	Fundamentals of Criminal Law	3	0	3
CRIJ	2323	Legal Aspects of Law Enforcement	3	0	3
CRIJ	2328	Police Systems and Practices	3	0	3
					15

## Enhanced Mastery Curriculum Crime Scene Investigation

Course			Lecture	Lab	Sem. Hrs.
CJSA	1308	Criminalistics I	2	4	3
CJSA	1400	Death Investigation I	2	5	4
PHTC	1311	Fundamentals of Photography	2	2	3
					10

## Enhanced Skills Curriculum Counter Terrorism Education

Course			Lecture	Lab	Sem. Hrs.
HMSY	1342	Understanding and Combating Terrorism	3	0	3
CJLE	1394	Special Topics in Law Enforcement/ Police Science-Weapons of Mass Destruction	3	0	3
CJLE	1494	Special Topics in Law Enforcement/ Police Science-Terrorism Preparedness and Incident Recovery	3	2	4
					10



# Machinist

The Machinist program at Coastal Bend College provides the student with an opportunity to obtain up-to-date training in position as an entry-level machinist. Students will receive a background in machining, precision measuring, and technical program solving. This program provides an associate of applied science degree, and a certificate of completion - Machinist. Training occurs in a well-equipped machine shop laboratory which provides hands-on learning opportunities on various types of shop equipment.

## Machinist Curriculum A.A.S. Degree

### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I		1	2	2
MCHN 1313	Basic Milling Operation		1	6	3
MCHN 1308	Basic Lathe		1	6	3
MCHN 1343	Machine Shop Mathematics		3	0	3
MCHN 1320	Precision Tools and Measurements		2	3	3
MCHN 2303	Fundamentals of CNC Controls		1	6	3
					17

### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1358	Intermediate Lathe Operation		1	6	3
MCHN 2302	Intermediate Milling Operation		1	6	3
MCHN 2335	Advanced CNC Machining		1	6	3
MCHN 2341	Advanced Machining I		1	6	3
MCHN 2345	Advanced Machining II		1	6	3
					15

### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
ENGL 1301	Composition and Grammar		3	1	3
	Speech Elective		3	0	3
MCHN 2230	Milling Machine III		1	3	2
MCHN 2238	Milling Machine IV		1	3	2
MCHN 2344	Computerized Numerical Control Programming		2	3	3
					13

### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
	Math or Science		3	0	3
	Humanities Elective		3	0	3
	Social/Behavioral Elective		3	0	3
MCHN 2231	Advanced Engine Lathe I		1	3	2
MCHN 1481	Cooperative Education in Machine		0	0	4
					15

## Machinist Curriculum Machinist -- Intermediate Level II Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I		1	2	2
MCHN 1313	Basic Milling Operation		1	6	3
MCHN 1308	Basic Lathe		1	6	3
MCHN 1343	Machine Shop Mathematics		3	0	3
MCHN 1320	Precision Tools and Measurements		2	3	3
MCHN 2303	Fundamentals of CNC Controls		1	6	3
					17

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1358	Intermediate Lathe Operation		1	6	3
MCHN 2302	Intermediate Milling Operation		1	6	3
MCHN 2335	Advanced CNC Machining		1	6	3
MCHN 2341	Advanced Machining I		1	6	3
MCHN 2345	Advanced Machining II		1	6	3
					15

## Machinist Curriculum Machinist -- Basic Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I		1	2	2
MCHN 1313	Basic Milling Operation		1	6	3
MCHN 1308	Basic Lathe		1	6	3
MCHN 1343	Machine Shop Mathematics		3	0	3
MCHN 1320	Precision Tools and Measurements		2	3	3
MCHN 2303	Fundamentals of CNC Controls		1	6	3
					17

## Machinist Curriculum Marketable Skills Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
MCHN 1217	Machining I		1	2	2
MCHN 1343	Machine Shop Mathematics		3	0	3
MCHN 1320	Precision Tools and Measurements		2	3	3
MCHN 2303	Fundamentals of CNC Controls		1	6	3
					11



# Nursing

The objectives of the Vocational Nursing Program are to provide learners with fundamental knowledge for the practice of vocational nursing and to prepare students for the licensure examination. The minimum requirements are a high school diploma or GED. The program length is three semesters, Fall, Spring and Summer. Program content is delivered in online, classroom, laboratory, and at clinical sites. Clinical sites are health care agencies where vocational nursing is practiced. Entry into the program is competitive.

Application packets are given to those persons who attain a satisfactory score on the Test of Essential Academic Skills (TEAS). The TEAS may only be taken once per enrollment cycle. Completed application packets are evaluated by the Nursing Admissions Committee. Applicants to the Vocational Nursing Program must also apply to the college under a separate process outlined earlier in the catalog under "Admission Requirements and Procedures."

Potential applicants must have a negative drug and background check from a Coastal Bend College approved vendor. Applicants with issues of eligibility for licensure, must complete the Declaratory Order process with the Board of Nursing prior to admission to the program. The Board of Nursing may deny licensure to persons with issues of eligibility for licensure, such as felony convictions. Please refer to the Board of Nursing web site, [www.bon.state.tx.us](http://www.bon.state.tx.us), for more information.

A \$50 application fee must accompany each application submitted to the Vocational Nursing Department. Completed applications must be submitted by the scheduled date. The deadline date will be posted in the application packet. Complete applications are submitted to: Department of Nursing Education, Coastal Bend College. Selected applicants must complete a CPR course which includes resuscitation of the adult, child, and infant; a physical examination, completed immunizations, and negative background and drug screens prior to final acceptance into the Vocational Nursing Program. Applicants are subject to random drug tests while enrolled in the Vocational Nursing Program. Successful completion of all courses in the curriculum, Capstone II, and program director recommendation are required to be eligible to apply for the licensure examination.

For a listing of advisory committee members go to Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, go to the Additional Information section of this catalog.

## Vocational Nursing Curriculum Level I Certificate

### First Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1227	Essentials of Medication Administration	1	4	0	80	2
VNSG	1320	Anatomy and Physiology for Allied Health	3	0	0	48	3
VNSG	1423	Basic Nursing Skills	2	6	0	128	4
VNSG	1122	Vocational Nursing Concepts	1	0	0	16	1
VNSG	1116	Nutrition	1	0	0	16	1
VNSG	1133	Growth and Development	1	0	0	16	1
VNSG	1115	Disease Control and Prevention	1	0	0	16	1
VNSG	1361	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	12	192	3
		Totals	10	10	12	512	16

### Second Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1230	Maternal-Neonatal Nursing	2	0	0	32	2
VNSG	2431	Advanced Nursing Skills	2	6	0	128	4
VNSG	1126	Gerontology	1	0	0	16	1
VNSG	1329	Medical-Surgical Nursing I	3	0	0	48	3
VNSG	1331	Pharmacology	3	0	0	48	3
VNSG	1234	Pediatrics	2	0	0	32	2
VNSG	2360	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	18	288	3
		Totals	13	6	18	592	18

### Third Semester

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
VNSG	1219	Leadership and Professional Development	2	0	0	32	2
VNSG	1432	Medical-Surgical Nursing II	4	0	0	64	4
VNSG	1201	Mental Health and Mental Illness	2	0	0	32	2
VNSG	2462	Clinical - Licensed Vocational Nurse (LVN) Training	0	0	18	288	4
		Totals	8	0	18	416	12
<b>Program Totals</b>			<b>31</b>	<b>16</b>	<b>48</b>	<b>1520</b>	<b>46</b>

# Nursing

## LVN-RN Bridge Program Curriculum

Based upon competency evaluation, the transcript will reflect 18 semester credit hours for HPRS 1304, HPRS 1160, RNSG 1201, RNSG1300, RNSG 1244, RNSG 1341, RNSG 1161, and RNSG 2213.

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
BIOL	2401	Anatomy and Physiology I	3	3		64	4
BIOL	2402	Anatomy and Physiology II	3	3		64	4
BIOL	2420	Microbiology	3	3		64	4
CHEM	1406	Essentials of General and Biological Chemistry	3	3		64	4
PSYC	2301	General Psychology	3			48	3
PSYC	2314	Human Growth and Development	3			48	3
MATH	1314	College Algebra	3			48	3
ENG	1301	Composition and Grammar	3	1		64	3
PHIL	2306	Ethics	3			48	3
BIOL*	1408	General Biology	3	3		64	4
		<b>Totals</b>	<b>30</b>	<b>16</b>	<b>0</b>	<b>736</b>	<b>35</b>

### Level 3 Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1343	Complex Concepts of Adult Health Includes Leadership and Professional Development	3	1		64	3
RNSG	1163	Clinical (Adult Health)			6	96	1
RNSG	2201	Care of Children and Families	2	1		80	2
RNSG	2160	Clinical (Children)			6	96	1
RNSG	2206	Nursing Informatics	2	2		48	2
RNSG	1309	Introduction to Nursing	3			48	3
		<b>Totals</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>384</b>	<b>12</b>

### Level 4 Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1207	Nursing Jurisprudence	2	1		48	2
RNSG	2331	Advanced Concepts of Adult Health	3	1		64	3
RNSG	2161	Clinical (Adult Health) Capstone			6	96	1
RNSG	1251	Care of the Childbearing Family	2	1		48	2
RNSG	2162	Clinical (Childbearing)			6	96	1
		<b>Totals</b>	<b>7</b>	<b>3</b>	<b>12</b>	<b>352</b>	<b>9</b>
		<b>Grand Totals</b>	<b>47</b>	<b>21</b>	<b>24</b>	<b>1472</b>	<b>56</b>

Ratio 1:3.6

Eighteen nursing credits for experience will be added upon evaluation for a total of 72 semester hours

Transcript will list credit for RNSG 1201, RNSG 1300, HPRS 1160, HPRS 1304,

RNSG 1244, RNSG 1341, RNSG 1161, RNSG 2213, and RNSG 1162

\*Note: BIOL 1408 may be required as a prerequisite by the Science Division. Please contact Mark Secord, Division Chair for Science, at (361) 354-2408.

# Nursing

Coastal Bend College offers the generic Professional Nursing Program and the LVN to RN Bridge. Both programs lead to an Associate in Applied Science in Nursing degree. The content will be offered in a hybrid format which blends the traditional face to face presentation with an online presentation. Students will have clinical rotations in local hospitals, long term care facilities and doctor's offices. Entry into the program is competitive.

Application packets are given to those persons who attain a satisfactory score on the Test of Essential Academic Skills (TEAS). The TEAS may only be taken once per enrollment cycle. Completed application packets are evaluated by the Admissions Committee. Applicants to the Professional Nursing Program and to the LVN-RN Bridge program must also apply to the college under a separate process outlined earlier in the catalog under "Admission Requirements and Procedures."

Potential applicants must have a negative drug and background check from a Coastal Bend College approved vendor. Applicants with issues of eligibility for licensure, must complete the Declaratory Order process with the Board of Nursing prior to admission to the program. The Board of Nursing may deny licensure to persons with issues of eligibility for licensure, such as felony convictions. Please refer to the Board of Nursing web site, [www.bon.state.tx.us](http://www.bon.state.tx.us), for more information.

A \$50 application fee must accompany each application submitted to the Nursing Department. Completed applications must be submitted by the scheduled date. The deadline date will be posted in the application packet. Complete applications are submitted to: Director, Nursing Education, Coastal Bend College. Selected applicants must complete a CPR course which includes resuscitation of the adult, child, and infant; a physical examination, and completed immunizations prior to final acceptance into the Nursing Program. Applicants are subject to random drug tests while enrolled in the Nursing Program. Successful completion of all courses in the curriculum, including the Capstone course, and program director recommendation are required to be eligible to apply for the licensure examination. For a listing of advisory committee members go to Additional Information section of the catalog.

## Nursing (Generic) Curriculum

### Prerequisites

#### A.A.S. Degree

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
HPRS	1304	Basic Health Profession Skills	2	4		96	3
HPRS	1160	Clinical			3	48	1
BIOL	1408*	General Biology	3	3		64	4
		Totals	5	7	3	24	8

### First Semester Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	2206	Nursing Information Systems	2			32	2
RNSG	1309	Introduction to Nursing	3			48	3
RNSG	1244	Nursing Skills II	1	4		80	2
RNSG	1300	Health Assessment Across the Lifespan	2	4		96	3
PSYC	2301	General Psychology	3			48	3
		Totals	11	8	0	304	13

### Second Semester Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1341	Common Concepts of Adult Health	3	1		64	3
RNSG	1161	Clinical (Common Concepts...)			6	96	1
RNSG	1201	Pharmacology	2	0		32	2
RNSG	2213	Mental Health Nursing	2	0		32	2
PSYC	2314	Human Growth and Development	3			48	3
BIOL	2401	Anatomy and Physiology I	3	3		96	4
PHIL	2306	Ethics	3			48	3
		Totals	16	4	6	416	18

### Third Semester Fall

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1343	Complex Concepts of Adult Health	3	1		64	3
RNSG	1163	Clinical (Adult Health)			6	96	1
RNSG	2201	Care of Children and Families	2	1		48	2
RNSG	2160	Clinical (Children)			6	96	1
BIOL	2420	Microbiology	3	3		96	4
BIOL	2402	Anatomy and Physiology II	3	3		96	4
MATH	1314	College Algebra	3			48	3
		Totals	14	8	12	544	18

### Fourth Semester Spring

Prefix	Number	Course Name	Weekly Lecture Hours	Weekly Lab hours	External Hours	Contact Hours	Credit Hours
RNSG	1207	Nursing Jurisprudence	2	1		48	2
RNSG	2331	Advanced Concepts of Adult Health	3	1		64	3
RNSG	2161	Clinical (Adult Health) Capstone			6	96	1
RNSG	1251	Care of the Childbearing Family	2	1		48	2
RNSG	2162	Clinical (Childbearing)			6	96	1
CHEM	1406	Biological Chemistry	3	3		96	4
ENG	1301	Composition and Grammar	3	1		64	3
		Totals	13	7	12	512	16

\*Note: BIOL 1408 may be required as a prerequisite by the Science Division. Please contact Mark Secord, Division Chair for Science, at (361) 354-2408.

# Oil and Gas Technology

The primary objective of the Oil and Gas Technology Program is to provide the student a general education in math, science, English, and an extensive curriculum of oil and gas courses so that upon graduation the students may be sought after by industry and be hired as a competent employee.

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

## Oil and Gas Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
PTRT	1301	Overview of Petroleum Industry	3	0	3
CHEM	1405	Introduction to Chemistry	3	3	4
PTRT	1391	Special Topics-Basic Electricity	2	4	3
MATH	1314	College Algebra	3	2	3
PTRT	1312	Petroleum Regulations	3	0	<u>3</u>
					16

### First Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
GISC	1411	Introduction to Geographic Information Systems	3	3	4
PTRT	1403	Drilling	3	3	4
GEOL	1305	Environmental Geology	3	0	3
ENGL	1301	Composition and Grammar	3	0	3
PTRT	1313	Industrial Safety	3	0	<u>3</u>
					17

### Second Year, First Semester

Course			Lecture	Lab	Sem. Hrs.
PHYS	1401	General College Physics	3	3	4
SPCH	1311	Speech Communications	3	0	3
PTRT	1424	Petroleum Instrumentation	3	3	4
PTRT	1307	Production Methods	2	4	3
PTRT	1491	Special Topics-Oil and Gas Measurements	3	3	<u>4</u>
					18

### Second Year, Second Semester

Course			Lecture	Lab	Sem. Hrs.
PTRT	2331	Well Completions	2	4	3
PTRT	2432	Artificial Lift	3	3	4
		Humanities or Fine Arts Elective	3	0	3
		Social/Behavioral Science Elective	3	0	3
		CIT or Computer Science Elective	4	0	<u>4</u>
					17

\* Coop or internship can be substituted for any appropriate PTRT class.

## Oil and Gas Technology Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PTRT	1301	Overview of Petroleum Industry	3	0	3
PTRT	1312	Petroleum Regulations	3	0	3
PTRT	1424	Petroleum Instrumentation	3	3	4
PTRT	1391	Special Topics-Basic Electricity	2	4	3
PTRT	1307	Production Methods	2	4	<u>3</u>
					16

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PTRT	1403	Drilling	3	3	4
PTRT	1313	Industrial Safety	3	0	3
PTRT	2331	Well Completions	2	4	3
PTRT	1491	Special Topics-Oil and Gas Measurements	3	3	4
PTRT	2432	Artificial Lift	3	3	<u>4</u>
					18

\* Coop or internship can be substituted for any appropriate PTRT class.

# Pharmacy Technician

The Pharmacy Technician program is designed to prepare students for a career as certified technical assistants of licensed pharmacists in providing health care and medications to patients in institutional (hospital) and community (retail) settings. Students who successfully complete the program obtain a broad knowledge of pharmacy practice. They develop skills in the techniques required to order, stock, package, type labels, prepare medications, operate computerized dispensing systems, prepare insurance claim forms, and maintain written or computerized patient medication records. Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. The Pharmacy Technology program prepares individuals to take the National Pharmacy Technician Certification Exam (PTCE) administered by the Pharmacy Technician Certification Board. Upon successful completion of this exam, the individual will be a Certified Pharmacy Technician (CPhT). The Texas State Board of Pharmacy recognizes the PTCE as the standard measure for pharmacy technician competency and proficiency. To practice as a pharmacy technician in the state of Texas, an individual must be a Certified Pharmacy Technician and become registered with the Texas State Board of Pharmacy.

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Pharmacy Technician Program has a separate application process. There is a health science fee of \$250 per semester.

After acceptance into the program, the student must submit a completed physical examination which includes the complete Hepatitis B series, a current college transcript and a current card of completion in Cardiopulmonary Resuscitation (CPR) for Health Care Providers which must be maintained throughout the program. The student must pass a criminal history check and drug screen test, at student's expense.

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

Coastal Bend College Pharmacy Technician program will be seeking accreditation from the Accreditation Services Division of the American Society of Health-System Pharmacists, 7272 Wisconsin Avenue, Bethesda, MD 20814.

## Pharmacy Technician Curriculum A.A.S. Degree

### Prerequisites

Course			Lecture	Lab	Sem. Hrs.
HITT	1305	Medical Terminology I	2	3	3
ELECT		Humanities/Fine Arts	3	0	3
BIOL	2401	Human Anatomy and Physiology I	3	3	4
POFI	1401	Computer Applications I	3	3	4
ENGL	1301	Composition and Grammar	3	1	<u>3</u>
					17

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1301	Introduction to Pharmacy	3	1	3
PHRA	1305	Drug Classification	3	0	3
PHRA	1313	Community Pharmacy Practice	2	4	3
PHRA	1449	Institutional Pharmacy Practice	2	4	4
PHRA	1266	Practicum I	0	16	<u>2</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1441	Pharmacy Drug Therapy and Treatment	3	2	4
PHRA	1209	Pharmaceutical Mathematics I	2	0	2
PHRA	2330	Innovative Pharmacy Practices	3	0	3
PHRA	1445	Compounding Sterile Preparations and Aseptic Technique	3	2	4
PHRA	1267	Practicum II	0	16	<u>2</u>
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1206	Computerized Drug Delivery Systems	2	1	2
PHRA	2266	Practicum III	0	16	<u>2</u>
					4

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1243	Pharmacy Technician Certification Review	2	1	2
PHRA	1207	Ethics and Texas Pharmacy Law	2	0	<u>2</u>
					4

### Fifth Semester

Course			Lecture	Lab	Sem. Hrs.
SPCH	1311	Speech Communication	3	0	3
		or			
SPCH	1321	Business and Professional Communications	3	0	3
PSYC	2301	General Psychology	3	0	3
BIOL	2402	Human Anatomy and Physiology II	3	3	4
CHEM	1405	Basic Chemistry	3	3	<u>4</u>
					14

# Pharmacy Technician

## Pharmacy Technician Curriculum Level II Certificate

### Prerequisites

Course			Lecture	Lab	Sem. Hrs.
HITT	1305	Medical Terminology I	2	3	3
ELECT		Humanities/Fine Arts	3	0	3
BIOL	2401	Human Anatomy and Physiology I	3	3	4
POFI	1401	Computer Applications I	3	3	4
ENGL	1301	Composition and Grammar	3	1	<u>3</u>
					17

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1301	Introduction to Pharmacy	3	1	3
PHRA	1305	Drug Classification	3	0	3
PHRA	1313	Community Pharmacy Practice	2	4	3
PHRA	1449	Institutional Pharmacy Practice	2	4	4
PHRA	1266	Practicum I	0	16	<u>2</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1441	Pharmacy Drug Therapy and Treatment	3	2	4
PHRA	1209	Pharmaceutical Mathematics I	2	0	2
PHRA	2330	Innovative Pharmacy Practices	3	0	3
PHRA	1445	Compounding Sterile Preparations and Aseptic Technique	3	2	4
PHRA	1267	Practicum II	0	16	<u>2</u>
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1206	Computerized Drug Delivery Systems	2	1	2
PHRA	2266	Practicum III	0	16	<u>2</u>
					4

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1243	Pharmacy Technician Certification Review	2	1	2
PHRA	1207	Ethics and Texas Pharmacy Law	2	0	<u>2</u>
					4

## Pharmacy Technician Curriculum Level I Certificate

### First Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1301	Introduction to Pharmacy	3	1	3
PHRA	1305	Drug Classification	3	0	3
PHRA	1313	Community Pharmacy Practice	2	4	3
PHRA	1449	Institutional Pharmacy Practice	2	4	4
PHRA	1266	Practicum I	0	16	<u>2</u>
					15

### Second Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1441	Pharmacy Drug Therapy and Treatment	3	2	4
PHRA	1209	Pharmaceutical Mathematics I	2	0	2
PHRA	2330	Innovative Pharmacy Practices	3	0	3
PHRA	1445	Compounding Sterile Preparations and Aseptic Technique	3	2	4
PHRA	1267	Practicum II	0	16	<u>2</u>
					15

### Third Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1206	Computerized Drug Delivery Systems	2	1	2
PHRA	2266	Practicum III	0	16	<u>2</u>
					4

### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
PHRA	1243	Pharmacy Technician Certification Review	2	1	2
PHRA	1207	Ethics and Texas Pharmacy Law	2	0	<u>2</u>
					4

# Radiologic Technology

The purpose of the program is to prepare students to perform at an entry-level Radiographic Technologist position and to provide the community with competent and compassionate Radiographic Technologist. Upon successful completion of the program, 72 hours, the student will receive an Associate of Applied Science Degree and will then be eligible to take the American Registry of Radiologic Technologists exam to become a certified Radiographic Technologist. After the registry exam has been completed and passed, students must then apply to the State of Texas for a Medical Radiographic Technologist license. This license is issued by the Texas Department of Health as required by The State of Texas for employment as a Medical Radiographic Technologist.

Applicants must complete a Coastal Bend College application and meet minimum admission standards to the college; in addition, the Radiographic Technology Program has a separate application process. There is a health sciences fee of \$250.

Upon admission, the following items are required: Current immunization record including Hepatitis B vaccine and Tuberculin test, CPR, physical exam; criminal background check; drug screening test; and, liability insurance. Coastal Bend College Radiologic Program aims to provide students with the optimal learning experience to meet the standards as set forth by the American Registry of Radiologic Technologist, and is a Joint Review Committee on Education in Radiologic Technology (JRCERT) accredited program. For a list of advisory committee members go to the Additional Information section of the catalog. For information on Level 1 High School Dual Credit Certificates, please refer to the [Dual Credit Handbook](#) available at [www.coastalbend.edu/dualcredit](http://www.coastalbend.edu/dualcredit).

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

## Radiologic Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
RADR 1309	Introduction to Radiology and Patient Care	3	0	0	3
RADR 1411	Basic Radiographic Procedures	3	2	0	4
RADR 2309	Radiographic Imaging Equipment	3	1	0	3
RADR 1260	Clinical-Medical Radiographic Technology	0	0	12	2
BIOL 2401	Human Anatomy and Physiology I	3	3	0	4
HITT 1205	Medical Terminology I	2	0	0	2
					18

### First Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
BIOL 2402	Human Anatomy and Physiology II	3	3	0	4
RADR 2401	Intermediate Radiographic Procedures	3	2	0	4
RADR 1213	Principles of Radiographic Imaging I	2	0	0	2
RADR 1361	Clinical-Medical Radiographic Technology II	0	0	16	3
					15

### First Year, Summer Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
ENGL 1301	Composition and Grammar	3	0	0	3
RADR 2331	Advanced Radiographic Procedures	3	0	0	3
RADR 1362	Clinical-Medical Radiographic Technology III	0	0	24	3
					9

### Second Year, First Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
HUMA	Humanities Elective	3	0	0	3
SPCH	Speech Elective	3	0	0	3
MATH 1314	College Algebra	3	0	0	3
RADR 2217	Radiographic Pathology	2	0	0	2
RADR 2305	Principles of Radiographic Imaging II	3	0	0	3
RADR 2361	Clinical-Medical Radiographic Technology V	0	0	16	3
					17

### Second Year, Second Semester

Course		Lecture	Lab	Clinic	Sem. Hrs.
PSYC 2301	Psychology	3	0	0	3
RADR 2333	Advanced Medical Imaging	3	0	0	3
RADR 2313	Radiation Biology and Protection	3	0	0	3
RADR 2362	Clinical-Medical Radiographic Technology VI	0	0	16	3
RADR 2335	Radiologic Seminar (Capstone)	3	0	0	3
					15

# Welding Technology

The curriculum builds skills in Shielded Metal Arc Welding (SMAW), Oxy-Acetylene Welding (OAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) for employment in many industries with different requirements for cutting and welding. These skills are required in the fabrication and construction of vessels and structures, and their maintenance and repair. Emphasis is on the opportunity to gain practical experience, with related courses in shop math, welding theory, drafting and layout, plate and pipe fabrication, and the properties of various metals.

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

In addition to the Associate of Applied Science degree, Level I and Level II certificates may be earned in welding. Graduation with any award requires completion of the curriculum and passage of the program's Capstone. Capstone exams are given in WLDG 2451 for the Associate of Applied Science degree and Level II certificate, WLDG 1434 for the Level I certificate, and WLDG 1430 under the Basic Welding Skills Curriculum. For a listing of advisory committee members go to Additional Information section of the catalog.

## Welding Technology Curriculum A.A.S. Degree

### First Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
TECM 1191	Special Topics in Applied Math, General	1	0	1
WLDG 1437	Introduction to Metallurgy	2	6	4
WLDG 1313	Intro. to Blueprint Reading for Welders	2	4	3
WLDG 1421	Intro. to Welding Fundamentals	2	6	4
BCIS 1405	Business Computer Applications or	3	3	4
POFI 1401	Computer Applications I	3	3	4
				16

### First Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1417	Introduction to Layout and Fabrication	2	6	4
WLDG 1428	Intro. to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG 1435	Introduction to Pipe Welding (SMAW)	2	6	4
WLDG 1457	Intermediate Shielding Metal Arc Welding (SMAW)	2	6	4
	Arts/Humanities Elective	3	0	3
				19

### Second Year, First Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 1430	Intro. to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 1434	Intro. to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG 2406	Intermediate Pipe Welding (SMAW)	2	6	4
GEOL 1305	Environmental Geology	3	0	3
	Speech Elective	3	0	3
				18

### Second Year, Second Semester

Course		Lecture	Lab	Sem. Hrs.
WLDG 2413	Welding Using Multiple Processes	2	6	4
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	2	6	4
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	2	6	4
ENGL 1301	Composition and Grammar	3	1	3
	Social and Behavioral Science Elective	3	0	3
				18





# Welding Technology

## Welding Technology Curriculum

### Level II Certificate

#### First Semester

Course			Lecture	Lab	Sem. Hrs.
TECM	1191	Special Topics in Applied Math, General	1	0	1
WLDG	1437	Introduction to Metallurgy	2	6	4
WLDG	1313	Introduction to Blueprint Reading for Welders	2	4	3
WLDG	1421	Introduction to Welding Fundamentals	2	6	4
POFI	1401	Computer Applications I or	3	3	4
BCIS	1405	Business Computer Applications	3	3	<u>4</u> 16

#### Second Semester

Course			Lecture	Lab	Sem. Hrs.
WLDG	1417	Introduction to Layout and Fabrication	2	6	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG	1435	Introduction to Pipe Welding (SMAW)	2	6	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	<u>4</u> 16

#### Third Semester

Course			Lecture	Lab	Sem. Hrs.
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG	2406	Intermediate Pipe Welding (SMAW)	2	6	<u>4</u> 12

#### Fourth Semester

Course			Lecture	Lab	Sem. Hrs.
WLDG	2413	Welding Using Multiple Processes	2	6	4
WLDG	2447	Advanced Gas Metal Arc Welding (GMAW)	2	6	4
WLDG	2451	Advanced Gas Tungsten Arc Welding (GTAW)	2	6	<u>4</u> 12

## Basic Welding Technology Curriculum

### Level I Certificate

#### First Semester

Course			Lecture	Lab	Sem. Hrs.
TECM	1191	Special Topics in Applied Math, General	1	0	1
WLDG	1437	Introduction to Metallurgy	2	6	4
WLDG	1313	Introduction to Blueprint Reading for Welders	2	4	3
WLDG	1421	Introduction to Welding Fundamentals	2	6	<u>4</u> 12

#### Second Semester

Course			Lecture	Lab	Sem. Hrs.
POFI	1401	Computer Applications I or	3	3	4
BCIS	1405	Business Computer Applications	3	3	4
WLDG	1417	Introduction to Layout and Fabrication	2	6	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	<u>4</u> 16

#### Third Semester

Course			Lecture	Lab	Sem. Hrs.
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	4
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	2	6	4
WLDG	1435	Introduction to Pipe Welding (SMAW)	2	6	<u>4</u> 12

## Basic Welding Skills Curriculum

### Marketable Skills Certificate

Course			Lecture	Lab	Sem. Hrs.
WLDG	1421	Introduction to Welding Fundamentals	2	6	4
WLDG	1428	Introduction to Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG	1457	Intermediate Shielded Metal Arc Welding (SMAW)	2	6	4
WLDG	1430	Introduction to Gas Metal Arc Welding (GMAW)	2	6	<u>4</u> 16

# Course Symbol Key

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Accounting	ACCT, ACNT	ACCT, ACNT	Accounting
Air Conditioning	HART	AERM	Aviation
Art	ARTS	ARCE	Drafting and Design
Automotive	AUMT	ARTS	Art
Aviation	AERM	ARTV	Computer Information Technology
Basic Electricity	ELPT	AUMT	Automotive
Biology	BIOL	BIOL	Biology
Business	BUSI, BUSG	BMGT	Management
Certified Nurse Aide	HITT, HPRS	BUSI, BUSG	Business
Chemistry	CHEM	CETT	Electronics
Coding	HITT, HPRS	CDEC	Early Development and Education
Communication	COMM	CHEM	Chemistry
Computer Information Technology	ARTV, GRPH, GAME, IMED, ITCC, ITNW, TMC, ITSC, ITSE, ITSW	CJCR	Corrections/Correctional Admin.
Computer Science	COSC	CJLE	Law Enforcement/Police Science
Cosmetology	CSME	CJSA	Criminal Justice Studies
Dental Hygiene	DHYG	COMM	Communication
Drafting & Design	DFTG, ARCE	COSC	Computer Science
Drama	DRAM	CRIJ	Criminal Justice (Academic)
Early Development and Education	CDEC, TECA	CSME	Cosmetology
Economics	ECON	DHYG	Dental Hygiene
Education	EDUC	DFTG	Drafting & Design
English	ENGL	DRAM	Drama
Engineering	ENGR	ECON	Economics
Geographic Information Systems	GISC	EDUC	Education
Geography	GEOG	ELPT	Basic Electricity
Geology	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	Coding, Certified Nurse Aide
Oil and Gas Technology	PTRT	HRPO	Management
Office Administration	POFM, POFT, POFI	HUMA	Humanities
Pharmacy Technician	PHRA	IMED	Computer Information Technology
Photography	PHTC	ITCC, ITNW	Computer Information Technology
Physics	PHYS	ITMC, ITSC	Computer Information Technology
Professional Nursing	RNSG	ITSE, ITSW	Computer Information Technology
Psychology	PSYC	KINE	Kinesiology
Radiologic Technology	RADR	MATH	Math
Reading	RDNG	MCHN	Machinist
Sociology	SOCI	MRMT	Medical Transcription
Spanish	SPAN	MUAP	Music Applied
Speech	SPCH	MUSI	Music
Vocational Nursing	VNSG	PHRA	Pharmacy Technician
Welding	WLDG	PHTC	Photography
		PHYS	Physics
		POFM, POFI	Office Administration
		POFT	Office Administration
		PTRT	Oil and Gas Technology
		PSYC	Psychology
		RADR	Radiologic Technology
		RDNG	Reading
		RNSG	Professional Nursing
		SPAN	Spanish
		SPCH	Speech Communication
		SOCI	Sociology
		TECA	Child Development
		TECM	Special Topics in Applied Math, General
		VNSG	Vocational Nursing
		WLDG	Welding

# Course Descriptions

Rubric identifies course discipline

Course level

Semester hours of credit

Course sequence

Texas Higher Education Coordinating Board academic course number

Lecture-Lab hours per week

**MATH 1314 College Algebra (2701015419)**

**3-0**

Prerequisites must be completed or met before registering for the course

**Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements in this catalog).**

Relations, functions, graphs, algebra of functions and inverse functions; linear and quadratic relations and functions; graphs of piecewise functions; graphs of rational functions; exponential and logarithmic functions and their properties; exponential and logarithmic equations; systems of linear and nonlinear equations and inequalities; matrices including Gaussian elimination; polynomials including synthetic division, rational root theorem, remainder and factor theorems and approximating irrational roots; conic sections; sequences and series; binomial theorem; and, partial fractions.

Overview of course

## Explanation of Course Numbers

### Academic

Coastal Bend College has adopted the common course numbering system. This system features a four letter rubric to identify the discipline and a four digit number to identify the course.

The first digit represents the level of the course:

- 0: developmental, not for credit
- 1: freshman level
- 2: sophomore level

The second digit represents the number of semester hours of credit.

The third and fourth digits indicate the recommended course sequence, if any, but numbers in the 70's and 80's in the third and fourth digit show that a course is not included in the common course numbering system.

The 10-digit number in parenthesis after the course title shows that the course is approved under the academic course guide manual published by the Texas Higher Education Coordinating Board. Other courses are considered occupational or technical, and are part of programs approved by the Higher Education Coordinating Board.

Two numbers separated by a "-" to the right of the course title gives the number of lecture and laboratory hours per week for that course.

### Workforce Education

Courses without the 10-digit number in parenthesis are workforce education courses. These are numbered the same as the academic courses except that the third and fourth numbers have no significance to the student.

### Curriculum and Catalog Committee

All courses and programs of study are approved by the Curriculum and Catalog Committee of Coastal Bend College before being included in the college catalog. In addition, the committee establishes procedures for introducing and monitoring new methods of instruction.

## Accounting

**ACCT 2401 Principles of Accounting (5203015104) 3-3**  
Emphasis on financial accounting for sole proprietorship, partnerships, and corporations; transaction analysis; financial statements; and, equity accounting.

**ACCT 2402 Principles of Accounting (5203015104) 3-3**  
**Prerequisite: ACCT 2401**  
Emphasis on managerial accounting including analysis of statements, costs, and cost controls; budgeting; funds and cash flow; and, income tax considerations.

**ACNT 1303 Introduction to Accounting I 2-4**  
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1311 Introduction to Computerized Accounting 2-4**  
**Prerequisite: ACNT 1303 or ACCT 2401**  
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

**ACNT 1313 Computerized Accounting Applications 2-4**  
**Prerequisite: ACNT 1311, ACCT 2401, POFI 1441, and also completion of ACCT 2402 or co-enrollment.**  
A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program.

**ACNT 1329 Payroll and Business Tax Accounting 2-4**  
**Prerequisite: ACNT 1303 or ACCT 2401**  
A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

**ACNT 1331 Federal Income Tax: Individual 2-4**  
A study of the laws currently implemented by the IRS, providing a working knowledge of preparing taxes for the individual.

# Course Descriptions

**ACNT 2302 Accounting Capstone 2-4**  
**Prerequisite: ACNT 1311, ACCT 2401, POFI 1441, and also completion of ACCT 2402 or co-enrollment.**

A learning experience that allows students to apply broad knowledge of the accounting profession through discipline-specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

**ACNT 2330 Governmental and Not-for-Profit Accounting 2-4**  
 Basic concepts and techniques of fund accounting, financial reporting for governmental and not-for-profit entities. Accounting cycle for funds and account groups and related financial statements.

## Anthropology

### Prerequisite Statement

*To enroll in any Anthropology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

**ANTH 2301 Physical Anthropology (4503015125) 3-0**  
**See prerequisite statement.**

Overview of human origins and bio-cultural adaptations. An introduction to the biological aspects of the study of man and the archeological history of human development, emphasizing human evolution and prehistoric cultures.

**ANTH 2302 Introduction to Archaeology (4503015125) 3-0**  
**See prerequisite statement**

Introduces methods and theory in the excavation and interpretation of material remains of past cultures.

**ANTH 2351 Cultural Anthropology (4502015325) 3-0**  
**See prerequisite statement.**

An introduction to the comparative study of human cultures including key concepts, methods, theory, technology, ideological systems, and social organization in preliterate and contemporary societies.

**ANTH 2389 Cooperative in Anthropology (4501015125) 0-7**  
**See prerequisite statement.**

An instructional program designed to integrate on-campus study with practical hands-on work experience in anthropology. In conjunction with class seminars, the student will set specific goals and objectives in the study of anthropology. Credit will be given for only one cooperative course (2389).

## Art

*The Visual Arts Division reserves the right to keep one creative work of the department's choice, per student, per course, for the Coastal Bend College Permanent Art Collection.*

**ARTS 1301 Art Appreciation (5007035126) 3-0**  
 Critical evaluation of selected works in painting, sculpture, architecture, and industrial design. Relationship of art to religious, economic, political, and social backgrounds. A survey of art for non-art majors.

**ARTS 1303 Art History I (5007035226) 3-0**  
 Survey of ancient and medieval art. Critical study of major examples of architecture, sculpture, painting, and the minor arts as they reflect social and political backgrounds.

**ARTS 1304 Art History II (5007035226) 3-0**  
 Survey of Renaissance through Modern Art. Continuation of approach followed in Art History I.

**ARTS 1311 Design I (5004015326) 3-3**  
 Introduction to fundamentals of two-dimensional design with emphasis on creative expression.

**ARTS 1312 Design II (5004015326) 3-3**  
 Continued theory and practice of the fundamentals of art with emphasis on three-dimensional design.

**ARTS 1313 Foundations of Art (5007015126) 3-0**  
 Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth.

**ARTS 1316 Drawing I (5007055226) 3-3**  
 Introduction to the media, techniques, and aesthetics of drawing related to natural form; and expressive, creative handling of line, shape, and mass.

**ARTS 1317 Drawing II (5007055226) 3-3**  
 Continuation of Drawing I using varied media, including color, in the study of natural and man-made forms with emphasis on line-value, textural surfaces, foreshortening, and perspective as related to contour, gestural, and modeled drawings.

**ARTS 1413 Foundations of Art (5007015126) 3-2**  
 Introduction to materials and techniques. Topics include art appreciation, art elements, and philosophy of art. Creative expression in two- and three-dimensional art projects with fiber, metal, and clay.

**ARTS 2311 Design III (5004015326) 1-5**  
**Prerequisite: nine hours Art including ARTS 1311 and 1312, or instructor approval**  
 Investigation of solutions to problems of total composition, from inception through showing, with emphasis on individual expression using two- and three-dimensional concepts.

**ARTS 2316 Painting I (5007085226) 3-3**  
 Introduction to the medium of paint and its potential for suggesting form and expressing emotion and idea.

**ARTS 2317 Painting II (5007085226) 3-3**  
**Prerequisite: ARTS 2316, or instructor approval**  
 Continuation of Painting I with emphasis on individual expression.

**ARTS 2323 Drawing III (5007055326) 3-6**  
**Prerequisite: ARTS 1317, or instructor approval**  
 Life Drawing. Emphasizing structure and action of the human figure.

**ARTS 2326 Sculpture I (5007095126) 2-4**  
 Introduction to the media, techniques, and aesthetics of sculpture as they relate to form and expression. Projects involve clay, plaster, and mixed media.

**ARTS 2327 Sculpture II (5007095126) 2-4**  
**Prerequisite: ARTS 2326, or instructor approval**  
 Continuation of Sculpture I with emphasis on design, execution, and exhibition of sculpture. Projects involve wood, welded steel, and mixed media.

**ARTS 2333 Printmaking I (5007105126) 2-4**  
 A studio course introduction to various, basic printmaking processes.

**ARTS 2346 Ceramics I (5007115126) 2-4**  
 Introduction to basic ceramic processes including hand building, wheel throwing, and glazing techniques. Emphasis on creativity, craftsmanship, and technical development.

# Course Descriptions

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**ARTS 2347 Ceramics II (5007115126) 2-4**  
**Prerequisite:** ARTS 2346, or instructor approval  
 Further development of technical skills with an emphasis on individual expression as applied toward ceramic ware. Exploration of glazing and firing techniques.

**ARTS 2356 Photography (5006055126) 3-3**  
 An introductory course in black and white photography stressing photo composition, use of photographic equipment, and fundamentals in photographic processing including darkroom experience.

**ARTS 2366 Watercolor I (5007085326) 3-3**  
 A studio course exploring techniques in water-based media.

**ARTS 2367 Watercolor II (5007085326) 3-3**  
**Prerequisite:** ARTS 2366, or instructor approval  
 A further investigation of water-based media.

**ARTS 2371 Glass (5007035326) 3-2**  
 Development of individual directions and exploration of various techniques in warm and hot glass processes. Basic techniques of offhand glass blowing and lampworking. Credit will not be given for more than one: ARTS 2371 and ARTS 2373. Credit will not be given for more than one: ARTS 2371 and ARTS 2373.

**ARTS 2389 Cooperative in Art (2401035212) 0-7**  
 An instructional program designed to integrate on-campus study with practical hands-on work experience in art. In conjunction with class seminars, the student will set specific goals and objectives in the study of art. Credit will be given for only one cooperative course (2389).

## Automotive Technology

**AUMT 1305 Introduction to Automotive Technology 2-4**  
 An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems service, publications, fasteners, professional responsibilities, and automotive maintenance. Course content may be manufacturer specific.

**AUMT 1306 Automotive Engine Removal and Installation 2-4**  
 Fundamentals of engine inspection, removal, and installation procedures. Course content may be manufacturer specific.

**AUMT 1307 Automotive Electrical Systems 2-4**  
 An overview of automotive electrical systems including topics in the operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and the electrical accessories. Emphasis on electrical schematic diagrams and service manuals. Course content may be manufacturer specific.

**AUMT 1310 Automotive Brake Systems 2-4**  
 Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory; diagnosis and repair of power, manual, and anti-lock brake systems; and parking brakes. Course content may be manufacturer specific.

**AUMT 1316 Automotive Suspension and Steering Systems 2-4**  
 A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Course content may be manufacturer specific.

**AUMT 1319 Automotive Engine Repair 2-4**  
 Fundamentals of engine operation, diagnosis, and repair including cooling and lubrication systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Course content may be manufacturer specific.

**AUMT 1345 Automotive Heating and Air Conditioning 2-4**  
 Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Course content may be manufacturer specific.

**AUMT 1380 Cooperative Education Auto/Automotive Mechanic/Technician 1-20**  
 Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Specific learning objectives guide the student through the paid work experience. Includes a lecture component. This course may be repeated if topics and learning outcomes vary.

**AUMT 2313 Automotive Drive Train and Axles 2-4**  
 A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials. Emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. Course content may be manufacturer specific.

**AUMT 2317 Automotive Engine Performance Analysis I 2-4**  
 Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Course content may be manufacturer specific.

**AUMT 2321 Automotive Electrical Lighting and Accessories 2-4**  
 Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. Course content may be manufacturer specific.

**AUMT 2325 Automotive Transmission and Transaxle 2-4**  
 A study of operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Course content may be manufacturer specific.

**AUMT 2328 Automotive Service 2-4**  
 Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. Course content may be manufacturer specific.

**AUMT 2437 Automotive Electronics 2-6**  
 Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. Course content may be manufacturer specific.

**AUMT 2440 Automotive Alternative Fuels 2-6**  
 A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and cost effectiveness. Overview of federal and state legislation concerning fuels.

**AUMT 2443 Advanced Emissions Systems Diagnostics 2-6**  
 Diagnosis and repair of emission control systems including OBD II systems with emphasis on the application of advanced diagnostic information, tools, and techniques. Covers state and federal laws required for licensing. Course content may be manufacturer specific.

**TECM 1191 Special Topics in Applied Mathematics, General 1-0**  
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students. This course was designed to be repeated multiple times to improve student proficiency..

# Course Descriptions

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## Aviation

- AERM 1201 Introduction to Aviation** 2-0  
An overview of aviation maintenance including the history of aviation, the mechanic's roles and duties, and nomenclature of aircraft and safety.
- AERM 1203 Shop Practices** 1-4  
An introduction to shop safety, the correct use of hand tools, equipment and precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures.
- AERM 1205 Weight and Balance** 1-4  
An introduction to Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries.
- AERM 1208 Federal Aviation Regulations** 1-4  
A course in the use and understanding of the Federal Aviation Administration (FAA) and aircraft manufacturers' publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations.
- AERM 1241 Wood, Fabric, and Finishes** 1-3  
A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. Safety also addressed.
- AERM 1243 Instruments and Navigation/Communication** 1-2  
A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations.
- AERM 1253 Aircraft Welding** 1-3  
Skill development in repair procedures for steel, magnesium, brass, and aluminum materials used in aircraft assembly and selection and application of appropriate methods of welding, brazing, and soldering steel, magnesium, brass, and aluminum. Fundamentals of safety procedures also addressed.
- AERM 1254 Aircraft Composites** 1-4  
Comprehensive concepts of the inspection and repair of composite, fiberglass, honeycomb, and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures will also be addressed.
- AERM 1310 Ground Operations** 2-3  
An introductory course in fuels, servicing methods and safety procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control.
- AERM 1314 Basic Electricity** 1-5  
A study of aircraft electrical systems and their requirements including the use of ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. Fundamentals of electrical safety also addressed.
- AERM 1315 Aviation Science** 2-3  
Fundamentals of mathematics, physics, and drawing as they apply to aircraft principles and operations as required by the Federal Aviation Administration (FAA) for airframe and powerplant mechanics.
- AERM 1340 Aircraft Propellers** 2-4  
Fundamentals of propeller design, function, and construction. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers and fundamentals of safety are also addressed.

- AERM 1345 Airframe Electrical Systems** 1-6  
A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. Fundamentals of electrical safety also addressed.
- AERM 1347 Airframe Auxiliary Systems** 2-3  
A comprehensive study of airframe auxiliary systems including cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Fundamentals of safety procedures also addressed.
- AERM 1349 Hydraulic, Pneumatic, and Fuel Systems** 1-6  
Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures. Fundamentals of safety procedures also addressed.
- AERM 1350 Landing Gear Systems** 2-3  
General principles of inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems and the operation and repair of position and warning systems. Includes coverage of systems, components, operation, and fundamentals of safety procedures.
- AERM 1351 Aircraft Turbine Engine Theory** 2-4  
General principles of theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems. Fundamentals of safety procedures are also addressed.
- AERM 1352 Aircraft Sheet Metal** 1-7  
Skill development in inspection and repair of sheet metal structures including forming, lay out, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Fundamentals of safety procedures also addressed.
- AERM 1357 Fuel Metering and Induction Systems** 1-6  
Skill development in fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Fundamentals of safety procedures will also be addressed.
- AERM 1444 Aircraft Reciprocating Engines** 3-4  
A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating and exhaust systems. Fundamentals of safety will also be addressed.
- AERM 1456 Aircraft Powerplant Electrical** 2-6  
General principles of theory, operation, and maintenance of powerplant electrical systems including ignition, starting, and fire protection systems. Fundamentals of safety procedures will also be addressed.
- AERM 2231 Airframe Inspection** 1-3  
In depth coverage of methods and procedures to perform airframe conformity and air worthiness inspections (including one hundred hour inspections) in accordance with Federal Aviation Regulations and manufacturer's service information. Safety procedures will also be addressed.
- AERM 2233 Assembly and Rigging** 1-4  
A comprehensive study of the assembly and rigging of fixed and rotary-wing aircraft including structural alignment, balancing and rigging of control systems and assembly of aircraft components. Fundamentals of safety procedures are also addressed.
- AERM 2351 Aircraft Turbine Engine Overhaul** 2-4  
A comprehensive study in inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components including operational troubleshooting, analysis, and safety.

# Course Descriptions

**AERM 2352 Aircraft Powerplant Inspection 1-6**  
In depth coverage of methods and procedures to perform powerplant conformity and airworthiness inspections (including one hundred hour inspections) in accordance with Federal Aviation Regulations and manufacturer's information. Safety procedures will also be addressed.

**AERM 2447 Aircraft Reciprocating Engine Overhaul 2-8**  
A comprehensive study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, inspections, checks, servicing, and repair of engines. Safety procedures will be addressed.

## Biology

### Prerequisite Statement

*To enroll in any Biology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

**BIOL 1308 General Biology (2601015103) 3-0**  
Covers fundamental principles of biology including the scientific method, organic organization, cell structure and function, adaptation and evolution, energy transformation in the biotic world, reproduction and genetics, and ecology. Students examine form and function of man related to these fundamental principles, and human impact on the environment. Will not substitute for BIOL 1408, which is a prerequisite for BIOL 2420, 2401 and 2402.

**BIOL 1322 Fundamentals of Nutrition (1905015109) 3-0**  
Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Stresses the modern concept of an adequate diet based on individual nutritional needs.

**BIOL 1408 General Biology (2601015103) 3-3**  
Covers fundamental principles of biology including the scientific method, organic organization, cell structure and function, adaptation and evolution, energy transformation in the biotic world, reproduction and genetics, and ecology. Students examine form and function of man related to these fundamental principles, and human impact on the environment. May not transfer as Core science for Biology Majors, but may transfer as an elective.

**BIOL 1411 Introductory Botany (2603015103) 3-3**  
**Prerequisite: BIOL 1408 or two years of high school biology and instructor approval**  
Introduces fundamental concepts and principles of life as they relate to fungi, algae, and vascular plants. Subjects include biochemical organization and physiology related to the structure and function of living cells. The course incorporates these concepts into a study of the evolution of life from unicellular forms to terrestrial plants. Aspects of plant morphology, taxonomy, physiology, nutrition, reproduction, genetics, and ecology are discussed.

**BIOL 1413 Introductory Zoology (2607015103) 3-3**  
**Prerequisite: BIOL 1408 or two years of high school biology and instructor approval**  
Covers the fundamental principles of animals. Topics include the biochemical organization of life, cell structure and function, comparative anatomy and physiology of living animals, genetics, and animal behavior. The animal kingdom is reviewed in phylogenetic order with emphasis on evolutionary adaptations found within various groups of animals.

**BIOL 2304 Introductory Anatomy and Physiology (2607075103) 3-0**  
A one-semester study of the structure and function of the human integumentary, musculoskeletal, neuroendocrine, digestive, circulatory, respiratory, urinary, and reproductive systems. This course will not substitute for BIOL 2401 or serve as a prerequisite for BIOL 2402.

**BIOL 1413 Introductory Zoology (2607015103) 3-3**  
**Prerequisite: BIOL 1408 or two years of high school biology and instructor approval**

Covers the fundamental principles of animals. Topics include the biochemical organization of life, cell structure and function, comparative anatomy and physiology of living animals, genetics, and animal behavior. The animal kingdom is reviewed in phylogenetic order with emphasis on evolutionary adaptations found within various groups of animals.

**BIOL 2306 Environmental Science (0301035101) 3-0**  
Ecological principles and their relationships to human populations with emphasis placed on current human ecological concerns. Emphasis on applied problem solving mathematics, including data derivation and interpretation. Intended for non-science majors and general interest students.

**BIOL 2401, 2402 Human Anatomy and Physiology (2607075103) 3-3**  
**Prerequisite: Biology 1408 is a mandatory prerequisite for this course. This prerequisite will only be waived if a student has taken High School Biology II Honors, Biology 30 (Canadian System); passes an exemption exam with a score of 70% or better; or acceptance into the Health Information Technology, Radiology, Registered Nursing or Dental Hygiene programs. Contact the chairperson of the Science Division if you would like to take the exemption exam.**

Surveys the structure and function of the human body including biochemical cell structure and function, histology and organ systems (integumentary, skeletal, muscular, nervous, digestive, cardiovascular, lymphatic, immune, respiratory, endocrine, excretory and reproductive), embryology, principles of heredity, and genetic anomalies. Recommended for health science and pre-professional science majors.

**BIOL 2420 Microbiology (2605035103) 3-3**  
**Prerequisite: Biology 1408 is a mandatory prerequisite for this course. This prerequisite will only be waived if a student has taken High School Biology II Honors, Biology 30 (Canadian System); passes an exemption exam with a score of 70% or better; or acceptance into the Health Information Technology, Radiology, Registered Nursing or Dental Hygiene programs. Contact the chairperson of the Science Division if you would like to take the exemption exam.**

Examines the principles of microbial morphology, structure, and taxonomy of selected groups of pathogenic and nonpathogenic microorganisms, including the relationship of man and microorganisms in agriculture, industry, and public health. Medical and allied health applications are emphasized. Laboratory experiences compliment lectures. Recommended for pre-professional and health sciences majors.

## Business

**BUSG 2317 Business Law/Contracts 3-0**  
The relationship of law to business/commercial transactions.

**BUSI 1301 Introduction to Business (5201015104) 3-0**  
An introduction to ownership organization, physical factors, personnel, marketing, finance, managerial controls, business regulations, regulated industries, law and taxation as they apply to the business enterprise.

**BUSI 2302 Legal Environment of Business (2201015224) 3-0**  
The role of law in business and society. Instruction includes government regulations of business, legal reasoning, sources of law, social policy and legal institutions, as well as anti-trust, security regulations, consumer protection, environmental, worker health and safety, employment discrimination, and other laws affecting business.

# Course Descriptions

## Business Technology

### **MRMT 1407 Medical Transcription I** 2-4 **Prerequisite:** HITT 1305, POFT 1329, and POFI 1401

Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

### **POFI 1401 Computer Applications I** 3-3

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

### **POFI 1441 Computer Applications II** 3-3

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures.

### **POFM 1300 Medical Coding Basics** 2-4

#### **Prerequisite:** POFM 1213, 2223 or instructor approval

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

### **POFM 1309 Medical Office Procedures** 2-4

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills.

### **POFM 1327 Medical Insurance** 2-3

#### **Prerequisites:** HITT 1305, 1401 or equivalent training

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

### **POFT 1309 Administrative Office Procedures I** 2-4

Study of current office procedures, duties, and responsibilities applicable to an office environment.

### **POFT 1321 Business Math** 2-4

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.

### **POFT 1329 Beginning Keyboarding** 2-4

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

### **POFT 1349 Administrative Office Procedures II** 2-4

In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking.

### **POFT 1392 Special Topics in Administrative Assistant/ Secretarial Science, General** 3-3

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### **POFT 1419 Records and Information Management I** 3-3

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules.

### **POFT 2312 Business Correspondence and Communication** 3-0

Development of writing and presentation skills to produce effective business communications.

### **POFT 2331 Administrative Systems** 2-4

#### **Prerequisite:** POFI 1401, POFI 1441, and POFT 1349 or co-enrollment

Advanced concepts of project management and office procedures, utilizing integration of previously learned office skills. This course is considered a Capstone class.

## Chemistry

### Prerequisite Statement

*To enroll in any Chemistry course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

### **CHEM 1405, 1407 Introductory Chemistry (4005015103)** 3-3

#### **Prerequisite for 1407:** CHEM 1405

An introductory treatment of inorganic, organic, and biochemistry. Emphasis on atomic and molecular structure, nature of matter, reactions, and nomenclature. Practical applications of chemical processes are discussed.

### **CHEM 1406 Essentials of General and Biological Chemistry (4005015103)** 3-3

An introduction to the chemical reactions, fundamental laws, and chemical theories relevant to biological systems. Emphasis on biological aspects of human digestion, metabolism, and nutrition.

### **CHEM 1411, 1412 General Chemistry (4005015203)** 3-3

#### **Prerequisite for 1411:** 2 years college-prep, high school algebra or equivalent recommended.

#### **Prerequisite for 1412:** CHEM 1411

Fundamental laws and theories of chemical activity including atomic structure, bonding, states of matter, solutions, equilibria, and oxidation-reduction systems.

### **CHEM 1419 Introductory Organic Chemistry (4005045103)** 3-4

#### **Prerequisite:** CHEM 1411

A brief study of carbon compounds including hydrocarbons, alcohols, aldehydes, ketones, acids, and an introduction to proteins, carbohydrates, and related products. Not designed for students in science or pre-professional programs.

### **CHEM 2423, 2425 Organic Chemistry (4005045203)** 3-4

#### **Prerequisite for 2423:** CHEM 1412

#### **Prerequisite for 2425:** CHEM 2423

Study of the properties and behavior of hydrocarbon compounds and their derivatives. Includes nomenclature, structure, stereochemistry, and principles of reactivity of the functional groups. For students in science or pre-professional programs.

## Coding Specialist

### **HITT 1166, 1167 Practicum\*\*** 0-7

#### **Prerequisites:** HITT 1401

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. \*\*Practicum for HITT 1166, 1167, 2166, and 2167 must be taken in order.

### **HITT 1211 Computers in Health Care** 1-4

#### **Prerequisite:** POFI 1401 (may be taken concurrently)

Concepts of computer technology related to health care data.

### **HITT 1249 Pharmacology** 1-4

Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.



# Course Descriptions

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**HITT 1253 Legal and Ethical Aspects of Health Information 1-4**  
 Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**HITT 1305 Medical Terminology I 2-3**  
 Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HITT 1345 Health Care Delivery Systems 2-3**  
**Prerequisite: HITT 1401**  
 Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies

**HITT 1391 Special Topics in Health Information Technology/Technician 2-3**  
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**HITT 1401 Health Data Content and Structure 3-2**  
 Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, regulatory agencies, forms, and screens.

**HITT 1441 Coding and Classification Systems 3-3**  
 Basic coding rules, conventions, and guidelines using clinical classification systems.

**HITT 2245 Coding Certification Exam Review 1-4**  
**Prerequisite: HITT 1441 and HITT 2435**  
 Development of coding techniques with emphasis on accurately assigning ambulatory patient classifications and Diagnosis Related Groups for reimbursement purposes in the health care industry.

**HITT 2339 Health Information Organization and Supervision 2-3**  
 Principles of organization and supervision of human, financial, and physical resources.

**HITT 2346 Advanced Medical Coding 2-4**  
**Prerequisite: HITT 1441 and HITT 2435**  
 Course Description: ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

**HITT 2435 Coding and Reimbursement Methodologies 3-3**  
**Prerequisite: HITT 1441**  
 Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

**HPRS 1160 Clinical for Basic Health Profession Skills 0-0-3**  
**Prerequisite: HPRS 1304 Basic Health Professions Skills or instructor approval.**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experience that continues application of skills and theory taught in HPRS 1304. Various health care facilities will be utilized to allow the student to explore the role of the basic healthcare provider. Admission to Coastal Bend College and declaration of a health science major. HPRS 1304 Basic Health Profession Skills must be concurrent or correlated to take the nurse aide certification exam and to receive full credit.

**HPRS 1201 Introduction to Health Professions 2-0**  
 An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**HPRS 1304 Basic Health Profession Skills 2-4**  
 A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Student participation in skills laboratory is required.

**MDCA 1302 Human Disease/Pathophysiology 2-3**  
**Prerequisite: BIOL 2304 or co-enrollment**  
 Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

**MRMT 1407 Medical Transcription I 2-4**  
**Prerequisite: HITT 1203, 1205, POFT 1329, and POFI 1301**  
 Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

## Computer Information Technology

**ARTV 1341 3-D Animation I 2-4**  
 Intermediate level 3-D course introducing animation tools and techniques used to create movement. Emphasis on using the principles of animation.

**ARTV 1451 Digital Video 3-3**  
 Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.

**GAME 1403 Introduction to Game Design and Development 3-4**  
 Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry.

**GAME 1443 Game and Simulation Programming I 3-3**  
**Prerequisite: GAME 1403 or Instructor Approval**  
 Game and simulation programming includes advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.

**GAME 1459 Game and Simulation Programming II 3-3**  
 Design and development of 2D game and simulation programs including user interface design, mathematical elements, image and file structure, and software development techniques. Introduces the basics of 3D graphics related to game and simulation programming.

**GAME 2433 Game and Simulation Programming III 3-3**  
**Prerequisite: GAME 1459**  
 Advanced applications of game and simulation programming techniques. Includes advanced rendering techniques and BSP trees. Incorporates shadowing, lighting collision detection, and 3D animation and motion.

**GRPH 1459 Vector Graphics for Production 3-3**  
 A study and use of vector graphics for production.

**IMED 1416 Web Design I 3-3**  
 Instruction in webpage design and related graphic design issues including mark-up languages, websites, and browsers.

# Course Descriptions

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**IMED 1445 Interactive Digital Media I** 3-3  
Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software.

**IMED 2415 Web Design II** 3-3  
**Prerequisite:** IMED 1416 or equivalent training  
A study of mark-up language advanced layout techniques for creating webpages. Emphasis on identifying the target audience and producing websites according to accessibility standards, cultural appearance, and legal issues.

**ITCC 1310 Cisco Discovery 1: Networking for Home and Small Businesses** 3-3  
This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

**ITCC 1311 Cisco Discovery 2: Working at a Small-Medium Business or ISP** 3-3  
**Prerequisite:** ITCC 1310  
This course prepares students for jobs as network technicians. It also helps students develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught on context.

**ITCC 1312 Cisco Discovery 3: Intro. Routing and Switching in the Enterprise** 3-3  
**Prerequisite:** ITCC 1310, 1311  
This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting.

**ITCC 1313 Discovery: Designing and Supporting Computer Networks** 3-3  
**Prerequisite:** ITCC 1310, 1311, 1312  
Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, performing project management tasks, lifecycle services, including upgrades, competitive analyses, and system integration.

**ITNW 1325 Fundamentals of Networking Technologies** 2-4  
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

**ITNW 1453 Supporting Network Server Infrastructure** 3-4  
Installing, configuring, managing, and supporting a network infrastructure.

**ITSC 1405 Introduction to PC Operating Systems (Windows)** 3-3  
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**ITSC 1425 Personal Computer Hardware** 3-3  
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

**ITSC 1421 Intermediate PC Operating Systems** 3-4  
Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

**ITSC 1425 Personal Computer Hardware** 3-3  
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

**ITSW 1407 Introduction to Database** 3-4  
Introduction to database theory and the practical applications of a database.

**ITSY 1400 Fundamentals of Information Security** 3-4  
An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

## Computer Science

**BCIS 1405 Business Computer Applications (1102025404) (4 SCH version)** 3-3  
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**COSC 1309 Logic Design (1102015107)** 2-3  
A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

**COSC 1415 Fundamentals of Programming Robotics (1102015207) (4 SCH version)** 3-3  
**Prerequisite:** COSC 1309 or Instructor Approval  
Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

**COSC 1430 Computer Programming (1102015207) (4 SCH version)** 3-3  
**Prerequisite:** COSC 1309 or GAME 1303 or Instructor Approval  
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files.

**COSC 1436 Programming Fundamentals I (1102015507)** 3-3  
**Prerequisite:** MATH 1314 or Instructor Approval  
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

**COSC 1437 Programming Fundamentals II (1102015607)** 3-3  
**Prerequisite:** MATH 1314 or Instructor Approval  
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software.

**COSC 2425 Computer Organization and Machine Language (1102015407)** 3-3  
**Prerequisite:** MATH 1314 or Instructor Approval  
Basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.

# Course Descriptions

**COSC 2436 Programming Fundamentals III (1102015707) 3-3**  
**Prerequisite: MATH 1314 or Instructor Approval**  
 Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

## Cosmetology

**CSME 1330 Orientation to Nail Technology 2-7**  
 An overview of the fundamental skills and knowledge necessary for the field of nail technology. (Introductory)

**CSME 1401 Orientation to Cosmetology 2-8**  
 An overview of the skills and knowledge necessary for the field of cosmetology.

**CSME 1405 Fundamentals of Cosmetology 2-8**  
 A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial chemical services, shampoo, haircut, wet styling, comb-out.

**CSME 1431 Principles of Nail Technology II 2-7**  
 A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory and related skills of nail technology.

**CSME 1447 Principles of Skin/Facial and Related Theory 3-8**  
 In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

**CSME 1453 Chemical Reformation & Related Theory 2-8**  
 Presentation of the theory and practice of chemical reformation, include terminology, application, and workplace competencies.

**CSME 1551 Artistry of Hair, Theory and Practice 3-8**  
 Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.

**CSME 2202 Introduction to Application of Hair Color 0-4**  
 Introduction of various basic hair color applications including all safety and sanitation procedures.

**CSME 2204 Introduction to the Theory and Chemistry of Hair Color 0-5**  
 The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

**CSME 2342 Salon Development 1-5**  
 Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

**CSME 1431 Principles of Nail Technology I 2-8**  
 A course in the theory, application and related technology of artificial nails. (Advanced)

**CSME 2430 Nail Enhancement 2-8**  
 A course in the theory, application, and related technology of artificial nails.

**CSME 2441 Preparation for the State Licensing Examination 2-8**  
 Preparation for the State Licensing Examination.

**CSME 2539 Advanced Hair Design 4-3**  
 Advanced concepts in the theory and practice of hair design.

## Cosmetology Instructor

**CSME 1535 Orientation to the Instruction of Cosmetology 3-6**  
 An overview of the skills and knowledge necessary for the instruction of cosmetology students.

**CSME 1434 Cosmetology Instructor I 2-6**  
 The fundamentals of instructing cosmetology students.

**CSME 2414 Cosmetology Instructor II 2-5**  
 A continuation of the fundamentals of instructing cosmetology students.

**CSME 2415 Cosmetology Instructor III 2-6**  
 Presentation of lesson plan assignments and evaluation techniques.

**CSME 2444 Cosmetology Instructor IV 2-6**  
 Advanced concepts of instruction in a cosmetology program. Topics include demonstration and development and implementation of advanced evaluation and assessment techniques.

**CSME 2445 Instructional Theory and Clinic Operation 3-4**  
 An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.

## Criminal Justice/Law Enforcement

**CJLE 1325 Criminal Justice Survey 3-0**  
 An overview of criminal justice agencies with an emphasis on preparation for law enforcement licensure.

**CJLE 1394 Special Topics in Law Enforcement/ Weapons of Mass Destruction 3-0**  
 Topics address recently-identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Course defines weapons of mass destruction, agent recognition and use. Discusses weapons of mass destruction, capabilities of contemporary terrorist groups, and identifies counter terrorist measures.

**CJLE 1433 Traffic Law and Investigation 4-2**  
 Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

**CJLE 1494 Special Topics in Law Enforcement/ Terrorism Preparedness 3-2**  
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Study of effective counter terrorism programs. Practical application of preparedness. Course will instruct students in proper control and life saving techniques after a terrorist attack.

**CJLE 2237 Advanced Firearms 1-2**  
 Instruction in special situations and tactics for firearms. Stressful situations will challenge the student to perform under simulated field conditions using a firearms simulator. Students shall qualify using 9 mm handgun on a specified firearms course. Students shall be familiarized with 12-gauge shotgun and AR-15. **Note that no student with a felony conviction, a conviction for any crime involving family violence, or who is currently restricted from possessing a firearm under a Valid Protective Order may take this class.**

**CJLE 2247 Tactical Skills for Police 1-4**  
 Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control a violent person. Demonstrate an ability to successfully complete a police emergency driving course. Demonstrate proficiency with intermediate impact weapons and/or chemical weapons; identify and demonstrate defensive techniques for controlling violent person; develop techniques for emergency police driving. **Note that no student with a felony conviction, a conviction for any crime involving family violence, or who is currently restricted from possessing a firearm under a Valid Protective Order may take this class.**

# Course Descriptions

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**CJLE 2420 Texas Peace Officer Procedure 3-4**  
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification; handling abnormal persons; traffic collision investigation; note taking and report writing; vehicle operation; traffic direction; crowd control; and jail operations.

**CJLE 2445 Vice and Narcotics Investigations 4-0**  
Study of various classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques; and identify proper interdiction procedures and techniques.

**CJLE 2574 Texas Peace Officer Citizen Contact 1-2**  
Study of the techniques used by law enforcement in common encounter with citizens.

**CJSA 1308 Criminalistics I 3-0**  
Course Description: Introduction to the field of Criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis. The student will study the various disciplines and specialty areas associated with Forensic science and the processing of crime scenes.

**CJSA 1400 Death Investigations 2-5**  
Concepts, investigations process, scene management, required documentation, and case management for incidences of natural, accidental and suicidal deaths. Follows the Department of Justice National Guidelines for Death Investigations.

**CJSA 2323 Criminalistics II 3-2**  
Theory and practice of crime scene investigation. Topics include report writing; blood and other body fluids; document examination; etchings; casts and molds; glass fractures; use of microscope; and firearms identification.

**CRIJ 1301 Introduction to Criminal Justice 3-0**  
History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

**CRIJ 1306 Courts and Criminal Practices 3-0**  
The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand jury, adjudication process, types and rules of evidence, sentencing.

**CRIJ 1310 Fundamentals of Criminal Law 3-2**  
A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classifications of crime; elements of crimes and penalties using Texas Statutes as illustrations; and, criminal responsibility.

**CRIJ 1307 Crime in America 3.0**  
American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; and, prevention of crime.

**CRIJ 1313 Juvenile Justice Systems 3-0**  
A course that develops a student's knowledge of the Juvenile Justice System. The student is exposed to the statutes relating to juveniles in Texas, causation of delinquency, drug abuse, victimization and gangs. Students are given additional specialized instruction in the taking of statements and confessions from the juvenile offender.

**CRIJ 2301 Community Resources in Corrections 3-0**  
An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and, future trends in community treatment.

**CRIJ 2313 Correctional Systems & Practices 3-0**  
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and, current and future issues.

**CRIJ 2314 Criminal Investigation (4301045524) 3-2**  
Introduction to the fundamentals of criminal investigation including theory and history, conduct at crime scenes, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, and case and trial preparation.

**CRIJ 2323 Legal Aspects of Law Enforcement (4301045624) 3-0**  
Police authority; responsibilities; constitutional constraints; laws of arrest; search and seizure; and, police liability.

**CRIJ 2328 Police Systems and Practices (4301045724) 3-0**  
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community relations; and, current and future issues.

**HMSY 1342 Understanding and Combating Terrorism 3-0**  
Study of terrorism and reasons why America is a terrorist target. Includes methods of terrorism; domestic and international terrorism; Islam and Radical Islam; terrorist operations; cyber-terrorism; narco-terrorism; the mind of the terrorist; and, organized crime's impact on terrorism.

**PHTC 1311 Fundamentals of Photography 2-2**  
An introduction to camera operation and image production, composition, supplemental lighting, and use of exposure meters and filters.

**Dental Hygiene**  
*Before enrolling in dental hygiene classes, a person must be accepted into the program.*

**DHYG 1123 Dental Hygiene Practice 1-0**  
**Prerequisite: DHYG 1361**  
Practice settings for the dental hygienist including office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession.

**DHYG 1207 General & Dental Nutrition 2-0**  
**Prerequisite: DHYG 1431**  
General nutrition and nutritional biochemistry with emphasis on the effects of nutrition, dental health, diet, and application of counseling strategies.

**DHYG 1215 Community Dentistry 1-3**  
**Prerequisite: DHYG 1431**  
The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.

**DHYG 1227 Preventive Dental Hygiene Care 2-0**  
The dental hygienist in the dental health care system emphasizing the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are presented to facilitate the role of the dental hygienist as an educator.

**DHYG 1301 Orofacial Anatomy, Histology & Embryology 2-3**  
The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

**DHYG 1304 Dental Radiology 2-4**  
**Prerequisite: DHYG 1301**  
Radiation physics, biology, hygiene, and safety theories with an emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques.

# Course Descriptions

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**DHYG 1311 Periodontology** **3-0**  
**Prerequisite: DHYG 1431,1361**

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary practice setting.

**DHYG 1319 Dental Materials** **2-3**

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.

**DHYG 1335 Pharmacology for the Dental Hygienist** **3-0**

Classes of drugs and their uses, actions, interactions, side effects, contraindications, and systemic and oral manifestations with emphasis on dental applications.

**DHYG 1339 General & Oral Pathology** **3-0**

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

**DHYG 1361 Clinical Dental Hygiene I** **0-9**

**Prerequisite: DHYG 1431**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Introductory clinical experience in instrumentation, prophylaxis procedures, and preventive techniques are applied during direct patient care. Development and refinement of skills and techniques are emphasized.

**DHYG 1431 Preclinical Dental Hygiene** **2-6**

Foundational knowledge for performing clinical skills on patients with emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis.

**DHYG 2201 Contemporary Dental Hygiene Care I** **2-1**

**Prerequisite: DHYG 1361**

Dental hygiene care for the medically or dentally compromised patient with emphasis on supplemental instrumentation techniques.

**DHYG 2231 Contemporary Dental Hygiene Care II** **2-1**

**Prerequisite: DHYG 2201**

Dental hygiene care for the medically or dentally compromised patient with emphasis on advanced instrumentation techniques.

**DHYG 2462 Clinical Dental Hygiene II** **0-15**

**Prerequisite: DHYG 1361**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Intermediate clinical experience in instrumentation, prophylaxis procedures.

**DHYG 2463 Clinical Dental Hygiene III** **0-15**

**Prerequisite: DHYG 2462**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Advanced clinical experience in instrumentation, prophylaxis procedures, and preventative techniques are applied during direct patient care. Development and refinement of skills and techniques are emphasized.

## Drafting and Design

**ARCE 1352 Structural Drafting** **3-0**

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

**ARCE 2344 Static and Strength of Materials** **2-4**

Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

**GISC 1411 Introduction to Geographic Information Systems (GIS)** **3-3**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

**DFTG 1317 Architectural Drafting - Residential** **2-4**

Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

**DFTG 1405 Technical Drafting** **3-3**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views and reproduction processes.

**DFTG 1409 Basic Computer-Aided Drafting** **3-3**

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

**DFTG 1413 Drafting for Specific Occupations** **3-3**

Discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields.

**DFTG 2312 Technical Illustration and Presentation** **2-4**

Pictorial drawing including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media.

**DFTG 2321 Topographical Drafting** **2-4**

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses.

**DFTG 2323 Pipe Drafting** **2-4**

A study of pipe fittings, symbols, specifications and their application to a piping process system. Creation of symbols and their usage in flow diagrams, plans, evaluations, and isometrics.

**DFTG 2402 Machine Drafting** **3-3**

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes and precision drawings.

**DFTG 2406 Machine Design** **3-3**

Theory and practice of design. Projects and problem-solving, including press fit, bolted and welded joints, and transmission components.

**DFTG 2408 Instrumentation Drafting** **3-3**

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

**DFTG 2417 Descriptive Geometry** **3-3**

Graphical solutions to problems involving points, lines, and planes in space.

**DFTG 2419 Intermediate Computer-Aided Drafting** **3-3**

A continuation of practices and techniques used in basic computer aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional drawings, interfacing 2D and 3D environments and extracting data.

# Course Descriptions

## Drama

**DRAM 1120**  
**1121**  
**2120**  
**2121 Drama Workshop (5005015226)** **0-6**

Play production. Rotation through the various tasks including set construction, lighting, props, publicity and others in a variety of productions.

**DRAM 1241 Make-up for the Stage (5005025226)** **2-1**  
 Students are assisted in the design and execution of make-up for developing and evoking believable characters. The class includes a discussion of basic make-up principles and practical experience in make-up design. Besides ingénue and character make-up studies, students are introduced to the creation of beards and moustaches, scars, cuts and bruises, and non-human imaginative characters. Applications of make-up skills will extend to stage productions.

**DRAM 1310 Introduction to the Theatre (5005015126)** **3-3**  
 A general survey of theatre art. Emphasis on three general areas of study: theatre as an art form, the components of theatrical production and theatre history.

**DRAM 1330 Stagecraft I (5005025126)** **3-3**  
 Instruction in technical production in the theatre. Students learn the rudiments of the art and craft of technical theatre. Topics addressed are the study of visual aesthetics of design, the physical theatre, construction and painting methods for stage scenery. Lab time is spent on the sets.

**DRAM 1351 Acting I (5005035126)** **3-3**  
 Study of basic principles of acting: imagination, concentration, relaxation and repetition. Games and exercises are used to increase sensory awareness. This class focuses on developing the body's ability to express character traits through movement. Discussion and practical applications of basic characterizations; emphasis on developing vocal and physical skills in acting.

**DRAM 1352 Acting II (5005035126)** **3-3**  
**Prerequisite: DRAM 1351**  
 Continued study in improving concentration and awareness. Advanced study and practical experience in creating characterizations; emphasis on developing vocal and physical skills in acting.

**DRAM 2331 Stagecraft II (5005025126)** **3-3**  
**Prerequisite: DRAM 1330**  
 A continuation of instruction in technical methodology for the theatre. The class is introduced to studies in scene design, lighting, backstage organization, properties and costume design. Selected classroom designs will be followed through from the first director/designer meeting to implementation for stage productions.

**DRAM 2336 Voice and Diction (500503226)** **3-0**  
 Study of the International Phonetic Alphabet applied to the development of good vocal habits and to general American speech. Student must declare at registration whether DRAM 2336 or SPCH 1342 credit is desired.

**DRAM 2351 Acting III (5005035126)** **3-3**  
**Prerequisite: DRAM 1352**  
 Continued advance study in acting techniques and styles; theatre games, extensive preparation and control of the voice with emphasis on wider and more in-depth characterizations. Emphasis on scene work and production.

**DRAM 2352 Acting IV (5005035126)** **3-3**  
**Prerequisite: DRAM 2351**  
 Advanced studies in acting. Each student will spend the semester developing monologues and scenes of varying styles and genre that culminate in a recital performed by the class for an audience.

## Economics

**ECON 1303 Economics and Contemporary Issues (1904025209)** **3-0**

A study of consumer problems of the individual and of the family in the American economy. Areas of study may include: money and credit management, saving and personal investment, estate planning, wills, buying food and clothing, home ownership or rental, transportation, insurance, taxes, and consumer protection.

**ECON 2301 Principles of Economics I (4506015125)** **3-0**  
 An introduction to the macro-economics of a modern industrial society. Emphasis on the analysis of supply and demand, national income, economic stability, fiscal policy, money and banking, economic growth and international trade.

**ECON 2302 Principles of Economics II (4506015125)** **3-0**  
**Prerequisite: ECON 2301**  
 An introduction to micro-economics of a modern industrial society. Emphasis on the further analysis of supply and demand, cost and price concepts, market structures, income distribution, international trade and exchange rates, and selected economic problems.

## Early Development and Education

**CDEC 1164 Practicum (or Field Experience) Child Care Provider/Assistant** **0-8**  
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CDEC 1313 Curriculum Resources for Early Childhood Program** **2-2**  
 A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

**CDEC 1319 Child Guidance** **2-3**  
 An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children.

**CDEC 1321 The Infant and Toddler** **2-2**  
 A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.

**CDEC 1323 Observation and Assessment** **2-2**  
 A study of observation skills, assessment techniques, and documentation of children's development.

**CDEC 1356 Emergent Literacy for Early Childhood** **2-3**  
 An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

**CDEC 1358 Creative Arts for Early Childhood** **2-2**  
 An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 1359 Children with Special Needs** **2-2**  
 A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

# Course Descriptions

## **CDEC 1417\* Child Development Associate Training I 3-3**

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Other functional areas of study include professionalism.

## **CDEC 2307 Math & Science for Early Childhood 2-2**

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

## **CDEC 2322\* Child Development Associate Training II 3-1**

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Other functional areas of study include professionalism.

## **CDEC 2326 Administration of Programs for Children I 2-3**

**Prerequisite: 6 hours of Early Development and Education coursework or advisor approval**

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

## **CDEC 2328 Administration of Programs for Children II 3-0**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships.

## **CDEC 2264 Practicum (or Field Experience) – Child Care Provider/Assistant 2-12**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## **TECA 1303 Families, School and Community (1301015209) 3-1**

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires student to participate in field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

## **TECA 1311 Educating Young Children (1312025109) 3-1**

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 15 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations; and, course includes a minimum of 16 hours of field experiences.

## **TECA 1318 Wellness of the Young Child (1301015309) 3-1**

Factors that impact the well-being of the young child including healthy behavior, food nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations; and course includes a minimum of 16 hours of field experiences.

## **TECA 1354 Child Growth & Development (1312025209) 3-0**

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

## Education

### **EDUC 1300 Learning Framework (4227015125) 3-0**

**Prerequisite: Students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines, or concurrently enroll in RDNG 0322. See the current Coastal Bend College Catalog for more information.**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation; 2) factors that impact learning; and, 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

### **EDUC 1301 Intro to the Teaching Profession (1301015109) 3-1**

An enriched integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and, 5) includes a minimum of 16 hours of field experience in P-12 classrooms.

### **EDUC 2301 Introduction to Special Populations (1310015109)3-1**

**Prerequisite: EDUC 1301**

An enriched integrated pre-service course and content experience that: 1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board of Educator Certification Pedagogy and Professional Responsibilities standards; and, 4) must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

## English

### **ENGL 0311 Fundamentals of Grammar and Composition I (0321085312) 3-2**

Instruction in punctuation, grammar and usage; practice in writing sentences and paragraphs of varied theoretical types. Recommended for students with minimal communication skills. One hour lab is required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

### **ENGL 0312 Fundamentals of Grammar and Composition II (3201085312) 3-2**

**Prerequisite: ENGL 0311 or an appropriate score on reading component of an approved academic skills assessment. See "Testing Requirements" section of this catalog for more information.**

Provides students with fundamentals of grammar and composition necessary to enter college composition courses. The basic principles of composition are introduced, and intensive practice in writing essays of varied theoretical types is given. One hour lab is required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science degrees.

# Course Descriptions

**ENGL 0313 Workplace Communication (320185312) 3-2**  
**Prerequisite: Appropriate TASP or alternative exam score for the Certificate Level student**

Instruction in the writing of basic workplace communication. Study and application of workplace reports such as accident, process, recommendation, etc; business letters and memos; resumes and employment letters. Especially suited to students in vocational programs leading to the Level I Certificate in auto mechanics, welding, air conditioning tech., electronics servicing, cosmetology, and child development.

**ENGL 1301 Composition and Grammar (2313015112) 3-1**  
**Prerequisite: Students must demonstrate readiness to perform college-level academic coursework in reading and writing according to Coastal Bend College academic skills assessment guidelines. See "Testing Requirements" section of this catalog for more information.**

Study of principles and techniques of written, expository, and persuasive composition including analysis of literary, expository, and persuasive texts; critical thinking; and a review of grammar and communication skills, with emphasis on clear, correct, effective composition and speech. Frequent reading and writing.

**ENGL 1302 Composition and Rhetoric (2313015112) 3-1**  
**Prerequisite: ENGL 1301**

Analysis and discussion of typical literary selections. Frequent, documented, investigative essays. Continued study of writing with emphasis on logic, research, and literary criticism. Research paper required.

**ENGL 1311 Technical Report Writing and Business Correspondence (2311015112) 3-0**  
**Prerequisite: ENGL 1301 or POFT 1302**

Instruction in the composition of effective business communications. Development and utilization of analytical, problem-solving skills through the application of sound judgment to situations frequently encountered in business communication. Credit will not be given for more than one ENGL 1311 and ENGL 2311.

**ENGL 2307 Creative Writing I (2305015112) 3-0**  
**Prerequisite: ENGL 1301**

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

**ENGL 2308 Creative Writing II (2313025112) 3-0**  
**Prerequisite: ENGL 2307**

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

**ENGL 2311 Advanced Composition and Report Writing (2311015112) 3-0**  
**Prerequisite: ENGL 1301**

Essentials of correct, effective, technical writing. Includes applications of the principles of exposition to problems, projects, and reports. For technical students.

**ENGL 2314 Technical Writing (2313035112) 3-0**  
**Prerequisite: ENGL 1302**

Advanced writing in technical, scientific, and business fields. Study and application of reports, proposals, and other technical papers with an emphasis on research, audience adaptation, invention, organization, style, and mechanics. Especially suited to students in programs leading to degrees in agriculture, business administration, engineering, and science.

**ENGL 2322 Survey of English Literature (2314045112) 3-0**  
**Prerequisite: ENGL 1302**

Study of selected significant works, movements, schools, and/or periods of English literature from Beowulf to the Romantic period. Direct study of poetry and prose.

**ENGL 2323 Survey of English Literature (2314045112) 3-0**  
**Prerequisite: ENGL 1302**

Study of selected significant works, movements, schools, and/or periods of English literature from the Romantic period to the present. Direct study of poetry and prose.

**ENGL 2326 Masterpieces of American Literature (2314025112) 3-0**  
**Prerequisite: ENGL 1302**

Study of selected significant works, movements, schools, and/or periods of American literature. The course stresses background, development, and appreciation.

**ENGL 2331 Masterpieces of World Literature (1601045213) 3-0**  
**Prerequisite: ENGL 1302**

Study of selected significant works, movements, schools, and/or periods of world literature. The course stresses background, development, and appreciation.

**ENGL 2341 Forms of Literature- Film (1601045113) 3-0**  
**Prerequisite: ENGL 1302**

Study of selected significant works, movement, styles and/or genres of film from D.W. Griffith to the present. This course explores Hollywood classics, foreign films, as well as modern selections. This course incorporates the direct study of film, using film techniques (mise-en-scene, cinematography, editing, and sound), major film theories, as well as taking into consideration the social, intellectual, and historical developments that have influenced film.

## Geography

**GEOG 1303 World Geography (4507015325) 3-0**  
**Prerequisite: Passing score on Reading Section of ACCUPLACER**

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, climatic regions, resources, and man's response to his environment. Attention is directed to the use of globes, maps, and charts.

## Geology

### Prerequisite Statement

*To enroll in any Geology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

**GEOL 1301 Experiences in Earth Science (4007035103) 3-0**

Introduces fundamental concepts of physical and historical geology in a natural setting. Materials are presented on the Internet to acquaint the student with basic principles and will be followed up by field studies in a geologically significant area in Texas. Other aspects of Earth Science may be presented as conditions allow. Follow-up will be done on the Internet and culminate in a final exam.

**GEOL 1305 Environmental Geology (0301035301) 3-0**

Introduces students to the impact of humans on the environment. Uses current events in conjunction with scientific principles to promote awareness of our planet and the life on it. Introduces the application of basic mathematics for problem solving and manipulation of data. Intended for non-science majors and general interest.

**GEOL 1403 Physical Geology (4006015103) 3-3**

A study of materials that make up the earth, and the processes that make it a dynamic body, emphasizing the three major types of rocks and the physical processes that break down these rocks into sediments. The course also is an introduction into the major fields of geology and to the materials commonly used in the study of geology.

**GEOL 1404 Historical Geology (4006015103) 3-3**

A study of the geologic history of the earth, emphasizing the application of basic geology, use and identification of fossils, and an understanding of the development of the geological time scale. The course leads to discussion of current concepts of the ancient and more recent earth, major geologic events, and a study of plants and animals and their succession in the fossil record.



## Course Descriptions

### **GEOL 1405 Environmental Geology (0301035301) 3-3**

The earth as a habitat. Interrelationships between humans and the environment. Effects of these interrelationships on or by the dynamic processes of the earth. Geologic considerations in urban planning and regional land use.

### **GEOL 2409 Descriptive Mineralogy and Crystallography (4006015203) 3-3**

**Prerequisite: GEOL 1403; a high school or general college chemistry course is strongly recommended**

An introduction to the science of mineralogy with emphasis on crystallography, chemistry, classification, identification, and occurrence of minerals; and applications of mineralogy to rock identification.

## Government

### Prerequisite Statement

*To enroll in any Government course, students must have completed ENGL 1302 or ENGL 2311 with a grade of "C" or better, be concurrently enrolled in ENGL 1302 or ENGL 2311, or have the instructor's approval.*

### **GOVT 2305 American Government (4510025125) 3-0** **See prerequisite statement.**

A survey of the American government, its origins, constitution, and structure of the American political system to illustrate how authoritative decisions are made and executed for the American society. In order to ensure that government courses satisfy the Texas Education Code requirement, students taking GOVT 2305 should take GOVT 2306 at the same institution.

### **GOVT 2306 State Government and Federalism (4510025125) 3-0** **See prerequisite statement.**

Introduction to the theory and practice of politics and government in America at the state and local levels, and the relationship between state and federal government, with special attention to Texas. In order to ensure that government courses satisfy the Texas Education Code requirement, students taking GOVT 2305 should take GOVT 2306 at the same institution.

### **GOVT 2389 Cooperative in Government (4501015125) 1-6**

An instructional program designed to integrate on-campus study with practical hands-on work experience in government. In conjunction with class seminars, the student will set specific goals and objectives in the study of government. Credit will be given for only one cooperative course (2389).

## History

### Prerequisite Statement

*To enroll in any History course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

### **HIST 1301 United States History Before 1865 (5401025125) 3-0** **See prerequisite statement.**

History of the United States from colonization to Reconstruction. Attention is devoted to the periods of discovery, exploration, settlement, development, the Revolution, the Constitution, expansion, slavery, and the Civil War.

### **HIST 1302 United States History After 1865 (5401025125) 3-0** **See prerequisite statement.**

History of the United States from Reconstruction to the present. Major topics are Reconstruction, monetary problems, commerce, industrial expansion, the United States as a world power, World War II, and the problems of peace.

### **HIST 2301 History of Texas (5401025225) 3-0**

**See prerequisite statement.**

History of Texas from prehistory to the modern era. Attention is directed to Spanish colonization, Texas under Mexico, the Texas Revolution, the Republic of Texas, Texas during the Civil War and Reconstruction, the Gilded Age in Texas, and Texas in the 20th century.

### **HIST 2321 World Civilization Before 1550 (5401015325) 3-0** **Prerequisite: ENGL 1302, ENGL 2311, or concurrent enrollment; or instructor approval. Also see prerequisite statement.**

A compact survey of man's struggle for civilization from early times to the year 1550. Included are studies of the ancient Near Eastern, Indian, Chinese, Greek, Roman, Byzantine and European civilizations. Attention is directed to the progress of European history during medieval times, the Middle Ages, the Renaissance, and the Reformation.

### **HIST 2322 World Civilization After 1550 (5401015325) 3-0** **Prerequisite: ENGL 1302, ENGL 2311, or concurrent enrollment; or instructor approval. Also see prerequisite statement.**

A compact history of the world in modern times including political, intellectual, economic, social, and cultural developments. Attention is directed to the French Revolution, the rise of nationalism, the development of democratic governments, the origins of colonialism and imperialism, the industrial revolution, and the causes and consequences of the two world wars of the 20th century.

### **HIST 2327 Mexican American History I (0502035225) 3-0** **See prerequisite statement.**

Historical, economic, social and cultural development of Mexican-Americans/Chicanos from the exploration era to 1945. Emphasis is on the Native American civilizations, the Spanish colonial period, the revolution for independence (1810-1821), the early national era, relations with the United States, the Portiriato period, the Mexican revolutionary period (1910-1924), and Mexico since the Revolution of 1910.

### **HIST 2328 Mexican American History II (0502035225) 3-0** **See prerequisite statement.**

Historical, economic, social and cultural development of Mexican-Americans/Chicanos from 1945 to the present.

### **HIST 2389 Cooperative in History (4501015125) 1-6**

An instructional program designed to integrate on-campus study with practical hands-on work experience in history. In conjunction with class seminars, the student will set specific goals and objectives in the study of history. Credit will be given for only one cooperative course (2389).

## Humanities

### **HUMA 1301 Introduction to the Humanities (2401035112) 3-0**

An interdisciplinary, multi-perspective assessment of cultural, philosophical, and aesthetic factors, including art, music, theater, philosophy, literature, and religion, critical to the formulation of values and the historical development of the individual and of society.

## Kinesiology

*Activity courses may be taken only once for credit.*

**\*KINE 1100-1102 do not fulfill the core requirement for the 1-hour activity course(s).**

### **KINE 1100\* Lifetime Fitness Skills for Kinesiology Majors (3601085123) 1-2**

Instruction and participation in lifetime fitness skills.

### **KINE 1101\* Individual and Dual Sports for Kinesiology Majors (3601085123) 1-2**

Instruction and participation in individual and dual sports.

# Course Descriptions

**KINE 1102\* Team Sports for Kinesiology Majors (3601085123) 1-2**  
Instruction and participation in team sports.

**KINE 1103 Body Sculpting and Conditioning (3601085123) 1-2**  
A course that uses light weights, calisthenics, and conditioning activities to improve body composition. Emphasis is placed on nutrition and a healthy life style.

**KINE 1104, Conditioning and 1144 Advanced Conditioning (3601085123) 1-2**  
Sport specific conditioning for basketball, volleyball, soccer and softball.

**KINE 1105 Weight Control and Aerobic Conditioning (3601085123) 1-2**  
A course including calisthenic exercises, weight training, nutrition counseling and conditioning activities for students with weight problems.

**KINE 1106, Beginning and 1126 Intermediate Aerobic Dance (3601145123) 1-2**  
Courses that incorporate the fundamental skills of aerobic dance and choreography with emphasis on the maintenance and/or improvement of physical fitness.

**KINE 1107 Jazz Dancing (3601145123) 1-2**  
An Introduction to theory, technique and vocabulary of tap and jazz dancing with emphasis on basic steps and choreographed routines.

**KINE 1108 Aerobic Fitness (3601085123) 1-2**  
A course that incorporates the five components of health-related fitness. Emphasis is on improving cardiovascular endurance, muscular endurance, and flexibility.

**KINE 1109, Judo and 1110 Intermediate Judo (3601085123) 1-2**  
**Prerequisite for 1110: KINE 1109**  
Fundamental learning and practice in beginning and intermediate judo.

**KINE 1111 Team Sports (3601085123) 1-2**  
Introduces concepts and fundamentals of volleyball and basketball.

**KINE 1112 Team Sports (3601085123) 1-2**  
Introduces concepts and fundamentals softball and soccer.

**KINE 1113, Badminton and 1123 Intermediate Badminton (3601085123) 1-2**  
Fundamental learning and practice in beginning and intermediate badminton.

**KINE 1133, Beginning and 1135 Intermediate Swimming (3601085123) 1-2**  
A course in the fundamental and advanced skills of recreational swimming and basic water safety. American Red Cross certification may be obtained.

**KINE 1114, 1134 Bowling and Advanced Bowling (3601085123) 1-2**  
**Prerequisite for 1134: KINE 1114, or instructor approval**  
Fundamental instruction and practice in elementary and advanced bowling. A fee of \$85 will be charged for the Bowling Center use.

**KINE 1115 Mat Pilates (3601085123) 1-2**  
This course incorporates Pilates-based exercises and the six principle of Pilates. This workout targets the entire body utilizing your body weight to build strength. There is no aerobic segment in this workout. This workout does combine natural-fluid movements to enhance posture, flexibility, body symmetry, and relieve stress. Yoga Mat Required.

**KINE 1116 Folk and Line Dance (3601145123) 1-2**  
A course including instruction and active participation in international folk dances and current line dances.

**KINE 1117, 1137, Beginning, Intermediate 1147 and Advanced Tennis (3601085123) 1-2**  
**Prerequisite for 1137: KINE 1117, or instructor approval**  
**Prerequisite for 1147: KINE 1137, or instructor approval**  
Fundamental skills for beginning, intermediate and advanced tennis.

**KINE 1118, 1138 Fencing & Intermediate Fencing (3601085123) 1-2**  
**Prerequisite for 1138: KINE 1118**  
Fundamental learning and practice in elementary and intermediate techniques of foil fencing.

**KINE 1119 Yoga (3601085123) 1-2**  
Instruction in the practice of Yoga. General philosophy, history, and benefits of overall health and wellness will be included. Emphasis on performance of posture, breathing, concentration, and relaxation techniques will be demonstrated and practiced.

**KINE 1120, Beginning and 1121 Advanced Gymnastics (3601085123) 1-2**  
**Prerequisite for 1121: KINE 1120**  
Instruction in fundamental and advanced techniques. Students learn to choreograph and perform gymnastics routines. Safety instruction is incorporated for beginning and advanced skills.

**KINE 1123 Water Aerobics (3601085123) 1-2**  
Emphasizes knowledge and development of cardiovascular endurance, flexibility, strength, and muscular endurance through aerobic workouts using the resistance of water. Safety and responsibility regarding water activities will also be addressed.

**KINE 1124, 1125 Intermediate and Advanced Volleyball (3601085123) 1-2**  
Fundamental skills for beginning, intermediate and advanced volleyball.

**KINE 1127, 1128 Karate and Intermediate Karate (3601085123) 1-2**  
**Prerequisite for 1128: KINE 1127**  
Fundamental and intermediate skills and practice in karate.

**KINE 1129 Self Defense (3601085123) 1-2**  
Fundamental skills and techniques of self-defense to combat assault and rape.

**KINE 1130, 1132 Intermediate and Advanced Basketball and Sports Skills (3601085123) 1-2**  
Instruction in intermediate and advanced basketball and other sport skills.

**KINE 1139 Recreational Sports (3601085123) 1-2**  
Fundamental skills and practice in a diversified number of recreational sports, including fitness activities, racquet sports, individual and team sports.

**KINE 1140, 1148 Weight Training and Advanced Weight Training (3601085123) 1-2**  
Basic and advanced instruction in fitness and weight training techniques using free weights and Nautilus machines. Emphasis on individualized programs in muscular strength and endurance.

**KINE 1143 Frisbee Golf (3601085123) 1-2**  
Instruction in fundamentals of Frisbee golf.

**KINE 1142 1145 Beginning and Advanced Golf (3601085123) 1-2**  
**Prerequisite for 1145: KINE 1142**  
Instruction in fundamental and advanced golf.

# Course Descriptions

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## **KINE 1150 Adult Fitness Programs (3601085123) 1-2**

A course primarily for working adults who desire to become more aware of fitness techniques and to become involved in a fitness program. This course involves group instruction, but allows students to work at their level of fitness.

## **KINE 1153 Life Guard Training (3601085323) 1-2**

**Prerequisite: KINE 1135 or American Red Cross Certification Swimmer Level**

Lifeguard certification awarded upon successful completion of all the required skills.

## **KINE 1206 Standard First Aid (5103015316) 2-0**

A lecture, audio-visual, and demonstration course in community first aid and safety. Adult, infant, child, & two-man CPR training is included in this course. This course does NOT include ARC or NSC certification; for certification, please consult an instructor.

## **KINE 1238 Introduction to Physical Fitness 2-0**

This course will cover the aspects of wellness and how to design and implicate a personal fitness program. This course does not involve any physical activity and is completely online. This course will fulfill the two (2) hour Kinesiology requirement for graduates.

## **KINE 1301 Foundations of Kinesiology (3105015223) 3-0**

Orients students in the Kinesiology field through lectures, presentations, and field trips. This course includes the history of the field and career opportunities available today.

## **KINE 1304 Personal Health 3-0 (Concepts of Healthful Living) (5103015116)**

Investigation of the principles, practices, and problems related to personal health.

## **KINE 1305 Community Health (5103015116) 3-0**

Study of community-wide health problems which influence our society. Introduction to principles of personal health, mental health, nutrition, drug abuse, exercise, and sexuality. Community health services, public health agencies, and sanitation measures are explored. Field trips to various agencies and associations.

## **KINE 1306 Standard First Aid (5103015316) 3-0**

A lecture, audio-visual, and demonstration course in American Red Cross Community First Aid and Safety or National Safety Council. Adult, infant, child, & two-man CPR and First Aid training are included in this course. ARC or NSC certification is awarded upon successful completion.

## **KINE 1308 Sports Officiating (3101015123) 3-0**

Instruction and practice in basketball and volleyball officiating. Opportunities for experience are provided in intramural sports.

## **KINE 1331 Kinesiology in Elementary School (3105015223) 3-0**

A detailed analysis of fundamental principles, content, and curriculum of the elementary school kinesiology program. Emphasizes is placed on establishing a learning environment that encourages appropriate behavior and promotes learning.

## **KINE 1338 Concepts of Physical Fitness (3105015123) 3-0**

Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. Through lecture, discussion, outside readings and experiments, students will be helped to understand procedures for developing personal fitness programs.

## **KINE 1346 Drug Education (5103015316) 3-0**

Study of the use and abuse of alcohol, tobacco, and other harmful drugs with emphasis on the physiological, sociological, and psychological effects.

## Machinist

### **MCHN 1217 Machining I 1-2**

Introductory course that assists the student in understanding the machinist occupation in industry. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis on shop safety, housekeeping, and preventative maintenance.

### **MCHN 1308 Basic Lathe 1-6**

An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory.

### **MCHN 1313 Milling I 1-6**

An introduction to the common types of milling machines, basic parts, nomenclature, basic operations and procedures, machine operations, safety, machine mathematics, blueprint reading, and theory.

### **MCHN 1320 Precision Tools and Measurements 2-3**

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

### **MCHN 1343 Machine Shop Mathematics 3-0**

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses.

### **MCHN 1358 Intermediate Lathe Operations 1-6**

Continuation of Basic Lathe Operations with emphasis on continued proficiency in lathe operations. Identification and operation of lathe machine tools, including basic tapered form turning and basic threading operations.

### **MCHN 1481 Cooperative Education -- Machine Tool Technology/Machinist 0-4**

Career-related activities encountered in the student's area of specialization offered through and individualized agreement among the college, employer, and student. Under the supervisions of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

### **MCHN 2302 Intermediate Milling Operations 1-6**

A continuation of Basic Milling Operations with emphasis on continued proficiency in mill operation. Identification and operation of milling machines and support tooling including keyseat cutter, staggetooth cutters, rotary table and dividing heads.

### **MCHN 2303 Fundamentals of Computer Numerical Controlled (CNC) Machine Controls 1-6**

An introduction to G and M codes (RS274-D) necessary to program Computer Numerical Controlled (CNC) machines.

### **MCHN 2230 Milling Machine III 1-3**

Advanced study of milling machine operations. Use of milling cutters and support tooling including end mills, slab mills, face mills, involute cutters, rotary tables, and indexing heads with a review of related mat and machine theory.

### **MCHN 2231 Advanced Engine Lathe I 1-3**

Advanced study of lathe operations. Use of special cutting tools and support tooling, such as form tools, carbide inserts, taper attachments, follower, and steady rest. Close tolerance machining required.

### **MCHN 2335 Advanced CNC Machining 1-6**

The study of advanced CNC operation with an emphasis on programming and operation of machining and turning centers.

### **MCHN 2238 Advanced Computer-Aided Manufacturing (CAM) 1-3**

A study of advanced techniques in Computer-Aided Manufacturing (CAM).

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# Course Descriptions

**MCHN 2341 Advanced Machining I 1-6**  
An advanced study of lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of carbide insert tooling, special tooling, bench assembly, and materials metallurgy.

**MCHN 2344 Computerized Numerical Control Programming 2-3**  
Programming and operation of computer numerically controlled (CNC) machine shop equipment.

**MCHN 2345 Advanced Machining II 1-6**  
Advanced milling, drilling, grinding, and lathe operations to close tolerance dimensions. Emphasis on job planning and advanced uses of precision measuring instruments.

## Management

**BMGT 1382 Cooperative Education – Business Administration & Management, General 1-20**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

**BMGT 2309 Leadership 3-0**  
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

**BMGT 2382 Cooperative Education – Business Administration and Management, General 1-20**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

## Mathematics

**MATH 0321 Beginning Algebra (3201045119) 3-3**  
**Prerequisite: A grade of A, B or C in MATH 0310 or an appropriate score on math section of an alternative test or ACCUPLACER test**  
Sets and properties of real numbers; linear equations and inequalities in one variable; geometry formulas; word problems using linear equations; exponents; polynomial operations; factoring; similar geometric figures; square roots, Pythagorean theorem. This course is non-transferable and does not count toward associate's degree.

**MATH 0322 Intermediate Algebra (3201045219) 3-1**  
**Prerequisite: A grade of A, B or C in MATH 0321 or an appropriate score on math section of an alternative test or ACCUPLACER test.**  
Linear and absolute value equations and inequalities; factoring, rational algebraic expressions, variation, radical equations; quadratic equations and functions; applications. This course is non-transferable and does not count toward associate's degree.

**MATH 1314 College Algebra (2701015419) 3-1**  
**Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).**  
Relations, functions, graphs, algebra of functions and inverse functions; linear and quadratic relations and functions; graphs of piecewise functions; graphs of rational functions; exponential and logarithmic functions and their properties; exponential and logarithmic equations; systems of linear and nonlinear equations and inequalities; matrices including Gaussian elimination; polynomials including synthetic division, rational root theorem, remainder and factor theorems and approximating irrational roots; conic sections; sequences and series; binomial theorem; partial fractions.

**MATH 1316 Plane Trigonometry (2701015319) 3-0**  
**Prerequisite: MATH 1314**  
Angular measure, angular and linear velocity, trigonometric functions and their graphs, identities solutions of triangles, areas of triangles, trigonometric equations, inverse trigonometric functions and their graphs, trigonometric form of complex numbers, and applications.

**MATH 1324 Mathematics for Business and Economics I (2703015219) 3-0**  
**Prerequisite: 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).**

Functions and graphs; linear and quadratic functions, systems of equations, matrices; systems of linear inequalities and linear programming; permutations, combinations, and probability; simple and compound interest, discounts, annuities, and amortizations. Emphasizes applications from business and economics.

**MATH 1325 Mathematics for Business and Economics II (2703015219) 3-0**  
**Prerequisite: MATH 1324 or MATH 1314**

Polynomial, rational, exponential and logarithmic functions, limits, continuity, definition and interpretation of the derivative, rules for differentiation, relative and absolute extrema, curve sketching, differentials, antiderivatives and indefinite integrals, rules of integration, and integration by substitution. Emphasizes business applications.

**MATH 1332 Contemporary Mathematics I (2701015119) 3-0**  
**Prerequisite: Math 0321 or a minimum score of 41 on the algebra module of Accuplacer or any score in the college level math module of Accuplacer or minimum score of 220 on THEA.** Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. (This course meets core requirements for Workforce students and Liberal Arts majors. **This course is not for students seeking pre-k through 12 certification. This course is not for stem majors (science, technology, engineering, and math).**

**MATH 1342 Statistics (2705015119) 3-0**  
**Prerequisite: 270 or above on THEA, 65-100 (Alg. Module) on Compass, 63 or over (college level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).** 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. *Note: This course does not replace MATH 1442.*

**MATH 1350 Fundamentals of Mathematics I (2701015619) 3-0**  
**Prerequisite: College Algebra.**  
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

**MATH 1351 Fundamentals of Mathematics II (2701015619) 3-0**  
**Prerequisite: Math 1350, College Algebra.**  
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

# Course Descriptions

**MATH 1442 Statistics (2705015119) 4-1**  
**Prerequisite:** 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).

Collection and analysis of data: graphic display of categorical and numerical data; descriptive statistics including measurements of variability and central tendency; probability; hypothesis testing about a single mean, pairs of means and variance; analysis of variance; linear regression. Emphasis on microcomputers as problem solving tools.

**MATH 2412 Pre-Calculus Mathematics (2701015819) 4-1**  
**Prerequisite:** 270 or above on THEA, 65-100 (Alg. module) on Compass, 63 or over (College level module) on Accuplacer OR exemption from academic skills assessment (see Testing Requirements section of this catalog).

Applications of algebra and trigonometry to the study of elementary functions. Topics include properties, graphs and applications of polynomial, algebraic, rational, exponential, logarithmic and trigonometric functions; sequences and series; mathematical induction; binomial theorem; and systems of equations.

**MATH 2413 Calculus I (2701015919) 4-2**  
**Prerequisite:** MATH 2412, or MATH 1314 and Math 1316.

Limits and their properties, differentiation and integration of algebraic, exponential, logarithmic and trigonometric functions; emphasis on geometric and physical applications.

**MATH 2414 Calculus II (2701015919) 4-2**  
**Prerequisite:** MATH 2413

A continuation of integral and differential calculus with integration techniques and applications including areas, volumes of solids of revolution and surfaces of revolution, integration by parts, trigonometric integrals, L'Hopital's Rule, improper integrals; sequences and series; conics, parametric equations, polar coordinates and equations; and vectors and the geometry of space. Emphasis on geometric and physical applications.

**MATH 2415 Calculus III (2701015919) 4-2**  
**Prerequisite:** MATH 2414

Differentiation and integration of vectors and vector-valued functions, functions of several variables and related topics; multiple integration and vector analysis. Topics include surfaces in space, cylindrical and spherical coordinates, tangent and normal vectors, directional derivatives and gradients, extrema of functions of two variables and applications, centers of mass and moments of inertia, cylindrical and spherical coordinates, vector fields, and line and surface integrals.

**MATH 2420 Differential Equations (2703015119) 4-0**  
**Prerequisite:** MATH 2414

First order differential equations, linear differential equations, systems of linear differential equations, introduction to non-linear differential equations, Laplace transforms, power series solutions, introduction to partial differential equations, numerical methods, matrices, and integral equations. Emphasis on geometric and physical applications.

## Music

**MUEN 1121 Concert Band (5009035526) 0-6**  
 Membership open to any student by audition. Rehearses and performs representative band literature. The concert band is the main instrumental performance ensemble required for instrumental music majors each semester. Members must attend rehearsals and performances.

**MUEN 1131 Wind Ensemble (5009035626) 0-4**  
**Co-requisite:** Participation in Concert Band

A select performing and touring ensemble. Repertoire may include study of jazz, classical, popular styles, improvisation and contemporary literature to accommodate ensemble instrumentation. Members must attend rehearsals and performances.

**MUEN 1135 Mariachi Ensemble (5009035626) 0-4**  
 Membership open to any student by audition. Rehearses and performs Mariachi music.

**MUEN 1141 Concert Choir (5009035726) 0-6**  
 Membership open to any student by audition. Rehearses and performs representative choral literature. The concert choir is the main vocal performing ensemble required for vocal music majors and minors each semester. Members must attend rehearsals and performances.

**MUEN 1151 Coastal Bend College Singers (5009035826) 0-4**  
**Co-requisite:** Participation in concert choir

This organization is a select performing and touring ensemble. Limited membership is through audition by members of the concert choir. Repertoire includes study of jazz, popular styles, improvisation and contemporary literature to accommodate voices of the vocal ensemble. Members must attend rehearsals and performances.

**MUSI 1159 Musical Workshop (5009036126) 2-2**  
 Teaches details for producing a musical show. Audition and casting procedures, public relations, rehearsal techniques, staging, and financing are discussed. Students are involved in a musical production.

**MUSI 1162 Vocal Diction I: Italian and German (5009085326) 1-1**  
 A study of phonetic sounds of German and Italian to promote the ability to sing in these languages. No attempt made to develop grammar or vocabulary. Some use of records for developing facility in speaking and singing. Students learn to perform a minimum of three songs in each language. Required of vocal majors.

**MUSI 1165 Vocal Diction II: French and English (5009085326) 1-1**  
 A study of phonetic sound of French and English to promote the ability to sing in these languages. No attempt made to develop grammar or vocabulary. Some use of records for developing facility in speaking and singing. Students learn to perform a minimum of three songs in each language. Required of vocal majors.

**MUSI 1166 Woodwinds Class (5009035126) 2-1**  
 Develops basic performance skills and teaching techniques for woodwind instruments including flute, clarinet, saxophone, oboe, piccolo, and bassoon. Required for music majors.

**MUSI 1168 Brass Class (5009035126) 2-1**  
 Develops basic performance skills and teaching techniques for brass instruments including trumpet, French horn, cornet, trombone, and tuba. Required for music majors.

**MUSI 1181, 1182, 2181, 2182 Class Piano I, II, III, IV (5009075126) 2-1**  
 Class instruction on a continually graded basis in the fundamental techniques of playing the piano. Basic music theory and basics in fingering, pedaling, and expression are studied. Each level is the prerequisite for the next level.

**MUSI 1183, 1184, 2183, 2184 Class Voice I, II, III, IV (5009085126) 2-1**  
 Class instruction on a continually graded basis in the fundamentals of correct breathing, tone production, and diction. Each level is the prerequisite for the next level.

**MUSI 1188 Percussion Class (5009035126) 2-1**  
 Develops basic performance skills and teaching techniques for percussion instruments including snare drum, tympani, bass drum, xylophone, and bells. Required for music majors.

**MUSI 1192 Class Guitar I (5009035126) 2-1**  
 Class instruction in fundamental guitar techniques.

**MUSI 1193 Class Guitar II (5009035126) 2-1**  
**Prerequisite:** MUSI 1192 and instructor approval  
 Continuation of Class Guitar I. Instruction in more advanced guitar techniques.

# Course Descriptions

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- MUSI 1211 Music Theory I (5009045126) 2-2**  
**Prerequisite: Pass placement examination or MUSI 1301**  
 Fundamentals of music review including study of major and minor scales, keys, cadences, major, minor, diminished, and augmented chord structures; progression of the three principal triads with introduction in writing four-part chorale style, with keyboard application; harmonic analysis.
- MUSI 1212 Music Theory II (5009045126) 2-2**  
**Prerequisite: MUSI 1211 or equivalent with minimum "C" grade**  
 A continuation of Music Theory I with further study of the triad in inversion; use and function of each diatonic triad; non-harmonic tones, cadences, and an introduction to diatonic 7th chords with keyboard application and harmonic analysis.
- MUSI 1216 Elementary Sight Singing and Ear Training I (5009045626) 2-2**  
**Co-requisite: MUSI 1211**  
 The practice of rhythmic, melodic, harmonic dictation, and sight singing melodies using materials studied in MUSI 1211.
- MUSI 1217 Elementary Sight Singing and Ear Training II (5009045626) 2-2**  
**Co-requisite: MUSI 1212 Prerequisite: MUSI 1216 or equivalent with minimum "C" grade**  
 A continuation of MUSI 1216 with representative rhythmic, melodic, harmonic dictation, and sight-singing of melodies using materials studied in MUSI 1212.
- MUSI 1290 Electronic Music (5009045826) 2-1**  
**Prerequisite: MUSI 1181, 1211, 1301, or MUAP 1169**  
 Introduction to use of synthesizers, computers, sequencing and music printing software, multi-track recorders, and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition, and performance of music.
- MUSI 1301 Fundamental of Music (5009045526) 3-0**  
 A study of basic notation, note values, scales (both major and minor), intervals, triads, and key signatures with simple keyboard application. Covers beginning principles of sight-singing and ear training.
- MUSI 1304 Foundations of Music (5009045426) 3-2**  
 Development of music skills such as basic theory, rhythm, sight singing, elementary chord structures and beginning classroom techniques for piano, recorder, guitar, ukulele, and other rhythm band instruments.
- MUSI 1306 Listening to Music (5009025126) 3-0**  
 Designed for the non-music major. Includes a broad survey of types, forms, and styles of music reflecting various cultural periods, major composers, and musical elements; and is a foundation for enjoyment and understanding by the listener.
- MUSI 1308 Survey of Music History and Literature I (5009025226) 3-2**  
 A study and historical survey of the principal musical forms and stylistic periods through the Baroque Era. Required for music majors.
- MUSI 1309 Survey of Music History and Literature II (5009025226) 3-2**  
 A continuation of MUSI 1308. The study and historical survey of the principal music forms, stylistic periods, and composers of music from the Rococo period through the present day. May be taken before MUSI 1308. Required for music majors.
- MUSI 1310 American Music 3-0**  
 General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary music.
- MUSI 1386 Music Composition I (5009045326) 3-0**  
**Prerequisite: MUSI 1301 or Placement Test**  
 A study of the techniques and skills for composing music with writing applications for both instrumental and vocal. Includes a study of musical form, analysis, and orchestration. Composing music using the computer and synthesizer will be included.
- MUSI 2211 Music Theory III (5009045226) 2-2**  
**Prerequisite: MUSI 1212 or equivalent with minimum "C" grade**  
 A continuation of first-year theory including a study of modulation to closely related keys, form and melodic structure; uncommon chord progressions with part-writing application; further study of the diatonic 7th chords, and an introduction to altered and borrowed chords. Includes musical analysis of form, harmonic principles, and keyboard applications.
- MUSI 2212 Music Theory IV (5009045226) 2-2**  
**Prerequisite: MUSI 2211 or equivalent with minimum "C" grade**  
 A continuation of Music Theory III with a study of secondary dominant, leading tone and 7th chords; augmented chords; the Neapolitan and augmented 6th chords; chords of the 9th, 11th and 13th; advanced modulation; continuation of part-writing procedures; harmonic and musical form analysis; and an introduction to 20th Century melody, harmony, tonality and form. Continuation of keyboard applications.
- MUSI 2216 Advanced Sight Singing and Ear Training III (5009045726) 2-2**  
**Co-requisite: MUSI 2211**  
**Prerequisite: MUSI 1217 or equivalent with minimum "C" grade**  
 A continuation of representative levels of rhythmic, melodic, harmonic dictation, and sight-singing of melodies. Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
- MUSI 2217 Advanced Sight Singing and Ear Training IV (5009045726) 2-2**  
**Co-requisite: MUSI 2212**  
**Prerequisite: MUSI 2211 or equivalent with minimum "C" grade**  
 A continuation of representative levels of rhythmic, melodic harmonic dictations and sight-singing of melodies. Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
- MUSI 2386 Music Composition II (5009045326) 3-0**  
**Prerequisite: MUSI 1386**  
 Continuation of techniques and skills developed in MUSI 2386 with applications of more advanced compositional skills. Course will include instruction in 20th Century forms and structures.

# Course Descriptions

## Music Applied

**Private lessons: One-half (5009035426) 1/2-0 and 1-0 and 1 hour per week**

**Prerequisites: Audition and placement by the instructor**

1### Freshman Level

#1## one-half hour per week

2### Sophomore Level

#2## one hour per week

All students enrolled in MUAP courses will be required to attend recitals and concerts as assigned by course instructors. Failure to attend recitals and concerts will affect final grade in applied music courses.

A maximum of 8 hours may be used as electives for academic degrees.

MUAP 1117-1118,1217-1218,2117-2118,2217-2218	Flute
MUAP 1121-1122,1221-1222,2121-2122,2221-2222	Oboe
MUAP 1125-1126,1225-1226,2125-2126,2225-2226	Bassoon
MUAP 1129-1130,1229-1230,2129-2130,2229-2230	Clarinet
MUAP 1133-1134,1233-1234,2133-2134,2233-2234	Saxophone
MUAP 1137-1138,1237-1238,2137-2138,2237-2238	Trumpet (Brass)
MUAP 1141-1142,1241-1242,2141-2142,2241-2242	French Horn
MUAP 1145-1146,1245-1246,2145-2146,2245-2246	Trombone
MUAP 1149-1150,1249-1250,2149-2150,2249-2250	Euphonium Baritone
MUAP 1153-1154,1253-1254,2153-2154,2253-2254	Tuba
MUAP 1157-1158,1257-1258,2157-2158,2257-2258	Percussion
MUAP 1161-1162,1261-1262,2161-2162,2261-2262	Guitar/String
MUAP 1165-1166,1265-1266,2165-2166,2265-2266	Organ
MUAP 1169-1170,1269-1270,2169-2170,2269-2270	Piano (Keyboard)
MUAP 1181-1182,1281-1282,2181-2182,2281-2282	Voice

## Nursing

**RNSG 1309 Introduction to the Profession of Nursing 3-0-3**

Overview of nursing and the role of the professional nurse as provider in patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes knowledge, judgment, skills and professional values with a legal/ethical framework. This course lends itself to a blocked approach.

**HPRS 1160 Clinical for Basic Health Profession Skills 1-0-0-3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experience that continues application of skills and theory taught in HPRS 1304. Various health care facilities will be utilized to allow the student to explore the role of the basic healthcare provider. Admission to Coastal Bend College and declaration of a health science major. HPRS 1304 Basic Health Profession Skills must be concurrent or correlated to take the nurse aide certification exam and to receive full credit.

**HPRS 1304 Basic Health Profession Skills 3-2-4**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Student participation in skills laboratory is required.

**RNSG 1161 Clinical (Common Concepts...) 1-0-0-6**

Health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical instructor. The focus of the clinical rotation is the adult client in structured settings with common medical-surgical health care needs related to each body system. The clinical rotations will occur in acute and long term care settings.

**RNSG 1163 Clinical (Adult Health) 1-0-0-6**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RNSG 1201 Pharmacology 2-2-0**

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

**RNSG 1207 Nursing Jurisprudence 2-2-1**

A course in nursing jurisprudence and ethics with an emphasis on personal and professional responsibility. Study of the laws and regulations related to the provision of safe and effective professional nursing care.

**RNSG 1244 Nursing Skills II 2-1-4**

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework.

**RNSG 1251 Care of the Childbearing Family 2-1-2**

Study of concepts related to the provision of perinatal nursing care for childbearing families. Content includes knowledge judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach

**RNSG 1300 Health Assessment Across the Lifespan 3-2-4**

Development of skills and techniques required for a comprehensive health assessment of clients across the lifespan: pediatric, adult, and geriatric. Includes assessment of clients' health promotion and maintenance, illness and injury prevention and restoration, and application of the nursing process within a legal/ethical framework

**RNSG 1327 Transition from Vocational to Professional Nursing 3-0**

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 1341 Common Concepts of Adult Health 3-3-1**

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework.

**RNSG 1343 Complex Concepts of Adult Health 3-3-1**

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework.

**RNSG 2160 Clinical (Children) 1-0-0-6**

A health-related work-based learning experience that enables the student to apply specialized theory, skills, and concepts related to the child and his family. Direct supervision is provided by the clinical professional.

**RNSG 2161 Clinical (Adult Health) Capstone 1-0-0-6**

A health-related work-based learning experience that enables the student to apply theory, skills, and concepts of the client experiencing multisystem alterations in health in unstructured settings. Direct supervision is provided by the clinical professional.

**RNSG 2162 Clinical (Childbearing) 1-0-0-6**

A health-related work-based learning experience that enables the student to apply theory, skills, and concepts related to the high risk childbearing family. Direct supervision is provided by the clinical professional.

**RNSG 2201 Care of Children and Families 2-2-1**

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

# Course Descriptions

**RNSG 2206 Nursing Information Systems 2-2-0**  
A course which examines information systems and documentation tools utilized in nursing practice.

**RNSG 2213 Mental Health Nursing 2-2-0**  
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

**RNSG 2331 Advanced Concepts of Adult Health 3-3-1**  
Application of advanced concepts and skills for the development of the professional nurse's roles in complex nursing situations with adult clients/families with complex health needs involving multiple body systems in intermediate and critical care settings. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework.

## Oil and Gas Technology

**PTRT 1301 Overview of Petroleum Industry 3-0**  
An overview of the entire petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining.

**PTRT 1307 Production Methods 2-4**  
An introduction to the different methods associated with petroleum production; natural flow and artificial life. The student will also develop skills and competency in lease layout and specific recovery methods such as water flooding, chemical flooding, thermal processes, and CO<sub>2</sub> injections.

**PTRT 1312 Petroleum Regulation 3-0**  
A course in regulatory requirements and structures affixed to the petroleum industry by state and agencies. Topics include the Texas Railroad Commission, the Texas Natural Resource Conservation Commission, Occupational Safety and Health Administration, Department of Energy, and Department of Transportation.

**PTRT 1313 Industrial Safety 3-0**  
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards such as confined space entry, emergency action, lock-out/tag-out, and other work related subjects.

**PTRT 1391 Special Topics in Petroleum Technology -Basic Electricity 2-4**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the Technology or occupation and relevant to the professional development of the student. The course was designed to be repeated multiple times to improve student proficiency.

**PTRT 1403 Drilling 3-3**  
A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing, and proper procedures to successfully drill a well are implemented. Instruction in volume calculations, hydrostatic pressures, formations pressures, and analyzing problems in downhole drilling operations.

**PTRT 1424 Petroleum Instrumentation 3-3**  
Surveys the instruments, measurements, and control devices used within the major aspects of the petroleum industry. Basic terminology, functions, and applications of the various instruments will be discussed.

**PTRT 1491 Special Topics in Petroleum Technology-Oil and Gas Measurements 3-3**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the Technology or occupation and relevant to the professional development of the student. The course was designed to be repeated multiple times to improve student proficiency.

**PTRT 2432 Artificial Lift 3-3**  
Practical aspects of artificial lift in production systems.

**PTRT 2331 Well Completions 2-4**  
Prepares the student to evaluate the effects of drilling through the production formation and choose the tools and procedures for completing a drilled wellbore.

**PTRT 2436 Well Workover 3-3**  
In-depth study and analysis of the various problems associated with the producing wellbore. Students discuss and evaluate the economics of working over an oil or gas well.

**ENGG 1491 Special Topics in Geotechnical Engineering 3-3**  
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the oil and gas technology and relevant to the professional development of the student. Course uses GeoGraphix PRIZM software to interpret well log data.

## Pharmacy Technician

**PHRA 1301 Introduction to Pharmacy 3-3-0**  
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques.

**PHRA 1305 Drug Classification 3-3-0**  
An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.

**PHRA 1313 Community Pharmacy Practice 3-2-4**  
Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

**PHRA 1449 Institutional Pharmacy Practice 4-2-4**  
Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

**PHRA 1266 Practicum I 2-0-16**  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**PHRA 1441 Pharmacy Drug Therapy and Treatment 3-2-4**  
Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

**PHRA 1209 Pharmaceutical Mathematics I 2-2-0**  
Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems.

**PHRA 2330 Innovative Pharmacy Practice 2-3-0**  
Specialized duties and practice settings available to pharmacy technicians.



# Course Descriptions

## PHRA 1445 Compounding Sterile Preparations and Aseptic Technique 4-3-2

A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

## PHRA 1267 Practicum II 2-0-16

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## PHRA 1206 Computerized Drug Delivery System 2-2-1

Fundamentals of computer information systems and technology within the health care system. Includes specialized skills in the production of pharmaceutical documentation using selected pharmacy software packages and an overview of equipment and devices for drug distribution, preparation, and manufacturing. Also covers mechanical, automatic, and robotic drug delivery systems.

## PHRA 2266 Practicum III 2-0-16

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

## PHRA 1243 Pharmacy Technician Certification Review 2-2-1

A review of major topics covered on the National Pharmacy Technician Certification examination.

## PHRA 1207 Ethics and Texas Pharmacy Law 2-2-0

The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes state laws governing the practice of pharmacy, Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects, including criminal and civil statutes.

## Philosophy

### Prerequisite Statement

*To enroll in any Philosophy course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the "Testing Requirements" section of this catalog.*

## PHIL 1301 Introduction to Philosophy (3801015112) 3-0

**See prerequisite statement.**

Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

## PHIL 1316 History of Religion (3802015212) 3-0

**See prerequisite statement.**

A survey of major religions; ancient religions; origin, nature, and content of Old and New Testaments. Emphasis on the faith and life of ancient Israel and the early Christian church.

## PHIL 2306 Modern Morals: Intro to Ethics (3801015312) 3-0

Critical analysis of the principal ethical theories and their application to contemporary moral problems facing society, individuals, and professions (Biomedical, Business, Communications, etc.). Assessment levels: R3, E3, M1.

## PHIL 2321 Philosophy of Religion (3802015312) 3-0

**See prerequisite statement.**

A study of such philosophical issues as faith and reason, religious authority, modern science, evil and suffering, freedom, and conscience.

## Physics

### PHYS 1401 General College Physics I (4008015303) 3-3

**Prerequisite: MATH 1314 or concurrent enrollment**

Fundamentals of classical mechanics and heat. For liberal arts students and elementary education majors; not appropriate for students majoring in physics, mathematics, or engineering.

### PHYS 1302 General College Physics II (4008015303) 3-3

**Prerequisite: PHYS 1401 or instructor approval**

Fundamentals of classical electricity, magnetism, light and sound; includes introduction to particle behavior at the level of atoms and molecules. For liberal arts students and elementary education majors; not appropriate for students majoring in physics, mathematics, or engineering.

### PHYS 1303 Stars and Galaxies (4002015103) 3-3

**Prerequisite: Math 1314 or current enrollment**

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and Galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. This course will be taught via the Internet.

### PHYS 1304 Solar System (4002015203) 3-3

**Prerequisite: Math 1314 or current enrollment**

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. This course will be taught via the Internet.

### PHYS 2425 Mechanics I (4008015403) 3-3

**Prerequisite: MATH 2413 or registration therein**

Calculus-oriented introduction to classical mechanics and heat.

### PHYS 2426 Electricity and Magnetism (4008015403) 3-3

**Prerequisite: PHYS 2425 & MATH 2414 or registered in MATH 2414**

Principles of classical electricity, magnetism and light; introduction to atomic physics.

## Psychology

### PSYC 0111, 1-0

### 0211, 2-0

### 0311 Personal Development (3201015212) 3-0

Includes assessment of individual strengths and weaknesses to begin positive redirection of personal, academic and career goals. Small group sessions used extensively.

### PSYC 0333 Study Skills (3201015212) 3-0

Internet-based study skills course designed for students needing developmental work in reading, writing, or mathematics.

### PSYC 2301 General Psychology (4201015125) 3-0

**Prerequisite: Demonstrated readiness to perform college-level academic coursework in reading. See the "Testing Requirements" section of this catalog for more information.**

An introduction to psychology including growth and development, perception, learning and intelligence, emotions, personality development, and mental health.

### PSYC 2302 Applied Psychology (4201015225) 3-0

Study of the application of psychological principles and insights in such fields as business, industry, education, medicine, law enforcement, social work, and government work. Material from the major perspectives of psychology, including psychodynamic, cognitive-behavioral, and humanistic viewpoint will be examined.

# Course Descriptions

**PSYC 2314 Human Growth and Development (4227035125) 3-0**  
**Prerequisite: PSYC 2301, or instructor approval and demonstrated readiness to perform college-level academic coursework in reading. See page 15 for more information.**

A study of human growth and development from conception through maturity. Normal developmental trends are emphasized with attention to individual personality structure and its determinants.

**PSYC 2315 Psychology of Adjustment (4201015625) 3-0**  
**Prerequisite: PSYC 2301, or instructor approval and demonstrated readiness to perform college-level academic coursework in reading. See page 15 for more information.**

A discussion of psychological adjustment and its background in personal-social relationships.

**PSYC 2317 Educational Statistics (4201015225) 3-0**  
**Prerequisite: Demonstrated readiness to perform college-level academic coursework in math and reading. See page 15 for more information.**

Study of statistical methods used in psychological research including collection and analysis of data; graphic display of categorical and numerical data; descriptive statistics including measurements of variability and central tendency; probability; hypothesis testing about a single mean, pairs of means, and variance; analysis of variance; linear regression. Emphasizes microcomputers as problem-solving tools.

**PSYC 2319 Social Psychology (4216015125) 3-0**  
**Prerequisite: Demonstrated readiness to perform college-level academic coursework in reading. See "Testing Requirements" section of this catalog for more information.**

A study of how normal beings think, feel, and behave in social situations and a survey of major research findings in social psychology. Topics include self knowledge, personal perception, attitudes, power and influence, aggression, interpersonal attraction, male/female social and sexual behavior; and group dynamics.

**PSYC 2389 Cooperative in Psychology (4501015125) 1-6**  
 An instructional program designed to integrate on-campus study with practical hands-on work experience in psychology. In conjunction with class seminars, the student will set specific goals and objectives in the study of psychology. Credit will be given for only one cooperative course (2389).

## Radiologic Technology

**RADR 1213 Principles of Radiographic Imaging I 2-0**  
**Prerequisite: Must be accepted into the Radiologic Technology Program**  
 Radiographic image quality and the effects of exposure variables.

**RADR 1260 Clinical - Radiologic Technology Science - Radiographer 0-16**  
**Prerequisite: Must be accepted into the Radiologic Technology Program**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 1361 Clinical - Radiologic Tech./Science-Radiographer 0-16**  
**Prerequisite: RADR 1260**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 1362 Clinical-Radiologic Technology/Science - Radiographer 0-24**  
**Prerequisite: RADR 2401**  
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 1309 Introduction to Radiology and Patient Care 3-0**  
**Prerequisite: Must be accepted into the Radiologic Technology Program**  
 An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included.

**RADR 1411 Basic Radiographic Procedures 3-2**  
**Prerequisite: Must be accepted into the Radiologic Technology Program**  
 An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

**RADR 2217 Radiographic Pathology 2-0**  
**Prerequisite: RADR 1362**  
 Disease processes and their appearance on radiographic images.

**RADR 2401 Intermediate Radiographic Procedures 3-2**  
**Prerequisite: RADR 1411**  
 A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

**RADR 2305 Principles of Radiographic Imaging II 3-0**  
**Prerequisite: RADR 1213**  
 Radiographic imaging technique formulation. Includes equipment quality control, image quality assurance, and the synthesis of all variables in image production.

**RADR 2309 Radiographic Imaging Equipment 3-0**  
**Prerequisite: Must be accepted into the Radiologic Technology Program**  
 Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

**RADR 2313 Radiation Biology and Protection 3-0**  
**Prerequisite: RADR 2361**  
 Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

**RADR 2333 Advanced Medical Imaging 3-0**  
**Prerequisite: RADR 2331**  
 Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

**RADR 2335 Radiographic Seminar (Capstone) 3-0**  
**Prerequisite: RADR 2361**  
 A Capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

# Course Descriptions

## **RADR 2361 Clinical - Radiologic Technology/Science - Radiographer 0-16**

### **Prerequisite: RADR 1362**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **RADR 2362 Clinical - Radiologic Technology/Science - Radiographer 0-16**

### **Prerequisite: RADR 2361**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **RADR 2331 Advanced Radiographic Procedures 4-0**

### **Prerequisite: RADR 2401**

Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

## Reading

### **RDNG 0311 Preparatory Reading I (3201085212) 3-2**

For students who need help in improving reading skills. Review of vocabulary, reading comprehension, and critical reasoning. Designed for students whose independent reading level is below college level. One hour lab required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

### **RDNG 0322 Preparatory Reading II (3201085212) 3-2**

**Prerequisite: RDNG 0311 or an appropriate score on reading component of an approved academic skills assessment. See "Testing Requirements" section of this catalog for more information.**

Continued improvement of vocabulary, reading comprehension, and critical reasoning necessary to perform effectively in college-level course work. Includes skills necessary for college-level academic coursework in reading. One hour lab required. This course is non-transferable and does not count toward Associate in Arts or Associate in Science Degrees.

## Sociology

### Prerequisite Statement

*To enroll in any Sociology course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines. See the Testing Requirements section of this catalog for more information.*

### **SOCI 1301 Principles of Sociology (4511015125) 3-0**

#### **See prerequisite statement.**

An introduction to the sociological study of human societies, social processes, and interaction. Attention is on the basic methods, concepts, and frameworks used in sociological analysis.

### **SOCI 1306 Social Problems (4511015225) 3-0**

#### **See prerequisite statement.**

An introduction to the application of the sociological approach to the study of social problems. Emphasis is on increasing student awareness of major social problems in the United States such as inequality, crime and violence, substance abuse, deviance, family problems, and of possibilities for social action in dealing with those problems.

### **SOCI 2301 Marriage and the Family (4511015425) 3-0**

#### **See prerequisite statement.**

A study of marriage and family life in the U.S. with emphasis on social and cultural changes affecting the structure of the family, courtship and mate selection, sexual norms and relationships, and marital and family relationships throughout the family life cycle.

### **SOCI 2319 American Minorities (4511015325) 3-0**

#### **See prerequisite statement.**

A study of the principle minority groups in American (U.S.) society. Emphasizes the sociological analysis of interracial and interethnic relationships including problems of interpersonal and intergroup relations; social movements; and historical, economic, social, and cultural development of minority groups.

### **SOCI 2389 Cooperative in Sociology (4501015125) 1-6**

An instructional program designed to integrate on-campus study with practical hands-on work experience in sociology. In conjunction with class seminars, the student will set specific goals and objectives in the study of sociology. Credit will be given for only one cooperative course (2389).

## Social Work

### **SOCW 2361 Introduction to Social Work (4407015124) 3-0**

An introductory survey of social work in the United States emphasizing the historical development, philosophy, practice, and organization

### **SOCW 2362 Social Welfare as a Social Institution (4407015224)3-0**

A survey of the history, philosophical basis, ethics, objectives, and methods of social welfare as a social institution. Emphasizes evaluation of current programs and methods and the role of the social worker.

## Spanish

### **SPAN 1300 Beginning Conversational Spanish I (1609055413) 3-0**

Develops fundamental skills to converse in Spanish. While speaking, reading and writing are stressed, the emphasis is on conversation. Taught with the interactive media approach. Students who wish to gain speaking knowledge may enter with little or no experience in Spanish. Course topics may vary with subject specialization. Usually offered in the fall.

### **SPAN 1310 Beginning Conversational Spanish II (1609055413)3-0**

**Prerequisite: SPAN 1300 or one year of high school Spanish and instructor approval**

Develops fundamental skills to converse in Spanish. Continued emphasis on conversational Spanish with additional practice in listening, reading and writing. Taught with the interactive media approach. Students may continue to gain speaking knowledge of Spanish. Course topics may vary with subject specialization. Usually offered in the spring.

### **SPAN 1411 Elementary Spanish (1609055113) 3-3**

Intensive study of Spanish emphasizing listening, speaking, reading, and writing. Taught with interactive media approach. Implements supervised practice and laboratory. Usually offered in the fall.

### **SPAN 1412 Elementary Spanish (1609055113) 3-3**

**Prerequisite: SPAN 1411 or one year of high school Spanish (or equivalent) and instructor approval**

Continued intensive study of Spanish emphasizing practice in listening, speaking, reading, and writing. Taught with interactive media approach. Implements supervised practice and laboratory. Usually offered in the spring.

### **SPAN 2306 Intermediate Spanish Conversation (1609055413) 3-2**

**Prerequisite: SPAN 1412 (or equivalent) and instructor approval**

Extensive conversation practice based on topics of importance to students; grammar and vocabulary review. May be offered any semester.

### **SPAN 2311 Intermediate Spanish (1609055213) 3-2**

**Prerequisite: SPAN 1411 and 1412, or two years of high school Spanish (or equivalent) and instructor approval**

Conversation, composition, and grammar review. Reading and writing on cultural and literary topics. Supervised practice and laboratory. Usually offered in the fall.

# Course Descriptions

**SPAN 2312 Intermediate Spanish (1609055213) 3-2**  
**Prerequisite: SPAN 1411, 1412, and 2311; or three years of high school Spanish (or equivalent) and instructor approval**  
 Composition, conversation, and grammar review. Extensive reading and writing on literary and cultural topics. Supervised practice and laboratory. Usually offered in the spring.

**SPAN 2321 Introduction to Spanish Literature (1609055313) 3-0**  
**Prerequisite: SPAN 1412 (or equivalent) and instructor approval**  
 Extensive reading and analysis of selected literary works; written and oral presentations based on the readings. Review of vocabulary and grammar.

## Speech Communications

### Prerequisite Statement

*To enroll in any Speech course, students must demonstrate readiness to perform college-level academic coursework in reading according to Coastal Bend College academic skills assessment guidelines, or concurrently enroll in RDNG 0322. See the Testing Requirements section of this catalog for more information.*

**SPCH 1144, 1145, 2144, 2145 Forensics Activities (2310016012) 0-3**  
 Participation and training in forensics activities such as debate, oral interpretation, extemporaneous speaking, and oratory. Includes preparation and presentation for forums presented on and off campus, intercollegiate competition, judging speaking events, and production of student newsletter.

**SPCH 1311 Speech Communication (2310015112) 3-0**  
 Instruction in oral communication as it applies to listening, interpersonal, small group, and public speaking. Study of communication theory and practice through speeches and presentations, assessments, reflection, group discussion, and advocacy exercises.

**SPCH 1315 Public Speaking (2310015312) 3-0**  
 A study of various public speaking situations from inception through preparation and presentation, with emphasis on listening skills, audience analysis, non-verbal communication, technology, group presentations, and speech types including self-introductory, informative, persuasive, advocacy, and ceremonial.

**SPCH 1318 Interpersonal Communication (2310015412) 3-0**  
 Theory, example, and participation in exercises to improve and understand dyadic interactions and relationships and small group communication.

**SPCH 1321 Business and Professional Communication (2310015212) 3-0**  
 Emphasis and practice in professional oral communications skills through oral reports, conference techniques, selling, persuading, interviewing, and consumer relationships, as well as the use of technology in the communication process.

**SPCH 1342 Voice and Diction (2310015812) 3-0**  
 Study of the International Phonetic Alphabet as it applies to the development of good vocal habits and to general American speech.

**SPCH 2333 Small Group Discussion (2310015612) 3-0**  
 Study of the principles of systematic investigation and reflective thinking as applied to small group situations and discussion. Practice in discussion of current problems using oral communication group strategies such as parliamentary procedure, round table, focus groups, panels, committees, lecture-forum, problem-solving, and team building techniques.

**SPCH 2335 Argumentation & Debate (2310015912) 3-0**  
**Prerequisite: SPCH 1311, 1315, H.S. debate, or instructor's approval**  
 Instruction in the principles of oral argument, analysis, evidence, reasoning, fallacy, briefing, and delivery, as well as their applications in various speaking situations with extensive practice in Parliamentary Debate.

**SPCH 2341 Oral Interpretation (2310015712) 3-0**  
 Study and practice of techniques in oral interpretation of drama, prose, poetry, and readers' theatre.

## Vocational Nursing

### Prerequisite Statement

*Vocational Nursing courses are open to those students accepted into the Vocational Nursing program. All others must be approved by the Vocational Nursing Program Director.*

**VNSG 1115 Disease Control and Prevention 1-0**  
 Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

**VNSG 1116 Nutrition 1-0**  
 Introduction to nutrients and diet therapy and the role of each in proper growth and development and the maintenance of health.

**VNSG 1122 Vocational Nursing Concepts 1-0**  
 Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self care of the learner/professional.

**VNSG 1126 Gerontology 1-0**  
 Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly.

**VNSG 1133 Growth and Development 1-0**  
 Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

**VNSG 1136 Mental Health 1-0**  
 Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**VNSG 1138 Mental Illness 1-0**  
 Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

**VNSG 1201 Mental Health and Illness 2-0**  
 Personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Includes common mental disorders and related therapy.

**VNSG 1219 Professional Development 2-0**  
 Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1227 Essentials of Medication Administration 1-4**  
 General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

**VNSG 1230 Maternal-Neonatal Nursing 2-0**  
 Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the biopsychosocio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

# Course Descriptions

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## **VNSG 1234 Pediatrics 2-0**

Studies of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and ill child utilizing the nursing process.

## **VNSG 1320 Anatomy and Physiology for Allied Health 3-0**

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

## **VNSG 1329 Medical Surgical Nursing I 3-0**

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

## **VNSG 1331 Pharmacology 3-0**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

## **VNSG 1361 Clinical-Licensed Vocational Nurse Training 0-12**

A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

## **VNSG 1423 Basic Nursing Skills 2-6**

Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions.

## **VNSG 1432 Medical Surgical Nursing II 4-0**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical/surgical conditions in the health-illness continuum. Includes a variety of health care settings.

## **VNSG 2360 Clinical-Licensed Vocational Nurse Training 0-18**

A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

## **VNSG 2462 Clinical-Licensed Vocational Nurse (LVN) Training 0-18**

A health related work based learning experience that enables the students to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

## **VNSG 2431 Advanced Nursing Skills 2-6**

Mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem solving tool.

## Welding

### **TECM 1191 Special Topics in Applied Math, General 1-0**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

### **WLDG 1313 Introduction to Blueprint Reading for Welders 2-4**

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.

### **WLDG 1437 Introduction to Metallurgy 2-6**

A study of ferrous and non-ferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

### **WLDG 1417 Introduction to Layout and Fabrication 2-6**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

### **WLDG 1421 Introduction to Welding Fundamentals 2-6**

An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

### **WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 2-6**

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

### **WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) 2-6**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

### **WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW) 2-6**

An introduction to the principles of gas tungsten arc welding, setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

### **WLDG 1435 Introduction to Pipe Welding (SMAW) 2-6**

An introduction to welding of pipe using the shielded metal arc welding (SMAW) process, including electrode selection, equipment setup, and safe shop practices. Emphasis on welding positions 1G and 2G using various electrodes.

### **WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) 2-6 Prerequisite: Introduction to Shielded Metal Arc Welding or instructor approval**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all positions.

### **WLDG 2406 Intermediate Pipe Welding (SMAW) 2-6**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

### **WLDG 2413 Intermediate Welding Using Multiple Processes 2-6**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

### **WLDG 2447 Advanced Gas Metal Arc Welding (GMAW) 2-6**

Advanced topics in GMAW welding, including welding in various positions and directions.

### **WLDG 2451 Advanced Gas Tungsten Arc Welding (GTAW) 2-6**

Advanced topics in GTAW welding, including welding in various positions and directions.

# Continuing Education



## Customized and Continuing Education

It is the mission of CBC Customized and Continuing Education (CCE) Division to provide quality workforce, avocational and customized non-credit educational opportunities.

These programs provide opportunities for members of the community to increase their knowledge, improve their skills, and enrich their lives through cultural and recreational activities: adult vocational education, community service, avocational, customized contract and workforce development training. The course offerings are based on assessment of community and business needs and interests. CCE courses are developed with the same thoroughness as credit courses and instructors are selected based on their knowledge, experience and training in the subjects. Class size may be limited in some courses due to the nature or requirements of the curriculum, instructor availability, and facilities.

Registration is accepted on a first-come, first-served basis. Registration and payment can be made by mail, or in Beeville at CBC Lott-Canada Facility or at the main offices of the Alice, Kingsville, or Pleasanton campuses during regular business hours. All fees must be paid by the first or prior to the first class meeting. Purchase orders or vouchers are accepted from approved businesses or government agencies sponsoring students. Payment is accepted by check, money order, cash, Visa or 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 or ACCUPLACER or other scores are required for registration in a continuing education course.

If a CCE transcript is desired by a student, the student must request the transcript in writing with the inclusion of the date and name of the course and the student's social security number. There is no charge for the transcript. A \$10 charge will be assessed to replace lost certificates of completion. Students must call the appropriate CCE office 24 hours prior to the start of the class to confirm that the class has made. Coastal Bend College is not responsible for lodging or travel arrangements made in conjunction with classes.

Some credit courses may be taken as CCE "mirror courses" with approval of an Instructional Dean. Courses taken as continuing education may be converted to credit courses when formal application for conversion is made to an Instructional Dean and the student successfully completes the competency exam in the subject area and pays \$25 per class conversion. Registration for these courses will follow regular credit course registration and is on a space available basis in the credit course.

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

### Customized & Continuing Education Students CCE Representatives

Beeville Campus:	(361) 354-2330	<a href="mailto:noracart@coastalbend.edu">noracart@coastalbend.edu</a>
Alice Campus:	(361) 664-2981 Ext. 3030	<a href="mailto:dcadena@coastalbend.edu">dcadena@coastalbend.edu</a>
Kingsville Campus:	(361) 592-1615 Ext. 4035	<a href="mailto:debobran@coastalbend.edu">debobran@coastalbend.edu</a>
Pleasanton Campus:	(830) 569-4222 Ext. 1232	<a href="mailto:kfaver@coastalbend.edu">kfaver@coastalbend.edu</a>

### Truck Driving Courses

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



### Registration for Customized and Continuing Education Courses

1. Complete one-page Adult Vocational form and return to the CE Department with your payment.
2. Payment may be made by cash, check, Visa, MasterCard, money order, or purchase order from business or government agency sponsoring the student.
3. No placement exams or transcripts are required for most CE classes, except for those required for professional certification.

### Adult Vocation Courses

Coastal Bend College Continuing Education Department tailors its program offerings to suit your needs. CBC offers:

1. Customized contract training just for your organization;
2. Career advancement courses;
3. Non-credit workforce training;
4. Avocational classes for enjoyment;
5. Summer Kids College for youth ages 6-12;
6. Community Leadership training;
7. Mirror courses for those who want to take college courses but not for credit; and,
8. Online courses in a wide variety of vocational and avocational areas.

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

Contact the Customized and Continuing Education Office at (361) 354-2633 or visit the office located on the Beeville Campus inside the R.W. Dirks Student Services Building.

# Customized and Continuing Education

## 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 a CBC campus, 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  
R.W. Dirks Student Services Building  
Beeville, Texas 78102

For CCE at Alice, Kingsville and Pleasanton Campuses, please check at the administration office.

### Customized Training Representatives:

Alice Campus	(361) 664-2981 Ext. 3039
Beeville Campus	(361) 354-2633
Kingsville Campus	(361) 592-1615 Ext. 4040
Pleasanton Campus	(830) 569-4222 Ext. 1232

## Petroleum Industry Training

Coastal Bend College offers a wide variety of face-to-face and online safety courses including, but not limited to Safeland Basic and Core PEC approved courses, OSHA, hazardous materials, and CPR/first aid/blood borne pathogens/HIPPA regulations. We also offer CDL courses/CDL refresher courses, van safety, and roll over prevention. A brochure of classes is available upon request, and the curriculum can be customized for each company. Companies interested in providing safety training for a group of individuals should call the CE office.

## Professional Continuing Education

Many professions require annual or periodic continuing education. Coastal Bend College offers many classes for such continuing education requirements and will develop others upon demand.

Persons needing such training should contact the Continuing Education Facilitator. CBC CE courses have been approved for Certified Professional Education units by:

- National Center for Competency Testing;
- National Healthcareer Association;
- Texas Association of Social Workers;
- Texas Department of Aging and Disability Services;
- Texas Department of Public Safety; and,
- Texas Education Agency.

## Continuing Education Units

Although continuing education courses do not carry college transfer credit, certificates may be awarded to those who complete course requirements in adult vocational classes. Adult vocational participants may also earn Continuing Education Units on the basis of one unit for each 10 hours of instruction. CEUs are nationally recognized for recording continuing education activities.

## Online Continuing Education Courses

Online courses in a wide variety of workforce and avocation subjects are offered by selected vendors through the Continuing Education Department. **360 Training** offers Food Safety Manager training. **Education to Go** offers over 200 courses that are 24 hours in length and last for six weeks. **Ed2Go** provides professional courses in allied health, computers, pharmacy technician as well as many other courses that may take up to six months to complete. **TicketSchool.com** offers a defensive driving course for

those who wish to reduce their insurance rates, remove traffic tickets, or provide certification for company driving purposes. These course offerings may be reviewed on the Continuing Education web page at [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce).

## Barnhart Workshop Series

Proceeds from the estate of former Houston physician, Dr. Joseph N. Barnhart support special artistic and literary seminars and workshops at Coastal Bend College. Barnhart, who grew up in Beeville, established the first workshop in honor of his mother, Esther N. Barnhart, who was an avid porcelain painter. The Esther N. Barnhart China Painting Workshops each year feature top artists as instructors. Other Barnhart Workshop series, also led by highly qualified instructors, have included photography, glass-blowing, sculpture, printmaking, painting, and other artistic or literary pursuits. These courses may be offered for continuing education units.

## Avocational

The following are examples of courses available on demand:

Dancing	Guitar for All Ages
Arts and Crafts	Quilting
Motorcycle Riders Course	Parkour
Kids College (offered in the summer)	
Pilates	Spanish

Instructors with expertise and a desire to offer an avocational class are encouraged to contact the CCE Facilitator for information on class proposals.

## SEARCH

**Seniors Engaging in Arts, Recreation, Culture and Hyperspace (SEARCH)** is a special program that provides enrichment opportunities for participants in a wide variety of activities. Seniors who wish to participate in activities should call the Continuing Education Facilitator for further information and to be put on a mailing list.



Activities include field trips to sites of interest around Texas, including historical sites, museums, archeological digs, and bird watching. Tours include day trips around the area, the Bob Bullock Texas State History Museum in Austin, classes specialized for seniors, and longer tours to destinations in the U. S.

Tours to selected sites in the United States are periodically arranged with Collette Vacations. Profits from the tours are dedicated to CBC Continuing Education Scholarships. Call the CCE Office for destinations and information on planned trips.

## Kids College

Children between six and 12 years of age are invited to explore a different theme each summer at CBC Kids College. The kids will venture into music, dance, art, physical fitness training, guitar and other fun and interesting activities. Classes meet Monday through Thursday. Accredited and experienced teachers use an integrated curriculum that gives kids a chance to explore the arts, science, history, and other topics in a variety of hands-on classes.

A finale is held on the last day to showcase what the children have experienced. Depending upon funding, some partial scholarships are available due to the generosity of the Joe Barnhart Foundation.

For more information check out the CCE website [www.coastalbend.edu/ce](http://www.coastalbend.edu/ce) or call the CCE Beeville Office at (361) 354-2633.

## Performing Arts Project

Music and theatre arts have returned to Coastal Bend College. The Performing



## Continuing Education

Arts Project offers opportunities to develop musical and theatrical skills range from individual and group music classes in guitar, piano, choir, choral ensemble, band and musical theatre to performances of Madrigal feasts, concerts and contemporary plays. For performance and class opportunities call (361) 354-2303.

### Workforce Continuing Education Courses

Short-term workforce non-credit courses are available for those in the workforce who are looking to upgrade skills; secure or keep certification; or develop skills to change careers. Courses are available in Safety for the Petroleum Industry, Air Frame and Power Plant; Heating and Air Conditioning; Computer Technology, and Electronics. Other courses will be added as the need is assessed. For information, call your local CE Representative.

### Adult Basic Education

The Coastal Bend College Adult Basic Education (ABE) Program provides instruction in reading, writing and mathematics to adults seeking to improve the basic skills necessary to function effectively in their personal and family lives, in the workplace, and in the community. ABE instruction also improves literacy skills necessary for transitioning into the labor market or higher education. Classes are offered in basic skills, GED preparation and English Language Learning for non-native speakers. Instruction is provided through classes or Distance Learning. A registration process must be completed before receiving services.

Basic skills classes are offered in 7 or 9-week sessions four times per year. English Language Learning classes are offered throughout the year with open enrollment. Distance Learning is available all year through an Internet-based program. Because demand for these services often exceeds the space available, enrollment is controlled by maintaining a "waiting list" for entry into the program. The program provides free services based on the amount of funding received from federal and state grants. Applications are processed in the order received. Referrals from Texas Workforce Commission receive priority status. The college reserves the right to refuse services

based on eligibility according to grant requirements and for past "failure to comply" with program requirements.

### Application Process for Basic Skills Improvement Services

Adults age 18+	Submit application, schedule assessment and advising
Minors age 16-17	Submit application, schedule appointment with director and parent/guardian, schedule assessment, schedule advising with parent/guardian

### Application Process for English Language Services

Adults age 18+	Submit application, complete assessment and advising
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Classes are offered in Beeville, George West, Taft, Sinton, and Ingleside. Hours vary at each location. Contact the CBC ABE office at (361) 354-2633 for further information.

### Leadership Classes

CBC CE offers annual leadership programs for counties or collaborations of counties using the Critical Thinking in Leadership curriculum that was written in conjunction with the Texas Higher Education Coordinating Board Perkins Leadership funds. Currently, Leadership Bee, Live Oak, Refugio and Atascosa Counties provide leadership training through Coastal Bend College. Successful participants receive 6.4 CEUs in leadership and team building. For more information contact your local CE Representative.

### Continuing Education Instructors Needed

If you feel that you have the ability and knowledge to teach a class in just about anything, you are encouraged to send a resume to the CE Facilitator via fax at (361) 354-2764 or through regular mail to: Coastal Bend College Continuing Education, 3800 Charco Road, Beeville, Texas 78102.



# Additional Information



## 2012-2013 Advisory Committee Members

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### Air Conditioning and Refrigeration

Agricola, Dewayne, Owner, Agricola Heating & Refrigeration, Beeville  
 Altman, Jim, Owner, Four Seasons Air Conditioning & Heating, Kingsville  
 Barnett, Doyle, Owner, Barnett Electric Inc., Beeville  
 Benavidez, Alfred, Henry Eissler's, Beeville  
 Brown, Mark, Instructor, Federal Correctional Institution, Three Rivers  
 Bruno, Sheri, Instructor, Federal Correctional Institution, Three Rivers  
 Clopton, Curtis, Vocational Coordinator, Federal Correctional Institution, Three Rivers  
 Dunn, Mike, Owner, Beeville Mechanical, Beeville  
 Garcia, Mark, Owner, Country Air-Heating & Air Conditioning, Beeville  
 Hickey, Charles, Owner, Hickey Air Conditioning Co., Beeville  
 Hodgkiss, Mark, Owner, Beeville Mechanical, Beeville  
 Lopez, Raul, Instructor, Coastal Bend College, Beeville  
 Lucio, Pat, Workforce Network, Beeville  
 Martinez, Adan, Owner, Martinez A/C & Heating, George West  
 Mixon, James, Owner, Mixon Air Conditioning, George West  
 Moreno, Gilbert, Owner, A-Plus Heating & Air Conditioning, Beeville  
 Nunez, Carlos, Owner, Charlie's, A/C & Heating, Kingsville  
 Nunez, Ibrey, Owner, Ibrey & Sons AC & Heating, Kingsville  
 Pendley, Howard, Owner, Pendley Appliance, Beeville  
 Ramos, Rudy, Owner, Ramos Refrigeration & AC Sales & Service, Kingsville  
 Ray, Gay, Texas Rehabilitation Commission, Beeville  
 Scofield, Kerby, Owner, Scofield Service Company, Pleasanton  
 Segelkin, Richard, Owner, Henry Eissler's Beeville  
 Serenil, Raul, Owner, Serenil A/C & Appliances, Karnes City  
 Silva, Martha, Workforce Network, Beeville  
 Smart, Causey Don, Owner, Smart's A/C & Refrigeration, Kenedy  
 Smejkal, Johnny, Owner, Smejkal Electric & A/C Inc., Beeville  
 Taylor, Ken, Owner, Hickey Air Conditioning Company, Beeville  
 White, Edward, Owner, Whites Refrigeration Service, Pleasanton  
 White, Pat, Owner, PC Air & Refrigeration, Pleasanton  
 Wiatrek, John, Owner, J.W. Services, Karnes City

### Airframe and Power Technology

Johnson, Michael, Kay & Associates, Beeville  
 Montez, Joe B., Beeville Development Authority, Beeville  
 Thomson, Ken, Sikorsky, Beeville  
 Worsham, Harold, Sikorsky, Beeville

### Automotive Technology

Cox, Joe, Service Manager, Dave Moore Ford, Beeville  
 Curtis, Chris, Owner/Technician, Motor Masters, Beeville  
 Denert, Bill, Owner, Snap Auto Parts, Kenedy  
 Gisler, Rodney, Owner/Technician, Performance Plus Auto Repair Shop, Three Rivers  
 Laney, Karen, Counselor, Texas Rehabilitation Commission, Beeville  
 Leal, Johnny, Service Manager, Sendero Motors, Beeville  
 Loxterman, Lee, Manager, Performance Plus Auto Repair Shop, Three Rivers  
 Oliveras, Rick, Technician, Dave Moore Ford, Beeville  
 Rodgers, Robert, Parts Manager, Dave Moore Ford, Beeville  
 Rodriguez, Oscar, Manager, O'Reillys Auto Parts, Beeville  
 Schroyer, Bill, Owner, Pride Machine Shop, Beeville  
 Valdez, Mima, Counselor, Texas Workforce Network, Beeville

### Building Services

Adamez, Martha, Beeville ISD, Beeville  
 Bridge, Rosa, Beeville ISD, Beeville  
 Brown, Margaret, Best Western, George West  
 Bruno, Sheri, Director of Education, Federal Correctional Institution, Three Rivers  
 Chapa, Cindy, Best Western, Beeville  
 Clopton, Curtis, Vocational Coordinator, Federal Correctional Institution, Three Rivers  
 Davila, Javier, Owner, TRDI, Corpus Christi  
 Figueroa, Jesse, Spohn Shoreline, Corpus Christi  
 Galvan, Mary Helen, Beeville  
 Galvan, Roy, Beeville ISD, Beeville  
 Garcia, Moe, Beeville ISD, Beeville  
 Saldiva, Cherokee, Christus Spohn, Beeville  
 Shannon, Debbie, Best Western, Beeville

West, Karen, Owner, Karen's Kleaning Service, Beeville  
 Wimbish, Adella, Beeville ISD, Beeville  
 Ybarra, Jesse, Retired, Spohn Shoreline, Portland

### Business Administration

Bridge, Linda, Tax Accessor/Collector, Bee County Tax Office, Beeville  
 Carter, Joe, Owner, Joe Carter Associates, Beeville  
 Clark, Don, Owner, Clark and Clarke Associates  
 Dudley, Rick, Agent, Brooke Insurance, Beeville  
 Gaitan, Amie, Classification Clerk III, TDCJ-McConnell Unit, Beeville  
 Hayden, Debbie, Trust Officer, Wells Fargo Bank, Pleasanton  
 Hernandez, Anabel, Administrative Assistant, Alice  
 Huie, Shambryan, Accounting Department Supervisor, State Bank & Trust, Beeville  
 Mordica, Clyde, Trust Officer, First State Bank of Odem, Odem  
 Moron, Fred, Manager, HEB Food Store, Beeville  
 Perez, Mary, Medical Administrative Assistant, George West  
 Rautman, Ron, Manager, Beeville Country Club, Beeville  
 Rayes, Donna, Attorney, Pleasanton  
 Ries, Jerry, Manager, Capehart Housing, Beeville  
 Selman, Robin, Technology Director, A.C. Jones High School, Beeville  
 Stambaugh, Jessica, Personnel, TDCJ-McConnell Unit, Beeville  
 Valdez, Mima, Counselor, Texas Workforce Network, Beeville

### Early Development and Education

Alaniz, Veronica, Parent, CBC Day Care Center, Beeville  
 Benavides, Isabel, Family Services Worker, Benavides Head Start, Benavides  
 Birdwell, Rosella, Director, Pleasanton Pep Center, Pleasanton  
 Cantu, Valerie, Center Director, BCAA Head Start, Beeville  
 Colecio, Nori, Director, Alice Head Start, Alice  
 Garza, Angelica, Director, Texas Migrant Council, Alice  
 Garza, Nelda, Owner, Little Lambs Learning Academy, Beeville  
 Kinney, Michelle, Teacher, Karnes City Head Start, Karnes City  
 Krause, Phyllis, Director, It's a Small World Nursery School, Karnes City  
 Krause, Will, Parent, CBC Day Care Center, Beeville  
 Laney, Karen, Vocational Rehab, Counselor, Rehabilitation Commission, Beeville  
 Loya, Stephanie, Trinity Center Director, BCAA Head Start, Beeville  
 Luna, Dianna M., Family Day Home, Three Rivers  
 McArthur, Anna P., Ph.D, professor, Texas A&M University -- Kingsville  
 Mendez, Yolanda, Education/Transition Coordinator, BCAA Research Resource Center, Beeville  
 Ortiz, Anna, Director, A.C. Jones Child Care Center, Beeville  
 Ponce, Sheryl, Owner/Director, Kids Day Care Center, Refugio  
 Ray, Gay, Vocational Rehab Counselor, Texas Rehabilitation Commission, Beeville  
 Rodriguez, Marivel, Teacher, Alice High School, Alice  
 Sanders, Dr. Jana, Associate Professor of Education, College of Education, Corpus Christi  
 Scotten, Ann, Teacher, A.C. Jones High School, Beeville  
 Trevino, Linda, Dental Health Coordinator, BCAA Medina Center, Beeville  
 Turner, Karen, Quality Development Specialist, Education Service Center, Corpus Christi

### Carpentry and Cabinet Making

Barnett, Jerry, Small Business Owner, Beeville  
 Clopton, Curtis, Vocational Counselor, Federal Correctional Institution, Three Rivers  
 Garza, Mark, Maintenance Department, TDCJ- Garza East Unit, Beeville  
 Kasper, Sherri, Director of Education, Federal Correctional Institution, Three Rivers  
 Kneten, Fred, Owner, F&V Home Improvements, Beeville  
 Jones, Leonard, Owner, Jones Masonry, Beeville  
 McCoy's Building Centers, Beeville  
 Migura, Matt, Maintenance Department, TDCJ- Garza East Unit, Beeville  
 Montez, Martin, High School Teacher, Beeville  
 National Construction Services, Beeville  
 Ortiz Remodeling Repair & Roofing, Beeville  
 Rodriguez, David, High School Teacher, Beeville  
 Seger, Matt, Skid-Mart Building Materials, Beeville  
 Stewart, Jack, Beeville  
 T. Flores Construction & Remodeling, Beeville  
 Triple J. Construction, Three Rivers

# 2012-2013 Advisory Committee Members

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Wofford Contracting, Beeville

## Computer Information Technology

Blankenship, Ed, Computer Consultant, Sikorsky Support Services, Beeville, Texas  
 Higdon, Kenneth, Computer Teacher, A.C. Jones High School, Beeville, Texas  
 Alfaro, Veronica, Counselor, Academy High School, Kingsville  
 Arteaga, Marcus, Network Administrator, Brooke Insurance, Beeville  
 Brown, Alan, Owner, Brown Computer Services, Jourdanton  
 Cann, Art, Co-owner, Fresh Start Computers, Corpus Christi  
 Cann, Patsy, Co-owner, Fresh Start Computers, Corpus Christi  
 Cooper, Bryan, Owner, Long Horn Computer Services, Pleasanton  
 Driver, Thom, Instructor, Academy High School, Kingsville  
 Hindes, Jim, Director of Technology, Pleasanton I.S.D., Pleasanton  
 Keach, Christy, Technology Instructor, George West High School, George West  
 Laney, Karen, Counselor, Texas Division of Rehabilitation Services, Beeville  
 McCafferty, Jason, Network Administrator, Bee County Joe Barnhart Bee County Public Library, Beeville  
 Munoz, Anthony, Technology Director, Pettus I.S.D., Pettus  
 Ortiz, Adolf, owner, Prime Technology Solutions, Poteet  
 Pate, Sean, City manager/Technology Solutions, Poteet  
 Posada, Margi, Computer Instructor, WSD, TDCJ-McConnell Unit, Beeville  
 Ray, Gay, Counselor, Texas Division of Rehabilitation Services, Beeville  
 Ray, Jeanie, Counselor, Workforce One, Beeville  
 Rodriguez, Dawn, Asst. Technology Director, Three Rivers I.S.D., Three Rivers  
 Ruby, Paul, Owner, The Computer Center, Beeville  
 Rushing, Thomasine, Technology Director, Three Rivers I.S.D., Three Rivers  
 Selman, Robin, Asst. Principal, technology director, A. C. Jones High School, Beeville  
 Sparks, Ty, Technology Director, George West I.S.D., George West  
 Stansberry, James, Superintendent, George West I.S.D., George West  
 Steele, Harold, Principal, Karnes City High School, Karnes City

## Continuing Education/Adult Basic Education

Adams-Meyer, Carla, Member, Kleberg CO Adult Literacy Council, Kingsville  
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