



# 2021-2022 CATALOG

**COM** | College of the Mainland®

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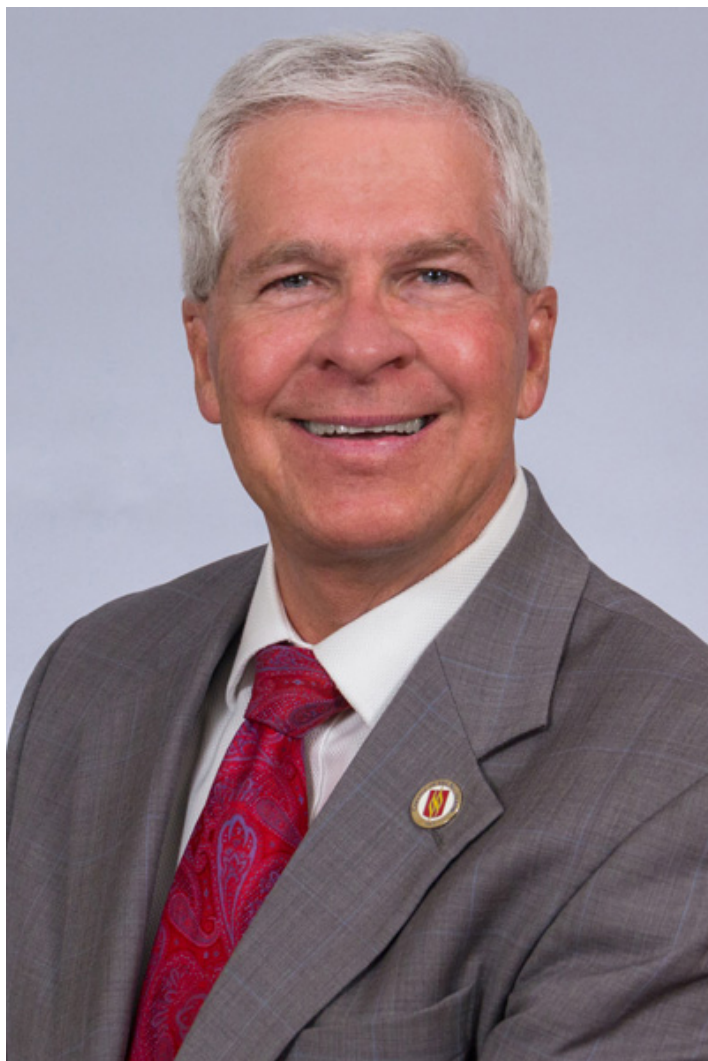
# GENERAL INFORMATION

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## A Message from the President



Welcome and thank you for considering College of the Mainland.

Whether you are a first-time college student or returning to college, you will find that College of the Mainland offers a wide variety of courses that can be applied toward an associate degree or workforce certificate plus there are plenty of other classes that will pique your interest.

As a community college, we attract a spectrum of students from high school students who attend Collegiate High School and enroll in dual credit courses to 90-plus-year-olds who take classes as part of the Lifelong Learning Center. We want College of the Mainland to be your college of choice. At COM you will have access to faculty, counselors, courses and resources that you need to build your career.

COM's faculty and staff take great strides to assist all students fulfill their goal. Student success is the college's number one goal. So whether your goal is to earn an associate degree and then transfer to a four-year university or you are seeking a workforce certificate, our faculty and staff are here for you.

College of the Mainland is at the forefront in assisting students complete their field of study. Through a corequisite program, students can earn college-level credits while taking developmental remedial

courses in the same subject at the same time with the developmental course serving as a tutor for the college credit course. COM was the first college or university in Texas to fully implement this program and the results are impressive.

Students also are benefitting from a redesign of community college education through Guided Pathways to Success. Through GPS, the college is diligently working to provide students with structured pathways that lead to the successful and timely completion of a degree or certificate. This also includes providing students with program maps that will result in a smooth transfer to a four-year college or university. COM academic courses transfer to public universities throughout Texas. As one of the most affordable colleges in the state, students may complete an associate degree in small classes at a fraction of the cost of a university.

The college also has a robust workforce program with a variety of courses offered from process technology and welding to allied health and cosmetology among others which affords students to earn a certificate and then join the workforce. A police academy, fire academy and emergency medical technician classes remain popular among students.

College of the Mainland also has adult education for those wanting to complete courses and pass the Texas high school equivalency exam and offers English as a Second Language, too.

College of the Mainland is transforming with the construction of many new buildings – STEAM/Allied Health Building, Industrial Careers Building and a Student Success Center – following the overwhelming voter approval of a \$162.5 million bond referendum in November 2018. The four-story STEAM building will contain 24 classrooms, 28 labs and 9 student areas and will allow the college to expand its popular nursing program and the cyber security networking lab, as well as add many new programs to its Texas City campus.

In addition to expanding the footprint on its main campus, COM's North County Learning Center will have a new home this fall, thanks to a new 27,570-square-foot educational facility that will replace the existing site in League City. The new site will house dual credit and general education classes for students in north Galveston County cities. Students at the new site can look forward to eight classrooms, a wet lab for biology instruction, and a testing and advising center.

As the college continues to see a steady increase in enrollment, the campus remains focused on its three goals: Student Success, Employee Fulfillment and Exemplary Facilities.

I invite you to visit our campus and learn even more about the opportunities that await you at College of the Mainland.

Dr. Warren Nichols  
President

# Academic Calendar

## Fall 2021

August 7	Last day of Saturday Summer 2021 Classes
August 10	FEE PAYMENT DEADLINE FOR FALL 2021 <sup>1</sup>
August 13	Last day of Monday-Friday Summer 2021 Classes
August 16	Summer 2021 Grades due in Admissions by noon
August 21	Last Day to Register for Fall 2021
August 23	Fall 2021 Monday-Friday Classes Begin
August 28	Fall 2021 Saturday Classes Begin
September 6	College Closed, Labor Day Holiday
September 8	Census Date for Fall 2021 16-Week Classes
October 29	Deadline to Submit Fall Graduation Application
November 1	Priority Deadline for Spring 2022 FAFSA
November 2	Spring 2022 Registration Begins <sup>2</sup>
November 19	"W" Day for Fall 2021 16-Week Classes
Nov. 25-28	College Closed, Thanksgiving Holidays
November 29	Classes Resume
December 4	Last Day of Saturday Classes, Fall 2021
December 10	Last Day of Monday-Friday Classes, Fall 2021
December 10	All Fall 2021 Grades Due in Admissions by noon
December 11	Commencement Ceremony
Dec. 13-Jan. 2	College Closed, Winter Holidays

<sup>1</sup> Fee payment due at the time of registration after this date.

<sup>2</sup> All admissions requirements must be completed 3 business days before registering.

## Fall 2021 1st 8-Week Session

August 21	Last Day to Register for Fall 2021 1st 8-Week Session
August 23	Fall 2021 1st 8-Week Session Classes Begin
August 30	Census Date for Fall 2021 1st 8-Week Session
October 6	"W" Day for Fall 2021 1st 8-Week Session
October 15	Last Class Day for Fall 2021 1st 8-Week Session

## Fall 2021 2nd 8-Week Session

October 15	Last Day to Register for Fall 2021 2nd 8-Week Session
October 18	Fall 2021 2nd 8-Week Session Classes Begin
October 25	Census Date for Fall 2021 2nd 8-Week Session
December 2	"W" Day for Fall 2021 2nd 8-Week Session
December 10	Last Class Day for Fall 2021 2nd 8-Week Session

## Spring 2022

January 3	College Reopens, Campus Registration Resumes
January 8	FEE PAYMENT DEADLINE FOR SPRING 2022 <sup>1</sup>
January 8	Saturday registration 8 a.m.-noon
January 14	Last Day to Register for Spring 2022
January 17	College Closed, Martin Luther King Day Observed
January 18	Spring 2022 Monday-Friday Classes Begin
January 22	Spring 2022 Saturday Classes Begin
February 2	Census Date for Spring 2022 16-Week Classes
March 14-20	College Closed, Spring Break

March 21	Classes Resume
March 31	Deadline to Submit Spring Graduation Application
April 12	Summer and Fall 2022 Registration Begin <sup>2</sup>
April 15-17	College Closed, Spring Holiday
April 25	"W" Day for Spring 2022 16-Week Classes
May 1	Priority Deadline for Summer 2022 FAFSA
May 7	Last Day of Saturday Classes, Spring 2022
May 13	Last Day of Monday-Friday Classes, Spring 2022 16-week and 2nd 8-Week Sessions
May 13	Graduate Grades Due by 2 p.m.
May 14	Spring Commencement Ceremony
May 16	All Spring 2022 Grades Due in Admissions by noon
May 24	FEE PAYMENT DEADLINE FOR SUMMER 2022 <sup>1</sup>
May 30	College Closed, Memorial Day Holiday

<sup>1</sup> Fee payment due at time of registration after this date.

<sup>2</sup> All admissions requirements must be completed 3 business days before registering.

## Spring 2022 1st 8-Week Session

January 14	Last Day to Register for Spring 2022 1st 8-Week Session
January 18	Spring 2022 1st 8-Week Session Classes Begin
January 25	Census Date for Spring 2022 1st 8-Week Session
March 2	"W" Day for Spring 2022 1st 8-Week Session
March 11	Last Class Day for Spring 2022 1st 8-Week Session

## Spring 2022 2nd 8-Week Session

March 11	Last Day to Register for Spring 2022 2nd 8-Week Session
March 21	Spring 2022 2nd 8-Week Session Classes Begin
March 28	Census Date for Spring 2022 2nd 8-Week Session
May 4	"W" Day for Spring 2022 2nd 8-Week Session
May 13	Last Class Day for Spring 2022 2nd 8-Week Session

## Spring 2022 Mini Session

May 13	Last Day to Register for Spring 2022 Mini Session
May 16	Spring 2022 Mini Session Classes Begin
May 17	Census Date for Spring 2022 Mini Session
June 1	"W" Day for Spring 2022 Mini Session
June 3	Last Day of Class for Spring 2022 Mini Session
June 3	Grades Due in Admissions by 5 p.m.

## Summer 2022 1st 5-Week Session

June 1	Priority Deadline for Fall 2022 FAFSA
June 3	Last Day to Register for Summer 2022 1st 5-Week Session
June 6	Summer 2022 Monday-Friday Classes Begin
June 9	Census Date for Summer 2022 1st 5-Week Session
June 11	First Day of Summer 2022 Saturday Classes
July 1	"W" Day Summer 2022 1st 5-Week Session
July 4	College Closed, Independence Day

July 8	Last Day Classes for Summer 2022, 1st 5-Week Session Mon.-Fri. Classes
August 15	Summer 2022 1st 5-Week Session Grades Due in Admissions by noon

<sup>1</sup> All admissions requirements must be completed 3 business days before registering.

<sup>2</sup> Fee payment due at time of registration after this date.

## Summer 2022 2nd 5-Week Session

June 1	Priority Deadline for Fall 2022 FAFSA
July 8	Last Day to Register for Summer 2022 2nd 5-Week Session
July 11	Summer 2022 2nd 5-Week Session Classes Begin
July 14	Census Date for Summer 2022 2nd 5-Week Session
August 5	"W" Day for Summer 2022 2nd 5-Week Session
August 12	Last Class Day for Summer 2022 2nd 5-Week Session
August 15	Summer 2022 2nd 5-Week Session Grades Due in Admissions by noon

## Summer 2022 10-Week Session

June 1	Priority Deadline for Fall 2022 FAFSA
June 3	Last Day to Register for Summer 2022 10-Week Session
June 6	Summer 2022 10-Week Session Monday-Friday Classes Begin
June 14	Census Date for Summer 2022 10-Week Session
July 4	College Closed, Independence Day
August 1	"W" Day for Summer 2022 10-Week Session
August 12	Last Class Day of Summer 2022 10-Week Session
August 13	Last Day of Summer 2022 Saturday Classes
August 15	Summer 2022 10-Week Session Grades Due in Admissions by noon



## College of the Mainland District

College of the Mainland District is a union of Dickinson, Hitchcock, Santa Fe, and Texas City school districts.

### Accreditation

College of the Mainland is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

College of the Mainland is also accredited by the Texas Higher Education Coordinating Board and the Association of Texas Colleges and Universities.

College of the Mainland's workforce programs are accredited by the following agencies:

Workforce Program	Accrediting Agency
Pharmacy Technician	American Association of Health-System Pharmacists
Associate of Applied Science degree Nursing	Texas Board of Nursing
	Accreditation Commission for Education in Nursing
Vocational Nursing	Texas Board of Nursing
Medical Assisting	Commission on Accreditation for Allied Health Education Programs
Health Information Management	Commission on Accreditation for Health Informatics and Information Management Education
Emergency Medical Services	Commission on Accreditation of Programs for Allied Health Education Programs
Fire Academy and Fire Technology	Texas Commission on Fire Protection
Cosmetology	Texas Department of Licensing and Regulations
Education	Texas Education Agency
Peace Officer Academy	Texas Commission on Law Enforcement

## Memberships

### Member of

- American Association of Colleges and Universities (AACU)
- American Association of Colleges Registrars and Officers (AACRAO)
- American Association of Community Colleges (AACC)
- American Society of Composers, Authors and Publishers (ASCAP)
- Association of Community College Trustees (ACCT)
- Bay Area Houston Economics
- Broadcast Music, Inc.
- Community College Baccalaureate
- Council for Advancement & Support of Educators - Institute (CASE)
- Counsel for Higher Education Accreditation (CHEA)
- Counsel for Opportunity in Education (COE)
- Ex Libris (USA), Inc.
- Hispanic Association of Colleges and Universities (HACU)
- League for Innovation
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Student Personnel Administrators (NASPA)
- National Behavioral Intervention Team Association (NABITA)
- Society of European Stage Authors and Composers (SESAC)
- Southern Association of Colleges with Associates Degrees (SACAD)
- Texas Association of Chicanos
- Texas Association of Continuing Education (TACE)
- Texas Association of College Technical Educators (TACTE)
- Texas Association of Collegiate Veteran Program Officials (TACVPO)
- Texas Association of Community College Business Officers (TACCBO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Community Colleges CIO (TACC-CIO)
- Texas Association of School Business Officials (TASBO)
- Texas Hispanic Serving Institutions Consortium (THSIC)
- Texas Association of Music Schools (TAMS)
- Texas Association of School Boards (TASB)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Community College Teachers Association (TCCTA)

## Nondiscrimination Statement

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Further, as a recipient of Federal financial assistance, College of the Mainland prohibits discrimination against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

Inquiries concerning application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of Education Amendments: Dr. Sarah David, Title IX Coordinator, at TitleIX@com.edu, 1200 Amburn Rd., Texas City, TX 77591, 409-933-8413.

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## Applicability of Catalog Regulations

This catalog is for informational purposes and does not constitute a contract. This catalog expires and cannot be used for graduation after five years. A student may receive a certificate or degree from COM in accordance with the requirements stated in the catalog in effect at the time he/she enters COM or those catalogs of any subsequent years. The requirements must be completed within five years of the beginning date of the catalog selected. A minimum of three semester hours must be completed during the academic year the selected catalog was in effect except in cases of reverse transfer used to complete a degree or certificate. All regulations and conditions other than those stated above are subject to change. These changes may supersede catalog regulations. The electronic version of the catalog, found on the COM website, is the official catalog. Any changes made to the catalog will be posted on the updates page of the PDF version.

## Statement of Vision and Purpose

### Mission

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

### Vision

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

### Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect and Civility
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

## Institutional Goals

### Goal I: Students Success

Student success is our top priority. College of the Mainland will be the college of choice for our community.

### Goal II: Employee Success

Create an environment that retains and attracts administrators, faculty, and staff committed to serving our students.

### Goal III: Facility Improvement

Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry.

## History of the College

Founded in 1966, College of the Mainland has seen its student enrollment grow from the first class of 414 students to nearly 6,000 today. The main campus located in Texas City offers a wide range of classes for students seeking an associate degree with plans to transfer to a four-year university to robust continuing education courses which provides students with the foundation to join the workforce.

The spectrum of students at COM is vast from high school students who attend Collegiate High School and dual credit courses to 90-plus-year-olds who take classes as part of the Lifelong Learning Center.

College of the Mainland is at the forefront in assisting students complete their field of study. Through a corequisite program which allow students to earn college-level credits while taking developmental remedial courses in the same subject at the same time with the developmental course serving as a tutor for the college credit course. COM was the first college or university in Texas to fully implement in Fall 2017 and the results are impressive.

Students also are benefitting from a redesign of community college education through Guided Pathways to Success. Through GPS, the college is diligently working to provide students with structured pathways that lead to the successful and timely completion of a degree or certificate. This also includes providing students with program maps that will result in a smooth transfer to a four-year college or university. COM academic courses transfer to public universities throughout Texas. Students may complete an associate degree in small classes at a fraction of the cost of a university.

COM is a Hispanic-serving institution and also has its own Veterans Center to assist veteran students and eligible dependents in securing Veterans Administration educational benefits, like the Hazlewood Act which assists Texas veterans and their eligible dependent children and spouses, and the G.I. Bill. In addition, the center provides information and advises veterans and their dependents regarding eligibility requirements, monitors academic progress and provides referrals to other agencies. The school was named one of the nation's top Military Friendly School.

Area high school students can jump start their college career by earning an associate degree while simultaneously completing a high school diploma through Collegiate High School. Students save time and money on higher education. COM waives 40 percent of tuition and fees for CHS students. The Collegiate High School program is available for area public high school and home-schooled students.

Many other area high school students take dual credit courses through College of the Mainland. High school students can earn high school and college credits simultaneously. They can earn 30 or more college credits in high school, plus receive a discount on COM's affordable tuition.

The college also has a robust workforce program with a variety of courses offered from process technology and welding to allied health and cosmetology among others which affords students to earn a certificate and then join the Gulf Coast workforce. A police academy, fire academy and emergency medical technician classes remain popular among students.

College of the Mainland also offers adult education for those wanting to complete courses and pass the Texas high school equivalency exam and also offers English as a Second Language classes.

The Texas City campus is being transformed with the planned construction of three new buildings – STEAM/Allied Health Building,

Industrial Careers Building and a Student Success Center – following the overwhelmingly voter approval of a \$162.5 million bond referendum in November 2018. Voters within the Dickinson, Hitchcock, Santa Fe and Texas City school districts make up the COM taxing district.

In addition to expanding the footprint on its main campus, COM's north county has a new home, thanks to a new 27,570-square-foot educational facility in League City. COM – League City houses dual credit and general education classes for students in north Galveston County cities. Students at the new site can look forward to eight classrooms, a wet lab for biology instruction, and a testing and advising center.

As the college continues to see a steady increase in enrollment, the campus remains focused on its three goals: Student Success, Employee Fulfillment and Exemplary Facilities.

For more information about College of the Mainland, visit [www.com.edu](http://www.com.edu) (<http://www.com.edu>) or call 409-938-1211.

## Board of Trustees

The seven-member Board of Trustees holds full legal and financial responsibility for the College. They are empowered to formulate policy and philosophy, employ a President and, on the President's recommendation, approve the hiring of personnel.

Trustees are elected by the residents of the College District to serve six-year terms. The current trustees are:

- Kyle Dickson
- Donald G. Gartman
- Dr. Verna Henson
- Dawn King
- Dr. William McGarvey
- Melissa Skipworth
- Alan Waters

Monthly meetings are held in the College of the Mainland Conference Center. The meetings are posted on campus and on the college website. The general public is cordially invited to attend.

## Public Information Statement

College of the Mainland offers academic and workforce programs published in the current college catalog. Admission to these programs is based on participation in a high school dual credit program, acceptance into the Collegiate High School, graduation from an accredited high school, acceptance as a transfer or former student, completion of a High School Equivalency certificate, enrollment as an adult basic education student concurrently enrolled in an approved career pathway, acceptance as an international student, or individual approval. (See Admission Procedures section of this Catalog.)

College of the Mainland is an affirmative action/equal opportunity institution. The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

For information about student rights and responsibilities or grievance procedures, contact the Vice President for Student Services, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8619.

## Declaración de información pública

College of the Mainland ofrece programas académicos y vocacionales publicados en el catálogo actual de la universidad. La admisión a estos programas se basa en la participación en un programa de crédito doble, la aceptación en un Collegiate High School (Bachillerato Anexo a la Universidad), la graduación de una escuela de bachillerato (High School) acreditada, la aceptación como un estudiante transferido de otra escuela o un exalumno, el haber terminado un certificado de GED, el estar matriculado como estudiante de educación básica para adultos actualmente inscrito en cursos aprobados que conlleven a una carrera, la aceptación como estudiante internacional o la aprobación individual. (Vea la sección de Procedimientos para la admisión de este catálogo.)

College of the Mainland es una institución de acción afirmativa y de igualdad de oportunidades. El Distrito Universitario prohíbe la discriminación, incluyendo el acoso, contra cualquier individuo sobre la base de raza, color, religión, origen nacional, edad, estado de veterano, discapacidad, sexo, orientación sexual, género, incluyendo la identidad y la expresión de género, o sobre otros criterios prohibidos por la ley. Las represalias contra cualquier persona que esté involucrada en el proceso de una queja es una violación a las normas del Distrito Universitario.

Para recibir información sobre los derechos y las responsabilidades de los estudiantes o el procedimiento de quejas, comuníquese con la Oficina del Vicepresidente para Servicios Estudiantiles en 1200 Amburn Road, Texas City, Texas 77591, 409-933-8619.

## The Guarantee Plan

Students who complete the Associate of Applied Science and Certificate programs are guaranteed they will acquire the job skills needed for entry-level employment in the occupational field for which they have been trained.

If the employer decides a student who has completed the program lacks these skills, College of the Mainland will provide additional skill training tuition free.

To be eligible for the Guarantee Plan, the following conditions must be met:

1. Students must earn their degrees or certificates in an occupational program listed in a COM catalog published in the last five years;
2. Students must complete their program within five years, with the majority of the credits to be earned at COM;
3. Students must be employed full time in an occupation directly related to the specific program completed at COM;
4. Employers must certify in writing that a COM graduate lacks the entry-level job skills identified as such by the College for the program in which he/she was enrolled. The employer must specify the areas of deficiency within 90 days of the graduate's initial employment;
5. An educational plan for retraining will be written. The plan will be initiated through the office of the President;
6. The guarantee does not imply that COM graduates will pass any licensing or qualifying examination for a particular career.

Additional information regarding the Guarantee Plan may be obtained by calling 409-933-8229 or 1-888-258-8859, ext. 8229.

## Contact Information

**409-938-1211 • 1-888-258-8859**

If calling a number directly, dial 409-933-XXXX (example: to call Financial Aid directly, dial 409-933-8274.)

## Administrative Offices

President	8271
Vice President for Fiscal Affairs	8351
Vice President for Instruction	8268
Vice President for Student Services	8619
Human Resources	8269
Information Technology Services	8302
Institutional Advancement	8675
Marketing and Public Affairs	8437

## Deans

Academic Programs	8263
Students	8662
Workforce and Continuing Education	8581

## Academic Departments

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# GETTING STARTED AT COM

College of the Mainland believes it is important that all students should have a clear pathway to follow to facilitate the successful completion of their educational journey. This catalog has been organized as a guide to assist students in navigating that journey from beginning (admission) to end (graduation).

- Getting Started (p. 13)
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## Getting Started

College of the Mainland (COM) is an open admission institution, and all students are welcome. COM does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices. All persons who have at least one of the qualifications listed below are welcome to enroll.

- Current High School Students-Collegiate High School (p. 15)
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Note: Some programs of instruction may have special requirements in addition to those normally required for admission to the College.

## ABE Student Enrolled in a Career Pathway

To be admitted as an ABE Student Enrolled in a Career Pathway, students must be enrolled in a high school equivalency program, such as GED, college success academy, or English as a second language:

### Step 1 - Apply to COM

Apply online at the ApplyTexas website (<http://www.applytexas.org/>). There is no charge to apply.

Apply for Financial Aid. Learn more at <https://www.com.edu/financial-aid> (<https://www.com.edu/financial-aid/>).

### Step 2 - Submit

- SAT/ACT scores or take the TSI Assessment
- High school and College transcripts to the Admissions and Records Office
- Record of Meningitis Vaccination (students under age 22)
- Financial Aid documents, if needed

For additional information on these requirements visit our website (<https://www.com.edu/admissions/meningitis-vaccinations.html>).

### Step 3 - Register

- Register for New Student Orientation
- Visit with an Advisor during New Student Orientation to sign up for classes
- Advisors are located in the Administration Building (Building #2). For additional information on this requirement visit our website (<https://www.com.edu/student-services/academic-advising.html>).

### Step 4 - CSA

Complete the College Success Academy.

### Step 5 - Payment

Visit [www.com.edu/payments](http://www.com.edu/payments) for payment options:

- Payment Plan
- Online
- On-campus
- Over the phone

**Financial Aid is available to help students pay for classes. Check your status by:**

- Visiting the Financial Aid Office
- Logging into your COM WebAdvisor account
- Calling 409-933-8274

For additional information on payment plans visit our website (<https://www.com.edu/payments/payment-plan.html>) or call the Student Help Center, 409-933-8663.

### Step 6 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued

to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### **What do you need to get a COM ID card?**

- Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
- 1. An official government issued photo ID must be presented prior to obtaining a COM ID card.
- 2. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

## **Step 7 - Parking Permit**

A parking permit should be displayed on each automobile parked on any COM campus.

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.
7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

## **Step 8 - COM Email**

Go to <https://www.com.edu/its/email.html> to set up an official COM email account. Official communication from the College to the student is sent through this email account.

## **Step 9 - Textbooks**

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore.

The same textbook may also be available from an independent retailer, including an online retailer.

## **Step 10 - Attend**

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## **Step 11 - Connect**

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For more detailed information, visit our website (<http://www.com.edu/adulted/>).

## **Ability-to-Benefit (ATB)**

A student who does not have a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a homeschool setting, may be eligible for federal financial aid through one of the ability-to-benefit (ATB) alternatives, but only if the student is enrolled in an eligible career pathway program. A student without a high school diploma or its recognized equivalent must remain enrolled in both the adult education component and in the eligible postsecondary program component throughout the student's enrollment in an eligible career pathway program in order to be eligible for federal financial aid through this ATB alternative. The student must have successfully completed this ATB alternatives before he or she is eligible to receive federal financial aid. Contact the Financial Aid Office for more information.

## **Need Assistance?**

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located in the Administration Building (Building #2).

## Current High School Student - Collegiate High School Student

Collegiate High School (CHS) is a program for high school students who want to start college early but still want to be involved with clubs and activities at their home high school. Students attend their full school day at COM, but they are still enrolled at their regular high school campus. CHS's mission is to help high school students in their transition to college and to prepare them for exciting careers. Supported by COM, public school districts, and local business and industry, students use college classes to satisfy their high school graduation requirements and to get a head start on their college degree.

High school instruction in core academic areas is also offered. Work-based activities, career mentoring, and a variety of other activities are offered to challenge these exceptional students.

To be admitted as a Collegiate High School student, students must:

### Step 1 - HS Counselor

Meet with high school counselor to discuss Collegiate High School program and to determine if Collegiate High School is an appropriate pathway. Students not attending participating high schools may contact the CHS office directly.

### Step 2 - Apply to COM

Apply online at the ApplyTexas website (<https://www.applytexas.org>). There is no charge to apply.

### Step 3 - Pre-Assessment

Take a pre-assessment to be eligible to take the TSIA2 exam and print the pre-assessment certificate and give to the testing center. <https://www.com.edu/testing-center/tsi-assessment.html>

### Step 4 - Academic Testing

**Minimum Math Score** - TSIA2 Math 950 or Diagnostic 6<sup>1</sup>

**Minimum Reading/Writing Score** - TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay

SAT scores<sup>2</sup>: EBRW scores of 480 or higher. A mathematics of 530 or higher is required to enroll in college level math.

ACT scores<sup>2</sup>: English score of 19 or higher. A mathematics score of 19 or higher is required to enroll in college level math.

End of Course (STAAR EOC) minimum score of 4000 on Level II of English II, TSI met for Reading and Writing

PSAT Evidence Based Reading Writing (EBRW) score 460

#### Footnotes

<sup>1</sup> Math scores required for college level math; not required for CHS acceptance.

<sup>2</sup> These scores must be provided to the Admissions Office directly from the testing company or must be identified on the official high school transcript.

### Step 5 - CHS Application

Complete a separate application to CHS (available from the high school counselor, the CHS web page, or the CHS office.) <http://www.com.edu/collegiate-high-school> (<http://www.com.edu/collegiate-high-school/>)

### Step 6 - Recommendations

Obtain recommendations from their high school.

### Step 7 - Essay

Write an essay on why they should be accepted into CHS.

### Step 8-Interview

Be interviewed by the CHS Director.

### Step 9 - Meningitis

Provide proof of bacterial meningitis vaccination. Vaccination must be taken at least 10 days prior to the first day of class. Documentation should be submitted to the Admissions and Records Office. For additional information on this requirement visit our website at <https://www.com.edu/admissions/meningitis-vaccinations.html>.

### Step 10 - Orientation

CHS students are required to attend CHS orientation.

### Step 11 - Register

Meet with the CHS Advisor or CHS Director for registration.

### Step 12 - Payment

COM waives 40 percent of CHS students' tuition and fees.

### Step 13 - Textbooks

A textbook library is also available exclusively to CHS students.

### Step 14 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### What do you need to get a COM ID card?

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

## Step 15 - Parking Permit

A parking permit should be displayed on each automobile parked at any COM campus.

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.
7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

## Step 16 - COM Email

Go to <https://www.com.edu/its/email.html> to set up an official COM email account. Official communication from the College to the student is sent through this email account.

## Step 17 - Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## Step 18 - Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

## Need Assistance?

For more information, students may contact their high school counselor and/or call the Collegiate High School Office at 409-933-8169 or visit the website (<http://www.com.edu/chs/>).

## Current High School Student - Dual Credit

The Dual Credit program is designed to allow high school students the opportunity to earn college credit while still in high school. Students enrolled in local high schools or students who are home-schooled may be eligible to be awarded credit toward high school graduation for completing certain college-level courses. This process is called Dual Credit where college credit, as well as high school credit, is granted. To be admitted as a dual credit student, students must be classified as a high school student and have a minimum B average.

Courses are taught at the high school campus, the League City site, online, and at the main COM campus. For more information about Dual Credit, students should contact the Dual Credit Department at 409-933-8679.

To be admitted as a Dual Credit student, students must:

### Step 1 - Apply to COM

Apply online at the ApplyTexas website (<http://www.applytexas.org/>). There is no charge to apply.

### Step 2 - Submit

- Meet with the high school College Connection Advisor
- Submit TSIA2 Exemption Scores or take the TSIA2 Assessment. Visit: Dual Credit Testing Information ([https://build.com.edu/uploads/sitecontent/files/dual-credit/Pre-Testing\\_Information\\_for\\_High\\_School\\_Students-PROOF2.pdf](https://build.com.edu/uploads/sitecontent/files/dual-credit/Pre-Testing_Information_for_High_School_Students-PROOF2.pdf))
- Record of Meningitis Vaccination (students under age 22)
- For more information about testing, visit: <https://www.com.edu/testing-center/tsi-assessment.html>.

### Step 3 - Orientation

Dual credit students are required to attend dual credit orientation.

### Step 4 - Register

A Dual Credit Registration form must be completed and signed by the student, parent, high school counselor, and college official. Contact high school counselor or College Connections Advisor for registration dates.

### Step 5 - Payment

Contact high school counselor or COM's College Connections Advisor for payment information and processes.

### Step 6 - Textbooks

Contact high school counselor to determine if the student or the district will be responsible for the purchase of textbooks.

### Step 7 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### **What do you need to get a COM ID card?**

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

## **Step 8 - Parking Permit**

Students attending dual credit classes at the main college campus should obtain a parking permit.

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.
7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

## **Step 9 - COM Email**

Go to <https://www.com.edu/its/email.html> to set up an official COM email account. Official communication from the College to the student is sent through this email account.

## **Step 10 - Attend**

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

For more detailed information, visit our website (<https://www.com.edu/admissions/apply/dual-credit-students.html>).

## **Need Assistance?**

For assistance with this process, students are encouraged to contact their College Connections Advisor. Visit: <https://www.com.edu/college-connections/>



## Former Student

Former students are students who have previously attended COM, but have not attended COM during the past 12 months. Students who have **not attended COM during the past year** need to submit a new application.

To be admitted as a former student, students must:

### Step 1 - Apply to COM

Apply online at the ApplyTexas website (<http://www.applytexas.org/>). There is no charge to apply.

- Veterans ONLY- Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.
- International Students ONLY- Must contact the Admissions and Records Office to obtain an International Student Application packet.

Complete the FAFSA form online at [www.fafsa.gov](http://www.fafsa.gov) and contact the Financial Aid office with questions. For additional information on this requirement visit our website (<http://www.com.edu/financial-aid/>). Scholarship information is available at <http://www.com.edu/scholarships> (<http://www.com.edu/scholarships/>).

### Step 2 - Submit

- Contact Admissions & Records to determine if additional testing is needed for enrollment. For more information about testing, visit: <https://www.com.edu/testing-center/tsi-assessment.html>.
- Submit transcripts from any other colleges you have attended.
- Submit proof of meningitis vaccination if not provided when you attended COM before (students under age 22)
- Financial Aid document, if needed

### Step 3 - Advisement/Registration

- Meet with an Academic Advisor to confirm your academic plan
- Register for classes during open registration period
- For assistance with online registration visit our website (<https://www.com.edu/admissions/registration.html>) or call the Student Help Center, 409-933-8663.

### Step 4- Payment

Visit [www.com.edu/payments](http://www.com.edu/payments) for payment options:

- Payment Plan
- Online
- On-campus
- Over the phone

Financial Aid is available to help students pay for classes. Check your status by:

- Visiting the Financial Aid Office
- Logging into your COM WebAdvisor account
- Calling 409-933-8274

For additional information on payment plans visit our website (<https://www.com.edu/payments/payment-plan.html>) or call the Student Help Center, 409-933-8663. Payment Plans are available

### Step 5 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### What do you need to get a COM ID card?

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

### Step 6 - Parking Permit

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.
7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

### Step 7 - COM Email

Go to <https://www.com.edu/its/email.html> to verify your official COM email account. Official communication from the College to the student is sent through this email account.

### Step 8 - Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore.

The same textbook may also be available from an independent retailer, including an online retailer.

## Step 9 - Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## Step 10 - Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun!

For more detailed information, visit our website (<https://www.com.edu/admissions/apply/reapplying-to-the-college.html>).

## Need Assistance?

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located on the first floor of the Administration Building (Building #2).

## High School/GED Graduate

Students who have graduated from an accredited high school recognized by TEA or recognized regional accrediting agencies for out-of-state high schools may apply to COM, verified with a copy of a high school transcript. Students who have completed high school graduation by taking the GED exam may also apply to COM; GED completion is verified with a copy of the GED transcript.

To be admitted as a high school/GED graduate, students must:

### Step 1 - Apply to COM

- Apply online at the ApplyTexas website (<https://www.applytexas.org/>). There is no charge to apply.
- Apply for Financial Aid by completing the FAFSA form online at [www.fafsa.gov](http://www.fafsa.gov) (<http://www.fafsa.gov>) and contact the Financial Aid office with questions. For additional information on this requirement visit our website (<http://www.com.edu/financial-aid/>). Scholarship information is available at <http://www.com.edu/scholarships> (<http://www.com.edu/scholarships/>).
- Veterans ONLY - Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.

### Step 2 - Submit

- SAT/ACT scores or take the TSI Assessment. For more information about testing, visit: <https://www.com.edu/testing-center/tsi-assessment.html>.
- High School and College Transcripts to the Admissions and Records Office
- GED Graduates: Verify Texas GED completion with the Admissions and Records Office. GED transcripts from out of state must be obtained from the state of origin by the student.
- Home School Graduates: COM defines home school as a school where the parent or guardian has been directly involved in the instructional process. Official transcripts (notarized) signed by parents or person administering the home school curriculum must be provided to the Admissions Office. The transcripts must have the name of the home school curriculum followed, grade levels, dates, and grades.
- Non-Accredited High School Graduates: Students graduating from a non-accredited high school may not be eligible for financial aid. Please contact the Admissions and Records Office for accreditation information.
- Record of Meningitis Vaccination (students under age 22)
- Financial Aid documents, if needed

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

### Step 3 - Register

- Register to Attend a New Student Orientation (NSO). This is mandatory for all first time in college students.
- Visit with an academic advisor during NSO to plan out your first semester classes and register (if during an open registration period).

## Step 4 - Payment

Visit our website (<https://www.com.edu/payments/methods-of-payments.html>) or call the Student Help Center, 409-933-8663 for assistance with payment options:

- Payment Plan
- Online
- On-campus
- Over the phone

Financial Aid is available to help students pay for classes. Check your status by:

- visiting the Financial Aid Office
- Logging into your COM WebAdvisor account
- Calling 409-933-8274

## Step 5 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

### What do you need to get a COM ID card?

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

## Step 6 - Parking Permit

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.

7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

## Step 7 - COM Email

Go to <https://www.com.edu/its/email.html> to set up an official COM email account. Official communication from the College to the student is sent through this email account.

## Step 8 - Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

## Step 9 - Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## Step 10 - Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun! For more detailed information, visit the Student Life website (<http://www.com.edu/student-life/>).

## Need Assistance?

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located on the first floor of the Administration Building (Building #2).

## Individual Approval

Non-high school graduates whose high school class has been graduated and who, in the judgment of admission officials, are prepared to undertake post-secondary educational or college work may be admitted on an individual approval basis.

To be admitted on an individual approval basis, students must:

### Step 1 - Apply to COM

- Apply online at the ApplyTexas website (<http://www.applytexas.org/>). There is no charge to apply.
- Apply for financial aid. Learn more at <https://www.com.edu/financial-aid> (<https://www.com.edu/financial-aid/>)

### Step 2 - Submit

- SAT/ACT scores or take TSI Assessment For more information about testing, visit: <http://www.com.edu/testing-center/tsi-assessment> (<https://www.com.edu/testing-center/tsi-assessment.html>).
- High school and college transcripts to the Admissions and Records Office
- Record of Meningitis Vaccination (students under age 22)
- Financial Aid documents, if needed.

Note: Prior to registering for classes, students must provide information to document their Texas Success Initiative (TSI) exemption or compliance. This can be done by testing on campus, providing official test scores, or documentation of exemption (see section titled TSI Exemptions).

### Step 3 - Register

- **REGISTER** for New Student Orientation (NSO)
- Visit with an Academic Advisor during NSO to plan your first semester classes and register (if during an open registration period)

### Step 4 - Pay

Visit <https://www.com.edu/payments/methods-of-payments.html> for payment options:

- Payment Plan
- Online
- On-campus
- Over the phone

Financial Aid is available to help students pay for classes. Check your status by:

- Visiting the Financial Aid Office
- Logging into your COM WebAdvisor account
- Calling 409-933-8274

#### Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### What do you need to get a COM ID card?

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

### Step 5 - Parking Permit

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
6. An official government issued photo ID must be presented prior to obtaining a COM Parking Permit.
7. The parking permit number will be cataloged underneath your name and car.
8. Place the sticker on the back window, bottom left corner.

The COM Parking Permits are free and for as many vehicles needed as long as it is through WebAdvisor. The parking permit must be on the back window, bottom left corner to avoid any citations.

### Step 6 - COM Email

Go to <https://www.com.edu/its/email.html> to set up an official COM email account. Official communication from the College to the student is sent through this email account.

### Step 7 - Textbooks

Purchase required course textbooks. Required textbooks are available in the COM Bookstore; however, students may purchase textbooks from other preferred vendors. A student attending COM is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### Step 8 - Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## Step 9 - Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun! For more detailed information, visit the Student Life website (<http://www.com.edu/student-life/>).

## Need Assistance?

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located on the first floor of the Administration Building (Building #2).

## International Student

International students, by definition, are individuals who are citizens of countries other than the United States, have visas for educational purposes, and intend to return to their home country upon completion of an educational program. COM is authorized under Federal law to enroll nonimmigrant students.

International students must carry a minimum of 12 semester hours to meet requirements of the U.S. Immigration and Customs Enforcement. It is essential that international students have sufficient funds to cover their expenses while in this country. The international student tuition is outlined on the Tuition and Fee Schedule.

To be admitted as an international student, students must:

## Step 1 - Apply to COM

- Apply online at the ApplyTexas website (<http://www.applytexas.org>). There is no charge to apply.
- Apply for financial aid. Learn more at [www.com.edu/financial-aid](http://www.com.edu/financial-aid)
- Step 2 - Submit
- SAT/ACT scores or take TSI Assessment
- High School and College transcripts to the Admissions and Records office
- Record of Meningitis Vaccination (students under age 22)
- Financial Aid documents, if needed

## Step 3 - Register

- REGISTER for New Student Orientation (NSO).
- Visit with an academic advisor during NSO to schedule your first semester and register (during open registration period).

## Step 4 - Pay

Visit [www.com.edu/payments](http://www.com.edu/payments) for payment options:

- Payment Plan
- Online
- On-campus
- Over the phone

Financial Aid is available to help students pay for classes. Check your status by:

- Visiting the Financial Aid Office
- Logging in to your COM WebAdvisor account
- Calling 409-933-8274

For additional information on payment plans visit our website (<https://www.com.edu/payments/payment-plan.html>) or call the Student Help Center, 409-933-8663.

## Step 5 - Student ID

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.



The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Room 106 during its normal hours of operation.

#### **What do you need to get a COM ID card?**

1. Go to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Room 106 immediately.

## **Step 6 - Parking Permit**

The first step to getting a parking permit is to understand which one you would need for your vehicle. If you have your permanent (metal) plates, you're in the right spot! If your car still has temporary (paper) plates or it is a rental, please go to <https://www.com.edu/campus-police/temporary-parking-permit.html>. Here are the instructions for getting your new parking permit.

1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
2. Click onto your tab Student
3. Click "Register a Vehicle" underneath User Account
4. Fill out the form with vehicle information
5. Once submitted, you can now head to the Administration Building #2 – Room 106. A mask must be worn while in the facility and the safe distancing protocol must be followed.
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## **Step 9 - Attend**

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## **Step 10 - Connect**

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun! For more detailed information, visit the Student Life website (<http://www.com.edu/student-life/>).

## **Need Assistance?**

International students should contact the Office of International Affairs located in the Admissions and Records Office or visit the International Student website for specific details on the admission process. For more detailed information, visit our website (<http://www.com.edu/international/>).

For assistance with this process, students are encouraged to contact the Student Help Center at 409-933-8663 or visit the Student Help Center located on the first floor of the Administration Building (Building #2).

## Transfer Student

Students transferring from another college or university may apply to COM. Students who transfer to COM from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records. Transcripts used to establish credits for prerequisites may be required prior to registration for classes. Transfer students occasionally enroll with the intent of applying the credits they earn at COM to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they apply for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for COM programs, and may excuse them from some TSI requirements.

To be admitted as a transfer student, students must:

### Step 1 - Apply to COM

Apply online at the ApplyTexas website (<http://www.applytexas.org/>). There is no charge to apply.

- Veterans ONLY- Students who plan to use VA benefits need to complete the admission application and then visit the Veterans Center.
- International Students ONLY- Must contact the Admissions and Records Office to obtain an International Student Application packet.

Apply for Financial Aid. Learn more at [www.com.edu/financialaid](http://www.com.edu/financialaid).

### Step 2 - Submit

- SAT/ACT scores or take TSI Assessment
- High school and College transcripts to the Admissions and Records Office
- Record of Meningitis vaccination (students under age 22)
- Financial Aid documents, if needed

### Step 3 - Register

- REGISTER for New Student Orientation (NSO)
- Visit with an advisor during NSO to sign up for classes (during open registration)

### Step 4 - Pay

Visit [www.com.edu/payments](http://www.com.edu/payments) for payment options:

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Financial Aid is available to help student pay for classes. Check your status by:

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For additional information on payment plans visit our website (<https://www.com.edu/payments/payment-plan.html>) or call the Student Help Center, 409-933-8663.

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1. Log in to your WebAdvisor at [webadvisor.com.edu](http://webadvisor.com.edu)
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The same textbook may also be available from an independent retailer, including an online retailer.

## Step 9 - Attend

Attendance at all classes is required. Contact the instructor if unable to attend class. Contact information is available in the course syllabus.

## Step 10 - Connect

Attend club kickoff. Join a study group. Go to professor's office during office hours. Join a club or organization. Build connections on campus and have fun! For more detailed information, visit the Student Life website (<http://www.com.edu/student-life/>).

## Need Assistance?

For additional information about transfer, see the Transfer Criteria and Transfer Curricula sections of this Catalog.

For assistance with this process, students are encouraged to contact the Student Help Center (SHC) at 409-933-8663 or visit the SHC, located in the Administration Building (Building #2).

## Admissions

- Academic Fresh Start (p. 25)
- Completing the Online Application for Admission (p. 25)
- General Regulations Governing Transfer of College Credit (p. 26)
- Grounds for Denial of Admission (p. 26)
- Reverse Transfer (p. 26)
- Transcripts for Admission (p. 26)
- Transfer Criteria (p. 26)
- Transfer Curricula (p. 27)
- Transfer Dispute Resolution (p. 28)
- Transfer of Credit to COM (p. 28)
- Transferring COM Course Credit (p. 28)

## Academic Fresh Start

Senate Bill 1321 entitles residents of Texas to seek admission to public institutions of higher education without consideration of courses undertaken 10 or more years prior to enrollment. The bill has been called "the right to academic fresh start," and it gives students a one-time option of electing to have all course work taken 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll, either count as usual or be ignored for admissions purposes.

Under the provisions of TEC §51.931, an applicant for readmission may elect an Academic Fresh Start at the time of admission. An applicant who applies under this section and is admitted as a student may not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Students wishing to establish this program must submit a request in writing to the Admissions and Records Office.

Academic Fresh Start does not apply to Financial Aid requirements.

## Completing the Online Application for Admission

Applicants must complete the online application for admission at <https://www.applytexas.org> (<http://www.applytexas.org>). During the application process students will be asked questions about their name, home/current address, mailing address, personal information, program of study (major), high school information, any previous colleges attended and degrees awarded, and residency. Students must also acknowledge that they have read and answered accurately all areas of the application. The application must be complete and submitted before it can be processed. The application will be processed within 2 business days after it is submitted. After it is processed, students will receive information sent to the email address they submitted on the application. The information in the email is extremely important and students must read and comply with any instructions or requests.

Note: Some programs of instruction may have special admission requirements in addition to those normally required for admission to the College.

## General Regulations Governing Transfer of College Credit

1. The college from which credit is to be transferred must be accredited by one of the nine regional accrediting associations.
2. Courses with a letter grade of C or better transfer with the corresponding number of semester hours.
3. Courses that are not applicable to programs at COM may not transfer or fulfill degree requirements.
4. When a course has been repeated for credit, the highest grade and hours will determine the acceptance of the course.
5. Transfer grades earned at other institutions are not included in computing the cumulative GPA at COM.
6. College transcript evaluations are completed within two weeks after a transcript evaluation form has been submitted to the Admissions and Records Office. To check the status of an evaluation, a student can run a program evaluation in WebAdvisor or contact the Admissions and Records Office.
7. All foreign transcripts must be evaluated by SpanTran Educational Services, Inc., or any other agency approved by COM for acceptance of equivalent coursework.

## Grounds for Denial of Admission

The College has sole discretion in admitting or denying admission to any student.

## Reverse Transfer

Students who have not completed all course requirements but have completed the residency requirements for a degree or certificate from COM may fulfill their course requirements at another regionally accredited institution and transfer the credits to COM. If the requirements for a degree or certificate are met, COM will automatically issue the award. Students may graduate in accordance with the requirements stated in the catalog in effect up to five (5) years prior to the date of graduation.

## Joint Admission Agreement - Sam Houston State University

Students enrolled at COM may simultaneously enroll at Sam Houston State University (SHSU) through a new joint admission agreement. Joint admission means that a student is admitted to both institutions while attending COM. Students applying to College of the Mainland or currently attending COM while meeting the joint admission requirements for Sam Houston State University may then apply for and be accepted into the joint admission program.

Students accepted under joint admission must continually meet all admission requirements for both institutions to retain their eligibility in the program. While in the program, students have the option to transfer, alternate enrollment between institutions or co-enroll at their discretion.

The agreement simplifies the transition process between the two institutions and provides several exclusive benefits for COM students including:

- the ability to attend both schools simultaneously or alternately;
- the ability to receive cooperative advising from the university;

- reduced application fee to SHSU;
- access to school facilities and sporting events.

To learn more about joint admission at Sam Houston State University, potential or current COM students may email [advising@com.edu](mailto:advising@com.edu), or make an appointment with their assigned academic advisor.

## Transcripts for Admission

Students are required to submit all official high school and/or college transcripts. Transcripts are considered official only when they bear the signature of the registrar or some other appropriate school official, the seal of the issuing school, and are mailed or submitted from the sending institution. Transcripts are also considered official if hand-carried in a sealed envelope from the institution. Transcripts become the property of COM and cannot be returned to the student. Transcripts will be kept on file for 90 days after the end of the term in which the transcript was received and will be destroyed if the student has not enrolled.

## Evaluation of Transcripts for Transfer Students

The College will conduct a course-by-course evaluation of official transcripts from regionally accredited colleges and universities for students. Transcripts will be evaluated within 4-6 weeks of receipt. To request an expedited evaluation, complete the Transcript Evaluation form (<https://www.com.edu/admissions/transcript-evaluations.html>).

When the evaluation is complete, the equivalent courses may be viewed by going to their WebAdvisor account (see Unofficial Transcript). Credit from transfer institutions on quarter hours will be evaluated using a ratio of .667 quarter hours to 1 semester hour. Credit from transfer institutions on other calendar types will be evaluated using an appropriate ratio.

## Evaluation of Transcripts from Other Countries

Transcripts that reflect completed course work from colleges or universities in other countries must, at the student's expense, be analyzed by a professional evaluation service. For a list of preapproved agencies, contact the Admissions and Records Office or view the list at <http://www.com.edu/international> (<https://www.com.edu/international/>). The evaluation will be reviewed upon request by the College for acceptance before credit will be posted.

## Transfer Criteria

The Texas Higher Education Coordinating Board has adopted the criteria listed below for lower-division and upper-division course credit. The following mandatory provisions regarding transfer of course credits pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools.

- I. Criteria for Lower-Division Course Credit Baccalaureate/Associate Degree Courses - Courses offered in the first two years of college study are those which:
  - A. Are identified by a majority of public four year undergraduate institutions in the state as courses intended to comprise the first two years of collegiate study, and
  - B. Stress development of disciplinary knowledge and skill at an introductory level; or

- C. Include basic principles and verbal, mathematical, and scientific concepts associated with an academic discipline.
- II. Criteria for Upper-Division Course Credit Upper-Division (Baccalaureate) Courses - Courses offered only in the third or fourth years of a baccalaureate program are those which:
  - A. Are identified by a majority of public 4-year undergraduate institutions in the state as courses intended to comprise the third and fourth years of post-secondary study, AND
  - B. Involve theoretical or analytical specialization beyond the introductory level, OR
  - C. Require knowledge and skills provided by previous courses for successful performance by students.

## Transfer Curricula

1. A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
2. The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
3. No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or half of the degree requirements if these constitute fewer than 66 hours of credits earned by a student in a community college. In addition to the courses listed in the appropriately approved transfer curriculum, the university may count additional lower division courses in the student's major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
4. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
5. Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university, provided such credits are within the approved transfer curriculum of the student's declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student's declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
6. Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised:
  - To declare a major prior to attaining sophomore standing at a community college
  - To declare a major at the time a request is made for admission to a degree program at a university
  - To be aware that a change of major may result in loss of credits earned in the previous program.
7. A student shall not be required to complete an entire transfer curriculum for credit in individual courses to be transferable and applicable to a degree program.
8. The Registrar will serve as articulation officer and be responsible for the dissemination of information relating to the transfer of credit and transfer curricula, and for coordinating the evaluation of transfer

credit by advisors within the various academic units on campus to ensure consistency.

9. Lower-division courses included in the Academic Course Guide Manual and specified in the definition of "Lower-Division Course Credit" shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time. For Texas community colleges, these freely transferable courses are identified in the latest revised edition of Coordinating Board publication, Community College General Academic Course Guide Manual: A Manual of Approved General Academic Transfer Courses for State Appropriations to Texas Public Community Colleges (revised 2005). Specifically excluded are courses designated as vocational, ESL/ESOL, technical, developmental or remedial, and courses listed as "basic skills." For senior four-year institutions, lower-division courses that have the same course content and CIP codes as approved by the Coordinating Board shall bear equivalent credit. Specifically excluded are courses designated as ESL/ESOL, technical and developmental/remedial courses. Within the spirit of the law, it is realized that differences in interpretation of "same course content" may generate disputes.
10. When approved by the Coordinating Board, the transfer curriculum for each subject area shall be published individually and disseminated with these general provisions by the Coordinating Board to the chief academic officer, articulation officer, Registrar, and other appropriate administrators of higher education in Texas.
11. Institutions are encouraged to assist the Coordinating Board staff in developing course tables for each transfer curriculum. Articulation officers at the universities will be the contacts for the Coordinating Board staff in obtaining the numbers of equivalent courses for each transfer curriculum and periodically updating these tables.
12. Each transfer curriculum shall include a general description of every course in that curriculum. The Coordinating Board shall provide for the review and revision of each curriculum as needed or at least every five years.
13. Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:
  - National examination
  - Institutional examination taken in lieu of course enrollment
  - Course taken at non-degree granting institution (e.g., military)
  - Work experience
  - Life experience

The specific nature of this credit shall be so indicated on the student's transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.
14. Institutions that establish institution-wide enrollment ceilings or specific program enrollment controls may be exempted from certain of these general provisions by the Commissioner of Higher Education upon adequate justification.
15. The Coordinating Board staff shall periodically schedule workshops on articulation issues.



## Transfer Dispute Resolution

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute, the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the Community College General Academic Course Guide Manual, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

## Transfer of Credit to COM

It is the student's responsibility to arrange for official transcripts from former institutions to be received by the Admissions and Records Office prior to being admitted. Transcripts are considered official only when:

- received through the mail,
- hand delivered in a sealed envelope, signed by the Registrar and bearing the seal of the school from which they are issued, or
- electronically through SPEEDE, TREX, or The National Student Clearinghouse.

Transcripts received become the property of COM. To expedite the transcript evaluation process you may submit a transcript evaluation form to the Admissions and Records Office. Transcript evaluation forms may be found at <https://www.com.edu/admissions/transcript-evaluations.html> or the Admissions and Records Office.

## Transferring COM Course Credit

COM course credits will transfer to other colleges or universities. Students should see their assigned Advisor for assistance with the transfer process.

## Earning Credit Through Prior Learning Experiences

Credit for prior learning assessment (PLA) allows students, who have mastered academic or technical competencies, to demonstrate their knowledge for credit in a multitude of course content areas. Course credit is awarded when content mastered through an experience is comparable to the student learning outcomes of a COM course. This arrangement offers students an opportunity to lower costs, save time, and prevent repetition of mastered competencies. The following criteria must be met to earn credit through prior learning experiences:

- The student must be enrolled in a COM certificate or degree program in the current semester.
- The student must provide official documentation (transcripts, license/certification, etc.) supporting the request for credit.
- The student must meet eligibility requirements specific to the PLA option.
- The student must satisfactorily complete six (6) non-developmental credit hours at COM prior to PLA credit being added to transcript.
- The PLA credit must apply to the student's certificate or degree at COM.
- No more than 24 credit hours may be earned through PLA applicable to a degree at COM; however, no more than 50% of a workforce certificate may be earned through PLA options. Exceptions may be made on appeal for completed transfer programs above 50%.

## Traditional Transfer

A student may transfer up to 75% of the credit hours needed toward any degree at COM; however, students seeking an Associate of Applied Science degree must take at least half of the required specialized courses at COM. Transfer credit must be from a college or university accredited by a nationally recognized accrediting agency. See the Transfer of Credit to COM section of this catalog for policy on receiving credit through traditional transfer.

## Credit by Examination

Students may receive credit for courses through external exams or local exams:

1. External exams: Students may receive credit by exam for CLEP, AP, and DSST exams. A handout is available online at <https://www.com.edu/testing-center/clep.html> or in the Testing Center for those seeking credit through a CLEP exam. COM is a center for administering CLEP (College Level Examination Program) and DSST tests. Credit at COM as well as at other colleges may be obtained by earning passing scores on these tests. If the course is to be transcribed at another college, it is the student's responsibility to determine which test is needed for credit for the desired course.
2. Internal Exams: Some departmental tests are available. Students should speak with the corresponding department before scheduling an internal exam.

Transcripts are not created solely to award credit by examination. See the Testing Services section of this Catalog for policy on receiving credit. Further information may be obtained by contacting the Testing Center in the Enrollment Center.

## Portfolio Assessment

Students will be required to enroll in an online course which helps the student develop a for-credit portfolio that reflects credit-worthy learning experiences and aligns the student experience and skills with the learning outcomes of specific courses. Further information may be obtained by contacting a COM advisor. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Instruction and the Registrar before credit is granted. Certain fees may apply.

## Petition for Credit for Non-Credit Courses

Credit for non-credit courses is only granted when those non-credit courses are taken at COM; however, exceptions are made to this rule for non-credit courses taken elsewhere to be applied to the Law Enforcement and Fire Technology academies and Emergency Medical Services (EMS). A maximum of 24 credit hours may be requested. Coursework must have been completed in the previous five years. Students must provide documentation of content and level of non-credit courses (non-credit course syllabus, including Student Learning Outcomes) to demonstrate credit course equivalency as well as documentation demonstrating that noncredit instructor credentials are equivalent to credit faculty requirements. Students petitioning for credit applicable to the Law Enforcement and Fire Technology Academies must be a certified peace officer or firefighter.

Law Enforcement, Fire Technology, and EMS Exception: For any non-credit coursework not completed at COM, petitioner will take credit by exam, scoring 75 percent or higher. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Instruction and the Registrar before credit is granted. Certain fees may apply.

## Petition for Credit for Professional Certifications

College credit may be granted for certain professional certifications if specific criteria are met. Documentation must be provided showing that the certification and work experience is equivalent to a specified credit course that COM offers. Students must have completed at least six (6) hours of college credit courses at COM to petition for credit. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Instruction, and the Registrar before credit is granted. Certain fees may apply.

## Transfer Credit for Educational Experiences Completed through the US Armed Forces

College credit may be granted for educational experiences completed while in the US Armed Forces. Veterans submitting original copies of their DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, or an official Report of Educational Achievement through the U.S. Armed Forces Institute (USAFI), may receive transfer credit and advanced placement as recommended by the Commission of Accreditation of Service Experiences of the American Council on Education. Applicants may also submit their Joint Services Transcript (JST) for evaluation. Acceptable transfer credit courses will be approved by the Registrar upon recommendation by the appropriate program faculty, appropriate dean, and the Vice President for Instruction.

## Transfer Credit for National College Credit Recommendation Service (NCCRS)

Credit may be granted for training and education programs offered outside of the traditional college classroom setting through National College Credit Recommendation Service (NCCRS). Equivalent credit may be granted after the student applies for transcript evaluation through the Admissions and Records Office. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Instruction and the Registrar before credit is granted. Certain fees may apply.

## Testing

### Placement through Testing

Placement decisions for enrollment in a degree program are determined by scores on the ACT, SAT, TSIA2, or successful completion of specific courses taken at an approved college or university. Scores are used to determine appropriate courses or areas where additional preparation may be required and/or advised for the student. If a student's diagnostic scores indicate a need for developmental courses, most courses in the curriculum are closed to that student; therefore, it is important that the diagnostic measures be taken seriously. Individuals with reading, writing and mathematical deficiencies must achieve basic skills by taking developmental courses continuously until all basic skill requirements are met.

Students transferring from a Texas state-supported institution into programs with TSIA2 requirements must provide an official transcript indicating they have satisfied TSIA2 requirements at a previously attended institution.

The TSIA2 status of a student transferring from private or "out-of-state" institutions shall be determined by the student's intent for continuous enrollment at COM and by courses completed at the private or out-of-state institution. The TSIA2 may be required prior to enrolling at COM.

Responsibility rests with the student for ensuring that all necessary materials are submitted for admission.

### Texas Success Initiative Assessment 2.0 (TSIA2)

The Texas Success Initiative Assessment 2.0 (TSIA2) was designed to assess test takers' readiness for college-level coursework in the general areas of English language arts and reading (ELAR) and mathematics. Unless exempt, entering college students are required to take tests in ELAR and mathematics, which either classify them as college ready or provide a diagnosis to 1) facilitate entry into the appropriate developmental education course or 2) support co-enrollment in a developmental education course and an entry-level, credit-bearing course within the same semester.

Students entering COM must have appropriate assessment scores or be assessed on a state-approved test (TSIA2) in the areas of English language arts and reading (ELAR) and mathematics. It is used for placement into both developmental and college-level courses. Placement tables for college-level courses are available in the Testing Center. The TSIA2 includes multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. COM's Testing Center administers the TSIA2 for a fee.

### Testing Services

COM's Testing Center offers the following testing services:

- **High School Equivalency Exams:** There are two high school equivalency tests in Texas including the GED test, and the High School Equivalency Test (HiSET). After successfully completing one of these tests, the test taker will be issued a Texas Certificate of High School Equivalency. COM only provides computer-based testing for the GED, High School Equivalency Test (HiSET) Registration and fee details are available on COM's High School Equivalency webpage

at [www.com.edu/testing-center/ged](http://www.com.edu/testing-center/ged) (<http://www.com.edu/testing-center/ged/>).

- **Pearson VUE Testing:** COM is a certified Pearson VUE Testing Center. Pearson VUE delivers many tests, including the CompTIA, for clients in the licensure, certification, academic admissions, regulatory and government testing service markets. For a complete list of tests and to register, go to: <http://pearsonvue.com/programs> (<http://pearsonvue.com/programs/>).
- **Distance Education: Testing/proctoring services** are provided for students enrolled in courses for which there are alternative delivery modes, such as Online. Students should refer to the course syllabus for testing procedures.
- **Departmental Makeup Exams:** Under agreement with some departments, the Testing Center proctors a variety of makeup exams.
- **CLEP: The College-Level Examination Program® (CLEP)** gives students the opportunity to receive college credit for prior learning experiences by earning qualifying scores on any of 34 examinations. For more information, see COM's CLEP webpage at [www.com.edu/testing-center/clep](http://www.com.edu/testing-center/clep) (<http://www.com.edu/testing-center/clep/>).
- **TCEQ Certification Exams:** The Texas Commission on Environmental Quality (TCEQ) strives to protect our state's public health and natural resources consistent with sustainable economic development. COM offers TCEQ certification exams through Computer Based Testing. For more information, see the TCEQ website at [www.tceq.texas.gov/licensing/training/cbt\\_occ\\_lic.html](http://www.tceq.texas.gov/licensing/training/cbt_occ_lic.html) ([http://www.tceq.texas.gov/licensing/training/cbt\\_occ\\_lic.html](http://www.tceq.texas.gov/licensing/training/cbt_occ_lic.html)).
- **TEXES:** COM is an official testing center for the computerized TEXES (CAT) exam. Contact Pearson Vue, <http://www.tx.nesinc.com/> to register or for any questions concerning the TEXES exam.
- **TCFP Online Exams:** Texas Commission on Fire Protection online exams are available at College of the Mainland. Go to <https://www.com.edu/testing-center/tcfp-exams> (<https://www.com.edu/testing-center/tcfp-exams/>) for more information.

See the Testing Center website, <http://www.com.edu/testing-center/>, for business hours, testing schedule, and testing policies.

## TSI Exemptions and Waivers

### TSIA2 Exemptions

The following provisions shall exempt a student from TSIA2:

- For TSIA2 exemption purposes, ACT/SAT tests are valid for exactly five years from the qualifying test date, and Exit Level TAKS scores are valid for exactly five years. ACT/SAT/TAKS/STAAR exemption standards are as follows:
  - ACT – Composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s). Partial exemptions are granted.
  - SAT scores prior to March 5, 2016: combined critical reading (formerly "verbal") and mathematics score of 1070, with a minimum of 500 in both critical reading (formerly "verbal") and mathematics.

SAT scores on or after March 5, 2016: a minimum score of 480 on the Evidence-Based Reading and Writing test will exempt the student for both reading and writing, a minimum score of 530 on the mathematics test will exempt the student in math.

**\*Please note: Mixing or combining scores from the SAT prior to and after March 5, 2016 is not allowed.**

- TAKS (Eleventh Grade Exit Level) – Minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least three shall exempt a student from the corresponding section(s). Partial exemptions are allowed for either math or reading/writing.
- STAAR – End of course (EOC) minimum score of 4000 on Level 2 of English III. Minimum score of 4000 on Level 2 of Algebra II.
  - Dual Credit exemption:
    - End of Course (STAAR EOC) minimum score of 4000 on Level II of English II, TSI met for Reading and Writing.
    - End of Course (STAAR EOC) minimum score of 4000 on Level II the Algebra I STAAR EOC and passing grade in the Algebra II course; or End of Course (STAAR EOC) minimum score of 4000 on Level II Algebra II; TSI met for Math.
- Graduate – Students who have graduated with an associate degree or higher from an accredited institution of higher education.
- Military – Students who on or after August 1, 1990, were honorably discharged, retired or released from
  - a. active-duty as a member of the armed forces of the United States or the Texas National Guard, or
  - b. service as a member of a reserve component of the armed forces of the United States.
- Transfer Student – Students transferring from a regionally accredited private or public institution having satisfactorily completed college-level coursework with a C or better in the related area(s). Students transferring from another Texas public institution of higher education identified on the incoming transcripts as “complete” for all or parts of TSIA2.

## TSIA2 Waivers

- Occupational Skills Award – An Occupational Skills Award is designed to be completed in two semesters or less and consists of 9-14 semester credit hours. Students enrolled in an Occupational Skills Award are waived from the TSI requirement while enrolled in the Occupational Skills Award and are restricted to the Occupational Skills Award courses.
- Level-One Certificate (L1C) – An L1C is designed to be completed in one year or less and consists of 15-42 semester credit hours. Students enrolled in an L1C are waived from the TSI requirement while enrolled in their waived program and are restricted to the courses within the waived program.
- Transient students – Students from a private or an out-of-state institution are waived from TSIA2 requirements for one semester. Students must apply for the temporary waiver in the Admissions Office by providing an official transcript from the private or out-of-state institution. The waiver is valid for one semester.
- Non-degree-seeking or non-certificate seeking students – Students declaring that they are non-degree-seeking or non-certificate-seeking students are waived from the requirements of TSIA2 for one semester. Students must meet with an advisor to declare the status of non-degree seeking or non-certificate seeking status. Students who are non-degree-seeking or non-certificate-seeking students are

not eligible for federal financial aid. Students who accumulate more than nine credit hours must meet TSIA2 requirements.

- PSAT for Dual Credit: Potential Dual Credit Students can use their PSAT scores to become eligible for Dual Credit Courses. Evidence Based Reading and Writing: 460+; Math: 510+ are the scores needed.

## TSI Met

### Methods to Meet TSI Obligation

TSI obligation in math is met with any of the following criteria:

- TSIA2 Math 950 or Diagnostic 6
- A grade of C or better in MATH 0315 or MATH 0320
- A grade of C or better in MATH 0306 or MATH 0308
- According to the major, students may choose one of several math pathways. For the non-algebra intensive pathway (MATH 1332/MATH 1342) the TSI obligation is met with a grade C or better in MATH 0306 or MATH 0308. MATH 0306 or MATH 0308 does not meet the TSI obligation for the STEM pathway. MATH 0315 or MATH 0320 meets the TSI obligation for the STEM pathway.
- Students having a test score from an alternative testing instrument (i.e., SAT, ACT...) should see an advisor.
- Classified as college ready in math according to a college prep course completed at a high school district partnered with COM.
- This college prep course is valid for a period of twelve (12) months from the date of high school graduation.

TSI obligation in reading and writing (ELAR) is met with any of the following criteria:

- TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay
- A grade of C or better in IRW 0320
- A grade of C or better in ENGL 0360 (taken prior to fall 2014) or equivalent
- Students having a test score from an alternative testing instrument (i.e., SAT, ACT...) should see an advisor.
- Student is classified as college ready in writing and reading according to a college prep course completed at a high school district partnered with COM.
- This college prep course is valid for a period of twelve (12) months from the date of high school graduation.
- Students having passing scores from older developmental courses such as READ 0370 should see an advisor.

## Designated Courses Demonstrating College Readiness

The following are the freshman-level credit courses offered at COM that are designated college-level courses for the purposes of demonstrating college readiness in reading/writing (ELAR) and math. Students must not register for these courses until the student has completed the developmental courses that are the prerequisites for the college course. The college level courses for each area are listed below:

### Reading/Writing Intensive Course at COM

- ENGL 1301 Composition I
- ENGL 1302 Composition II
- ENGL 2311 Technical Writing

- ENGL 2322 British Literature I
- ENGL 2323 British Literature II
- ENGL 2327 American Literature I
- ENGL 2328 American Literature II
- ENGL 2332 World Literature I
- ENGL 2333 World Literature II
- ENGL 2341 Forms of Literature
- HIST 1301 U S History I
- HIST 1302 U S History II

#### Math

- MATH 1314 College Algebra
- MATH 1324 Math for Business and Social Science
- MATH 1325 Business Calculus
- MATH 1332 Contemporary Math (Quantitative Reasoning)
  - (Only for non-STEM Pathway)
- MATH 1342 Elementary Statistical Methods
  - (Only for non-STEM Pathway)
- MATH 2412 Precalculus
- MATH 2413 Calculus I
- PSYC 2317 Statistical Methods in Psychology
  - (Only for non-STEM Pathway)

- The academic progress of all students will be monitored through a local GPA that includes both credit and college prep courses. (The official GPA does not include college prep courses.)

## Co-requisite Plan

The co-requisite plan is an accelerated learning program, wherein students who test as unprepared for college level work will be placed into the appropriate college prep course AND a college level, credit bearing English or Math course or, depending on the scores, a higher level college prep course. The two courses are co-requisites taught during the same semester, ideally back-to-back with the same instructor teaching both. This is proven to be a highly successful model wherein students are simultaneously exposed to college level material and given the opportunity to build the skills required to master that material. The co-requisite model makes it possible for students who are not TSI eligible to achieve transferrable college credit their first semester or at least, reduce the time they can take a transferrable college credit course by one semester.

## TSI Not Met

### Information for Those Not Meeting TSI

Students whose TSI or TSI alternative scores are below the established standard must meet with an advisor to determine the appropriate college prep course placement in the area(s) of need or referral to the College Success Academy.

During fall, spring, and summer semesters, all students who are not TSI eligible are required to enroll in college prep courses until the TSI standards are met. Beginning in 2018, summer will be one 10-week semester. Beginning Fall, 2017, all college prep courses, with the exception of a few stand-alone courses, will be a co-requisite with a higher level college prep course or a transferrable college credit course in the same discipline (English or Math). The co-requisite plan is not optional for students whose pathways require college level English or Math courses. **(See the Co-requisite Plan below.)**

- Before a student can withdraw from a college prep course, the student must meet with an advisor. Withdrawing from a co-requisite college prep course will automatically withdraw the student from the higher level college prep course or the college credit course.
- Students receiving a grade of "D", "F", or "W" in a college prep course will be required to meet with an advisor before registering for the next semester.
- Students with a grade below C or withdrawn from the same college prep course for the second time will be limited to six credit hours for any future semester. Within the six credit hour limit, students who are not TSI eligible will be required to register for college prep courses first. After successfully completing the college prep course with a C or better, students will be permitted to register for more than six credit hours.



## Registration

When students meet all admissions requirements, they are eligible to register for classes. Registration periods for regularly scheduled classes are listed in the College Academic Calendar, which is posted online and published in the Catalog. Specific times, dates and class information are posted separately in WebAdvisor prior to each registration period. Early registration is encouraged to ensure the best selection of classes and times. All currently enrolled eligible students, full or part-time, may register and pay for classes through the College's website or in person.

## Schedule Disclaimer

COM will determine when courses are to be offered, class enrollments, and locations and reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge to the student will be made for changes due to canceled classes. To replace a canceled class, the student may add classes online or see an advisor.

## Guaranteed Schedule

COM offers a guaranteed schedule which makes scheduling in advance easier. Students will know when a class will be scheduled, and it is guaranteed that the class will run. Classes will not be canceled due to low enrollment as long as that class is part of the guaranteed schedule. The guaranteed schedule is set up on a fall semester, spring semester, and summer semester basis. See an advisor for additional details.

## Student Course Load

The standard course load for a student (not employed full-time) during a regular semester is five college courses, or a course load of 15 to 17 credit hours. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum course load for a student during the summer is 16 credit hours for the 10-week session and 8 credit hours for the 5-week session. Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above the standard course load must get approval from the Vice President for Instruction or designee, on a case-by-case basis.

## Course Prerequisites and Co-requisites

Course prerequisites and co-requisites must be met regardless of TSI status. Relevant course prerequisites must be met before students will be allowed to begin courses requiring prerequisites.

## Classification of Students

**Part-time:** A student carrying fewer than 12 credit hours in a fall, spring, or summer semester

**Full-time:** A student carrying 12 or more credit hours in a fall, spring, or summer semester

**Freshman:** A student who has earned fewer than 30 credit hours

**Sophomore:** A student who has earned 30 or more credit hours

**Special:** A student enrolled in credit courses who is not seeking a certificate or degree

## Course Numbers

Each course number has a distinct meaning. If the course number begins with a 1, the course is freshman level; if the course number begins with a 2, the course is sophomore level. The second digit indicates the credit hours. The third and fourth numbers indicate the type and course sequence.

## Student Information Changes

Students who, after registration, change their home or local address, or their name must complete the Student Information Change form and submit this form to the Admissions and Records Office. Students changing their residency status must provide additional documentation as specified in the Residence Requirements of this Catalog. Any communication from the College that is mailed to the name and address on record is considered to have been properly delivered. Changes can be submitted online at <https://www.com.edu/admissions/academic-records>. (<https://www.com.edu/admissions/academic-records.html>)

## Changes in Student Schedule

Prior to registering for classes, students should carefully plan a schedule that follows their degree plan and identified pathway. When it is necessary to add and/or drop courses during the registration period, students can make these changes online; however, students cannot drop developmental or co-requisite courses during this period without the assistance of an Academic Advisor. After the registration period ends, course changes must be processed through an Academic Advisor.

## Withdrawal from All Classes

Students planning to withdraw from the College must see an Academic Advisor. Students officially withdrawing from all classes at once will be assigned the status of "WX" so that these drops will not count against the six drop limit. Withdrawal is not considered official unless it is initiated by the student.

## Withdrawal from a Class

Student planning to officially withdraw from a class after the registration period ends must see an Advisor. The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before Census day (as indicated on the College Calendar), the course will not appear on the student's permanent record.
2. When a student withdraws after Census day (as indicated on the College Calendar) but before "W" day, a grade of "W" will appear on the student's permanent record.

## Instructor-Initiated Drop

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the outcomes of the course will be achieved, the instructor may drop the student by notifying the Admissions and Records Office. The student will receive a grade of "W" for that course.

## Six Drop Rule

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. This policy does not apply to courses dropped prior to census day or complete withdrawals from the college. Students should fully understand this drop limit before dropping any courses. Students having questions regarding the Six Drop Rule should see an Advisor. For more information on the six drop rule, see TEC 51.907.

## Class Attendance

Students are required to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Attendance guidelines are outlined in each course syllabus. Students should consult with their instructors when it is necessary to miss a class. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information see FC (Legal) ([http://pol.tasb.org/Policy/Download/497/?filename=FC\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/497/?filename=FC(LEGAL).pdf)).

**NOTE:** Students who have **not** attended class or have **not** signed in to their online class by Census Day will automatically be dropped from their

class. Census dates for each semester can be found under the Academic Calendar section of the catalog.

## Audit

COM allows students 65 years of age or older to audit academic credit courses on a space available basis. Students wishing to audit a course should contact the course instructor. The instructor will contact the Admissions and Records Office to authorize course registration. The tuition and fees for class audit will be waived for up to six credit hours per semester. Students who audit classes will not receive a course grade and will not be eligible to petition for credit.

## Records Placed on Hold

Students who have not cleared all outstanding obligations will have a hold placed on their student records. Such action will prohibit future registration or the release of official student records for any purpose.

## Retention of Records

All records received by COM are kept indefinitely except for students who do not complete the application process. The records received will be destroyed after one year. Transcripts and other records submitted by applicants not registering for the semester indicated on the application for admissions are kept for a period of 90 days in the Admissions and Records Office. After 90 days, these records are destroyed unless the applicant has notified the Admissions and Records Office expressing a continued interest in attending COM. Records become property of the College and are not returned to the student.

## Mandatory New Student Orientation (NSO)

- **New Student Orientation** is an overview of College of the Mainland, important policies and procedures, as well as resources to help students succeed. Orientation includes information about student services, academic advising and Student Rights and Responsibilities. Students will also discover campus resources designed to assist them in making a successful transition to College of the Mainland. First Time in College students at COM are required to complete orientation. To get more information regarding New Student Orientation, please contact [studentact@com.edu](mailto:studentact@com.edu) or 409-933-8264.

# Grades

## Grade Reports

Students may review grades online through WebAdvisor or by requesting an official transcript. Transcripts will be withheld from those students who have any outstanding obligation to the College. Students are responsible for reviewing transcript/grade report for accuracy according to the following System of Grading. Any course grade discrepancies should be discussed with the course instructor.

## System of Grading

Grade	Significance	Grade Points
A	Superior achievement of course outcomes	4 per semester hour
B	Outstanding achievement of course outcomes	3 per semester hour
C	Achievement of minimum course outcomes	2 per semester hour
D	Marginal achievement of course outcomes	1 per semester hour
I	A temporary grade given to indicate judgment that, in the instructor's judgment, the student can complete the course outcomes within a specified extension of time	NA
F	Failure to achieve course outcomes.	-0-
FN	Failure due to lack of attendance.	-0-
W	Withdrawal on or before the date as specified in the College Calendar	NA
WX	Withdrawal that is exempt from the Six Drop Rule	NA

## Grade Point Average (GPA) Calculation

COM uses the 4.0 grade point average system and numerical code:

Grade Points	Letter Grade
4.0	A
3.0	B
2.0	C
1.0	D
0.0	F

The grades of "I" and "W" are not considered as hours attempted in computing the GPA. Grades in developmental courses will not be used to compute the official GPA.

## The "I" Grade

The Incomplete Grade ("I") is a temporary grade given when a student has experienced unforeseen circumstances beyond the student's control which results in the student being unable to successfully complete the course within the timeframe of the semester. An "I" may be assigned only if, in the judgment of the instructor, the student:

- can complete the course outcomes with minimal instructional assistance and without attending additional class sessions
- has completed a majority of the assigned course work
- is in good standing (passing the course)

Additionally, an "I" may be assigned only when one of the following circumstances is met:

1. Only a single assignment (exam, paper, presentation, or project) is still outstanding OR
2. No more than 25% of the points possible in the class are still outstanding.

In cases where an instructor agrees to assign an "I", the instructor must complete the electronic "I" Contract form and submit to the appropriate Dean for approval. The student will receive an "I" as the course grade on the grade roster. The "I" contract will specify the course requirements that must be completed and the due date for the work to be submitted (no later than one year from when grade was assigned). A copy of the "I" Contract form should be attached to the grade sheet, and the student and instructor will retain a copy.

After the student has successfully completed the requirements of the "I" contract, the instructor will complete and submit a Change of Grade form, changing the "I" to the appropriate permanent grade. When the Change of Grade form is used to change an "I" to a letter grade, only the instructor is required to sign the form. If after one year the student fails to complete the requirements of the "I" contract, the "I" will automatically be converted to an "F".

## The "W" Grade

Students who officially withdraw from a course for any reason, on or before the date specified on the College Calendar, will receive a "W." Students have a responsibility to ensure that they have properly withdrawn from a course. Ceasing to attend class does not officially withdraw a student from a course.

Students who need to withdraw after the "W" date shown in this catalog because of circumstances beyond their control should confer with the instructor. Students should make judicious use of class withdrawals (see Six Drop Rule).

Instructors may, at their discretion, withdraw a student due to lack of attendance, inability to maintain the prescribed minimum rate of progress stated in the course syllabus, or for behavior detrimental to the learning process of the student or class. In the case of a withdrawal for behavioral reasons, the instructor will consult with the Dean of Students to ensure that the student discipline process, outlined in the Student Handbook, is followed appropriately.

## Grades in Developmental Courses

Students will receive grades in Developmental courses. Developmental courses will not be calculated into the cumulative GPA, but developmental class grades are recognized for financial aid purposes.

## Grades in Repeated Courses

When a course has been attempted more than once, only the highest grade received for that course will be used to compute the cumulative GPA. The lower grade will remain on the transcript but will not be used to compute the cumulative GPA.

## Grade Appeal

A grade appeal is a formal request brought by a student to change a final course grade. A request to change a grade must be made within six (6) months of the grade assignment. The procedure for a grade appeal is outlined in the Student Handbook. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

## Transcripts

Official transcripts of all course work taken at COM are available in the Admissions and Records Office. Requests for transcripts must be in writing. Transcript requests may be submitted in the following way: online (<https://www.com.edu/admissions/academic-records.html>), fax (409-933-8012), e-mail ([admissions@com.edu](mailto:admissions@com.edu)), or in person. If requesting a transcript in person, a picture I.D. will be required in place of a written request. Transcript requests may not be made by phone. Transcript requests are processed within 24 hours (except during a registration period). Transcripts are withheld from students who have any outstanding obligations to the College.

Transcripts from other institutions submitted to COM become property of the College and are not reproduced and/or mailed to other institutions, agencies or individuals.

## Release of Transcripts and Academic Records

COM transcripts and other information from a student's academic records are released by the Registrar only upon written request from the student or other person authorized by law.

# Family Educational Rights and Privacy Act of 1974

## Directory Information

The College may release to the public only “directory information” without a student’s consent. Directory information includes the student’s

1. name,
2. local address,
3. local phone,
4. date of birth,
5. degrees earned,
6. dates of attendance,
7. enrollment status (full or part-time/hours enrolled),
8. academic level (Freshman, Sophomore, etc.),
9. residency status,
10. major field of study,
11. the last school that the student attended, and
12. electronic mail address.

The College gives access to records only to those persons and agencies that the Privacy Act specifies, and the College will keep a record of all persons who receive access. Directory information will only be released by authorized personnel of the College and to those parties with a common education interest.

A student may request in writing to the Admissions and Records Office that Directory Information be withheld from the public. Once a student has requested that directory information be withheld, no information will be released except with written approval from the student.

A student may complete a Student Consent for Access to Education Records (FERPA) consent form) that will allow certain information be shared with identified parties. A student must have this form on file in the Admissions and Records Office to release any information.

## Disclosure of Educational Records

The College may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service (such as an attorney, auditor, health care professional or diagnostician, computer services professional, or insurer); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. The term “school official” also includes representatives of hospitals and clinical sites with whom the College has a contractual relationship that permits students to receive clinical training as part of their educational programs.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

For more information on FERPA, please visit the U.S. Department of Education’s website at [www.ed.gov/offices/OII/fpco/ferpa](http://www.ed.gov/offices/OII/fpco/ferpa) (<http://www.ed.gov/offices/OII/fpco/ferpa/>).

Students who believe that COM is not complying with the requirements of the Family Educational Rights and Privacy Act or with regulations issued by the Department of Education implementing that Act may file complaints in writing with:

Family Policy Regulations Office  
U.S. Department of Education  
Room 1087, FB-6  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605



## Residence Requirements

The State of Texas requires that each student sign an oath of residency certifying his/her legal residence at the time of applying through ApplyTexas. The responsibility for registering under the proper residence classification belongs with the student, and any question concerning the right to classification as a resident of Texas or the College of the Mainland District must be clarified before enrolling.

Students must live in Texas at least 12 months prior to registration to be classified as state residents. If applying for in-district or in-state residency, the State Auditor requires additional documentation to support the Oath of Residency. The following documents are acceptable:

- Driver's License (12 months prior)
- Voter Registration Card
- Property Purchase
- Rental Agreement
- Utility Bills

## Residents

To be a legal resident of the College of the Mainland District, a person must reside in the Dickinson, Hitchcock, Santa Fe or Texas City school districts.

## Non-residents

A non-resident is defined as a person who is a resident of the State of Texas but is not a resident of the College of the Mainland District.

## Non-residents of Texas

A nonresident student of Texas is a U.S. citizen younger than 18 years of age who lives away from his/her family and whose family has not resided in Texas 12 months preceding the date of registration; or a student 18 years of age or older who resides out of state; or who has not been a resident of the state 12 months subsequent to his/her eighteenth birthday; or for the 12 months immediately preceding the date of registration.

## International Students

An international student is defined as a non-citizen who cannot be classified as a resident of Texas or the United States.

## Residency Status

Residency status is determined in accordance with Rules and Regulations for Determining Residency Status, published by the Texas Higher Education Coordinating Board, and pursuant to Title 3, Texas Education Code.

Any question concerning residency should be referred to the Admissions and Records Office at 409-933-8264 or admissions@com.edu.

## Tuition and Fee Schedule

### 2021-2022 Schedule of Tuition and Fees

- Total In District Tuition and Fees (p. 38)
- Total Out of District Tuition and Fees (p. 39)
- Total Out of State/Country Tuition and Fees (p. 39)
- Itemization of Standard Registration Charges (p. 40)

### Total In District Tuition and Fees

In District 6 hour minimum charge: \$270.00.

Credit Hours	Process Fee <sup>1</sup>	Facilities Fee	Technology Fee	Campus Fee	Student Service Fee <sup>2</sup>	Total Fees	Tuition	Total Tuition & Fees
1	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
2	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
3	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
4	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
5	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
6	45.00	90.00	30.00	15.00	15.00	195.00	270.00	465.00
7	45.00	90.00	30.00	15.00	24.00	204.00	315.00	519.00
8	15.00	90.00	30.00	15.00	24.00	204.00	360.00	564.00
9	45.00	90.00	30.00	15.00	24.00	204.00	405.00	609.00
10	45.00	90.00	30.00	15.00	24.00	204.00	450.00	654.00
11	45.00	90.00	30.00	16.50	24.00	205.50	495.00	700.50
12	45.00	90.00	30.00	18.00	24.00	207.00	540.00	747.00
13	45.00	90.00	30.00	19.50	24.00	208.50	585.00	793.50
14	45.00	90.00	30.00	21.00	24.00	210.00	630.00	840.00
15	45.00	90.00	30.00	22.50	24.00	211.50	675.00	886.50
16	45.00	90.00	30.00	24.00	24.00	213.00	720.00	933.00
17	45.00	90.00	30.00	25.50	24.00	214.50	765.00	979.50
18	45.00	90.00	30.00	27.00	24.00	216.00	810.00	1,026.00
19	45.00	90.00	30.00	28.50	24.00	217.50	855.00	1,072.50
20	45.00	90.00	30.00	30.00	24.00	219.00	900.00	1,119.00
21	45.00	90.00	30.00	31.50	24.00	220.50	945.00	1,165.50

<sup>1</sup> No refunds.

<sup>2</sup> Fall/Spring Semesters Only.

## Total Out of District Tuition and Fees

Out of District 6 hour minimum charge: \$510.00.

Credit Hours	Process Fee <sup>1</sup>	Facilities Fee	Technology Fee	Campus Fee	Student Service Fee <sup>2</sup>	Total Fees	Tuition	Total Tuition & Fees
1	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
2	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
3	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
4	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
5	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
6	45.00	90.00	30.00	15.00	15.00	195.00	510.00	705.00
7	45.00	90.00	30.00	15.00	24.00	204.00	595.00	799.00
8	15.00	90.00	30.00	15.00	24.00	204.00	680.00	884.00
9	45.00	90.00	30.00	15.00	24.00	204.00	765.00	969.00
10	45.00	90.00	30.00	15.00	24.00	204.00	850.00	1,054.00
11	45.00	90.00	30.00	16.50	24.00	205.50	935.00	1,140.50
12	45.00	90.00	30.00	18.00	24.00	207.00	1,020.00	1,227.00
13	45.00	90.00	30.00	19.50	24.00	208.50	1,105.00	1,313.50
14	45.00	90.00	30.00	21.00	24.00	210.00	1,190.00	1,400.00
15	45.00	90.00	30.00	22.50	24.00	211.50	1,275.00	1,486.50
16	45.00	90.00	30.00	24.00	24.00	213.00	1,360.00	1,573.00
17	45.00	90.00	30.00	25.50	24.00	214.50	1,445.00	1,659.50
18	45.00	90.00	30.00	27.00	24.00	216.00	1,530.00	1,746.00
19	45.00	90.00	30.00	28.50	24.00	217.50	1,615.00	1,832.50
20	45.00	90.00	30.00	30.00	24.00	219.00	1,700.00	1,919.00
21	45.00	90.00	30.00	31.50	24.00	220.50	1,785.00	2,005.50

<sup>1</sup> No refunds.

<sup>2</sup> Fall/Spring Semesters Only.

## Total Out of State/Country Tuition and Fees

Out of State/Country 6 hour minimum charge: \$690.00.

Credit Hours	Process Fee <sup>1</sup>	Facilities Fee	Technology Fee	Campus Fee	Student Service Fee <sup>2</sup>	Total Fees	Tuition	Total Tuition & Fees
1	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
2	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
3	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
4	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
5	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
6	45.00	90.00	30.00	15.00	15.00	195.00	690.00	885.00
7	45.00	90.00	30.00	15.00	24.00	204.00	805.00	1,009.00
8	15.00	90.00	30.00	15.00	24.00	204.00	920.00	1,124.00
9	45.00	90.00	30.00	15.00	24.00	204.00	1,035.00	1,239.00
10	45.00	90.00	30.00	15.00	24.00	204.00	1,150.00	1,354.00
11	45.00	90.00	30.00	16.50	24.00	205.50	1,265.00	1,470.50
12	45.00	90.00	30.00	18.00	24.00	207.00	1,380.00	1,587.00
13	45.00	90.00	30.00	19.50	24.00	208.50	1,495.00	1,703.50
14	45.00	90.00	30.00	21.00	24.00	210.00	1,610.00	1,820.00
15	45.00	90.00	30.00	22.50	24.00	211.50	1,725.00	1,936.50
16	45.00	90.00	30.00	24.00	24.00	213.00	1,840.00	2,053.00
17	45.00	90.00	30.00	25.50	24.00	214.50	1,955.00	2,169.50
18	45.00	90.00	30.00	27.00	24.00	216.00	2,070.00	2,286.00
19	45.00	90.00	30.00	28.50	24.00	217.50	2,185.00	2,402.50
20	45.00	90.00	30.00	30.00	24.00	219.00	2,300.00	2,519.00
21	45.00	90.00	30.00	31.50	24.00	220.50	2,415.00	2,635.50

<sup>1</sup> No refunds.

<sup>2</sup> Fall/Spring Semesters Only.

## Itemization of Standard Registration Charges

### Itemization of Standard Registration Charges

Tuition and fees are subject to change by the State Legislature or by action of the Board of Trustees of the College of the Mainland District.

- Credit Student Fees (p. 40)
- Testing Fees (p. 40)
- Record Fees (p. 40)
- Course/Program Fees (p. 40)
- Pre-Licensure Associate Degree of Nursing Program Fees (p. 40)
- LVN-RN Transition Associate Degree of Nursing Program Fees (p. 40)
- Vocational Nursing Program Fees (p. 41)

## Credit Student Fees

Description of Charges	Changes Per Hour	Fixed Amt Charged	Minimum Charge	Maximum Charge
Campus Fee		\$1.50/credit hr.	\$15.00/semester	
Facilities Use		\$90.00/semester for fall/spring semesters \$45.00 for summer semesters		
Processing Fee (non-refundable)		\$45.00/semester		
Student Service Fee			\$15.00 for 6 or less credit hrs/fall/spring semesters only	\$24.00 for 7 or more credit hrs/fall/spring semesters only
Technology Fee		\$30.00/semester		

## Testing Fees

Complete TSI Assessment	\$29.00
Individual Sections	\$10.00
Proctoring Fee	\$29.00

Please go to [tea.texas.gov/TxCHSE.html](http://tea.texas.gov/TxCHSE.html) (<http://tea.texas.gov/TxCHSE.html>) for up-to-date high school equivalency testing fees.

## Record Fees

Duplicate Diploma or Certificate	\$15.00
Petition for Credit	\$25.00

## Course/Program Fees

Art, Ceramics, Painting, Photography, Drawing, Sculpture	\$20.00/course
Basic Peace Officer Academy (Equip fee)	\$300.00/student
Cosmetology Lab Fee	\$20.00/course
Cosmetology (Texas Dept. of Licensing and Regulations)	\$25.00/program
Distance Education Internet	\$35.00/course
Distance Education Hybrid Education (lab/field experience fee)	\$25.00/course
EMS (clinical fee EMSP 1260)	\$10.00/course
EMS (clinical fee EMSP 2168, EMSP 2561)	\$75.00/student
EMS (clinical fee EMSP 2168, EMSP 2561)	\$150.00/course
EMS Malpractice Fee (EMSP 1260, EMSP 2168, EMSP 2169, EMSP 2561)	\$16.00
EMS Supplies Fee (EMSP 1260)	\$180.00
Music Individual Instruction Fee	\$80.00/1 credit hr./semester; \$160.00/2 credit hr./semester
Science Lab Fee	\$20.00/science lab course
AWS Entry Level Welder Exam Fee for WLDG 1435	\$15.00
AWS Advanced Level Welding Exam Fee for WLDG 2413	\$15.00
Welding Lab Fee	\$200.00/course

## Pre-Licensure Associate Degree Nursing Program Fees

Data Management Fee	\$68.00/year
Nursing Malpractice Insurance Fee	aprox. \$16.00/semester
Nursing Student Lab Fee For RNSG Courses except RNSG 1205 and RNSG 1413	\$15.00/course
Testing Fees	\$316.00*
NCLEX-RN Review Course (RNSG 2230)	\$300.00

\*The total fee is charged in increments throughout the program in courses with exams.

## LVN-RN Transition Associate Degree Nursing Fees

Data Management Fee	\$68.00/year
Nursing Malpractice Insurance Fee	aprox. \$16.00/semester
Nursing Student Lab Fees	\$15.00/course
Testing Fees	\$316.00*

NCLEX-RN Review Course (RNSG 2230)	\$300.00
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\*The total fee is charged in increments throughout the program in courses with exams.

## Vocational Nursing Program Fees

Data Management Fee	\$68.00/year
Nursing Malpractice Insurance Fee	approx. \$16.00/semester
Testing Fees	\$333.00*
NCLEX-PN Review Course (VNSG 1432)	\$176.00
Nursing Student Lab Fee for VNSG Courses except VNSG 1323	\$15.00/course

\* The total fee is charged in increments throughout the program in courses with exams.

## Payments and Refunds

### Installment Plan Option

An installment plan for payment of credit tuition is available. Additional information regarding the payment plan is available online at [www.com.edu/payments/payment-plan](https://www.com.edu/payments/payment-plan) (<https://www.com.edu/payments/payment-plan.html>).

### Refunding of Fees and Charges

College policy for the refund of tuition and fees is set by the Texas Higher Education Coordinating Board. COM shall administer these state-mandated college and university refund policies in the best possible interest of students, while maintaining compliance with the letter and intent of these policies.

COM shall refund mandatory fees and tuition collected for courses from which the students drop or withdraw, according to the schedules that follow. The indicated percentages are to be applied to the tuition and mandatory fees collected for each course from which the student is withdrawing. Students withdrawing from only a portion of their course load shall receive the appropriate percentage of refunds in excess of the College's minimum tuition and fees. The processing fee is not refundable.

Class Days refer to the number of days since the first class day of the semester and not the number of days a particular class has met or the number of scheduled classes the student has attended or missed.

Tuition refunds for approved semester-length courses for which semester credit hours are awarded as described in the Refund Table below:

### Refund Table for Semester Credit Hours

Semester Length	100% Refund	70% Refund	25% Refund	0% Refund
16-week (Fall/Spring)	Dropped prior to the first class day	Dropped during class days 1-15	Dropped during class days 16-20	After the 20th class day
8-week (Fall/Spring)	Dropped prior to the first class day	Dropped during class days 1-8	Dropped during class days 9-10	After the 10th class day
12-week (Fall/Spring)	Dropped prior to the first class day	Dropped during class days 1-12	Dropped during class days 13-15	After the 15th class day
3 weeks (Mini)	Dropped prior to the first class day	Dropped during class days 1-3	Dropped on class day 4	After the 4th class day
5-week (Summer)	Dropped prior to the first class day	Dropped during class days 1-5	Dropped on class day 6	After the 6th class day

Credit hours can be dropped and added without penalty if the exchange is equal and exchanged prior to census date. When the charges for dropped hours are greater than for hours added, the refund policy outlined above applies to the net charges being dropped.

If a student withdraws because the student is called into active military service or is required by the government to move to a new location that prohibits completion of the course work, 100 percent of applicable tuition and fees paid by the student for the semester will be refunded. Appropriate documentation will be required.

The Bursar (with the appeal to the Controller and/or Vice President for Fiscal Affairs) will have authority to refund applicable tuition and fees for a student who withdraws within 30 calendar days from the beginning of classes (15 calendar days for summer terms) if severe extenuating circumstances have occurred (beyond the student's control) preventing the student from being enrolled. Appropriate documentation will be required.

## Regulations Concerning Checks

1. When a check or an electronic payment (referred to in this section as a check) is returned to the College, a \$25 service charge is assessed. The payer has ten days from the date of the notice to make full payment by cash, cashier's check, or money order. Failure to comply will result in refusal by the College to accept future personal checks from the payer. If the returned check was for a tuition bill or to clear a registration hold, the student's registration will be canceled; a service charge of \$25 and a late charge, if applicable, will be assessed for all other returned checks. Until full payment is made on the returned check, all student records will be withheld and legal action may be taken.

The College will not accept a check from an individual who: previously had a registration canceled because of a returned check; wrote a bad check to clear a hold; wrote a bad check and was not responsive to requests for payment; or habitually writes bad checks, even though restitution is made promptly. Once a payer is barred from writing a personal check, the bar remains in place for at least one year. After the year has passed, the payer may submit an appeal to the Bursar in the Financial Services Office to have the bar lifted.

2. Checks must be written for the exact amount owed for tuition and fees and for the purchase of books or equipment or any debt due to the College.
3. The check signer's valid Texas driver's license or a Texas State ID is required as identification for all checks made payable to COM or its affiliated auxiliary enterprises.

## Policy on Third Repeat Courses or Developmental Courses that Exceed 27 Hours

The Texas State Legislature has mandated that state funding be withheld from state-funded college courses when students are enrolling for a third time in a course or when a student exceeds 27 hours for developmental credit courses taken since Fall 2002. To mitigate the effect of the loss of state appropriations, COM students will be charged a tuition increase when enrolling in a course for a third time or for developmental credit courses that exceed 27 credit hours. When this occurs, in-district students will pay-out-of-district tuition and out-of-district students will pay out-of-state tuition. See the Schedule of Tuition and Fees for out-of-district and out-of-state tuition rates: [www.com.edu/admissions/costs-financial-aid](http://www.com.edu/admissions/costs-financial-aid) (<https://www.com.edu/admissions/costs.html>).

## Concurrent College Enrollment Tuition Adjustments

Section 54.011 of the Texas Education Code permits an adjustment in the minimum tuition charge when students are concurrently registered at more than one public institution of higher education. When a student registers at more than one public institution of higher education at the

same time, the student's tuition charges shall be determined in the following manner:

1. The student shall pay the full tuition charge to the first institution at which the student is registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
2. If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly rates, as provided in this code, to the second institution.
3. If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the student's total tuition charge at the second institution and the student's total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.
4. If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which the student is registered, the student shall be considered a Texas resident at each of the institutions at which the student is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231.



# Steps to Follow to Apply for Financial Aid

Students will increase the chance of having their financial aid application being reviewed prior to the tuition and fee payment deadline by completing the following steps by the priority processing date:

1. After applying to COM, apply for a Federal Student Aid User ID (FSA User ID) and password before completing the Free Application for Federal Student Aid (FAFSA). Students will use their FSA User ID as an electronic signature. Dependent students will also need a parent or guardian to apply for a FSA User ID to complete the FAFSA and to sign the FAFSA electronically.
2. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) (<http://www.fafsa.gov>) (COM school code: 007096). For each academic year, the student will be required to provide income information from a designated previous year's federal tax return. Dependent students will provide information for themselves and parent(s) or legal guardian(s). Independent students only provide information for themselves. If no tax return was filed, contact the Financial Aid Office for instructions.
3. Males age 18 to 25 must register with the Selective Service at [www.sss.gov](http://www.sss.gov) (<http://www.sss.gov>).
4. If selected for verification by the Department of Education, provide the Financial Aid Office with additional documents as requested:
  - a. An income tax transcript from the Internal Revenue Service (IRS). Copies of tax returns may be accepted in certain circumstances. Contact the Financial Aid Office for instructions to request this document from the IRS.
  - b. Copies of all W-2s and/or 1099s used to complete the designated year's tax return(s). Copies can be requested from the IRS.
  - c. Student Verification Worksheet (available in the Financial Aid Office).
  - d. Other supporting documentation as requested by a financial aid counselor.
5. Submit all required documents by the established priority financial aid deadlines:
  - a. Fall semester: June 1st
  - b. Spring semester: November 1st
  - c. Summer semester: May 1st

Warning: Students who do not complete the financial aid process by the priority deadline may have to pay tuition/fees and books/supplies out-of-pocket until the financial aid application is processed.

## FINANCIAL SUPPORT

College of the Mainland is committed to removing obstacles from the student's path. The following information is intended to assist students in keeping the pathway clear.

- Applying for Veterans Benefits (p. 44)
- Child Care Assistance (p. 45)
- COM Foundation Scholarships (p. 45)
- Financial Aid (p. 45)
- Veterans Educational Benefits (p. 48)

## Applying for Veterans Benefits

The VA can help students cover the cost of furthering their education and skills through benefits to pay for tuition, housing, training, and other education related expenses. More information and the online application is available at <http://explore.va.gov/education-training> (<http://explore.va.gov/education-training/>). Please contact the Office for Veteran Success at c (comvets@com.edu) or mvets@com.edu (Comvets@com.edu) for a Request for Certification Application Packet.

## GI Bill® Resident Rate Requirements

Section 702 of the Veterans Access, Choice and Accountability Act of ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill® and Montgomery GI Bill®-Active Duty at public institutions of higher learning (IHLs) if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015.

To remain approved for VA's GI Bill® programs, schools must charge in-state tuition and fee amounts to "covered individuals." A covered individual is defined in the Choice Act as:

- A Veteran who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the IHL is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Servicemember's death in the line of duty following a period of active duty service of 90 days or more.

An individual described above will retain covered individual status as long as he/she remains continuously enrolled (other than during regularly scheduled breaks between terms) at the public IHL.

Public IHLs must offer in-state tuition and fees to all covered individuals with Post-9/11 GI Bill® and Montgomery GI Bill®-Active Duty (MGIB – AD) benefits in order for programs to remain approved for GI Bill® benefits for terms beginning after July 1, 2015. VA will not issue payments for any students eligible for the Post-9/11 GI Bill® or the MGIB-AD until the school becomes fully compliant.

\*Veteran must provide a copy of their DD-214 to the Admissions Office.

## Senate Bill 2104-Tuition and Fees Charged to Military Spouses

**Sections affected:** Amends Tex. Gov't Code §§ 434.017(c), .0171, .154(a); Tex. Educ. Code § 54.241(g). Adds Tex. Gov't Code § 434.040.

**Effective date:** June 10, 2019. Applies beginning with the 2019 fall semester.

This bill requires an institution of higher education, including a community college, to permit the spouse of a U.S. armed forces member stationed outside of the state to pay the tuition and fees charged Texas residents in certain circumstances. The spouse must have graduated from high school or received a high school equivalency certificate in Texas and maintained a domicile in the state for at least one year before the member was assigned duty outside of the state.

## TSI Exemptions

The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

While this may result in placement of some students in classes for which they are not academically prepared, students are encouraged to take the test for accurate placement in courses.

\*Veteran must provide a copy of their DD-214 to the Admissions Office.

## Tuition Deferral Request for Eligible Texas Veterans and Their Families - H.B. 846

Policy Protecting Students from Fees and Penalties Due to VA Payment Delay. State of Texas H.B. 846 also fully states that an institution of higher education or a private or independent institution of higher education may not impose additional fees, obligations, or burdens concerning payment or registration on a student. For additional information, please contact the Office for Veteran Success at 409-933-8455 or email us at [comvets@com.edu](mailto:comvets@com.edu).

## Tuition Assistance

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% for the tuition expenses of its members. Each service has its own criteria for eligibility, obligated service, application process' and restrictions. You can access any

branch of service by visiting [www.military.com/education](http://www.military.com/education) (<http://www.military.com/education/>).

\*Additional information may be required. For assistance please contact the Business Office.

## Awarding College Credit for Military Experience

COM will provide counseling and advising to veterans and service members, and award college credit for their military experience and training through Prior Learning Experiences (PLAs), comprehensive exams and course substitutions.

For additional information please contact the Office for Veteran Success at 409-933-8455 or email us at [comvets@com.edu](mailto:comvets@com.edu).

## Child Care Assistance

College of the Mainland offers child care assistance through the Carl Perkins grant. This grant is open to full-time and part-time students who enroll in a career technical certificate/degree program with an active degree plan and qualify for the Federal Pell Grant. Other eligibility requirements may apply. If eligible, the grant provides up to \$125 a week per child at any licensed child care provider. Applications are available in the Student Financial Aid Office.

## COM Foundation Scholarships

The COM Foundation offers a wide variety of scholarships to both current and prospective students. All COM Foundation scholarships are awarded through a competitive application process. Students must apply to COM before starting the scholarship application. Go to [www.com.edu/scholarships](http://www.com.edu/scholarships) (<http://www.com.edu/scholarships/>) to fill out the scholarship application.

Only completed applications will be considered during the award process. To have a completed application, students must complete all of the required questions in the online application. For more information or assistance, contact the Foundation Office at 409-933-8508 or 409-933-8675.

Additional departmental scholarships are available in various areas of the College including academic studies, technical and applied sciences, and fine arts. Students interested in such scholarships should contact their instructors.

## Financial Aid

### Money Awareness Program

College of the Mainland (COM) is dedicated to the belief that the educational opportunities of students should not be limited by their (lack of) financial resources. Students who need assistance in meeting college expenses may apply for financial aid.

The Money Awareness Program (MAP) is here to help you learn how to manage your money. We understand that students face financial obstacles. We share ways to help you pay for your tuition and improve your finances. The topics we cover are applying for financial aid, searching for scholarships, saving money, managing credit, and more.

Students who feel they may need assistance with financial management are encouraged to visit the Financial Aid Office located on the second floor of the Student Center.

## Federal Grants

1. The Federal Pell Grant is a federally-funded program designed to help the neediest undergraduate students pay for their education. Eligibility for the Federal Pell Grant is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA) and satisfactory academic progress. The amount depends on the student's financial need, costs to attend school, status as a full-time or part-time student, and plans to attend school for a full academic year or less. For more information see the Federal Pell Grant website: <http://www2.ed.gov/programs/fpg/index.html> (<http://www2.ed.gov/programs/fpg/>).
2. The Federal Supplemental Educational Opportunity Grant (FSEOG) program provides assistance to eligible undergraduate students who enroll in at least 6 credit hours and show greatest financial need, are making satisfactory academic progress toward their educational goal and receive a Federal Pell Grant. A student can receive between \$500 and \$2,000 a year, depending on financial need, date of application, the amount of other aid received, and the availability of funds at COM. For more information see the FSEOG website: <https://studentaid.ed.gov/sa/types/grants-scholarships/fseog> (<https://studentaid.ed.gov/sa/types/grants-scholarships/fseog/>).

## Financial Aid and Developmental Courses

Developmental courses count toward a student's enrollment status and will be funded by financial assistance up to a maximum of 30 semester hours attempted.

## Financial Aid Debts

When a student owes a debt to the Department of Education, the eligibility to receive federal financial aid at any school will be on hold until the debt is repaid or acceptable repayment arrangements are made with the National Payment Center of the Department of Education. COM will notify the Department of Education and they will attempt to collect the debt directly from the student. Additionally, a hold is placed on the student's record for transcripts and registration until the debt is paid or the student loan has been taken out of default.

## Financial Aid Eligibility

In general, to be eligible for financial aid, students must:

1. Be a U.S. citizen or an eligible non-citizen.
2. Have a high school diploma from a TEA-recognized accredited high school or a GED, or other Ability to Benefit credentials.
3. Be admitted as a regular student and enrolled in a certificate or degree program.
4. Be making satisfactory academic progress.
5. Not be in default of a federal or state student loan or owe a repayment on any federal grant.
6. Enroll for at least the minimum number of hours required by each financial aid program.

## Satisfactory Academic Progress (SAP) Requirements for Financial Aid

The amended Higher Education Act of 1965 and the Texas Higher Education Coordinating Board mandate that institutions of higher education establish a standard of satisfactory academic progress for a student to receive financial aid. This standard must apply to a student's entire academic history, whether financial aid was received or not. Satisfactory academic progress applies to all financial aid programs administered by the Financial Aid Office, except alternative loans if not required by the lender.

COM's satisfactory academic progress requirements applies to all financial aid programs including, but not limited to state, federal, and institutional loans; all grant and student employment programs. Satisfactory academic progress requirements include the following components:

1. A student must maintain a minimum cumulative GPA of 1.5 for up to 30 attempted hours and 2.0 for 31 hours or more.
  - a. The grade of F is included in the GPA.
  - b. The student's financial aid GPA can be different from the school's GPA due to transfer and/or developmental courses.
2. A student must successfully complete a minimum of 67 percent of all hours attempted at COM.
3. A student receiving financial aid funds must complete his/her COM educational objective or course of study within 150 percent of the credit hours needed to complete the program, including developmental and all attempted hours whether taken at COM or another college.
  - a. Grades of F, I, W, WX developmental courses and repeated courses are counted in the total number of hours attempted.

## Financial Aid Pathways

There are six (6) pathways or types of financial aid: federal grants, state grants, scholarships, work programs, loans, and waivers.

Pathways	Need to be repaid	Based on financial need	Based on SAP <sup>1</sup>
Federal Grants	No	Yes	Yes
State Grants	No	Yes	Yes
Work programs	No	Sometimes	Yes
Scholarships	No	Sometimes	No
Loans	Yes	Sometimes	Yes
Waivers	No	No	No

<sup>1</sup> Satisfactory Academic Progress (SAP) are the academic requirements students are required to meet and maintain to receive financial aid. See previous section.

## Financial Aid Review Procedures

Satisfactory academic progress is measured at the end of each semester, including summer. The Financial Aid Office will determine each semester whether a student has successfully completed the minimum expected number of hours with the required GPA and shows progress toward the educational outcomes for all completed semesters. Grades of "W," "WX," "F" and "I" will not be treated as successfully completed coursework but will be calculated for satisfactory academic progress. The grade of "F" will also be used in calculating the GPA. Grades of "A," "B," "C" and "D" will

be treated as successfully completed coursework and will be taken into consideration when calculating the number of hours completed and the GPA. Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or for any non-credit course work not leading to a certificate or degree.

## Financial Aid Warning and Probation

Following the first semester in which the standards of academic progress are not met, a student will be placed on warning for the next semester of enrollment. A student who fails to meet the standards of academic progress during the semester of attendance while on warning will be placed on probation for financial aid purposes and denied further funding, unless an appeal is submitted and approved. Students who have exceeded 150 percent of their program hours (see time frame) are automatically placed on financial aid termination and are ineligible for financial aid, including all loan programs. Any student with a bachelor's degree or higher is automatically placed on termination and must submit an appeal or apply for an alternative loan.

## Financial Aid Appeals Procedures

A student who loses financial aid eligibility may appeal to the Student Financial Aid Appeals Committee for consideration of mitigating circumstances. Appeal forms are available online and in Student Financial Aid. The appeal must be in writing, and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as serious personal injury, illness, death in the immediate family or undue hardship. Students who have their appeals approved will continue on financial aid probation provided the student meets the terms and conditions set forth in the appeal and the approved academic plan. This requirement must be maintained until the student completes the plan or is no longer failing to meet satisfactory progress requirements. Check with the Financial Aid Office for appeal dates and deadlines. If an appeal is denied, the student may request to meet with the Appeals Committee if additional documentation can be provided. Decisions of the Appeals Committee are final and cannot be contested or appealed by any individual or entity. Students may appeal two times during their entire enrollment at COM.

## Loans

1. Federal Direct Loans/Federal PLUS Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. The FAFSA serves as the application for the loan but borrowers must complete a master promissory note and complete entrance and exit counseling. Students must enroll in at least half-time (6 hours) from their active degree program. Types of federal loans include:
  - Direct Subsidized Loans: for students with demonstrated financial need, as determined by federal regulations; no interest is charged while a student is in school at least half-time.
  - Direct Unsubsidized Loans: students need not demonstrate financial need; interest is charged during all periods, even during the time a student is in school and during grace/deferment periods.
  - Direct PLUS Loans: unsubsidized loans for the parents of dependent students and for graduate/professional students; interest is charged during all periods.
2. Alternative loan programs are private loans that provide funds for students who are unable to meet the cost of tuition and related

college expenses. Students do not have to demonstrate financial need; however, the amount of federal aid for which students are eligible for depends on the student's assigned cost of attendance.

Students may borrow an amount up to the school's cost of attendance less other financial aid.

## Return of Title IV Funds for Withdrawal

Students receiving federal funds to attend college are subject to the federal regulations requiring the student and/or institution to repay any unearned portion of the federal funds awarded, credited or disbursed on behalf of the student if the student completely withdraws, officially or unofficially, from classes prior to completing more than 60 percent of the semester.

The federal funds that are subject to return are the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG) and the Federal Direct Loan/PLUS Loan programs. The order of funds returned by the school is: Direct Loan-Unsub, Direct Loan-Sub, PLUS, Pell, FSEOG, Iraq-Afghanistan Service Grant. The order of funds returned by the student is: Federal Pell Grant, FSEOG, Iraq-Afghanistan Service Grant.

## Return of Federal Financial Aid Funds Calculations

### Withdraws and Unofficial Withdraws

The Student Financial Aid Office is required by federal regulations to recalculate federal financial aid eligibility for a Title IV grant or loan recipient who withdraws from or leaves school before completing the payment period or period of enrollment. If a student leaves the college prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds.

The withdrawal date is the date the student began the school's official withdrawal process or officially notified the school of intent to withdraw. "Officially notifies" means the student contacts and notifies the Admissions/Registrars office of their intent to withdraw or leave school. Student's official notification can be written or oral. If the student drops out or without notifying the school, the student is considered to have unofficially withdrawn and the midpoint of the payment period or period of enrollment will be considered the withdrawal date. A student who fails to successfully complete at least one course during the semester is considered to have unofficially withdrawn from that semester.

For all students awarded a non-passing grade at the end of the semester, the student's reported last day of attendance (LDA) will be used to determine whether a student who received all "F" grades earned the grade or unofficially withdrew. If no LDA available, the student will be considered an unofficial withdrawal and the midpoint of the semester will be used to calculate the return of funds. Additionally, if a student is reported as "never attended" class, 100% of federal aid that was credited or disbursed to the student will be reversed from student's account and returned to U.S. Department of Education. The reversal will create a balance owed to College of the Mainland.

If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the College. If a student earned more aid than was disbursed to him/her, the

institution would owe the student a post-withdrawal disbursement. If the student or the parent PLUS borrower is eligible for and due a post-withdrawal disbursement, the school must make or offer to make the post-withdrawal disbursement.

### Modules

A class is considered a module if the class does not span the entire length of the payment period (semester).

A student enrolled in a module will be considered withdrawn from the semester unless one of the following criteria is met:

- College of the Mainland obtains written confirmation that the student will attend a later class in the same semester;
- The student completes the requirements for graduation;
- The student completes one or more classes that together comprise at least 49% of the days in the semester or the successful completion of half-time or greater enrollment for the semester.

\*Successful completion means earning a passing grade.

## Scholarships

1. COM Foundation Scholarships are awarded yearly to help almost 300 students pay for tuition and textbooks. By filling out one application, students will be considered for all scholarships for which they qualify, including those with special selection criteria. Part-time and full-time students are eligible for most scholarships. You must have applied to COM to apply for a COM Foundation scholarship and a FAFSA application. Go to [www.com.edu/scholarships](http://www.com.edu/scholarships) (<http://www.com.edu/scholarships/>). Only one foundation scholarship will be awarded to any student. Most foundation scholarships are \$500 per fall and spring semesters. Summer scholarships are also available and no additional application is necessary.
2. Departmental scholarships are offered each year through COM departments and are generally based on student performance, merit, skill and ability. Specific information and application requirements may be obtained by contacting the specific department of the scholarship in which the student is interested.

## State Grants

1. Texas Public Education Grant (TPEG) is authorized by the State of Texas from tuition revenues generated by COM. TPEG funds are available to those who demonstrate financial need. The amount of the award varies, depending upon residency, the number of hours enrolled, and the availability of funds.
2. TEOG (Texas Educational Opportunity Grant) is a need-based grant allocated by the State of Texas and recipients must meet all eligibility requirements set forth by the Texas Higher Education Coordinating Board.

## Transfer Students

Students who transfer hours to COM from other colleges will have those transfer hours counted in their hours attempted. Students are limited to 150 percent of the time frame that it takes to earn a certificate or degree from COM, generally 90 hours for a two-year degree program and generally 45 hours for a certificate program. If grades are transferred in, they will become part of the GPA used for monitoring satisfactory academic progress.



## Tuition and Fee Exemptions and Waivers

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition, or in some cases, tuition and fees. **Contact the Bursar's Office for additional information.** Listed below are the exemption programs available to Texas residents at COM:

- Adopted students formerly in foster or other residential care
- Blind/deaf student exemption program
- Children of disabled or deceased firemen, peace officers, game wardens, and employees of correctional institutions
- Concurrent enrollment waiver
- Educational aide exemptions
- Exemption for highest ranking high school graduate
- Exemption for peace officers enrolled in law enforcement and criminal justice courses
- Exemption for students enrolled in courses for dual high school and college level credit
- Exemption for students under conservatorship of the Department of Family and Protective Services
- Exemption program for children of professional nursing program faculty and staff
- Exemption program for clinical preceptors and their children
- Firefighters taking fire science courses or emergency management courses
- Hazlewood exemption (for Texas veterans)
- Military: Texas national guard tuition assistance program
- Senior citizen, 65 or older, free tuition for auditing classes
- Exemption for the surviving spouse and minor children of certain deceased public servants
- Exemption for children of U.S. POW's and MIA's

**\* Tuition and Fee Exemptions and Waivers are subject to change.**

Types of tuition waivers:

- Competitive scholarship waiver
- Military: persons eligible for veterans educational benefits, their spouses and children who move to Texas
- Waiver for college benefit eligible **employees** and their dependents

## WebAdvisor Online Inquiry

Students can follow the progress of their financial aid application through the Financial Aid Checklist on WebAdvisor to:

- Check the status of the financial aid file, including documents that are requested.
- View financial aid awards.
- View academic transcript.

## Accepting Financial Aid Awards

The Financial Aid Office will send students an email notification of financial awards and will request that students log into WebAdvisor to accept the financial award on the Financial Aid Checklist. Students **MUST** accept the awards to use the funds to pay for tuition/fees as well as for

charging books and supplies at the college bookstore. Students will be able to charge books and supplies one week prior to the start date of classes and through the census date.

Students awarded financial aid prior to payment deadlines will have their tuition and fees deducted from their financial aid award. Students will be responsible for any balances due after all financial aid has been exhausted. Any unused balances from financial aid funds will be credited to the student's Bank Mobile account issued to all students by the Business Office. All financial aid credit balances will be disbursed within 14 days from the census date of each enrollment period.

## Work Study

1. Federal College Work-Study is a program designed to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students may work a maximum of 19 hours per week.
2. Student Assistant Program is an institutionally-funded work program designed to assist students who do not qualify for the need-based aid with employment opportunities. Students may work a maximum of 19 hours per week. Satisfactory academic progress is required.

## Veterans Educational Benefits

COM is an approved facility for Veterans Administration (VA) educational training. Many benefits are available to advance the education and skills of Veterans and Service members. Spouses and family members may also be eligible for education and training assistance. COM's Office for Veteran Success assists veteran students and their eligible dependents in securing VA educational benefits. The office processes GI Bill® and Hazelwood applications. In addition, this office provides information regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies. The office also provides advising and counseling to veterans and their dependents. Veterans and their eligible dependents should contact the VA Regional Office to determine the specific chapter of benefits for which they are eligible. The VA Regional Office can be contacted at 1-888-GIBILL-1 or 1-888-442-4551. Students may contact the Office for Veteran Success at 409-933-8455 or email [comvets@com.edu](mailto:comvets@com.edu) to request a Request for Certification Application Packet. Additional information and resources related to veterans benefits is available at <https://www.com.edu/veterans/resources.html>.

## Veterans Standards of Academic Progress

Students certified to receive veteran benefits whose grade point average (GPA) falls below 2.0 will be placed on academic probation. Failure to raise their GPA to the graduation standard of 2.0 after two consecutive terms on probation will have their veteran benefits interrupted and the veteran will be placed on academic suspension. [Standards of Progress, CFR 21.4253 (d) (1)(ii)]

VA education benefits may be interrupted if any of the following should occur:

- The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.
- The veteran fails to submit all previous college transcripts for evaluation after two semesters of enrollment.

- The veteran registers for two or more courses and receives F (Fail), "NC" (No Credit)/"NP" (No Pass), or "IP" (In Progress) grades for all courses for one semester.
- The veteran fails to convert an "I" (Incomplete) grade to a letter grade within one year from receipt of the "I" grade.
- The veteran fails to attend class for the semester for which VA benefits are received.
- The veteran fails to achieve the minimum cumulative GPA of 2.0 for two consecutive semesters or sessions.

## Sign Up for e-Benefits

The VA website for e-Benefits is the gateway to benefit information. All veterans should sign up for a Basic Account as it enters them into the larger registration system and facilitates the successful completion of a Premium Account. The Premium Account gives veterans full access to all benefits available in e-Benefits. Sign up at [www.ebenefits.va.gov](http://www.ebenefits.va.gov) (<http://www.ebenefits.va.gov>). By signing up for e-Benefits, veterans can view their status, access documents, browse benefits links, and much more.

## Avoiding Overpayment Difficulties

Students are certified for educational benefits according to the classes on their approved academic degree plan. Students must meet with their Veteran Advisor before withdrawing from any course to minimize an overpayment from the VA. A grade of "W" must be reported to the VA Regional Office and may result in repayment of benefits received for the course(s). Repeated courses where a punitive grade of "F" was received must also be reported to the VA Regional Office and may result in a repayment of benefits received for the course(s). Repeated courses already completed with a passing grade or courses not listed on the veteran student's approved degree plan may not be certified for payment of VA educational benefits.

If a student registers for a repeated course already completed with a passing grade, the student is responsible for all tuition and fees associated with that course. If a student receiving VA benefits withdraws from a course(s) or receives notification that a course(s) has been canceled, the student must report this information to COM's Office for Veteran Success immediately. Veteran, spouse and dependents can submit an updated copy of their Registration and Fee Statement via [comvets@com.edu](mailto:comvets@com.edu) ([omvets@com.edu](mailto:comvets@com.edu) ([Comvets@com.edu](mailto:comvets@com.edu))). Prompt reporting may help to minimize overpayment amounts.

## Veterans' Tutoring Assistance

Free tutoring for many courses is available through COM; however, tutorial assistance is available through the VA to help veterans pay for tutoring necessary to advance their education. For more information, see [www.benefits.va.gov/gibill/tutorial\\_assistance.asp](http://www.benefits.va.gov/gibill/tutorial_assistance.asp) ([http://www.benefits.va.gov/gibill/tutorial\\_assistance.asp](http://www.benefits.va.gov/gibill/tutorial_assistance.asp)).

## The Texas Hazlewood Act

The Hazlewood Act is a State of Texas benefit that provides qualified veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees. For more information about the Texas Hazlewood Act and for eligibility requirements, see <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Texas veterans, spouses and dependent children can apply for the Hazlewood Exemption

by requesting a Request for Certification Application Packet at [comvets@com.edu](mailto:comvets@com.edu) ([omvets@com.edu](mailto:comvets@com.edu) ([Comvets@com.edu](mailto:Comvets@com.edu))).

## Legacy Act (Child)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. Rule § 461.70(e) mandates that a Legacy child is only allowed to use exemption for the number of hours required to receive a degree or certificate. Legacy children should therefore not receive the exemption for classes not on the degree plan or repeated degree plan classes. For more information about the Texas Hazlewood Act and for eligibility requirements, see <http://www.tvc.texas.gov/Hazlewood-Act.aspx>. Texas veterans, spouses and dependent children can apply for the Hazlewood Exemption by requesting a Request for Certification Application Packet at [comvets@com.edu](mailto:comvets@com.edu) ([omvets@com.edu](mailto:comvets@com.edu) ([Comvets@com.edu](mailto:Comvets@com.edu))).

# SERVICES AND RESOURCES

College of the Mainland is committed to helping students stay on the pathway to reach their educational goals. This section provides information on services and processes that enhance student engagement and keeps students interested in staying on course to success.

- Student Regulations and Policies (p. 50)
- Student Success Center (p. 52)
- College Support Services (p. 52)
- Student Life (p. 55)
- Campus Map (p. 58)
- Learning Centers (p. 60)

## Student Regulations and Policies

- Conduct and Discipline of Students (p. 50)
- Drug and Alcohol Free Campus (p. 50)
- Student Complaints (p. 50)
- Student Identification Card (p. 51)
- Weapons/Firearms Policy (p. 51)

## Conduct and Discipline of Students

COM has established certain rules and regulations under the premise that an educational institution has the responsibility to regulate student behavior and conduct that tends to impede, obstruct or threaten the legal rights of others on campus, or the achievement of the mission and vision of the College. To create a positive climate for learning, students are expected to be familiar with and abide by all rules and regulations. These rules and regulations are available in the online Student Handbook (<http://www.com.edu/student-services/student-handbook/>). Students who believe their rights have been violated because of the investigative or disciplinary actions may file an appeal according to the student discipline process outlined in the Student Complaints section of the Student Handbook (<http://www.com.edu/student-services/student-handbook/>). Complaint forms can also be found on the Dean of Students website <https://www.com.edu/dean-of-students> (<https://www.com.edu/dean-of-students/>).

## Drug and Alcohol Free Campus

COM prohibits students to be under the influence of illegal drugs or alcohol or the unlawful manufacture, distribution, or possession of illegal drugs or alcohol on campus or while representing COM at off-campus student events. Related rules and regulations are available in the Student Handbook, available online at [www.com.edu/student-services/student-handbook](http://www.com.edu/student-services/student-handbook) (<https://www.com.edu/student-services/student-handbook.html>) and in College Policy FLBE (Local) ([https://pol.tasb.org/Policy/Download/497/?filename=FLBE\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/497/?filename=FLBE(LOCAL).pdf)). Violations of this policy will result in disciplinary action.

## Drug and Alcohol Abuse Education Program

In compliance with Section 22 of the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) required by institutions receiving federal funds, COM has adopted and has implemented a

program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes:

1. The annual distribution to each student of:
  - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
  - b. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
  - e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.

For more information, contact the Student Success Center at 409-933-8379.

## Student Complaints

College of the Mainland is committed to providing an educational climate that is conducive to the personal and professional development of each individual. To ensure our commitment, the College has developed procedures for students to address their concerns within the college community. A student who has an unresolved disagreement with a faculty or staff member, another student, a student group, or dissatisfaction with the service received may initiate a complaint without prejudicing his or her status with the College.

### How do I bring forward a complaint?

- Discrimination, Harassment and Retaliation - See Board policies FFDA (Local) ([https://pol.tasb.org/Policy/Download/497/?filename=FFDA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/497/?filename=FFDA(LOCAL).pdf)) and FFDB (Local) ([https://pol.tasb.org/Policy/Download/497/?filename=FFDB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/497/?filename=FFDB(LOCAL).pdf)).
- Financial Aid Probation Appeals - The Financial Aid Probation Appeal Policy is addressed under the Financial Aid section of the Student Handbook (<https://www.com.edu/student-services/student-handbook.html>).
- Grade Appeal procedures are addressed under the Grade Appeal section of the Student Handbook (<https://www.com.edu/student-services/student-handbook/>).
- Student disciplinary action procedures are found in [FMA \(Regulation\)](https://build.com.edu/uploads/procedures/FMA_(REGULATION).pdf) ([https://build.com.edu/uploads/procedures/FMA\\_\(REGULATION\).pdf](https://build.com.edu/uploads/procedures/FMA_(REGULATION).pdf)).
- Complaints not related to the issues noted above are addressed in FLD (Local) ([https://pol.tasb.org/Policy/Download/497/?filename=FLD\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/497/?filename=FLD(LOCAL).pdf)).
  - Complaints concerning COM's management or conduct of Title IX, Higher Education Act of 1965 (HEA) programs or the advertising or promoting of its educational programs should be directed to Dr. Sarah David, Director of Institutional Equity, at 409-933-8413.

For assistance in determining the correct procedure to follow or to identify the appropriate dean or supervisor for informal resolution, students can contact the Dean of Students at 409-933-8662.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing or by telephone to the Texas Higher Education Coordinating Board (THECB) regarding the College's management of Title IX, HEA programs or its advertising, or promoting of its educational programs. Correspondence should be addressed to the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711 or by telephone at 512-427-6101. Current, former, and prospective students may initiate a complaint with THECB after exhausting the College's complaint/appeal process.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) publishes a Complaint Procedures Against SACSCOC or Its Accredited Institutions. Students, employees or others may initiate a complaint of alleged violations of SACSCOC Principles of Accreditation, the Core Requirements, and policies or procedures, as well as address possible violations of an institution's own policies and procedures. Refer to the policy statement for details on this process at <https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>.

Contact the Department of Education Office for Civil Rights by telephone at 214-661-9600, by fax at 214-661-9587, TDD: 800-877-8339 or email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov). By mail: Dallas Office, Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810.

### How do I bring forward a sexual assault complaint?

Complete a Sexual Misconduct Complaint Form by going to <https://www.com.edu/titleix/incident-report.html>.

### Student's Role in Institutional Decision-Making

Students are encouraged to participate in COM's governance, strategic planning, and decision-making processes. There are a number of ways that this participation can occur. The Student Government Association (SGA) which is made up of the leadership of all student clubs and organizations, meets monthly. Students also serve on a number of standing and ad-hoc committees.

Students actively participate in the allocation of revenue generated by Student Service fees. Students also have the opportunity to make comments at every regularly scheduled Board of Trustee meeting. College administrators meet with students in an Open Forum with President Nichols every long semester to hear and respond to student concerns.

## Student Identification Card

The college offers COM students, employees the COM ID card. The COM ID card is the official identification card of the college and it is issued to provide access to facilities and services such as the library, tutoring center, computer labs, as well as Gym facility and the bookstore.

The first COM ID card is free for students and employees. A replacement ID card is \$5. The COM ID card is available at the Administration Building #2 – Help Center 105 during its normal hours of operation.

### What do you need to get a COM ID card?

1. Go to the Administration Building #2 – Help Center 105. A mask must be worn while in the facility and the safe distancing protocol must be followed.

2. An official government issued photo ID must be presented prior to obtaining a COM ID card.
3. The status of the student must be verified using Web Advisor – Registration – Fee Statement and Receipt.
4. The status of the employee will be verified by Human Resources – Email confirmation sent to Help Center.

The COM ID card is non-transferable. Misuse of the card may result in disciplinary action by the college. Lost, stolen or damaged cards should be reported to Administration Building #2 – Help Center 105 immediately.

## Photo and Video Policy

COM's Marketing and Communications Department takes photographs (still and video) of students throughout the year. These photographs and videos often include students in classrooms, study areas, at events, etc. COM reserves the right to use these photographs and video as a part of its publicity and marketing efforts. Students who enroll at COM do so with the understanding that these photographs and videos might be used in College publications, both printed and electronic, for recruiting and advertising purposes.

## Weapons/Firearms Policy

The College District prohibits the use, possession, or display of a location-restricted knife, club, or prohibited weapon, as defined by law, on College District property or at a College District sponsored or related activity, unless written authorization is granted in advance by the College President or designee. The College District also prohibits the use, possession, or display of any firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This prohibition shall not apply to firearms permitted under the College District's policy regarding concealed handguns or at the Lemuel B. Powell Memorial Firearms Training Center.

For specific information concerning weapons and firearms, please see COM Policy CHF (Local) ([https://pol.tasb.org/Policy/Download/497/?filename=CHF\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/497/?filename=CHF(LOCAL).pdf)).

## Student Success Center

### Academic Advisement

Students must meet with an Academic Advisor upon admission to COM to establish an academic degree plan. Advisors are assigned by program, and assist students with identifying and developing a plan to achieve their academic and career goals. Your advisor will also help you navigate through the college experience, and make referrals to campus resources to support your academic success. Continuing students are encouraged to meet with their Academic Advisor each semester through completion to ensure they are on the right path. Academic Advisors are located on the first floor of the Administration Building. Make an appointment with your Advisor using the free Navigate App which can be accessed at [www.com.edu/navigate](http://www.com.edu/navigate).

### Counseling Services

Counseling Services offers free academic and personal counseling. Workshops and individual sessions are available to assist students in recognizing and resolving academic and personal concerns. Students who may need assistance with goal setting, problem solving, study skills, motivation, or communicating effectively are encouraged to access services in the Student Success Center. Counselors are located on the first floor of the Administration Building. Students may access community resources online at [www.com.edu/counseling/community-resources](http://www.com.edu/counseling/community-resources). (<https://www.com.edu/counseling/community-resources.html>) For additional information, see the Counseling Services webpage at [www.com.edu/counseling](http://www.com.edu/counseling) (<http://www.com.edu/counseling>) or call 409-933-8379.

### Disability Services

Accommodations are available to COM students with documented disabilities. To request accommodations, contact the Office for Students with Disabilities, located on the first floor of the Administration Building. For more information, see the Disability Services webpage at [www.com.edu/counseling/disability-services](http://www.com.edu/counseling/disability-services) (<http://www.com.edu/counseling/disability-services>) or call 409-933-8379.

## College Support Services

- Career Services (p. 52)
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### Career Services

The purpose of Career Services is to provide comprehensive career-related programming that provides a range of services and support to assist students in career exploration, identifying pathways to achieve their goals, and become successfully employed contributors to the workforce. We support student success by fostering partnerships with students, alumni, employers, faculty, staff, administrators, and the greater community. Services are available free of charge to all currently enrolled students and include:

- Career assessments, advising and exploration
- Career fairs, workshops, and related career events
- Experiential learning opportunities
- Employment search assistance
- Career readiness skill development
- Resume and cover letter writing and review
- Mock interviews

For more information, visit our webpage at <https://www.com.edu/career-services/> or call 409-933-8753.

### Computer Labs

#### Computer Lab: Innovations

The Innovations Lab, located in the Technical Vocational Building, Room 1324, has been established to provide COM students the opportunity to enhance their learning through the use of computers. The Lab is staffed with personnel ready to assist all users. Students are asked to sign-in with the attendant at the front desk. For more information regarding the Innovations Lab, visit the Innovations Lab online at <http://www.com.edu/computer-labs/innovations> (<https://www.com.edu/computer-labs/>).

#### Computer Lab: Library

The Library Computer Lab, located on the main floor of the Library, is staffed with personnel ready to assist all users. Computers in the Lab provide access to the extensive COM Library website designed to help users find the information they need. The Library Computer Lab is open to COM students, faculty, staff and community members. For more information, visit the Library Computer Lab online at [www.com.edu/computer-labs/library-computer-lab](http://www.com.edu/computer-labs/library-computer-lab) (<https://www.com.edu/computer-labs/library-computer-lab.html>).

### Police Department

COM's Police Department provides 24/7 security for College facilities and assistance to students, visitors, faculty and staff. COM Police Department officers regularly patrol campus parking lots and provide the following services:



- Traffic and law enforcement
- Emergency medical intervention
- Vehicle lockouts and jumpstarts
- Crime prevention awareness
- Safety related issues oversight
- Security escorts and courtesy escorts
- Disaster and emergency management
- Lost and found

For any emergency on campus, dial 599 from any College telephone. For non-emergency matters, dial 8403. The Police Department can be reached at 409-933-8403, from non-campus telephones or 409-933-8599 for emergencies. For more information, see the Campus Police webpage at [www.com.edu/campus-police/](http://www.com.edu/campus-police/) (<http://www.com.edu/campus-police/>).

## Traffic and Parking Regulations

For information regarding traffic and parking regulations see <https://www.com.edu/campus-police/traffic-regulations> (<https://www.com.edu/campus-police/traffic-regulations.html>).

COM parking and tobacco violation citations can be paid at the College of the Mainland Cashier Office located in the Student Center.

## Smoking/Tobacco Products

Smoking or using tobacco products, including electronic cigarettes or vaporizing devices, is not permitted on COM property except in personal vehicles. Citations will be issued to violators.

## Parking Permits

Parking permits are free and mandatory for faculty, staff, students, and board members. For temporary parking permit information call the police department at 409-933-8403.

Parking permit registration is located on WebAdvisor. After registering vehicle(s), please pick up your permit(s) from the Administration Building #2 – Room 106.

Permits must be affixed to the outside of the rear window and located on the lower left corner.

## Tutoring Center

### Writing Tutors

COM's writing tutors are located in the Tutoring Center, Technical Vocational Building, Room TVB 1306. Writing tutors offer one-on-one tutoring sessions for students on any phase of the writing, reading, and oral presentation process. Tutors are able to assist students face-to-face, online or via e-sessions during the Tutoring Center's operating hours. There are also two soundproof speaking booths available to record speeches or practice mock interviews. Although students may walk-in for help or quick questions, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person. Instructions on how to make an appointment can be found at <https://www.com.edu/tutoring> (<https://www.com.edu/tutoring/>) and you can schedule an appointment on WCONLINE at <https://com.mywconline.com/>.

## Math/Science Tutors

COM's math and science tutors are currently located in the Tutoring Center, Technical Vocational Building, Room TVB 1306. Math tutors provide free walk-in tutoring services for all students enrolled in a COM math course. Most math tutors are able to help with all math courses offered at COM, but not every tutor can help with all COM math courses. Science tutors are subject to availability. There may not be a science tutor available for every course, every semester. If a science tutor is available, they also offer free, walk-in tutorials. Appointments are not necessary to work with a math or science tutor, face-to-face. To meet with a COM math or science tutor online, appointments are required. Appointments can be made on WCONLINE at <https://com.mywconline.com/>. For current hours and tutor availability, please check with the Tutoring Center for an updated list of courses in which tutors will assist.

## Supplemental Instruction (SI) Leaders

SI Leaders are COM students who have successfully completed the class in which they are assigned. SI Leaders have proven that they have mastered the course material and are willing to share their study skills with students currently enrolled in the course. SI Leaders schedule review sessions outside of regularly scheduled class times to best meet the needs of the students. If you have any questions about our current SI Leaders or are interested in becoming a SI Leader, please stop by the Tutoring Center or email the Director of Instructional Support, Beth Richards at [erichards@com.edu](mailto:erichards@com.edu) or Frank Huerta at [fhuerta@com.edu](mailto:fhuerta@com.edu).

## Online Tutoring

COM offers online tutoring with COM tutors through WCONLINE during normal business hours. Please go to <https://com.mywconline.com/> to view the current schedule and make an appointment with a COM tutor.

Additional online tutoring is available in a variety of subjects, 24/7 through Net Tutor. Net Tutor is accessible via Blackboard. Please go to the following webpage for more information <http://edtech.com.edu/nettutor/>.

For more information on any of the services that the Tutoring Center offers, please contact the Tutoring Center at 409-933-8703, email the Director of Instructional Support, Beth Richards at [erichards@com.edu](mailto:erichards@com.edu), or visit the Tutoring Center webpage at <https://www.com.edu/tutoring> (<https://com.mywconline.com/>).

## TRIO

### TRIO-Student Support Services

The TRIO-Student Support Services (TRIO-SSS) is a federally funded grant program through the U.S. Department of Education providing support for students in meeting their academic, personal, career and other education-related goals. To qualify, participants must be enrolled at COM and be in need of academic support. In addition, the student must meet at least one of the following:

1. Be a first-generation college student (neither parent has a four-year college degree),
2. Meet income guidelines,
3. Be homeless,
4. Be a foster child, or
5. Have a disability according to the Americans with Disabilities Act.



To obtain information about the program and application process, call 409-933-8525; or go to the TRIO website at <https://www.com.edu/trio/trio-student-support-services/index.html> (<https://www.com.edu/trio/trio-student-support-services/>).

All available services are free to qualified applicants and include:

- Academic advising
- Career counseling
- Financial aid information
- Tutorial assistance
- Transfer trips to four-year colleges and universities
- Field trips to cultural events
- Referral to on and off-campus resources
- Orientation to the program and the campus
- College success workshops
- Laptop/Calculator Loan Program
- Financial literacy

## TRIO-Upward Bound Program

The TRIO- Upward Bound Program (TRIO-UB) is a federally funded TRIO program established by the U.S. Department of Education providing support for high school students in meeting their academic, personal, career and other education-related goals. To qualify, students must:

- Be currently attending: Dickinson High School, Hitchcock High School, La Marque High School or Texas City High School
- Be at least 13 years old
- Have completed 8th grade but has not completed the 12th grade
- Demonstrate academic potential
- Be a U.S. citizen or U.S. legal resident
- Meet income guidelines

Once accepted, a UB student can participate through high school graduation. All services are provided at no cost to participants. Students from eligible high schools should contact the high school counselor, or call 409-933-8525 to obtain information about the program and application process. For more information, see the Upward Bound webpage at [www.com.edu/high-school-programs/upward-bound](http://www.com.edu/high-school-programs/upward-bound) (<https://www.com.edu/trio/trio-upward-bound/>).

All available services are free to qualified applicants and include:

- Academic advising
- Career counseling
- Assistance with college financial aid application
- After school tutorial services
- Educational tours to colleges and universities
- Field trips to cultural events
- Assistance with college entrance exams
- Saturday academic academy
- Laptop/Calculator Loan Program
- Summer Academy
- Financial literacy

## Additional College Services

### Art Gallery

The Art Gallery is located in the Fine Arts Building. Exhibitions are scheduled to aid students' study of art and to increase awareness of contemporary visual arts. Exhibitions and events such as gallery talks are free and open to the students and public. For more information, see [www.com.edu/gallery](http://www.com.edu/gallery) (<http://www.com.edu/gallery/>).

### Blackboard Hotline

Blackboard technical assistance is available Monday through Friday 7:30a.m. - 5:00 p.m. The Blackboard Emergency Hotline number is 409-933-8453 or submit a support ticket <http://de-support.com.edu/> (<http://de-support.com.edu/requests/>).

### Bookstore

The Bookstore, located in the Student Center, maintains an inventory of textbooks requested by instructors for all courses offered, as well as reference books and general books. The Bookstore also stocks COM's branded merchandise and a variety of other items. For assistance in obtaining appropriate materials, students need to bring their class schedule to Bookstore personnel. For more information, see the COM Bookstore webpage at [www.combookstore.com/home.aspx](http://www.combookstore.com/home.aspx) (<http://www.combookstore.com/home.aspx>).

### COM Theatre

Boasting one of the outstanding facilities in the state, COM's academic theatre arts program provides students with sound, basic training in the fundamentals of theatre arts.

Studying with faculty and guest artists in small classes specifically designed to give individual attention and instruction, theatre students develop a first-hand, working knowledge of the various elements contributing to theatrical production, including all elements of stage craft, acting technique and specialty skills such as stage combat certification.

A theatre arts major completing the two-year Associate in Arts Degree with an emphasis in theatre program will possess solid training in the fundamentals of theatre that will be transferable to a four-year institution. For more information, see the Theatre Arts website at [www.com.edu/theatre/](http://www.com.edu/theatre/) (<http://www.com.edu/theatre/>) or call 409-933-8544.

## Educational Technology Services

Educational Technology Services, located on the ground floor of the LRC building behind the circulation desk, is available to assist students with Blackboard technical issues, audiovisual needs and computer lab assistance. Hours of operation are Monday through Thursday 7:30 a.m. - 6:30 p.m. and Friday from 7:30 a.m. - 5:00 p.m. Blackboard Emergency Hotline number is 409-933-8453 or submit a support ticket <http://de-support.com.edu/> (<http://de-support.com.edu/requests/>).

### Food Services

A food and beverage market is available in the Student Center. Due to COVID 19 and our commitment to keeping all our students, faculty and staff safe, this service in the Student Center is temporarily closed. There are multiple vending machines at various locations across campus. As a courtesy, some local food service providers may provide other food options for sale in the Technical Vocational building from time to time.

## Gym Facilities

The gym provides weight rooms, cardiovascular equipment, group exercise room, spinning room, basketball court and racquetball courts. Additionally, run/walk tracks, football/soccer fields and exercise circuits are available. Due to COVID 19 and our commitment to keep students, faculty and staff safe, the hours of operation for the gym are limited. Please see gym hours of operation for adjusted times.

## Student Help Center

The Student Help Center, located in the Student Center, is an information center for students and community members. The Student Help Center assists in finding answers to questions or concerns about admissions, advisement, tutoring, class schedules, course offerings, financial aid and other college services and events. The Help Center assists students with the Apply Texas application to College of the Mainland, FAFSA, and assists students with online Registration. If you have a question for the Help Center, call 409-933-8663, email [welcomer@com.edu](mailto:welcomer@com.edu), or see the Help Center webpage at [www.com.edu/help-center](http://www.com.edu/help-center) (<http://www.com.edu/help-center/>).

## Library Services

The Library, located on the first floor of the Learning Resources Center, provides access to the college level resources that instructors love. Books, eBooks, articles, streaming media and primary sources are available. Databases can all be accessed off campus 24/7 from our database page, login with your COM ID# and last name. Library guides are a great one stop resource designed to help you find the best resources for your projects and learn how to use library resources. If you need help with research, citations, library resources or techy help, you can chat, tweet, text, or ask us face-to-face. The library has study rooms and places to read, study, charge devices, and even places to de-stress with puzzles, chess, backgammon and more. To access our resources online and get more information, go to <http://libguides.com.edu/>.

## Recreation Room

The recreation room is located inside the gym facility, building #4. All currently enrolled students at College of the Mainland with a student I.D. are welcome to play. Student organizations, college administrative departments, and academic units may reserve the space for meeting and social functions during the hours that the recreation room is not regularly open for student use. The Game Room is managed by Student Life staff. Due to COVID 19, the hours to the recreation room are limited. Please see gym hours of operation for adjusted times.

Includes:

- Billiards
- Table Tennis
- Lounge Area
- Large Screen Television
- Video Games

## Student Life

### The Minority Men of Excellence Program (MM4E)

The Minority Men of Excellence Program (MM4E) is designed to support the development of new structures in post-secondary educational

environments. These new structures will seek to optimize the performance, retention and graduation rates of minority men and provide them with the opportunity to experience a seamless transition into higher education, improve problem solving skills, develop social and emotional competencies, build character, and ultimately become reputable and respectable citizens that impact the 21st Century workforce.

## Leadership Series

The Student Life Leadership Series gives all College of the Mainland students the opportunity to develop their leadership skills through interactive workshops and hands-on activities. Our workshops review a variety of topics such as resume and cover letter building, the decision-making framework, cultural awareness, professional dress and greetings, business luncheon etiquette, leadership styles, and many more. These informational and resourceful workshops will aid in a student's transformation as a leader, while giving them the tools to apply these skills moving forward.

For more information about our Leadership Series, please contact the Student Life Specialist at 409-933-8190.

## Safe College

College of the Mainland has partnered with Safe Colleges to bring you training modules designed to keep you safe on campus and to help the college comply with federal legislation such as Title IX, Campus SaVE and more.

If you are a first time in college student, taking a trip with the college or a member of a club or organization on campus, you will be assigned training modules to complete online. These modules may contain the following subjects:

- Alcohol and other drugs
- Title IX Rights and Protections
- Hazing Prevention: Misconceptions and Pitfalls
- Sexual Violence Awareness (Campus SaVE Act)
- Coronavirus Awareness

If you need help with your SafeColleges training, contact Kari Starz at [kdrake@com.edu](mailto:kdrake@com.edu).

## Student Recreation and Club Sports

Website: [www.com.edu/recreation](http://www.com.edu/recreation) (<http://www.com.edu/recreation/>)  
Email: [studentact@com.edu](mailto:studentact@com.edu)

Student Recreation and Club Sports are other avenues for students to get involved at COM. Student recreation activities allow COM students of all skill levels to play sports throughout the semester. Club sports are competitive games for male and female students with structured practices overseen by a coach. Students must commit to traveling to games in the Houston area.

## **Student Clubs and Organizations**

### **Face-to-face meetings of clubs and organizations will occur depending on COVID-19 campus status for Fall 2021 and Spring 2022 terms. Students are encouraged to meet using virtual platforms such as Microsoft Teams.**

Gym, 409-933-8180

Student clubs and organizations allow students to socialize, gain skills and learn about leadership. Students are encouraged to participate in one or more of the following clubs and organizations.

For information about joining or starting a new club or organization, contact the Student Life Office at 409-933-8180.

### **American Society of Safety Engineers (ASSE): Student Section of the Gulf Coast Chapter**

Email: asse@com.edu

ASSE is for students who are planning for careers as safety professionals. It provides additional educational and leadership opportunities for students to learn more about their chosen area of study and to promote interaction between students and professionals in the field of safety.

### **Amigos**

Email: studentact@com.edu

Amigos strives to increase the interest and awareness of all students to the Latino culture through fellowship and volunteer opportunities. In addition to sponsoring the Hispanic Heritage Month and Cinco de Mayo celebrations, students can participate in volunteer activities on and off campus.

### **Art Club**

Email: artclub@com.edu

The Art Club provides artistic experiences for all students interested in works of the imagination and the cultures that produce them. The Art Club regularly visits museums, attends lectures and special exhibits, hosts workshops and offers drawing field trips to zoos and libraries.

### **Collegiate High School Student Club (NU PSI)**

Email: NuPsi@com.edu

Nu Psi offers community service projects, leadership opportunities and educational field trips for club members. Membership is restricted to current Collegiate High School (CHS) students.

### **COM Allied Health Careers Club**

Email: cpannell@com.edu

The purpose of College of the Mainland's Allied Health Club is to provide Allied Health students the opportunity to participate in health-related campus activities, be exposed to a variety of health professionals, enhance career development, get involved in community volunteering and be exposed to a variety of health professions. Our goal is to support Allied Health students with different opportunities to gain or advance

their knowledge in the different Allied Health fields. Our club will strive to help students through student shadowing, and providing a variety of professional workshops.

### **COM Fit**

Email: fitnessclub@com.edu

The COM Fit Club is for students interested in exercise, health and fitness. It provides an outlet to students who wish to exercise on a regular basis, learn about proper nutrition and become involved in community health events. It is also for those who have an interest in the fields of coaching, exercise science, recreation, personal training, physical therapy and/or nutrition. Find them on Facebook at College of the Mainland Physical Education, Sports and Recreation.

### **Cosmetology Club**

Email: cosmetology@com.edu

The Cosmetology Club encourages leadership and unity among the members. Students work together, have fun and serve people in the community. As a club, students attend hair shows and work together to develop cohesiveness as a group.

### **Gamer's Union**

Email: GamersUnion@com.edu

The purpose of the Gamer's Union is to promote the essence of competitive gaming, the fundamental belief of good sportsmanship and to enhance our daily lives by incorporating teamwork and leadership through the enjoyment of gaming. Students in this club participate in bi-weekly gaming sessions, hold workshops and organize tournaments.

### **Hispanic Student Alliance**

Email: HispanicStudents@com.edu (hispanicstudents@com.edu)

The Hispanic Student Alliance (HSA) is a successor organization to the Dream Act Leadership Organization due to the legislative changes in the USA. The HSA aims to bring awareness about the Hispanic culture, history, and language to the college community through different cultural, educational, social, and political events and activities. Some of the activities that HSA sponsors include Spanish tutoring, Hispanic film and poetry events, Cinco de Mayo celebration, Hispanic Heritage Month events, and the International Festival. The HSA also focuses on the recruitment and success of students at College of the Mainland.

### **Japanese Culture Club**

Email: japanesecultureclub@com.edu

The Japanese Culture Club promotes knowledge and interest in all aspects of Japanese culture, particularly anime and literature. This club intends to encourage cultural awareness through discussion; watching films and anime; reading manga or other texts; taking field trips to conventions, festivals or museums (at least one a year); and inviting educational speakers.

### **Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Club**

Email: studentact@com.edu

This club strives to unite LGBTQ students by encouraging support, building awareness, providing advocacy for students and providing a safe environment to discuss LGBTQ topics. Students are also given

opportunities to build leadership and teamwork skills by planning workshops and working on community projects with other clubs.

### **Nursing Student Association**

Email: studentact@com.edu

Website: www.tnsa.org (<http://www.tnsa.org>)

The Nursing Student Association aids in the development of the whole person and promotes participation in professional organizations after graduation. Members model integrity and leadership in all educational and service activities and interactions. Members have opportunities to influence the nursing education legislation, program development, and technology use.

### **Organization of African American Culture (OAAC)**

Email: studentact@com.edu

OAAC is a club designed to enhance the overall college experience of African American students, so that they will achieve academically. All students are welcome to join OAAC whether or not they are of African American descent. The only criteria is that the member be currently enrolled at College of the Mainland on either a full-time or part-time basis. The goals of the organization are to connect students with academic and professional resources, create a culture of success and empowerment among students and to improve the cultural and social awareness of African American students.

### **Phi Theta Kappa (PTK, International Honor Society)**

Email: ptk@com.edu

Website: [www.ptk.org](http://www.ptk.org) (International) or

[www.txptk.org](http://www.txptk.org) (Texas)

Facebook: [www.facebook.com/ptk.sigma.delta](http://www.facebook.com/ptk.sigma.delta) (<http://www.facebook.com/ptk.sigma.delta/>)

Phi Theta Kappa is the official international honors society of community colleges. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, intellectual exchange of ideas and ideals, lively fellowship for the scholars and stimulation of interest in continuing academic excellence. To be eligible, you must complete 12 credit hours at College of the Mainland with a cumulative GPA of 3.5 or higher. You must maintain a GPA of 3.0 or higher after joining the society.

### **Pi Kappa Delta (PKD, Debate Team)**

Email: debate@com.edu

Pi Kappa Delta (PKD) is a national honor society that promotes the practice and study of argumentation and debate through on and off-campus activities. Pi Kappa Delta is the oldest national collegiate forensic organization with over 80,000 alumni members. Participation and travel with the debate team in competitions are required for eligibility for Pi Kappa Delta membership.

### **Process Technology Student Organization (PTEC Club)**

Email: PTEC@com.edu

The PTEC Club strives to create awareness of the career opportunities within the process technology industry. The group provides support among members, including academic support (tutoring/peer review), industry tours, career preparation (mock interviewing/resume building) and fundraising.

### **Sickle Cell Club**

Email: jmubiru@com.edu

The mission of the Sickle cell club is to raise awareness and to educate COM students and the community about sickle cell disease. The club organizes social activities, games and seminars to achieve its mission.

### **Student Government Association (SGA)**

Advisors: Sean Skipworth, 409-933-8303, and Doug Alvarez, 409-933-8435

Website: [www.com.edu/sga](http://www.com.edu/sga) (<http://www.com.edu/sga/>)

Email: sga@com.edu

The Student Government Association is made up of an elected body of officers and one representative from each active student club. The role of SGA is to promote student participation in the decision-making process, to serve and to represent the student body. In addition, SGA and the Student Life Department will plan and develop educational, recreational, social, cultural and entertainment programs for the college community. Participants can develop leadership skills and learn to organize special events. Monthly meetings are open to the college community, and all credit students are invited to participate.

### **Students for Christ**

Email: studentsforchrist@com.edu

A nondenominational organization open to both Christians and non-Christians, this club invites all who are interested to attend with open hearts and minds. It offers a time to slow down and pray for the campus, the world and each other, and encourages growth and fellowship among students.

### **So Psyched**

Email: sopsyched@com.edu

The SO Psyched Club promotes interest in and knowledge of psychology and sociology and encourages support between students, faculty, staff and the community. The club provides opportunities such as community service projects, volunteer experiences, guest lectures, film showings, field trips and other activities related to the behavioral sciences.

### **Veterans Organization**

Advisors: Detra Levege, 409-933-8247, and Joel Camacho, 409-933-8275

Email: veterans@com.edu

The veterans' organization ensures that veterans, active-duty personnel, reservists and their families receive all benefits entitled to them. This organization also provides readjustment resources and provides students and successful alumni a network for professional development.

### **Vision Seekers**

Email: visionseekers@com.edu ([visionseekers@com.edu](mailto:visionseekers@com.edu))

Vision Seekers serves as a unifying club for nontraditional students to fully integrate into the whole experience of college life and culture.

### **Vocational Nursing Student Organization**

Email: vocnursing@com.edu

The Vocational Nursing Student Organization addresses the unique needs of Vocational Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members

have opportunities to participate in service and professional development activities.

## Campus Map



## Campus Offices

### Main Campus

#### Building #1 - Student Center

##### First Floor

- Bookstore

##### Second Floor

- TRIO

#### Building #2 - Administration Building (ADMI)

##### First Floor

- Admissions and Records/Registrar
- Advising Center
- Business Office/Cashiers
- Counseling Center
- Career Services
- College Connections
- Institutional Equity/Title IX
- Services for Students with Disabilities
- Student Financial Services
- Student Help Center
- Veteran's Center
- Welcome Center

##### Second Floor

- COM Foundation and Resource Development
- Human Resources/EEO Office
- Marketing and Public Affairs
- President's Office
- Staff Attorney



- Testing Center
- VP - College and Financial Services
- VP - Instruction
- VP - Student Services

#### **Building #3 - Fine Arts Building (FAB)**

- Art Gallery
- COM Community Theatre
- Fine Arts Auditorium
- Fine Arts Offices/Classrooms

#### **Building #4 - Physical Education Complex (GYM)**

- Classrooms
- Gym, Exercise Rooms and Pool
- PE and Recreation Offices
- Sauna
- Student Clubs and Organization
- Wellness Center

#### **Building #5 - Technical/Vocational Building (TVB)**

- Business
- Collegiate High School
- Continuing Education
- Information Technology Services Offices
- Innovations Computer Lab
- Planning, Effectiveness, Analytics/Assessment and Research
- Process Technology/Labs
- Tutoring Center
- Switchboard

#### **Building #6 - Industrial Education Building (IND)**

- Contract Training
- Classrooms
- CNC Machinist Classroom/Lab
- Electrical Classroom/Lab
- Instrumentation Classroom/Lab
- Machinist Lab
- Mechanical Maintenance Lab
- Pipefitting
- Welding Lab

#### **Building #7 - Welding Building (WLD)**

#### **Building #8 - Learning Resources Center (LRC)**

##### First Floor

- Library Computer Lab
- Library and Media Services
- Main Auditorium

##### Mezzanine

- Study Rooms

##### Third Floor

- Classrooms
- Computer Labs
- Suite A: Social/Behavioral Sciences Offices

- Suite B: Humanities Offices
- Suite C: Adult Ed/GED/ESL Offices

#### **Building #9 - Science/Math Building (SCI)**

- Classrooms/Labs

#### **Building #10 - Central Plant**

#### **Building #11 - College Services (Maintenance)**

#### **Building #12 - Firing Range**

#### **#13 - Field**

#### **#15 - Track**

#### **Building #16 - Campus Police**

#### **Building #17 - Racquetball Courts**

#### **Building #18 - Public Service Careers Bldg. (PSC)**

- Criminal Justice
- Emergency Medical Services
- Fire Technology
- Law Enforcement

#### **Building #21 - Conference Center (CONF)**

#### **Building #22 - STEAM Building (CONF)**

- Allied Health Careers
- Information Technology Programs
- Engineering
- Graphic Arts
- Math
- Nursing
- Science



## Learning Centers

### **COM – League City**

1411 West Main Street  
League City, Texas

### **COM Cosmetology Lab/Offices**

Gulfway Plaza  
15009 Delany Road  
La Marque, Texas

### **COM Lifelong Learning Center**

Gulfway Plaza  
14057 Gulfway Plaza  
La Marque, Texas

### **Gulf Coast Safety Institute**

320 Delany Rd  
La Marque, Texas

# DEGREES AND PROGRAMS

College of the Mainland offers several degrees and programs for students to support their educational and vocational goals. These options are coordinated through our four Meta Majors.

## Meta Majors

All of the areas of study at College of the Mainland fall into one of four Meta Majors. Meta Majors are a grouping of degrees and programs that share common purpose or content. Our four Meta Majors are:

### Arts and Humanities

Economics, English, Government, Graphic Arts, History, Humanities, Music, Philosophy, Psychology, Sociology, Spanish, Speech, Theater, Visual Arts

### Business and Industry

Business, Occupational Safety and Health Technology, Process Technology, Welding

### Health, Human and Consumer Science, and Public Safety

Barbering, Cosmetology, Criminal Justice, Education, Emergency Medical Services, Esthetician, Fire Technology, Health Information, Law Enforcement, Medical Assisting, Nursing, Pharmacy Technology, Physical Education

### STEM

Computer Information Systems, Cybersecurity, Drafting, Engineering, Mathematics, Natural Sciences, Physical Sciences

### Information listed under Degrees and Programs:

- Academic Transfer and Workforce Education Programs
- Core Curriculum
- Degrees and Certificates
- Course Descriptions
- Honors Program
- House Bill 1508

## Academic Transfer and Workforce Education Programs

### Academic Transfer Programs

The degrees that transfer to four-year colleges and universities are the Associate of Arts, the Associate of Arts in Teaching, and the Associate of Science degrees. Degrees with emphasis are guidelines to a four-year degree. When planning a program and selecting electives, the student should become acquainted with the requirements of the major department in the college or university to which he/she expects to transfer. To count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland, courses must be academic transfer courses (in the ACGM).

The following departments offer academic transfer courses: Business and Computer Technologies, Fine Arts, Humanities, Math/Science, Public Service Careers and Social/Behavioral Sciences.

### Associate of Arts Degree (AA)

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

### Associate of Arts in Teaching (AAT) Degree

The Associate of Arts in Teaching (AAT) degree is a collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. COM offers three AAT curricula, and they are intended to be fully transferable to any Texas public university offering baccalaureate degree programs leading to these initial teacher certifications. Students who complete the AAT degree will, however, be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and/or testing requirements. Students are advised to consult with the receiving institution's advisement staff for requirements unique to that institution.

### Associate of Science (AS) Degree

Students completing an Associate of Science (AS) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

Please refer to the specific Associate of Science (AS) degree plans. For information pertaining to degree plans, please call 409-933-8379 or consult an Academic Advisor or a faculty adviser in your area of interest.

It is highly recommended that a student pursuing any of the above majors consult with a science or mathematics faculty member for advisement during the first semester of attendance at COM.

### Workforce Education Programs

A workforce education program consists of a coherent sequence of courses designed to prepare students for employment in a career field. Workforce education programs at COM are developed in close cooperation with business and industry to satisfy a need for timely and effective workforce education. COM offers Associate of Applied Science (AAS) degrees as well as workforce certificates, providing students the necessary academic skills and the workforce skills, knowledge, and abilities necessary to attain entry-level employment in a target occupation.

## Associate of Applied Science

The Associate of Applied Science (AAS) degree is a workforce education degree and is designed for preparation for employment or the enhancing and upgrading of skills. The AAS is not a transfer degree, but some of the courses required for the AAS will transfer. Students should check the University Parallel Program and confer with Academic Advisors both at COM and at the next institution regarding the transfer of technical specialty courses.

Overall requirements for the AAS degree vary with each program area, but the standard requirements for any AAS degree are as follows:

1. Completion of 60 semester credit hours, with at least 50 percent from technical specialty courses. The 60 hour total must have a minimum of 15 hours of general education courses, which must include one course in each of the following three areas:
  - Math/Natural Sciences
  - American History/Government-Political Science/Social-Behavioral Sciences
  - Language, Philosophy and Culture/Creative Arts
2. Business and industry experts should provide substantial input into the curriculum design of a workforce education program, including profession-specific knowledge, skills, and abilities and general skills as appropriate, such as oral and written communication, mathematics, computer literacy, and industry-related workplace practices.
3. Completion of the last 25 percent of the credit hours toward this degree must be earned at COM.

## Certificates

COM offers a numbers of workforce certificates, providing students the opportunity to pursue a career pathway in increments. Workforce education programs are designed to prepare students for employment in a career field, while offering multiple entry and exit points, enabling students to work in their career field while transitioning to the next level of education. The following types of certificates are offered at College of the Mainland:

### Level One Certificate (CERT1)

A workforce certificate consisting of between 15-42 credit hours which can be completed in one calendar year or less. Students who have a CERT1 declared major are exempt from TSI requirements. CERT1s prepare students for entry level work in a chosen career pathway.

### Level Two Certificate (CERT2)

A workforce certificate consists of between 30-51 credit hours. Students who have a CERT2 declared major are subject to the TSI requirements and may be subject to other eligibility requirements as determined by COM. CERT2s prepare students for entry or advanced level work in a chosen career pathway.

Level One and Level Two certificates offered by COM have been approved by the Texas Higher Education Coordinating Board and other appropriate certification agencies or boards. Course requirements for each Certificate program are given in this section of the catalog. Certificates are awarded to students who successfully complete approved programs.

### Enhanced Skills Certificate (CERT3)

A workforce certificate consists of between 6-12 credit hours. An Enhanced Skills Certificate is an optional certificate associated with an

AAS or AAA degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree.

## Occupational Skills Award

An Occupational Skills Award consists of between 9-14 credit hours and prepares students for basic skills employment. Students with a declared Occupational Skills Award major are exempt from TSI requirements.

## Online Programs & Degrees

COM offers a number of completely online Associate and Certificate programs. Online degree pathways are a great option for people who don't have time to attend face to face classes, work irregular hours, or have other time commitments. Students must have access to the Internet, as all classes are conducted through Blackboard.

## Core Curriculum

COM complies with The Texas Higher Education Coordinating Board and House Bill 2183, adopted by the 70th Texas Legislature, which defined Core Curriculum as “the curriculum in the liberal arts, humanities, and sciences, and political, social, and cultural history, that all undergraduates of an institution of higher education are required to complete before receiving an academic undergraduate degree.” This component of undergraduate education is also known as General Education.

Core Component	Course Selection	Minimum Hours Required
Communication	2 courses from the following list: ENGL 1301, ENGL 1302, ENGL 2311	6
Mathematics	1 course from the following list: MATH 1314, MATH 1324, MATH 1325, MATH 1332, MATH 1342, MATH 2412, MATH 2413	3
Life and Physical Sciences	2 courses from the following list: BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402; CHEM 1405, CHEM 1406, CHEM 1411, CHEM 1412; GEOL 1403, GEOL 1404, GEOL 1405, GEOL 1445, GEOL 1447; PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 1410, PHYS 2425, PHYS 2426	8
Language, Philosophy, and Culture	1 course from the following list: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2341, ENGL 2351; HUMA 1301, HUMA 1302; PHIL 1301, PHIL 1304, PHIL 2306; SPAN 2311, SPAN 2312	3
Creative Arts	1 course from the following list: ARTS 1301, ARTS 1303, ARTS 1304, ARTS 1313; DRAM 1310, DRAM 2366; MUSI 1306, MUSI 1307, MUSI 1310	3

American History	2 courses from the following list: HIST 1301, HIST 1302, HIST 2301	6
Government/Political Science	2 courses from the following list: GOVT 2305, GOVT 2306	6
Social/Behavioral Sciences	1 course from the following list: ECON 2301, ECON 2302; PSYC 2301, PSYC 2314; SOCI 1301	3
Additional Core Curriculum Requirements	2 courses from the following list: PSYC 1300 <sup>1</sup> or EDUC 1300 <sup>1</sup> and PHED 1164	4
Total Core Curriculum Hours		42
Institutional Requirements	1 course from the following list: SPCH 1315 or SPCH 1318	3
Total Institutional Requirements		3

<sup>1</sup> PSYC 1300 or EDUC 1300 must be completed within the student's first 12 hours attempted at College of the Mainland.

# List of Degrees and Certificates

## Barber

- Barbering (Level 1 Certificate)

## Business

- Accounting (Associate of Applied Science)
- Business (Associate of Arts)
- Business Administration - Entrepreneurship (Associate of Applied Science)
- Business Administration - Management (Associate of Applied Science)
- Business Administration - Marketing (Associate of Applied Science)
- Entrepreneurship (Level 1 Certificate)
- Management (Level 1 Certificate)
- Marketing (Level 1 Certificate)
- Professional Bookkeeper (Level 1 Certificate)

## Computer Science

- Computer Science (Associate of Science)

## Cosmetology

- Barber to Cosmetology Crossover (Occupational Skills Award)
- Cosmetology - Esthetic Specialty (Level 1 Certificate)
- Cosmetology - Instructor (Level 1 Certificate)
- Cosmetology - Instructor (Associate of Applied Science)
- Cosmetology - Operator and High School Operator (Level 1 Certificate)

## Criminal Justice

- Criminal Justice - (Associate of Arts)
- Criminal Justice - (Associate of Applied Science)

## Drafting

- 2D/3D Modeling (Level 1 Certificate)
- Drafting - (Associate of Applied Science)
- Industrial Drafting (Level 2 Certificate)

## Education

- Teacher - 4-8, EC-12 Special Education (Associate of Arts in Teaching)
- Teacher - 8-12, EC-12, Other (Associate of Arts in Teaching)
- Teacher EC-6 (Associate of Arts in Teaching)

## Emergency Medical Services

- Advanced Emergency Medical Technician (Level 1 Certificate)
- Paramedic (Level 2 Certificate)

## Engineering

- Chemical Engineering (Associate of Science)
- Mechanical Engineering (Associate of Science)

## English

- English (Associate of Arts)

## Fire Technology

- Fire Academy (Level 1 Certificate)
- Fire EMT Basic (Level 3 Certificate)
- Fire Officer (Level 1 Certificate)
- Fire Technology (Associate of Applied Science)

## General Studies

- General Studies (Associate of Arts)

## Graphic Arts

- Graphic Design (Level 1 Certificate)
- Graphic Design/Web Design (Associate of Applied Science)
- Web Design (Level 1 Certificate)

## Health Information Management

- Health Information Management (Associate of Applied Science)
- Medical Coding (Level 2 Certificate)

## Information Technology

- Cybersecurity (Occupational Skills Award)
- Cybersecurity (Level 1 Certificate)
- Cybersecurity (Associate of Applied Science)
- Networking (Occupational Skills Award)
- Networking (Level 1 Certificate)
- Programming (Level 1 Certificate)
- SQL Server Database Fundamentals (Occupational Skills Award)

## Law Enforcement

- Basic Peace Officer Academy (Level 1 Certificate)

## Mathematics

- Mathematics (Associate of Science)

## Medical Assisting

- Medical Assisting (Level 2 Certificate)
- Medical Assisting (Associate of Applied Science)

## Music

- Music (Associate of Arts)

## Natural Science

- Natural Science (Associate of Science)

## Nursing

- RN to Bachelor of Science in Nursing
- LVN-RN Transition (Associate of Applied Science)
- Registered Nursing (Associate of Applied Science)
- Vocational Nursing (Level 2 Certificate)

## Occupational Safety and Health Technology

- Occupational Safety and Health Technology (Level 1 Certificate)
- Occupational Safety and Health Technology (Associate of Applied Science)

## Pharmacy Technician

- Pharmacy Technician (Level 1 Certificate)

## **Process Technology**

- Process Technology (Associate of Applied Science)

## **Theatre**

- Theatre - Performance (Associate of Arts)
- Theatre - Technical (Associate of Arts)

## **Visual Arts**

- Visual Arts (Associate of Arts)

## **Welding Technologies**

- Advanced Level Welding (Level 1 Certificate)
- Entry Level Welding (Level 1 Certificate)
- Welding (Associate of Applied Science)



## Barbering

The Barbering Certificate is designed to provide the students with a quality education in the Barbering field and prepare the students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Barbering Certificate covers all areas of barbering including hair cutting, shaving, and shop management. Part-time students may complete the program within approximately 24 months.

Completion of Barbering courses BARB 1307 through BARB 2444 with a grade of "C" or better will prepare and allow the student to acquire the credit and clock hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Examination for licensure in Texas.

The goal of the program is to provide students with the skills and the theoretical foundation to be exceptional barbers.

There is a limit on the number of students who can be in the program each semester. All courses are designed for the Texas Department of Licensing and Regulations Examination for License in Texas.

### Admission Requirements

1. To be permitted into the Certificate Program, applicants must provide the Barber program coordinator with proof of a High School Diploma or GED Certificate.
2. Transfer applicants must meet with the Barber program coordinator to determine course placement. Students must bring unofficial transcripts when meeting with the program coordinator.
3. Upon acceptance into the Program, applicants must provide and meet all Texas Department of Licensing and Regulation requirements.

### Graduation Requirements

To be eligible for a certificate (Barber), students must have completed each of the Barber-related courses with a "C" or better. Students who do not meet this requirement may retake courses to meet graduation requirements. Students are prepared to take the Texas Department of Licensing and Regulation Barber Examination which is administered at locations throughout Texas.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

### Full-Time Schedule

Certificate - Barbering

## Certificate - Barbering

### Full-time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BARB 1404	Introduction to Barber Styling	4
BARB 1402	Barber Styling I	4
BARB 1442	Barber Styling II	4
BARB 2431	Advanced Barber Styling I	4
<b>Semester Credit Hours</b>		<b>16</b>

### Semester #2

BARB 2432	Barber Law and Shop Management I	4
BARB 2441	Advanced Barber Styling II	4
BARB 2444	Barber Law and Shop Management II	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>28</b>

## Business

College of the Mainland offers an Associate of Arts degree in Business, an Associate of Applied Science degree in Business Administration-Management, a Management Certificate, an Associate of Applied Science degree in Accounting, and a certificate in Professional Bookkeeping.

## Accounting

The Associate of Applied Science degree in Accounting provides students with skills and knowledge necessary to manage and keep track of an organization's money and financial records. The Accounting AAS includes courses required for students wishing to pursue a career in accounting.

The Professional Bookkeeper certificate offers students the skills and knowledge necessary for an entry level bookkeeping position. It allows students the opportunity to enter the workforce in an accounting related field after successful completion of 18 credit hours in business and accounting coursework.

## Business

An Associate of Arts (AA) in business prepares the student with basic knowledge of foundational components in business administration. An AA in Business can open many doors of opportunity. The student may choose to continue higher studies in a 4-year institution and/or choose to look for employment in different areas like accounting, marketing, management, finance, sales, etc.

## Business Administration - Entrepreneurship

The Business Administration degree with an Emphasis in Entrepreneurship helps entrepreneurs avoid common mistakes that keep many small businesses from succeeding. This option will provide the basic knowledge needed to start a new business or manage and grow a small business successfully.

## Business Administration - Management

The Business Administration Program is designed to give students a substantial business background that can be applied to any industry from entrepreneurial start-ups to large corporate offices. The student will receive a broad foundation in understanding business organization, and gain basic management, computer, accounting, and marketing skills.

The Business Administration degree in Management enables students to move into a variety of entry-level management positions in the fields of sales, advertising, human resources, office management, and other related areas.

The Management certificate is a 24 credit hour certificate designed to provide students the knowledge and skills required to enter the workforce in an entry-level business related field.

## Business Administration - Marketing

The Business Administration degree with an Emphasis in Marketing will prepare the student with basic marketing skills and strategies.

## List of Business Degrees/Certificates

Accounting (Associate of Applied Science)

Professional Bookkeeper (Level 1 Certificate)

Business (Associate of Arts)

Business Administration - Entrepreneurship (Associate of Applied Science)

Entrepreneurship (Level 1 Certificate)

Business Administration - Management (Associate of Applied Science)

Management (Level 1 Certificate)

Business Administration - Marketing (Associate of Applied Science)

Marketing (Level 1 Certificate)

## Accounting

The Associate of Applied Science degree in Accounting provides students with skills and knowledge necessary to manage and keep track of an organization's money and financial records. The Accounting AAS includes courses required for students wishing to pursue a career in accounting.

The Professional Bookkeeper certificate offers students the skills and knowledge necessary for an entry level bookkeeping position. It allows students the opportunity to enter the workforce in an accounting related field after successful completion of 18 credit hours in business and accounting coursework.

### Stackable Credentials

- Associate of Applied Science - Accounting - (Full-Time)
- Certificate - Professional Bookkeeper - (Full-Time)

### Full-Time Schedules

Certificate - Professional Bookkeeper (Full-Time)

Associate of Applied Science - Accounting (Full-Time)

## Certificate - Professional Bookkeeper

Level One Certificate

The Bookkeeper Certificate program provides students with the skills and knowledge necessary to manage and keep track of an organization's money and financial records. The Bookkeeper Certificate consists of courses for students who wish to have a career as a Bookkeeper.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ACNT 1303	Introduction to Accounting I	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #2</b>		
ACNT 1313	Computer Accounting Applications	3
POFT 1321	Business Math	3
BUSI 2301	Business Law	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>18</b>

## Associate of Applied Science - Accounting

The Associate of Applied Science degree in Accounting provides students with skills and knowledge necessary to manage and keep track of an organization's money and financial records. The Accounting AAS includes courses required for students wishing to pursue a career in accounting.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ACNT 1303	Introduction to Accounting I	3

BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301	Principles of Financial Accounting	3
ACNT 1313	Computer Accounting Applications	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ACCT 2302	Principles of Managerial Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BUSG 2309	Small Business Management/ Entrepreneurship	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
POFT 1300 or ACNT 1382	Career Exploration/Planning or Cooperative Education - Accounting Technician	3
PSYC 2301	General Psychology	3
ACNT 2302	Accounting Capstone	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Business

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

GEOL 1403 or GEOL 1404	Physical Geology or Historical Geology	4
HIST 1302	U S History II	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Arts Degree - Business

An Associate of Arts (AA) in business prepares the student with basic knowledge of foundational components of business administration. An AA in Business can open many doors of opportunity. The student may choose to continue higher studies in a 4-year institution and/or choose to look for employment in different areas like accounting, marketing, management, finance, sales, etc.

*Note: Students transferring to a 4-year institution should always consult with an advisor or articulation officer from their receiving institution to find out exactly what courses are transferable. Not all courses may transfer.*

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1324	Math for Business and Social Science	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
GEOL 1405 or GEOL 1447	Environmental Science or Meteorology	4
SPCH 1315	Public Speaking	3
ECON 2301	Principles of Macroeconomics	3
ACCT 2301	Principles of Financial Accounting	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
HIST 1301	U S History I	3
ECON 2302	Principles of Microeconomics	3
BUSI 2301	Business Law	3
ACCT 2302	Principles of Managerial Accounting	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BUSI 2305	Business Statistics	3
GOVT 2306	Texas Government	3

## Business Administration with Emphasis in Entrepreneurship

The Business Administration degree with an Emphasis in Entrepreneurship helps entrepreneurs avoid common mistakes that keep many small businesses from succeeding. This option will provide the basic knowledge needed to start a new business or manage and grow a small business successfully.

### Stackable Credentials

- Associate of Applied Science - Business Administration with Emphasis in Entrepreneurship (Full-Time)
- Certificate - Entrepreneurship (Full-Time)

### Full-Time Schedules

- Certificate - Entrepreneurship (Full-Time)
- Associate of Applied Science - Business Administration with Emphasis in Entrepreneurship (Full-Time)

## Certificate - Entrepreneurship

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ARTS 2313	Graphic Design	3
ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
BUSG 2309	Small Business Management/Entrepreneurship	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Associate of Applied Science - Business Administration with Emphasis in Entrepreneurship

This program is designed as 2-years of a Bachelor Degree for students who wish to have a career in a business field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3

BCIS 1305	Business Computer Applications	3
BUSI 2304 or ENGL 1301	Business Report Writing and Correspondence or Composition I	3
POFT 1321	Business Math	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
ARTS 2313	Graphic Design	3
BUSG 2309	Small Business Management/Entrepreneurship	3
MRKG 1311	Principles of Marketing	3
ARTS 1301 or MUSI 1306	Art Appreciation or Music Appreciation	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
HRPO 1311	Human Relations	3
BMGT 1327	Principles of Management	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
HRPO 2301	Human Resources Management	3
ACNT 1313	Computer Accounting Applications	3
ARTC 1302	Digital Imaging I	3
POFT 1300 or BMGT 1382	Career Exploration/Planning or Cooperative Education - Business Administration and Management, General	3
BMGT 2303	Problem Solving and Decision Making (Capstone)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



## Business Administration - Management

The Business Administration degree in Management enables students to move into a variety of entry-level management positions in the fields of sales, advertising, human resources, office management, and other related areas.

The Management certificate is a 24 credit hour certificate designed to provide students the knowledge and skills required to enter the workforce in an entry-level business related field.

### Stackable Credentials

- Associate of Applied Science - Business Administration - Management (Full-Time)
- Certificate - Management (Full-Time)

### Full-Time Schedules

Certificate - Management (Full-Time)

Associate of Applied Science - Business Administration - Management (Full-Time)

## Certificate - Management

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ACNT 1303	Introduction to Accounting I	3
BMGT 1313	Principles of Purchasing	3
BMGT 1327	Principles of Management	3
HRPO 2301	Human Resources Management	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Associate of Applied Science - Business Administration - Management

This program is designed as 2-years of a Bachelor Degree for students who wish to have a career in a business field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3

BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
HRPO 1311	Human Relations	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
MRKG 1311	Principles of Marketing	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 2309	Leadership	3
BMGT 1313	Principles of Purchasing	3
BUSI 2301	Business Law	3
ECON 2301	Principles of Macroeconomics	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BUSG 2309	Small Business Management/Entrepreneurship	3
ECON 2302	Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
POFT 1300 or BMGT 1382	Career Exploration/Planning or Cooperative Education - Business Administration and Management, General	3
BMGT 2303	Problem Solving and Decision Making (Capstone)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Business Administration with an Emphasis in Marketing

The Business Administration degree with an Emphasis in Marketing will prepare the student with basic marketing skills and strategies.

### Stackable Credentials

- Associate of Applied Science - Business Administration with Emphasis in Marketing (Full-time)
- Certificate - Marketing (Full-Time)

### Full-Time Schedules

- Certificate - Marketing (Full-Time)
- Associate of Applied Science - Business Administration with Emphasis in Marketing (Full-Time)

## Certificate - Marketing

Level One Certificate

This program is designed as a 1-year certificate for students who wish have a career in the Marketing field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
BUSI 2304	Business Report Writing and Correspondence	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ACNT 1303	Introduction to Accounting I	3
ARTS 2313	Graphic Design	3
MRKG 1311	Principles of Marketing	3
ARTC 1302	Digital Imaging I	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

BUSI 2304 or ENGL 1301	Business Report Writing and Correspondence or Composition I	3
POFT 1321	Business Math	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
ARTS 2313	Graphic Design	3
MRKG 1311	Principles of Marketing	3
ARTC 1302	Digital Imaging I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 1301	Supervision	3
BMGT 1327	Principles of Management	3
BMGT 1341	Business Ethics	3
BUSI 2301	Business Law	3
HRPO 1311	Human Relations	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
SPCH 1315	Public Speaking	3
BMGT 2309	Leadership	3
POFT 1300 or BMGT 1382	Career Exploration/Planning or Cooperative Education - Business Administration and Management, General	3
BMGT 2303	Problem Solving and Decision Making (Capstone)	3
DRAM 1310 or MUSI 1306	Theater Appreciation or Music Appreciation	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Applied Science - Business Administration with Emphasis in Marketing

This program is designed as 2-years of a Bachelor Degree for students who wish to have a career in a business field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3

## Computer Science

Students completing an Associate of Science (AS) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## Associate of Science - Computer Science

This Program consists of the courses required in the first two years of a bachelor's degree in Computer Science. Students graduate with an Associate of Science Degree.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
MATH 2412 or MATH 2413	Precalculus or Calculus I	4
Select from one of the following:		3
ENGL 2322	British Literature I	
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
COSC 1436	Programming Fundamentals I	4
HIST 1302	U S History II	3
Select from one of the following:		4
BIOL 1406	Biology for Science Majors I	
GEOL 1403	Physical Geology	
PHYS 2425	University Physics I	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
COSC 1437	Programming Fundamentals II	4
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
ECON 2302	Principles of Microeconomics	
SOCI 1301	Introduction to Sociology	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
ARTS 1303	Art History I	
MUSI 1306	Music Appreciation	

SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
COSC 2336	Programming Fundamentals III	3
COSC 2325	Computer Organization Language	3
GOVT 2306	Texas Government	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
Select from one of the following:		4
BIOL 1407	Biology for Science Majors II	
GEOL 1405	Environmental Science	
PHYS 2426	University Physics II	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Cosmetology

The Cosmetology Program offers opportunities for full-time or part-time students to complete requirements for a Barber to Cosmetology Crossover Occupational Skills Award, Cosmetology Operator's License Certificate, Esthetic Specialty License Certificate or Instructor Certificate.

The goal of the program is to provide students with the skills and the theoretical foundation to be exceptional cosmetologists and estheticians.

There is a limit on the number of students who can be in the program each semester. Specialty courses include specialization in Esthetic Specialty License and Instructor License. All courses are designed for the Texas Department of Licensing and Regulations Examination for License in Texas.

## Admission Requirements

1. To be permitted into the Certificate Program, applicants must provide the Cosmetology program coordinator with proof of a High School Diploma or GED Certificate.
2. Transfer applicants must meet with the Cosmetology program coordinator to determine course placement. Students must bring unofficial transcripts when meeting with the program coordinator.
3. Upon acceptance into the Cosmetology Program, applicants must meet all Texas Department of Licensing and Regulation requirements.

## Graduation Requirements

To be eligible for a certificate (Cosmetology), students must have completed each of the Cosmetology-related courses with a "C" or better. Students who do not meet this requirement may retake courses to meet graduation requirements. Students are prepared to take the Texas Department of Licensing and Regulation Examination which is administered in cities throughout Texas.

## List of Cosmetology Degrees/Certificates

Cosmetology to Barber Crossover - (Occupational Skills Award)

Cosmetology - Esthetic Specialty (Level 1 Certificate)

Cosmetology - Instructor (Level 1 Certificate)

Cosmetology - Instructor (Associate of Applied Science)

Cosmetology - Operator and High School Operator (Level 1 Certificate)

## Cosmetology - Barber to Cosmetology Crossover

The Barber to Cosmetology Crossover Award is designed to provide education to currently licensed Barbers who would like to have a Dual License in Barber and Cosmetology. Full-Time Student Schedule This is a 300 clock hour program covering the required areas of study in Cosmetology needed for dual license. This program is only for licensed Barbers and cannot be taken by beginner students or Cosmetologists.

### Full-Time Schedule

Occupational Skills Award - Barber to Cosmetology Crossover

## Occupational Skills Award - Barber to Cosmetology Crossover

The Barber to Cosmetology Crossover Award is designed to provide education to currently licensed Barbers who would like to have a Dual License in Barber and Cosmetology. This is a 300 clock hour course covering the required areas of study in Cosmetology needed for dual license. This program is only for licensed Barbers and cannot be taken by beginner students or Cosmetologists.

Prerequisite: valid Texas Barber license

### Full-time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1405	Fundamentals of Cosmetology	4
CSME 1202	Applications for Facial and Skin Care Technology	2
CSME 2250	Preparation for State Licensing Written Examination	2
CSME 2251	Preparation for State Licensing Practical Examination	2
<b>Semester Credit Hours</b>		<b>10</b>
<b>Total Semester Credit Hours</b>		<b>10</b>

## Cosmetology - Esthetic Specialty

The Esthetic Specialty Certificate is designed to provide students with a quality education and prepare them to pass the Texas Department of Licensing and Regulation Examination for licensing in esthetics. The Esthetic Specialty Certificate includes local occupational need, business and industry trends.

Day students may complete the Esthetic Specialty Certificate program within two semesters. The full-time schedule is the course of study for full-time students beginning the program in the fall. Night students may complete the Esthetic Specialty Certificate program within three semesters. The part-time schedule is the course of study for evening students beginning the program in the fall.

Students in the Esthetic Specialty Certificate program must complete the seven Cosmetology courses with a grade of "C" or better to graduate with the certificate.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

## Certificate - Esthetic Specialty

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1420	Orientation to Facial Specialist	4
CSME 1302	Applications of Facial and Skin Care Technology I	3
CSME 2333	Application of Facial and Skin Technology II	3
CSME 1244	Introduction to Salon Development	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
CSME 1447	Principles of Skin Care/Facials and Related Theory	4
CSME 2250	Preparation for State Licensing Written Examination	2
CSME 2251	Preparation for State Licensing Practical Examination	2
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>20</b>



## Cosmetology - Instructor

While completing the Cosmetology Instructor certificate, the student will learn rules and regulations related to the Texas Department of Licensing and Regulation (TDLR) testing and licensing, teaching methodologies and lesson plan development, classroom management, evaluation and assessment techniques, and skills for successful completion of TDLR testing for instructor licensure.

Prerequisite: active Texas Cosmetology Operator License

The AAS degree plan in Cosmetology Instructor is designed to work with the Certificate Program. In addition to Cosmetology Instructor courses, the student will take freshman and sophomore level general education courses. These courses will help prepare the student for a career in Instruction. To be employed in education (i.e., at a community college or public high school), the AAS degree is required. The student who completes the AAS degree and becomes a licensed Cosmetology Instructor will have more opportunities for employment. The course of study on the full-time schedule is for students beginning the program in the fall.

Students in the Cosmetology Instructor Certificate program must complete all six courses with a grade of "C" or better to graduate with the certificate.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

### Stackable Credentials

- Associate of Applied Science - Cosmetology Instructor
- Certificate - Instructor

### Full-Time Schedules

Certificate - Cosmetology Instructor

Associate of Applied Science - Cosmetology Instructor

## Certificate - Cosmetology Instructor

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1534	Cosmetology Instructor I	5
CSME 2414	Cosmetology Instructor II	4
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2</b>		
CSME 2549	Cosmetology Instructor III	5
CSME 2445	Instructional Theory and Clinical Operation	4

CSME 2544	Cosmetology Instructor IV	5
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

This is a suggested course of study for students beginning the program in the fall.

## Associate of Applied Science - Cosmetology Instructor

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1534	Cosmetology Instructor I	5
CSME 2414	Cosmetology Instructor II	4
PSYC 1300	Psychology for Success	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
CSME 2549	Cosmetology Instructor III	5
CSME 2445	Instructional Theory and Clinical Operation	4
CSME 2544	Cosmetology Instructor IV	5
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #3</b>		
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
ENGL 1302	Composition II	3
BCIS 1305	Business Computer Applications	3
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
PHIL 2306	Introduction to Ethics	3
CSME 1308 or CSME 1330	Orientation of Eyelash Extensions or Orientation to Nail Technology	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Cosmetology - Operator and High School Operator

The Cosmetology Operator Certificate is designed to provide students with a quality education in the Cosmetology field and to prepare students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin.

Full-time students may complete the program in a year by meeting during the day, Monday through Friday. Students unable to meet classes during the day may schedule evening classes that meet Monday through Thursday. Part-time students are able to satisfy the requirements in approximately 24 months by following the recommended schedule of courses.

The High School Operator Certificate is designed to provide current high school students with a quality education in the Cosmetology field and prepare students to pass the Texas Department of Licensing and Regulation Examination for licensing. The Operator Certificate covers all areas of cosmetology including hair, nails, and skin. High school students must complete requirements before graduation from high school and must pass all academic classes at the high school.

The Cosmetology High School Operator program requires completion of eight Cosmetology courses with a grade of "C" or better before graduation from high school. Students must complete all courses approved for the High School Operator Certificate.

Completion of Cosmetology courses CSME 1401 through CSME 2441 with a grade of "C" or better will prepare and allow the student to acquire the credit and clock hours of instruction necessary to be eligible to take the Texas Department of Licensing and Regulations Examination for licensure in Texas.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

### Full-Time Schedules

Certificate - Cosmetology Operator (Full-Time)

Certificate - High School Operator (Full-Time)

## Certificate - Cosmetology Operator

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
CSME 1410	Introduction to Haircutting and Related Theory	4

CSME 2401	Principles of Hair Coloring and Related Theory	4
<b>Semester Credit Hours</b>		<b>16</b>

#### Semester #2

CSME 1348	Principles of Skin Care	3
CSME 1453	Chemical Reformation and Related Theory	4
CSME 1443	Manicuring and Related Theory	4
CSME 2441	Preparation for the State Licensing Examination	4
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

This is a suggested course of study for student beginning the program in the fall.

## Certificate - High School Operator

Level One Certificate

*This is a suggested course of study for the high school student beginning in the fall of their junior year.*

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CSME 1401	Orientation to Cosmetology	4
CSME 1451	Artistry of Hair, Theory and Practice	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #2</b>		
CSME 2401	Principles of Hair Coloring and Related Theory	4
CSME 1410	Introduction to Haircutting and Related Theory	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #3</b>		
CSME 1348	Principles of Skin Care	3
CSME 1453	Chemical Reformation and Related Theory	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #4</b>		
CSME 1443	Manicuring and Related Theory	4
CSME 2441	Preparation for the State Licensing Examination	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

## Criminal Justice

The Associate of Arts prepares students to pursue a four-year degree at a university. After completing general education and criminal justice classes, students can transfer credit to a Texas public university's criminal justice program. The degree allows students to save money compared to a university education and to succeed in small classes with dedicated instructors.

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

## List of Criminal Justice Degrees

Criminal Justice - (Associate of Arts)

Criminal Justice - (Associate of Applied Science)

## Criminal Justice - Associate of Arts

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## Associate of Arts - Criminal Justice

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
CRIJ 1301	Introduction to Criminal Justice	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302 or ENGL 2311	Composition II or Technical Writing	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
CRIJ 1306	Court Systems and Practices	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1405	Environmental Science	
GEOL 1447	Meteorology	
Select from one of the following:		3
MUSI 1306	Music Appreciation	
MUSI 1310	American Music	
DRAM 2366	Film Appreciation	

CRIJ 1310	Fundamentals of Criminal Law	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
PHIL 2306	Introduction to Ethics	
GOVT 2306	Texas Government	3
Select from one of the following:		4
BIOL 1409	Biology for Non-Science Majors II	
GEOL 1403	Physical Geology	
GEOL 1445	Oceanography	
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Criminal Justice - Associate of Applied Science

The Associate of Applied Science degree in Criminal Justice is offered to those students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers, in addition to those students who have recently entered the police or correctional services.

## Associate of Applied Science - Criminal Justice

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
COSC 1301	Introduction to Computing	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
Select from one of the following:		3
CRIJ 1301	Introduction to Criminal Justice	
CRIJ 1306	Court Systems and Practices	
CRIJ 2313	Correctional Systems and Practices	
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ENGL 1302 or ENGL 2311	Composition II or Technical Writing	3
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 1301	Introduction to Philosophy	
PHIL 2306	Introduction to Ethics	
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1405	Environmental Science	
GEOL 1447	Meteorology	
GOVT 2305	Federal Government Constitution & Topics	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2306	Texas Government	3
PSYC 2301	General Psychology	3
Select from one of the following:		3
CRIJ 1301	Introduction to Criminal Justice	
CRIJ 1306	Court Systems and Practices	
CRIJ 2313	Correctional Systems and Practices	
CJSA 1382	Cooperative Education Criminal Justice	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5

CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
<b>Semester Credit Hours</b>		<b>22</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Drafting

Turning ideas into designs, drafters create drawings and 3-D models using Computer Aided Drafting and Design (CAD) software. Major career fields for drafters include: architectural, mechanical, civil, piping, electrical and structural drafting.

The drafting program prepares students for the workforce or provides foundational skills for engineering and design programs at the university level.

### Stackable Credentials

- Associate of Applied Science - Drafting
- Certificate - Industrial Drafting
- Certificate - 2D/3D Modeling

### Full-Time Schedules

Certificate - 2D/3D Modeling (Full-Time)

Certificate - Industrial Drafting (Full-Time)

Associate of Applied Science - Drafting (Full-Time)

## Certificate - 2D/3D Modeling

Level One Certificate

This program is designed as a three semester 2D/3D Modeling certificate for students who wish to have a career in the drafting field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
DFTG 1305	Introduction to Technical Drawing	3
DFTG 1433	Mechanical Drafting	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2</b>		
DFTG 2419	Intermediate Computer-Aided Drafting	4
DFTG 1445	Parametric Modeling and Design	4
DFTG 1417 or DFTG 2423	Architectural Drafting - Residential or Pipe Drafting	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
ARCE 1452	Structural Drafting	4
DFTG 2432	Advanced Computer-Aided Drafting	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Certificate - Industrial Drafting

Level Two Certificate

This program is designed as a 2-year Industrial drafting certificate for students who wish to have a career in the drafting field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
DFTG 1305	Introduction to Technical Drawing	3
DFTG 1433	Mechanical Drafting	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2</b>		
DFTG 1445	Parametric Modeling and Design	4
DFTG 1417	Architectural Drafting - Residential	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
ARCE 1452	Structural Drafting	4
DFTG 1430	Civil Drafting I	4
DFTG 2423	Pipe Drafting	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4</b>		
DFTG 2381 or POFT 1300	Cooperative Education - Drafting or Career Exploration/Planning	3
DFTG 2438	Final Project - Advanced Drafting	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>38</b>

## Associate of Applied Science Degree - Drafting

This program is designed as a 2-year Associate Degree for students who wish to have a career in the drafting field.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
DFTG 1305	Introduction to Technical Drawing	3
DFTG 1433	Mechanical Drafting	4
ENGL 1301	Composition I	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
DFTG 1445	Parametric Modeling and Design	4
DFTG 1417	Architectural Drafting - Residential	4
DFTG 2419	Intermediate Computer-Aided Drafting	4
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ARCE 1452	Structural Drafting	4
DFTG 1430	Civil Drafting I	4
DFTG 2423	Pipe Drafting	4



DFTG 2432	Advanced Computer-Aided Drafting	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
ARTS 1301 or MUSI 1306	Art Appreciation or Music Appreciation	3
DFTG 2381 or POFT 1300	Cooperative Education - Drafting or Career Exploration/Planning	3
DFTG 2438	Final Project - Advanced Drafting	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Education

The Associate of Arts in Teaching (AAT) degree is a collegiate degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. COM offers three AAT curricula, and they are intended to be fully transferable to any Texas public university offering baccalaureate degree programs leading to these initial teacher certifications. Students who complete the AAT degree will, however, be required to meet any and all entrance requirements of the receiving university and the educator preparation program, including grade point average and /or testing requirements. Students are advised to consult with the receiving institution's advisement staff for requirements unique to that institution.

While the degree is designed for transfer purposes, for those who decide to "stop out" after completing the AAT, this degree meets the "Every Student Succeeds Act" requirements for paraprofessionals. In addition, completion of the AAT is much like that of an Associate of Arts or Associate of Science degree in that it may qualify students for work that requires at least an associate's degree.

For those courses within an AAT degree that require "lab" and/or "field experiences," students will be required to submit an application for a criminal background check. If a student has a felony conviction for certain offenses against children and families, they may not be eligible to observe, work or volunteer in the public schools or child care facilities at which these "labs" and/or "field experiences" will take place.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: <https://tea.texas.gov> (<https://tea.texas.gov/>)*

*Should you wish to request a review of the impact of criminal history on your potential Associates of Arts in Teaching degree prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation":*

[https://tea.texas.gov/Texas\\_Educators/Investigations/Preliminary\\_Criminal\\_History\\_Evaluation-FAQs/](https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/)

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

### Full-Time Schedules

Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 4-8, EC-12 Special Education

Associate of Arts In Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12, other than Special Education

Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification EC-6

## Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 4-8, EC-12 Special Education

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EDUC 1300 or PSYC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
BIOL 1408	Biology for Non-Science Majors I	4
MATH 1350	Mathematics for Teachers I	3
EDUC 2301	Introduction to Special Populations	3
Select from one of the following		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
SPCH 1315	Public Speaking	3
GEOL 1403	Physical Geology	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
ARTS 1303 or ARTS 1304	Art History I or Art History II	3
PHIL 1301	Introduction to Philosophy	3
MATH 1351	Mathematics for Teachers II	3
CHEM 1406	Introductory Chemistry I	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Associate of Arts In Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12, other than Special Education

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EDUC 1300 or PSYC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
Elective:	Content Area Specific	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
EDUC 2301	Introduction to Special Populations	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
ARTS 1303 or ARTS 1304	Art History I or Art History II	3
BIOL 1408	Biology for Non-Science Majors I	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
PHIL 1301	Introduction to Philosophy	3
GEOL 1403	Physical Geology	4
Elective:	Content Area Specific	3
Elective:	Content Area Specific	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Associate of Arts in Teaching: Leading to Initial Texas Teacher Certification EC - 6

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or PSYC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
EDUC 1301	Introduction to the Teaching Profession	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following:		3
HIST 1301	U S History I	
HIST 1302	U S History II	
HIST 2301	Texas History	
BIOL 1408	Biology for Non-Science Majors I	4
EDUC 2301	Introduction to Special Populations	3
MATH 1350	Mathematics for Teachers I	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
SPCH 1315	Public Speaking	3
GEOL 1403	Physical Geology	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
ARTS 1303 or ARTS 1304	Art History I or Art History II	3
PHIL 1301	Introduction to Philosophy	3
MATH 1351	Mathematics for Teachers II	3
CHEM 1406	Introductory Chemistry I	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

See an advisor to determine the most appropriate academic transfer coursework for your teaching field/choice of upper level university.

## Emergency Medical Services

The Emergency Medical Services system was developed to allow the emergency capabilities of the hospital to be used at the scene of the emergency to initiate care of patients. Students can begin their EMS career at the Emergency Medical Technician Basic Level and progress to the Advanced and Paramedic levels.

The EMS Program complies with all Texas Department of State Health Services regulations. The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

## Admission Requirements

1. Apply to College of the Mainland and complete the College requirements for admission.
2. Be in good physical and mental health. The prospective student must have a physical examination by a physician and be negative for T.B. (skin test or chest x-ray). Proof of current immunizations and a Hepatitis B vaccination is required. Health forms are available in the EMS Department.
3. Students must have a current American Heart Association Healthcare Provider BLS card prior to attending clinicals. Training is available through the Public Service Careers Department.
4. Students must have an approved background check. If you have questions, please contact the instructor prior to registration.

### Stackable Credentials

- Certificate - Paramedic
- Certificate - Advanced Emergency Medical Technician

## Full-Time Schedules

Certificate - Advanced Emergency Medical Technician (Full-Time)

Certificate - Paramedic (Full-Time)

## Certificate - Advanced Emergency Medical Technician

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2</b>		
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1455	Trauma Management	4

EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/Technician I	1
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>16</b>

## Certificate - Paramedic

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2</b>		
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1455	Trauma Management	4
EMSP 2168	Practicum/Field Experience-Emergency Medical Technology/Technician I	1
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #3</b>		
EMSP 2444	Cardiology	4
EMSP 2306	Emergency Pharmacology	3
EMSP 2434	Medical Emergencies	4
EMSP 2561	Clinical - EMT Clinical - Emergency Medical Technician	5
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
EMSP 2330	Special Populations	3
EMSP 2243	Assessment Based Management	2
EMSP 2169	Practicum - Emergency Medical Technology/Technician (EMT Paramedic)	1
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>38</b>

# Engineering

Students can earn an Associate of Science in Chemical Engineering or an Associate of Science in Mechanical Engineering, which prepares them to transfer to a university. Students will build a foundational knowledge of engineering principles and explore concepts through labs, hands-on class activities, and extra-curricular opportunities. Students will gain marketable skills in empirical and quantitative analysis, critical thinking, communication, and teamwork while completing their coursework and laboratory requirements.

Students completing an Associate of Science (AS) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## List of Engineering Degrees

Associate of Science - Chemical Engineering

Associate of Science - Mechanical Engineering

# Chemical Engineering

## Associate of Science - Chemical Engineering

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGR 1201	Introduction to Engineering	2
CHEM 1411	General Chemistry I	4
ENGL 1301	Composition I	3
MATH 2413	Calculus I	4
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
CHEM 1412	General Chemistry II	4
ENGL 1302	Composition II	3
MATH 2414	Calculus II	4
PHYS 2425	University Physics I	4
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
CHEM 2423	Organic Chemistry I	4
MATH 2415	Calculus III	4
PHYS 2426	University Physics II	4
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
CHEM 2425	Organic Chemistry II	4
GOVT 2306	Texas Government	3
ENGR 2333	Elementary Chemical Engineering	3
ENGR 2304	Programming for Engineers	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



# Mechanical Engineering

## Associate of Science - Mechanical Engineering

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
CHEM 1411	General Chemistry I	4
MATH 2413	Calculus I	4
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
ENGR 1304	Engineering Graphics I	3
ENGR 2304	Programming for Engineers	3
PHYS 2425	University Physics I	4
MATH 2414	Calculus II	4
ENGL 1302	Composition II	3
<b>Semester Credit Hours</b>		<b>17</b>
<b>Semester #3</b>		
PHYS 2426	University Physics II	4
MATH 2415	Calculus III	4
ENGR 2301	Engineering Mechanics - Statics	3
MATH 2318	Linear Algebra	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
HIST 1301	U S History I	3
MATH 2320	Differential Equations	3
ENGR 2305	Electrical Circuits I	3
ENGR 2302	Mechanics II	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# English

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## Associate of Arts - English Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
HIST 1301	U S History I	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
Select from one of the following:		3
ARTS 1301	Art Appreciation	
DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	
HIST 1302	U S History II	3
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
BIOL 1408	Biology for Non-Science Majors I	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
ENGL 2322 or ENGL 2323	British Literature I or British Literature II	3
Select from one of the following:		3
ARTS 1304	Art History II	
MUSI 1310	American Music	
ENGL 2332	World Literature I	
BIOL 1409	Biology for Non-Science Majors II	4
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>

### Semester #4

GOVT 2306	Texas Government	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
ENGL 2327 or ENGL 2328	American Literature I or American Literature II	3
Select from one of the following:		3
ENGL 2307	Creative Writing	
ENGL 2351	Mexican-American Literature	
DRAM 2366	Film Appreciation	
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2341	Forms of Literature	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Fire Technology

Completion of the Fire Technology Associate of Applied Science degree provides students with the knowledge and skills required for a successful career in the fire service. The program is designed to build on completion of the Fire Academy, which satisfies curriculum requirements of the Texas Commission on Fire Protection for Basic Fire Suppression. Subsequent courses in the degree are designed to provide students with the knowledge and skills necessary for first level supervision in a fire department.

Students may elect to declare the Fire Academy or Fire Officer Certificate as their major. This allows students to focus entirely upon the courses required for the certificate without having to take other courses required for the Fire Technology AAS. As an example, current firefighters may select the Fire Officer Certificate to enhance promotional opportunities with their fire department. Upon successful completion of a certificate, students are eligible to attend COM's graduation ceremony.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

## Stackable Credentials

- Associate of Applied Science - Fire Technology
- Certificate - Fire Officer

## Stackable Credentials

- Enhanced Skills Certificate - Fire EMT Basic
- Associate of Applied Science - Fire Technology
- Certificate - Fire Academy

## Full-Time Schedules

Certificate - Fire Academy (Full-Time)

Certificate - Fire Officer (Full-Time)

Enhanced Skills Certificate - Fire EMT Basic (Full-Time)

Associate of Applied Science - Fire Technology (Full-Time)

## Certificate - Fire Academy

Level One Certificate

The Fire Academy consists of 25 credit hours and 640 contact hours. The Day Fire Academy is a one semester, 16-week program comprised of the following eight courses: FIRS 1401, FIRS 1407, FIRS 1313, FIRS 1319, FIRS 1323, FIRS 1329, FIRS 1433, and FIRS 1103. Classes meet Monday through Friday from 8:00 AM to 5:00 PM.

The Night Fire Academy is a two semester program designed for students that need to work while attending the Academy. The fall 16-week semester is comprised of the following four courses: FIRS 1401, FIRS 1407, FIRS 1313, and FIRS 1319. The spring 16-week semester is comprised of the following four courses: FIRS 1323, FIRS 1329, FIRS 1433 and FIRS 1103. Students must complete the fall and spring semesters consecutively. Classes meet Tuesday, Wednesday, and Thursday from 6:00 PM to 10:00 PM and Saturday from 8:00 AM - 5:00 PM.

Both the Day and Night Academy course materials are web-enhanced, and students will be required to utilize the Internet for self-study and completion of course assignments online.

Students may only enroll in the Fire Academy by authorization of the Director of Fire Technology after completing the application process. See the Fire Academy home page at <http://www.com.edu/fire-technology/academy> (<http://www.com.edu/fire-technology/academy/>) for details or contact Danny McLerran at 409-933-8378.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1103	Firefighter Agility & Fitness Preparation	1
<b>Semester Credit Hours</b>		<b>25</b>
<b>Total Semester Credit Hours</b>		<b>25</b>

## Certificate - Fire Officer

Level One Certificate

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRT 2111	Incident Safety Officer	1
FIRT 1353	Legal Aspects of Fire Protection Service	3
FIRT 1443	Fire Officer II	4
FIRT 1450	Fire Investigator	4
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II	4
<b>Semester Credit Hours</b>		<b>19</b>
<b>Total Semester Credit Hours</b>		<b>19</b>

## Enhanced Skills Certificate - Fire EMT Basic

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
EMSP 1501	Emergency Medical Technician - Basic	5
EMSP 1260	Clinical - Emergency Medical Technology	2
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>7</b>

# Associate of Applied Science - Fire Technology

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
FIRS 1401	Firefighter Certification I	4
FIRS 1407	Firefighter Certification II	4
FIRS 1313	Firefighter Certification III	3
FIRS 1319	Firefighter Certification IV	3
FIRS 1323	Firefighter Certification V	3
FIRS 1329	Firefighter Certification VI	3
FIRS 1433	Firefighter Certification VII	4
FIRS 1103	Firefighter Agility & Fitness Preparation	1
These classes make up the Basic Fire Academy		
<b>Semester Credit Hours</b>		<b>25</b>
<b>Semester #2</b>		
FIRT 2309	Firefighting Strategies and Tactics I	3
FIRT 2407	Fire Instructor II	4
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
FIRT 1443	Fire Officer II	4
FIRT 1450	Fire Investigator	4
CHEM 1406 or CHEM 1411	Introductory Chemistry I or General Chemistry I	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4</b>		
FIRT 1353	Legal Aspects of Fire Protection Service	3
FIRT 2111	Incident Safety Officer	1
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
HUMA 1301	Introduction to the Humanities I	
ENGL 2327	American Literature I	
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## General Studies

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Arts - General Studies Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
Mathematics	Select from Core Curriculum	3
American History	Select from Core Curriculum	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
American History	Select from Core Curriculum	3
GOVT 2305	Federal Government Constitution & Topics	3
Social/Behavioral Sciences	Select from Core Curriculum	3
Elective		3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2306	Texas Government	3
Life and Physical Sciences	Select from Core Curriculum	4
Creative Arts	Select from Core Curriculum	3
Elective		3
Elective		3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #4</b>		
Language, Philosophy and Culture	Select from Core Curriculum	3
Life and Physical Sciences	Select from Core Curriculum	4
Elective		3
Elective		3

## Graphic Arts

Graphic designers are in demand in publishing, marketing, videography, public relations and Web development departments. While crafting logos, posters and brochures, graphic designers may also design electronic media such as websites, videos and social media campaigns.

Web developers create attractive, easy-to-navigate websites. As the field booms, the need for Web developers will increase 8 percent by 2029.

In College of the Mainland's Graphic Design/Web Design program, students will explore how to combine color, typography, and space to produce eye-catching designs. Repeatedly COM students have earned awards and recognition for their stellar work. The program prepares students to enter the workforce.

### Stackable Credentials

- Associate of Applied Science - Graphic Design/Web Design
- Certificate - Graphic Design

### Stackable Credentials

- Associate of Applied Science - Graphic Design/Web Design
- Certificate - Web Design

### Full-Time Schedules

Certificate - Graphic Design (Full-Time)

Certificate - Web Design (Full-Time)

Associate of Applied Science - Graphic Design/Web Design (Full-Time)

## Certificate - Graphic Design

Level One Certificate

A concentrated one-year degree program prepares students for careers in graphic design and desktop publishing. Through hands-on training and projects, students acquire the skills necessary to be successful in entry-level positions in advertising, publishing or related industries.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Design I	3
ARTS 2313	Graphic Design	3
ARTV 1351	Digital Video	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
ARTC 1353	Computer Illustration	3
ARTC 2347	Design Communication II	3
ARTV 2341	Advanced Digital Video	3
IMED 2315	Web Design II	3
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #3 (Summer)

ARTC 1349	Art Direction I	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Certificate - Web Design

Level One Certificate

A concentrated one-year degree program prepares students for careers in web design and video production. Through hands-on training and projects, students acquire the skills necessary to be successful in entry-level positions in web publishing, video production or related industries.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTC 1302	Digital Imaging I	3
ARTS 2313	Graphic Design	3
IMED 1316	Web Design I	3
ARTV 1351	Digital Video	3
ARTS 2348	Digital Media	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2 (Spring)</b>		
IMED 2315	Web Design II	3
BUSI 2304	Business Report Writing and Correspondence	3
ARTC 2347	Design Communication II	3
ARTV 2341	Advanced Digital Video	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>27</b>

## Associate of Applied Science - Graphic Design/Web Design

A concentrated two-year degree program prepares students for careers in graphic design, web design, digital publishing/printing, and multimedia design/development. Through hands-on training and projects, students acquire the skills necessary to be successful in industry. An internship program helps bridge the gap from formal training to full-time employment. Articulation agreements exist between local high schools for this program.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ARTS 2313	Graphic Design	3
ARTV 1351	Digital Video	3
ARTC 1302	Digital Imaging I	3
IMED 1316	Web Design I	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>15</b>



**Semester #2 (Spring)**

ARTC 2347	Design Communication II	3
IMED 2315	Web Design II	3
ARTV 2341	Advanced Digital Video	3
ARTC 1353	Computer Illustration	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>

**Semester #3 (Summer)**

ARTC 1349	Art Direction I	3
<b>Semester Credit Hours</b>		<b>3</b>

**Semester #4 (Fall)**

ARTC 1327	Typography	3
ARTS 2348	Digital Media	3
GRPH 2309	Digital Pre-Press	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>12</b>

**Semester #5 (Spring)**

ARTC 2388	Internship - Commercial and Advertising Art	3
ARTC 2335	Portfolio Development for Graphic Design	3
BUSI 2304	Business Report Writing and Correspondence	3
Select from one of the following:		3
HIST 1301	U S History I	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
MUSI 1310	American Music	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Health Information Management

College of the Mainland offers courses for students interested in Health Information Management, which includes Medical Coding. A Health Information Technician performs a variety of health information-related functions, including organization, analysis, coding and technical evaluation of health information and interaction with administrative and financial departments in a variety of systems, hospitals, clinics and other health care settings.

Students who successfully complete the AAS degree are eligible to sit for a national exam through the American Health Information Management Association (AHIMA) to become Registered Health Information Technicians (RHIT).

Upon completion of the Medical Coding Certificate, students may sit for the Certified Coding Association (CCA) exam sponsored by AHIMA and the Certified Professional Coder (CPC) exam sponsored by the American Academy of Professional Coders (AAPC).

### Accreditation

The Health Information Management accreditor of College of the Mainland is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for ASSOCIATE degree in HEALTH INFORMATION MANAGEMENT has been reaffirmed through 21-22. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at [info@cahiim.org](mailto:info@cahiim.org)



## Medical Coding Certificate and Health Information Management Associate of Applied Science Requirements

Students taking the AAS or Medical Coding Certificate are required to:

- maintain a "C" (75 percent average in HITT related courses)
- pass a Criminal Background Check

- provide documentation of current immunizations such as Tetanus, Measles, Mumps, Rubella, TB Skin Test, Chicken Pox
- pass a drug screen

Students may also be required to:

- provide proof of completion of Hepatitis B and Influenza vaccine series
- wear hospital scrubs and student identification badge

## Graduation Requirements

To be eligible for an Associate of Applied Science degree in Health Information Management, students must

- complete the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better
- pass each HITT related course listed in the prescribed course of study with a grade of "C" (75%) or better
- meet any individually prescribed behavior or remediation-related requirements

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*

### Stackable Credentials

- Associate of Applied Science - Health Information Management
- Certificate - Medical Coding

## Full-Time Schedules

Certificate - Medical Coding (Full-Time)

Associate of Applied Science - Health Information Management (Full-Time)

## Certificate - Medical Coding

Level Two Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
HITT 1305	Medical Terminology I	3
BIOL 2401	Anatomy & Physiology I	4
BCIS 1305	Business Computer Applications	3
<b>Semester Credit Hours</b>		<b>10</b>
<b>Semester #1 (Fall)</b>		
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Anatomy & Physiology II	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Semester #2 (Spring)</b>		
HITT 1345	Health Care Delivery System	3
HITT 1341	Coding and Classification Systems	3
HITT 1353	Legal and Ethical Aspects of Health Information	3

HITT 2330	Pathophysiology and Pharmacology	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3 (Fall)</b>		
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #4 (Spring)</b>		
HITT 2346	Advanced Medical Coding	3
HITT 2266	Practicum - Registered Health Information Technician Review	2
<b>Semester Credit Hours</b>		<b>5</b>
<b>Total Semester Credit Hours</b>		<b>40</b>

HITT 2346	Advanced Medical Coding	3
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Applied Science - Health Information Management

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
HITT 1305	Medical Terminology I	3
BIOL 2401	Anatomy & Physiology I	4
BCIS 1305	Business Computer Applications	3
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #1 (Fall)</b>		
MATH 1342	Elementary Statistical Methods	3
HITT 1301	Health Data Content and Structure	3
BIOL 2402	Anatomy & Physiology II	4
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2 (Spring)</b>		
HITT 1345	Health Care Delivery System	3
HITT 1341	Coding and Classification Systems	3
HITT 1255	Health Care Statistics	2
HITT 1353	Legal and Ethical Aspects of Health Information	3
HITT 2330	Pathophysiology and Pharmacology	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #3 (Fall)</b>		
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 2335	Coding and Reimbursement Methodologies	3
HITT 1311	Health Information Systems	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4 (Spring)</b>		
HITT 2339	Health Information Organization and Supervision	3
HITT 2266	Practicum - Registered Health Information Technician Review	2

## **Information Technology**

### **List of Information Technology Degrees/ Certificates**

Occupational Skills Award - Cybersecurity

Certificate - Cybersecurity

Associate of Applied Science - Cybersecurity

Occupational Skills Award - Networking

Certificate - Networking

Occupational Skills Award - SQL Server Database Fundamentals

Certificate - Programming

# Information Technology - Cybersecurity

The Information Technology – Cybersecurity program is designed to provide students with the skills needed for a career in information technology with a focus on cybersecurity. The program prepares students for the workforce or provides foundational skills for information technology programs at the university level.

## Stackable Credentials

- Associate of Applied Science - Cybersecurity
- Certificate - Cybersecurity
- Occupational Skills Award - Cybersecurity Fundamentals

## Full-Time Schedules

Occupational Skills Award - Cybersecurity Fundamentals

Certificate - Cybersecurity

Associate of Applied Science - I.T. - Cybersecurity

## Occupational Skills Award - Cybersecurity Fundamentals

(This Occupational Skills Award offering will begin Spring 2021 pending approval of the Southern Association of Colleges and Schools/Commission on Colleges)

The Cybersecurity Fundamentals Occupational Skills Award is designed to provide students with a fundamental education for obtaining employment in information security.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITSY 1342	Information Technology Security	3
ITSY 2301	Firewalls & Network Security	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #2</b>		
ITSY 2342	Incident Response and Handling	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>9</b>

## Certificate - Cybersecurity

(This Certificate offering will begin Spring 2021 pending approval of the Southern Association of Colleges and Schools/Commission on Colleges)

Level One Certificate

The Cybersecurity Certificate is designed to provide students with a well-rounded education for obtaining employment in information security. This is a Level One Certificate.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITSC 1316	Linux Installation and Configuration	3
ITSY 1342	Information Technology Security	3
ITSY 2301	Firewalls & Network Security	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Semester #2</b>		
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITSY 2342	Incident Response and Handling	3
ITSY 2359	Security Assessment and Auditing	3
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>18</b>

## Associate of Applied Science - Cybersecurity

The Associate of Applied Science in IT Cybersecurity is designed to provide students with a well-rounded education for obtaining employment in various areas of the information technology field, including Computer Support, Network Administrator, and Information Security.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1316	Linux Installation and Configuration	3
ENGL 1301	Composition I	3
MATH 1332 or MATH 1314	Contemporary Math (Quantitative Reasoning) or College Algebra	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
COSC 1301	Introduction to Computing	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
ITSY 1342	Information Technology Security	3
ITSC 2325	Advanced Linux	3
ITSY 2301	Firewalls & Network Security	3
COSC 1336	Programming Fundamentals I	3

PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
ITSY 2342	Incident Response and Handling	3
ITSY 2359	Security Assessment and Auditing	3
PHIL 2306	Introduction to Ethics	3
IMED 1316	Web Design I	3
POFT 1300 or ITNW 1380	Career Exploration/Planning or Cooperative Education - Computer Systems Networking and Telecommunications	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



## Networking

The Occupational Skills Award and Certificate in the Networking program are designed to provide students with skills needed in various aspects of information technology. Students will gain knowledge and skills required to pass a variety of industry recognized certifications. Certificates are offered in the areas of programming, data base administration, computer maintenance and networking.

### Stackable Credentials

- Certificate - Networking
- Occupational Skills Award - Networking Fundamentals

### Full-Time Schedules

Occupational Skills Award - Networking Fundamentals (Full-Time)

Certificate - Networking (Full-Time)

## Occupational Skills Award - Networking

The Information Technology (Networking) Occupational Skills Award is designed to provide the student with a fundamental IT and Networking education for obtaining employment as a Computer Support Specialist.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Semester #2 (Spring)</b>		
ITSC 1325	Personal Computer Hardware	3
ITSC 1305	Introduction to PC Operating Systems	3
<b>Semester Credit Hours</b>		<b>6</b>
<b>Total Semester Credit Hours</b>		<b>12</b>

## Certificate - Networking

Level One Certificate

The Information Technology (Networking) Certificate is designed to provide the student with a well-rounded education for obtaining employment as a Network or Systems Administrator. Students gain practical experience as they fulfill the requirements of their co-op education course. This is a Level One Certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
ITNW 1308	Implementing and Supporting Client Operating Systems	3
ITNW 1354	Implementing and Supporting Servers	3
ITSC 1316	Linux Installation and Configuration	3

ITSY 1300	Fundamentals of Information Security	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITSC 1391	Special Topics in Computer and Information Sciences, General Linux	3
ITNW 1345	Implementing Network Directory Services	3
ITNW 1353	Supporting Network Server Infrastructure	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Fall)</b>		
ITNW 1325	Fundamentals of Networking Technologies	3
ITNW 2312	Routers	3
ITNW 2305	Network Administration	3
ITNW 1480	Cooperative Education - Computer Systems Networking and Telecommunications	4
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>40</b>

## Programming

The Occupational Skills Award and Certificate in the Computer Information Systems program are designed to provide students with skills needed in various aspects of information technology. Students will have the ability to gain knowledge and skills required to pass a variety of industry recognized certifications. Certificates are offered in the areas of programming, data base administration, computer maintenance and networking.

### Stackable Credentials

- Certificate - Programming
- Occupational Skills Award - SQL Server Database Fundamentals

### Full-Time Schedules

Occupational Skills Award - SQL Server Database Fundamentals (Full-Time)

Certificate - Programming (Full-Time)

## Occupational Skills Award - SQL Server Database

This Award consists of three of the first-semester courses in the Programming Certificate. This award provides the student with the ability to earn the Microsoft Technology Associate Certification for SQL Server. This award leads students to the Programming Certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
COSC 1301	Introduction to Computing	3
COSC 1436	Programming Fundamentals I	4
ITSW 1307	Introduction to Database	3
<b>Semester Credit Hours</b>		<b>10</b>
<b>Total Semester Credit Hours</b>		<b>10</b>

## Certificate - Programming

Level One Certificate

This Certificate consists of a broad range of Information Technology (IT) courses designed to provide graduates with skills needed to work as an IT professional. This certificate is completed in three semesters with 28 credit hours. Students work part time as an intern during the last semester.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
COSC 1301	Introduction to Computing	3
COSC 1436	Programming Fundamentals I	4
ITSE 2309	Database Programming	3
IMED 1316	Web Design I	3
<b>Semester Credit Hours</b>		<b>13</b>

### Semester #2

ITSW 1307	Introduction to Database	3
IMED 2315	Web Design II	3
COSC 1437	Programming Fundamentals II	4
<b>Semester Credit Hours</b>		<b>10</b>

### Semester #3

COSC 2436	Programming Fundamentals III	4
ITSE 1480	Cooperative Education - Computer Programming/Programmer, General	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>31</b>

## Law Enforcement

The Peace Officer Academy (768 hours) is designed to provide graduates the necessary basic training to obtain a position as a police officer, constable, deputy sheriff, or any other licensed peace officer position within the State of Texas. All courses must be taken together and successfully passed for the graduate to test for state licensure.

### Admission Requirements

1. Students must apply to COM and complete the College requirements for entry.
2. Applicants must pass a criminal history background check and meet state requirements for entry.
3. Applicants must have a high school diploma or a GED.

Information regarding specific state requirements can be obtained by calling 409-933-8299 or 409-933-8285 at the Law Enforcement Training Center.

## Certificate - Basic Peace Officer Academy

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV	5
CJLE 2247	Tactical Skills for Police	2
<b>Semester Credit Hours</b>		<b>22</b>
<b>Total Semester Credit Hours</b>		<b>22</b>

# Mathematics

Students completing an Associate of Science (AS) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## Associate of Science - Mathematics Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
HIST 1301	U S History I	3
MATH 2413	Calculus I	4
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
MATH 2414	Calculus II	4
ENGL 1302	Composition II	3
HIST 1302	U S History II	3
PHYS 2425	University Physics I	4
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
MATH 2415	Calculus III	4
PHYS 2426	University Physics II	4
SPCH 1315	Public Speaking	3
GOVT 2305	Federal Government Constitution & Topics	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
MATH 2318	Linear Algebra	3
MATH 2320	Differential Equations	3
GOVT 2306	Texas Government	3
Select from one of the following		3
ARTS 1301	Art Appreciation	
DRAM 1310	Theater Appreciation	
MUSI 1306	Music Appreciation	
Select from one of the following		3
HUMA 1301	Introduction to the Humanities I	

PHIL 1301	Introduction to Philosophy	
ENGL 2341	Forms of Literature	
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Medical Assisting

The Medical Assisting Certificate program provides entry-level education for individuals interested in a health profession. Medical Assistants are allied health professionals who assist the physicians in the medical setting; they perform routine administrative and clinical tasks in order to keep the physician's office running efficiently.

This program is designed for full-time or part-time enrollment.

The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

This organization can be contacted at: Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350.

### Admission Requirements

1. High school diploma or GED
2. Apply to COM and complete the College requirements for entry
3. Approved Criminal Background Check
4. Approved Drug Screen

### Program Requirements

Requirements for progression and completion of the program depend on the student demonstrating the learning outcomes and competencies, including professionalism, for each course. The minimum passing grade for each course is a "C" (i.e., 75% or above). Students who fail a course will be required to repeat the course. Failing a course twice will result in failure to progress and dismissal from the program. Because the knowledge and skills taught in this program are scaffolded, students are expected to take the courses in the sequence provided in the degree plan.

### Graduation Requirements

1. Complete the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Pass each MDCA class listed in the prescribed course of study with a grade of "C" (75%) or better,
3. Meet any individually prescribed behavior or remediation-related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.*



### Stackable Credentials

1. Associate of Applied Science - Medical Assisting
2. Certificate - Medical Assisting

### Full-Time Schedules

Certificate - Medical Assisting (Full-Time)

Associate of Applied Science - Medical Assisting (Full-Time)

## Certificate - Medical Assisting

Level Two Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
HITT 1305	Medical Terminology I	3
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2</b>		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1448	Pharmacology & Administration of Medications	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
MDCA 1305	Medical Law and Ethics	3

MDCA 1321	Administrative Procedures	3
MDCA 1460	Clinical - Medical/Clinical Assistant	4
MDCA 1254	Certified Medical Assistant Exam Review	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>37</b>

## Associate of Applied Science - Medical Assisting

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
HITT 1305	Medical Terminology I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2</b>		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1448	Pharmacology & Administration of Medications	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3</b>		
MDCA 1254	Certified Medical Assistant Exam Review	2
MDCA 1460	Clinical - Medical/Clinical Assistant	4
MDCA 1321	Administrative Procedures	3
MDCA 1305	Medical Law and Ethics	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #4</b>		
MATH 1342	Elementary Statistical Methods	3
ENGL 1301	Composition I	3
HPRS 1201	Introduction to Health Professions	2
COSC 1301 or BCIS 1305	Introduction to Computing or Business Computer Applications	3
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #5</b>		
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
PHIL 2306	Introduction to Ethics	3
SPCH 1318	Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>60</b>



## Music

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

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Total hours for Associate of Arts Degree: 60 Credits

Music courses run in sequence and should be taken, as recommended, since certain music courses are not offered every semester. Academic courses such as English, History, Government, Speech, and Natural Science are offered all year and may be taken during any semester. The Associate of Arts Degree will transfer for a Bachelor of Music Degree, with majors in performance, music education, music theory, and music composition or music literature. This degree does not include all of the College of the Mainland Core Curriculum classes and a student transferring to a 4 year university will be required to complete all Core Curriculum classes.

## Associate of Arts - Music

**Program Description:** College of the Mainland Music Program offers an Associate of Arts with a Field of Study in Music. The courses in this degree will give the student a thorough knowledge of music theory, development of piano skills, and the ability to do music dictation as well as perform in one on the many musical ensembles. Private instruction on the student's chosen instrument will also be included. For members of the community not seeking a degree, they can participate in the music ensembles and enrich their musical abilities in class piano or class guitar or private instruction, as well as enroll in music appreciation classes.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
MUSI 1311	Music Theory I	3
MUSI 1116	Sight Singing & Ear Training I	1
MUAP	Applied Major Instrument	2
MUEN	Ensemble	1
MUSI 1181	Class Piano I <sup>1</sup>	1
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
MUSI 1312	Music Theory II	3
MUSI 1117	Sight Singing & Ear Training II	1

MUAP	Applied Major Instrument	2
MUEN	Ensemble	1
MUSI 1182	Class Piano II	1
MUSI 1307	Music Literature	3
ENGL 1302	Composition II	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>17</b>
<b>Semester #3</b>		
MUSI 2311	Music Theory III	3
MUSI 2116	Sight Singing & Ear Training III	1
MUAP	Applied Major Instrument	2
MUEN	Ensemble	1
MUSI 2181	Class Piano III	1
HIST 1301	U S History I	3
GOVT 2305	Federal Government Constitution & Topics	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
MUSI 2312	Music Theory IV	3
MUSI 2117	Sight Singing & Ear Training IV	1
MUAP	Applied Major Instrument	2
MUEN	Ensemble	1
MUSI 2182	Class Piano IV	1
HIST 1302	U S History II	3
GOVT 2306	Texas Government	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

<sup>1</sup> Piano students should substitute MUAP in minor instrument or voice 11XX, 11XX, 21XX, 21XX.

## Natural Science

Students can earn an Associate of Science in Natural Science, which prepares them to transfer to a university to major in a number of scientific fields. Students can explore through labs, hands-on class activities, and extra-curricular opportunities. Students will gain marketable skills in empirical and quantitative analysis, critical thinking, communication, and teamwork while completing their coursework and laboratory requirements. COM offers courses in biology, chemistry, geology, and physics.

Students completing an Associate of Science (AS) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

## Associate of Science - Emphasis in Natural Science

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
HIST 1301	U S History I	3
Select from one of the following (not previously taken):		4
BIOL 1406	Biology for Science Majors I	
CHEM 1411	General Chemistry I	
GEOL 1403	Physical Geology	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
HIST 1302	U S History II	3
MATH 2412	Precalculus	4
Select from one of the following (not previously taken):		4
BIOL 1407	Biology for Science Majors II	
CHEM 1412	General Chemistry II	
GEOL 1404	Historical Geology	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #3</b>		
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2305	Federal Government Constitution & Topics	3
BIOL 1322	Nutrition and Diet Therapy	3
Select from one of the following:		3

ECON 2302	Principles of Microeconomics	
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
Select from one of the following (not previously taken):		4
CHEM 1411	General Chemistry I	
GEOL 1405	Environmental Science	
PHYS 1401	College Physics I	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
GOVT 2306	Texas Government	3
Select from one of the following:		3
HUMA 1301	Introduction to the Humanities I	
PHIL 2306	Introduction to Ethics	
ENGL 2333	World Literature II	
Select from one of the following (not previously taken):		4
CHEM 1412	General Chemistry II	
GEOL 1445	Oceanography	
PHYS 1402	College Physics II	
Select from one of the following:		3
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
DRAM 1310	Theater Appreciation	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Nursing

The Nursing Careers Department offers the following program areas that prepare students to start or continue a career in the nursing field:

RN to Bachelor of Science - Nursing

Associate of Applied Science - Pre-Licensure Nursing

Associate of Applied Science - LVN-RN Transition

Certificate: Vocational Nursing

## Nursing - RN to Bachelor of Science

The RN to Bachelor of Science Degree in Nursing (BSN) program prepares the graduate to:

- Synthesize knowledge, skills, and values from the arts, sciences, and humanities as an exemplar of professional nursing and an advocate of social justice.
- Provide comprehensive patient-centered care utilizing an organized framework to make individual, community, and population-based decisions grounded in evidence-based practice.
- Utilize data to monitor outcomes of care and improvement methods to continuously improve the quality and safety of nursing care to minimize risk of harm individually and across the healthcare system. Communicate and collaborate with the interdisciplinary team to lead and manage shared decision-making for optimal patient, family, population, and community outcomes.
- Communicate and collaborate with the interdisciplinary team to lead and manage shared decision-making for optimal patient, family, population, and community outcomes.

The RN to BSN program is a hybrid transition program for individuals who possess an Associate of Applied Science Degree in Nursing and who hold an active and unencumbered registered nurse (RN) license. The first cohort of students will be admitted, tentatively, in the fall 2021 semester. The second cohort of students will be admitted, tentatively, in the fall 2022 semester. Admission will be offered in fall, spring, and summer semesters the second year that the RN to BSN program is offered.

The RN to BSN program degree plan consists of non-nursing courses in the physical and psychobiological sciences, math, and humanities and 32 credit hours in nursing science.

**Admission to the college does not guarantee admission to the BSN program.** Students must apply for admission the BSN program once all prerequisite courses and admission criteria are met. For admission and program information, see the RN to BSN program Fact Sheet, and/or contact Advising.

### RN to Bachelor of Science in Nursing Graduation Requirements

To be eligible for the RN to Bachelor of Science Degree in Nursing, students must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the RN to Bachelor of Science in Nursing with a minimum cumulative GPA of 2.0.
3. Completion of at least one-third of the credit hours toward a baccalaureate degree must be earned at COM.
4. Cleared all holds and financial obligations to COM.
5. Passed all sections of the TSI examination unless the student is exempt.

### RN to Bachelor of Science in Nursing Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
BIOL 2401	Anatomy & Physiology I	4

BIOL 2402	Anatomy & Physiology II	4
ENGL 1301	Composition I	3
PSYC 2301	General Psychology	3
BIOL 2420	Microbiology for Non-Science Majors	4
PSYC 2314	Lifespan Growth & Development	3
PHIL 2306	Introduction to Ethics	3
BIOL 1322	Nutrition and Diet Therapy	3
MATH 1342	Elementary Statistical Methods	3
CHEM 1406	Introductory Chemistry I	4
<b>Semester Credit Hours</b>		<b>34</b>

#### Semester #1

NURS 3350	Tran to Baccalaureate Nursing	3
NURS 3353	Informatics & Technology in Healthcare	3
NURS 3354	Legal & Ethical Issues in Healthcare	3
NURS 3352	Health Assess Across Lifespan (BSN)	3
ENGL 1302	Composition II	3
<b>Semester Credit Hours</b>		<b>15</b>

#### Semester #2

NURS 3432	Community Health Nursing	4
NURS 4341	Health Promotion Across the Lifespan (BSN)	3
NURS 3351	Research & Evidence-Based Nursing Practice	3
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>13</b>

#### Semester #3

GOVT 2305	Federal Government Constitution & Topics	3
ARTS 1301	Art Appreciation	3
SPCH 1315	Public Speaking	3
HIST 1302	U S History II	3
<b>Semester Credit Hours</b>		<b>12</b>

#### Semester #4

GOVT 2306	Texas Government	3
NURS 4358	Public & Global Health Policy	3
NURS 3244	Issues & Trends in Nursing	2
NURS 4457	Leadership & Management	4
NURS 4161	Leadership and Management Clinical	1
<b>Semester Credit Hours</b>		<b>13</b>

**Total Semester Credit Hours 87**

## Nursing - Registered Nursing Tracks

The Associate of Applied Science degree in Nursing prepares the graduate to care for patients as a registered nurse (RN) in four major nursing roles:

- Member of the Profession
- Provider of Patient-Centered Care
- Patient Safety Advocate
- Member of the Health Care Team

The program is approved by the Texas Board of Nursing (BON) and accredited by the Accreditation Commission for Education in Nursing (ACEN). These organizations can be contacted at:

Texas Board of Nursing  
333 Guadalupe #3-460  
Austin, TX 78701  
1-512-305-7400  
[www.bon.texas.gov](http://www.bon.texas.gov) (<http://www.bon.texas.gov>)

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, NE, Suite 850  
Atlanta, GA 30326  
404-975-5000

There are two tracks in the **AAS Nursing** program. The **pre-licensure track** is a four semester plan of study designed for unlicensed applicants. New pre-licensure students are admitted in the fall and spring semesters.

The **LVN-RN transition** track is a three semester plan of study designed for Licensed Vocational Nurses (LVNs). New transition students are admitted in the summer.

Both tracks include general education and nursing courses. The degree plan consists of 24 credit hours of non-nursing courses in the humanities and psychobiological sciences and 36 credit hours in nursing science. Program graduates are eligible to apply to the Texas BON to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

**Admission to the college does not guarantee admission to the AAS Nursing program.** Students must apply for admission to the AAS Nursing program once all prerequisite courses and admission criteria are met. For admission and program information, contact the Nursing Department staff at 409-933-8425.

### Associate of Applied Science - Nursing Graduation Requirements

To be eligible for an Associate of Applied Science Degree in Nursing, students must have

1. successfully completed (with a grade of "C" or better in each course) the prescribed course of study (Pre-Licensure Track or LVN-RN Transition Track) and have an overall grade point average of 2.0 or better;
2. have spent a minimum of two academic years in college;
3. met any individually prescribed behavior or remediation related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational*

*license upon program completion. The following website provides links to information about the licensing process and requirements: [https://www.bon.texas.gov/licensure\\_eligibility.asp](https://www.bon.texas.gov/licensure_eligibility.asp).*

*Should you wish to request a review of the impact of criminal history on your potential Registered Nurse License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": [https://www.bon.texas.gov/licensure\\_endorsement.asp](https://www.bon.texas.gov/licensure_endorsement.asp).*

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

The Nursing Careers Department provides two tracks in which students may become a Registered Nurse:

- Associate of Applied Science - Nursing - Pre-Licensure Track (Full-Time)
- Associate of Applied Science - LVN-RN Transition Track (Full-time)

## Associate of Applied Science - Nursing Pre-Licensure Track

### Required Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
PSYC 2301	General Psychology	3
<b>Semester Credit Hours</b>		<b>18</b>
<b>Semester #1</b>		
PSYC 2314	Lifespan Growth & Development	3
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1331	Principles of Clinical Decision-Making	3
RNSG 1260	Foundations of Nursing Clinical	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
RNSG 1341	Common Concepts of Adult Health	3
RNSG 1261	Common Concepts of Adult Health Clinical	2
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Mental Health Nursing Clinical	1
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #3</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2261	Nursing Care of the Childbearing and Childrearing Family Clinical	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 1162	Complex Concepts of Adult Health Clinical	1
Select from one of the following:		3
ARTS 1301	Art Appreciation	

MUSI 1306	Music Appreciation	
PHIL 2306	Introduction to Ethics	
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
RNSG 2332	Enhanced Concepts of Adult Health	3
RNSG 2262	Enhanced Concepts of Adult Health Clinical	2
RNSG 2230	Professional Nursing Review and Licensure Preparation	2
RNSG 2263	Capstone Clinical	2
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

PHIL 2306	Introduction to Ethics	
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
RNSG 2332	Enhanced Concepts of Adult Health	3
RNSG 2262	Enhanced Concepts of Adult Health Clinical	2
RNSG 2230	Professional Nursing Review and Licensure Preparation	2
RNSG 2263	Capstone Clinical	2
<b>Semester Credit Hours</b>		<b>9</b>
<b>Total Semester Credit Hours</b>		<b>51</b>

## Associate of Applied Science - LVN-RN Transition Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
BIOL 2402	Anatomy & Physiology II	4
BIOL 2420	Microbiology for Non-Science Majors	4
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
<b>Semester Credit Hours</b>		<b>21</b>
<b>Transition Track Curriculum Schedule</b>		
Upon successful completion of RNSG 1327 and RNSG 1263 (achieving a grade of "C" or better), students will be awarded advanced standing in lieu of the following courses:		
RNSG 1260	Foundations of Nursing Clinical	
RNSG 1331	Principles of Clinical Decision-Making	
RNSG 1413	Foundations for Nursing Practice	
RNSG 1261	Common Concepts of Adult Health Clinical	
RNSG 1341	Common Concepts of Adult Health	
<b>Semester Credit Hours</b>		<b>0</b>
<b>Semester #1</b>		
RNSG 1327	Transition to Professional Nursing	3
RNSG 1263	Transition to Professional Nursing Clinical	2
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Mental Health Nursing Clinical	1
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #2</b>		
RNSG 1412	Nursing Care of the Childbearing and Childrearing Family	4
RNSG 2261	Nursing Care of the Childbearing and Childrearing Family Clinical	2
RNSG 1343	Complex Concepts of Adult Health	3
RNSG 1162	Complex Concepts of Adult Health Clinical	1
Select from one of the following:		3
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	



## Nursing - Vocational Nursing

The Vocational Nursing program prepares successful graduates to function as Licensed Vocational Nurses (LVNs). The LVN provides nursing care to patients in a variety of situations and health care settings under the supervision of a registered nurse and/or physician. The Vocational Nursing curriculum is a three semester full-time certificate training program that includes class activities, nursing skills training, and clinical experiences in a variety of healthcare settings. These courses prepare the graduate with competencies in the following roles:

- member of the profession
- provider of patient-centered care
- patient safety advocate
- member of the health care team.

The Vocational Nursing program also addresses the essential competencies expected of new graduates as outlined by the Differentiated Essential Competencies (DECs) of Graduates of Texas Nursing Programs. Upon successful completion of all program requirements, the graduate will receive a Certificate in Vocational Nursing and may apply to take a National Council Licensure Examination for Practical Nurses (NCLEX-PN).

The Vocational Nursing Program is approved by the Texas Higher Education Coordinating Board and Texas Board of Nursing (BON). The BON can be contacted at:

Texas Board of Nursing  
333 Guadalupe #3-460  
Austin, TX 78701  
1-512-305-7400  
[www.bon.texas.gov](http://www.bon.texas.gov) (<http://www.bon.texas.gov>)

For admission and program information, contact the Nursing Department staff at 409-933-8425.

## Graduation Requirements

Students must have

1. successfully completed (with a grade of "C" or better in each course) the prescribed course of study of 42 semester hours with an overall grade point average of 2.0 or better;
2. have spent a minimum of one academic year in college;
3. met any individually prescribed behavior or remediation-related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: [https://www.bon.texas.gov/licensure\\_eligibility.asp](https://www.bon.texas.gov/licensure_eligibility.asp).*

*Should you wish to request a review of the impact of criminal history on your potential Registered Nurse License prior to or during your quest for a degree, you can visit this link and request a "Criminal History Evaluation": [https://www.bon.texas.gov/licensure\\_endorsement.asp](https://www.bon.texas.gov/licensure_endorsement.asp).*

*This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal*

*offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.*

## Certificate - Vocational Nursing

Level Two Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Prerequisite Courses</b>		
BIOL 2401	Anatomy & Physiology I	4
<b>Semester Credit Hours</b>		<b>4</b>
<b>Semester #1</b>		
BIOL 2402	Anatomy & Physiology II	4
VNSG 1122	Vocational Nursing Concepts	1
VNSG 1227	Essentials of Medication Administration	2
VNSG 1323	Basic Nursing Skills	3
VNSG 1260	Clinical - Practical Nursing I	2
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
VNSG 1231	Pharmacology	2
VNSG 1236	Mental Health	2
VNSG 1429	Medical-Surgical Nursing I	4
VNSG 2331	Advanced Nursing Skills	3
VNSG 1261	Clinical-Practical Nursing II	2
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
VNSG 1119	Leadership and Professional Development	1
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1234	Pediatrics	2
VNSG 1432	Medical-Surgical Nursing II	4
VNSG 2460	Clinical-Practical Nursing III	4
<b>Semester Credit Hours</b>		<b>13</b>
<b>Total Semester Credit Hours</b>		<b>42</b>

## Occupational Safety and Health Technology

The Occupational Safety and Health Technology program will prepare students for careers in the occupational safety and health field where they will identify, analyze and control hazards of the workplace. Students will develop a strong background in safety, health and environmental topics as well as the core sub-disciplines of chemistry, math, science, and technical writing.

Students will be trained to manage safety and health programs, perform safety inspections and audits, develop safety controls, and ensure compliance with the OSHA regulations. The AAS degree program meets the requirements of the Board of Certified Safety Professionals (BCSP) to sit for the Associate Safety Professional (ASP) and Certified Safety Professional (CSP) exams (with the required years of professional experience).

### Graduation Requirements

To be eligible for either a Certificate or an Associate of Applied Science degree in Occupational Safety and Health Technology, students must have completed the prescribed courses listed in this catalog with an overall grade point average of 2.0 or better, and pass each class listed in the prescribed course of study with a grade of "C" or better.

### Stackable Credentials

- Associate of Applied Science - Occupational Safety and Health Technology
- Certificate - Occupational Safety and Health Technology

### Full-Time Schedules

Certificate - Occupational Safety and Health Technology - Fall/Spring Start (Full-Time)

Associate of Applied Science - Occupational Safety and Health Technology - Fall/Spring Start (Full-Time)

## Certificate - Occupational Safety and Health Technology

Level One Certificate

### Full-Time Student Schedule, Fall Start

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
OSHT 1301	Introduction to Safety and Health	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 2401	OSHA Regulations - General Industry	4
OSHT 1321	Fire Protection Systems	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2 (Spring)</b>		
EPCT 1305	Environmental Regulations Overview	3
EPCT 1341	Principles of Industrial Hygiene	3
OSHT 1309	Physical Hazards Control	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3

OSHT 2309	Safety Program Management	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
EPCT 1313	Contingency Planning	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Total Semester Credit Hours</b>		<b>34</b>

## Associate of Applied Science - Occupational Safety and Health Technology

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
OSHT 1301	Introduction to Safety and Health	3
OSHT 1305	OSHA Regulations - Construction Industry	3
OSHT 2401	OSHA Regulations - General Industry	4
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #2 (Spring)</b>		
OSHT 1309	Physical Hazards Control	3
EPCT 1341	Principles of Industrial Hygiene	3
MATH 1314	College Algebra	3
ENGL 2311	Technical Writing	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
EPCT 1313	Contingency Planning	3
<b>Semester Credit Hours</b>		<b>3</b>
<b>Semester #4 (Fall)</b>		
CHEM 1405	Introductory Chemistry I (Process Tech) / Occupational Safety)(030)	4
OSHT 2305	Ergonomics and Human Factors in Safety	3
OSHT 1321	Fire Protection Systems	3
PHIL 2306	Introduction to Ethics	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #5 (Spring)</b>		
BMGT 2309 or COSC 1301	Leadership or Introduction to Computing	3
EPCT 1305	Environmental Regulations Overview	3
OSHT 2309	Safety Program Management	3
PSYC 2301	General Psychology	3
BIOL 1406 or BIOL 2401	Biology for Science Majors I or Anatomy & Physiology I	4
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Pharmacy Technician

The Pharmacy Technician Certification program is nationally accredited through the American Society of Health System Pharmacists (ASHP). Pharmacy Technicians are skilled healthcare specialists who work under the direction of a licensed pharmacist. This program will prepare the student to pass the national Pharmacy Technician Certification Exam and to obtain the skills necessary to function as a successful pharmacy technician in a retail or hospital setting. Each student is given the opportunity as an intern to realize the actual on-site job experience in both a hospital and community pharmacy.

This program is designed for either full-time or part-time enrollment. The program begins each fall. See course descriptions for prerequisites and co-requisites. Students will pay for malpractice insurance and will be required to pass a background check and drug screen. Any misdemeanor or felony conviction may prohibit the student from obtaining the appropriate registration with the Texas State Board of Pharmacy and being able to participate in the on-site internship. A TB skin test and seasonal influenza vaccination will be required as well as documentation of TDAP, MMR, Hepatitis B and varicella immunization/history.

## Admission Requirements

1. High school diploma or GED, or enrolled in a high school or equivalent program.
2. Completion and compliance with College of the Mainland's Application for Admission. Apply to the college at [https://build.com.edu/uploads/sitecontent/files/pharmacy-technician/PhT\\_appl\\_pkt\\_NEW\\_updated\\_09172018\\_pgs.pdf](https://build.com.edu/uploads/sitecontent/files/pharmacy-technician/PhT_appl_pkt_NEW_updated_09172018_pgs.pdf)
3. Completion of the Pharmacy Technician Program Application at <https://com.edu/academics/pharmacy-technician/how-to-begin.html> (<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcom.edu%2Facademics%2Fpharmacy-technician%2Fhow-to-begin.html&data=04%7C01%7C%7Cc872ef71748841c1806d08d8e356a9d0%7Cdeac870e5c5c4ce68f6c73ef01d45399%7C0%7C637509308645939389%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLjBTi6IklhaWwLCJXVCi6ImNo%3D%7C1000&sdata=v089liDFMRICs6LN2zqoUiwKyfHHbOvnRIK4c8D90mE%3D&reserved=0>) mailed or returned to:

College of the Mainland  
Attn: Pharmacy Technician  
STEAM Building  
1200 Amburn Rd  
Texas City, TX 77591

4. Interview with Program Director
5. Approved Criminal Background Check
6. Approved Drug Screen

## Graduation Requirements

To be eligible for graduation, students must have

1. Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Passed each PHRA related course listed in the prescribed course of study with a grade of "C" (75%) or better,
3. Met any individually prescribed behavior or remediation-related requirements.

*Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational*

*license upon program completion. Program specific information will be provided in course syllabi.*

## Stackable Credentials

1. Associate of Applied Science - Pharmacy Technician
2. Certificate - Pharmacy Technician

## Full-Time Schedules

Certificate - Pharmacy Technician (Full-Time)

Associate of Applied Science - Pharmacy Technician (Full-Time)

## Certificate - Pharmacy Technician

Level One Certificate

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Math I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
PHRA 1347	Pharmaceutical Math II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1445	Compounding Sterile Preparations	4
PHRA 2360	Clinical - Pharmacy Technician/Assistant	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>30</b>

## Associate of Applied Science - Pharmacy Technician

The AAS degree will help further the opportunities for management and advanced responsibility roles.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PHRA 1301	Introduction to Pharmacy	3
PHRA 1309	Pharmaceutical Math I	3
PHRA 1441	Pharmacy Drug Therapy and Treatment	4
PHRA 1449	Institutional Pharmacy Practice	4
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #2</b>		
PHRA 1347	Pharmaceutical Math II	3
PHRA 1404	Pharmacotherapy and Disease Process	4
PHRA 1243	Pharmacy Technician Certification Review	2
PHRA 1445	Compounding Sterile Preparations	4

PHRA 2360	Clinical - Pharmacy Technician/Assistant	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
HITT 1305	Medical Terminology I	3
ENGL 1301	Composition I	3
BIOL 2401	Anatomy & Physiology I	4
PHRA 1102	Pharmacy Law	1
BCIS 1305 or COSC 1301	Business Computer Applications or Introduction to Computing	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
BIOL 2402	Anatomy & Physiology II	4
PHIL 2306	Introduction to Ethics	3
Select from one of the following:		3
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
PSYC 2314	Lifespan Growth & Development	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
BMGT 1327 or BUSI 1301	Principles of Management or Business Principles	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Process Technology

The Process Technology Program offers students core courses related to the process operations industry that will prepare them to develop in their careers as safe, efficient and environmentally responsible Process Technicians. Students entering this program should realize that Process Operators generally work rotating shifts in both hot and cold environments, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals.

The Process Technology program is committed to serving the community and industry in partnership with a quality, industry-driven curriculum. The program will develop and supply a technically prepared workforce in the Operator profession for the petrochemical industry. In addition to developing technical knowledge regarding plant operations, Process Technology students will develop communication and team building skills throughout the program.

An advisory committee consisting of education and industry representatives meets regularly to review, provide feedback and direct improvements in the program.

### Graduation Requirements

To be eligible for an Associate of Applied Science degree in Process Technology, students must have

1. Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Passed each class listed in the prescribed course of study with a grade of "C" or better,
3. Met any individually prescribed behavior or remediation-related requirements.

## Associate of Applied Science Degree - Petrochemical Process Technology

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
PTAC 1302	Introduction to Process Technology	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
CHEM 1405	Introductory Chemistry I (Process Tech) / Occupational Safety)(030)	4
PTAC 1310	Process Technology I - Equipment	3
PTAC 1308	Safety, Health, and Environment I	3
PHIL 2306 or HUMA 1301	Introduction to Ethics or Introduction to the Humanities I	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #3</b>		
PHYS 1401 or PHYS 1410	College Physics I or Applied Physics	4

PTAC 1332	Process Instrumentation I	3
PTAC 1350	Industrial Economics	3
PTAC 2314	Quality	3
<b>Semester Credit Hours</b>		<b>13</b>
<b>Semester #4</b>		
PTAC 2420	Process Technology II - Systems	4
PTAC 1354	Industrial Processes	3
Select from one of the following:		3
SPCH 1315	Public Speaking	
SPCH 1321	Business & Professional Communication	
BUSI 2304	Business Report Writing and Correspondence	
PHED 1164	Introduction to Physical Fitness and Wellness	1
<b>Semester Credit Hours</b>		<b>11</b>
<b>Semester #5</b>		
PTAC 2346	Process Troubleshooting	3
PTAC 2438	Process Technology III - Operations	4
CTEC 2445	Unit Operations	4
<b>Semester Credit Hours</b>		<b>11</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Theatre

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

Associate of Arts-Theatre - Whether their passion is working onstage or behind the scenes, the College of the Mainland's Theatre Program prepares young artists through a long-standing tradition of producing exceptional, quality theatre. The program combines the expertise of an outstanding faculty/staff and the real-world experience gained through being a member of a thriving community theatre.

- Associate of Arts - Theatre - Performance Track
- Associate of Arts - Theatre - Technical Track

## Associate of Arts - Theatre: Performance - Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
DRAM 1120	Rehearsal and Performance I	1
DRAM 1330	Stagecraft I	3
DRAM 1351	Acting I	3
DRAM 2355	Script Analysis	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
HIST 1301	U S History I	3
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
SOCI 1301	Introduction to Sociology	
PSYC 2301	General Psychology	
DRAM 1121	Rehearsal and Performance II	1
DRAM 1352	Acting II	3
DRAM 2336	Voice for the Actor	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	

GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
DRAM 2120	Rehearsal and Performance III	1
DRAM 1322	Stage Movement	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
HIST 1302	U S History II	3
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2332	World Literature I	
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2306	Texas Government	3
DRAM 2121	Rehearsal and Performance IV	1
DRAM 1310	Theater Appreciation	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Associate of Arts - Theatre: Technical Track

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300 or EDUC 1300	Psychology for Success or Psychology for Success	3
ENGL 1301	Composition I	3
DRAM 1120	Rehearsal and Performance I	1
DRAM 1330	Stagecraft I	3
DRAM 1351	Acting I	3
DRAM 2355	Script Analysis	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
ENGL 1302	Composition II	3
HIST 1301	U S History I	3
Select from one of the following:		3
ECON 2301	Principles of Macroeconomics	
SOCI 1301	Introduction to Sociology	
PSYC 2301	General Psychology	
DRAM 1121	Rehearsal and Performance II	1
DRAM 2331	Stagecraft II	3
DRAM 2335	Theater Design	3
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #3</b>		
GOVT 2305	Federal Government Constitution & Topics	3
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	



CHEM 1406	Introductory Chemistry I	
DRAM 2120	Rehearsal and Performance III	1
DRAM 1342	Costume Technology	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
HIST 1302	U S History II	3
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2332	World Literature I	
PHED 1164	Introduction to Physical Fitness and Wellness	1
GOVT 2306	Texas Government	3
DRAM 2121	Rehearsal and Performance IV	1
DRAM 1310	Theater Appreciation	3
<b>Semester Credit Hours</b>		<b>14</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Visual Arts

Students completing an Associate of Arts (AA) degree at COM will meet the following requirements:

1. Completion of a minimum of 60 semester credit hours that may be comprised of courses from the core curriculum, institutional requirements, and Fields of Study.
2. Maintain at least a 2.0 grade point average (GPA). Only credit-bearing College of the Mainland courses will be used to calculate a GPA.
3. Completion of last 15 credit hours toward this degree at COM, with the exception of reverse transfer.
4. Satisfy TSI liability.

College of the Mainland's Visual Arts Program offers courses dedicated to the creative growth of students as makers and visionaries. Classes include lecture courses in art history and art appreciation, as well as hands-on studio courses in ceramics, sculpture, painting, photography, design, drawing and digital media. Courses emphasize design skills, relevant content development, originality, critical dialog, and portfolio development for academic transfer to four-year universities or schools of art. Students may also use COM art courses for personal enrichment, or as electives enhancing the creative thinking required by other disciplines in a highly competitive world.

## Associate of Arts - Visual Arts

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
PSYC 1300	Psychology for Success	3
ENGL 1301	Composition I	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
Select from one of the following:		4
BIOL 1408	Biology for Non-Science Majors I	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
Select from one of the following:		3
ARTS 1311	Design I	
ARTS 1316	Drawing I	
ARTS 1312	Design II	
<b>Semester Credit Hours</b>		<b>16</b>
<b>Semester #2</b>		
Select from one of the following:		3
ARTS 1311	Design I	
ARTS 1316	Drawing I	
ARTS 2348	Digital Media	
ENGL 1302	Composition II	3
ARTS 1303 or ARTS 1304	Art History I or Art History II	3
Select from one of the following:		3
MATH 1332	Contemporary Math (Quantitative Reasoning)	
MATH 1314	College Algebra	

MATH 1342	Elementary Statistical Methods	
SPCH 1315 or SPCH 1318	Public Speaking or Interpersonal Communication	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
Select from one of the following:		3
ARTS 2346	Ceramics I	
ARTS 2356	Photography I	
ARTS 2316	Painting I	
PHED 1164	Introduction to Physical Fitness and Wellness	1
Select from one of the following:		3
ARTS 2323	Life Drawing	
ARTS 2326	Sculpture I	
ARTS 2316	Painting I	
Select from one of the following:		4
BIOL 1407	Biology for Science Majors II	
GEOL 1403	Physical Geology	
CHEM 1406	Introductory Chemistry I	
<b>Semester Credit Hours</b>		<b>14</b>
<b>Semester #4</b>		
Select from one of the following:		3
PHIL 1301	Introduction to Philosophy	
HUMA 1301	Introduction to the Humanities I	
ENGL 2322	British Literature I	
Select from one of the following:		3
PSYC 2301	General Psychology	
SOCI 1301	Introduction to Sociology	
ECON 2301	Principles of Macroeconomics	
Select from one of the following:		3
ARTS 2356	Photography I	
ARTS 2323	Life Drawing	
ARTS 2346	Ceramics I	
GOVT 2305 or GOVT 2306	Federal Government Constitution & Topics or Texas Government	3
HIST 1301 or HIST 1302	U S History I or U S History II	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

## Welding Technologies

The Welding Technology Program prepares students for a career in welding through hands-on, real-world welding training. Welding instruction is provided with carbon steel, stainless steel plate and pipe in all positions using GTAW, SMAW, GMAW and FCAW processes along with PAC (plasma arc cutting) and Oxy-fuel operations.

Students will attain a wide variety of marketable skills while being taught introductory and advanced welding methods. College of the Mainland offers a career pathway in Welding Technologies that allows students to complete a number of welding programs that qualify students to take a national certification exam.

### Graduation Requirements

To be eligible for a Certificate or Associate of Applied Science degree in Welding Technology, students must have

- Completed the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better
- Passed each class listed in the prescribed course of study with a grade of "C" or better
- Met any individually prescribed behavior or remediation related requirements.

### Stackable Credentials

- Associate of Applied Science - Welding
- Certificate - Advance Level Welding
- Certificate - Entry Level Welding

### Full-Time Schedules

Certificate - Entry Level Welding (Full-Time)

Certificate - Advance Level Welding (Full-Time)

Associate of Applied Science - Welding (Full-Time)

## Certificate - Entry Level Welding

Level One Certificate

Upon completion of the entry level welding certificate program, students will demonstrate competency in performing a bend test on a vertical 3G V-groove. This bend test incorporates the essential welding skills assessed in the Entry Level Welding certificate courses and prepares students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the Entry Level Welding certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
<b>Semester Credit Hours</b>		<b>12</b>

### Semester #2 (Spring)

WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Certificate - Advance Level Welding

Level One Certificate

Upon completion of the advanced level welding certificate program, students will demonstrate competency in performing a bend test on 5G-2" carbon steel pipe (combo and restricted). This bend test incorporates the essential welding skills assessed in the Advanced Level Welding certificate courses and prepares students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the Advanced Level Welding certificate.

### Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2 (Spring)</b>		
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #3 (Summer)</b>		
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #4 (Fall)</b>		
WLDG 2406	Intermediate Pipe Welding	4
WLDG 2413	Welding Using Multiple Processes	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Total Semester Credit Hours</b>		<b>40</b>

## Associate of Applied Science - Welding

Upon completion of the AAS welding degree program, students will demonstrate competency in performing a bend test on 6G-2" carbon steel pipe (combo and restricted). This bend test incorporates the essential welding skills assessed in all courses leading to the AAS and prepares

students for the welding industry pre-job qualification tests. This test serves as the capstone experience for the AAS Welding degree.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1 (Fall)</b>		
WLDG 1421	Introduction to Welding Fundamentals	4
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4
ENGL 1301	Composition I	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2 (Spring)</b>		
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	4
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	4
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3 (Summer)</b>		
WLDG 1435	Introduction to Pipe Welding	4
WLDG 2451	Advanced Gas Tungsten Arc (GTAW) Welding	4
<b>Semester Credit Hours</b>		<b>8</b>
<b>Semester #4 (Fall)</b>		
WLDG 2453	Advanced Pipe Welding	4
WLDG 2413	Welding Using Multiple Processes	4
WLDG 2406	Intermediate Pipe Welding	4
HIST 1301	U S History I	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #5 (Spring)</b>		
Select from one of the following:		3
PHIL 2306	Introduction to Ethics	
ARTS 1301	Art Appreciation	
MUSI 1306	Music Appreciation	
GEOL 1403	Physical Geology	4
<b>Semester Credit Hours</b>		<b>7</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

# Course Descriptions

## General Information

Each course description identifies a course, the weekly lecture time and lab time in hours, and prerequisites to the course. Academic transfer courses will be indicated by ACGM. All courses that count toward an Associate of Arts, Associate of Arts in Teaching or Associate of Science degree at College of the Mainland must be ACGM courses. Workforce Education courses will be indicated by WECM. Bachelor of Science in Nursing courses will be indicated by UDCM.

If students enroll for a course and do not have the appropriate prerequisites, they will be withdrawn.

The numbering system for each course is described as follows: Using ACNT 1303 as an example the first number (1) shows it is a freshman course (a 2 would indicate it is a sophomore course). The second number (3) shows three credits are earned upon successful completion. The last two numbers are used for administrative purposes only.

## Prerequisite Information

Students must earn a grade of "C" or better in all prerequisite courses to satisfy the prerequisite requirement.

## Course Inventory

### ACCT 2301. PRINCIPLES OF FINANCIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Recommended co-requisite: MATH 1324 Mathematics for Business & Social Science.

### ACCT 2302. PRINCIPLES OF MANAGERIAL ACCOUNTING (LECTURE 3, LAB 1). CREDIT 3. ACGM.

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Prerequisite: ACCT 2301 Principles of Financial Accounting with a grade of "C" or better.

### ACNT 1303. INTRODUCTION TO ACCOUNTING I (LECTURE 3, LAB 0). CREDIT 3. WECM.

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 payrolls.

### ACNT 1313. COMPUTER ACCOUNTING APPLICATIONS (LECTURE 3, LAB 1). CREDIT 3. WECM.

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, database and general ledger software. Prerequisite: ACNT 1303 or ACCT 2301 with a grade of "C" or better. Offered spring only.

### ACNT 1331. FEDERAL INCOME TAX: INDIVIDUAL (LECTURE 3, LAB 0). CREDIT 3. WECM.

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. Offered fall only.

### ACNT 1382. COOPERATIVE EDUCATION - ACCOUNTING TECHNICIAN (LECTURE 1, COOP 20). CREDIT 3. WECM.

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. Prerequisite: Completion of 12 credit hours or equivalent work experience.

### ACNT 2302. ACCOUNTING CAPSTONE (LECTURE 3, LAB 0). CREDIT 3. WECM.

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. Students will complete the accounting cycle for service and merchandising businesses; demonstrate computer skills related to accounting applications in business; prepare financial reports; communicate report findings in written and/or oral form; solve complex accounting issues; and participate in research and discussion on accounting issues, trends, and/or situations. Prerequisites: ACCT 2301 and ACCT 2302 with a grade of "C" or better.

### ARCE 1452. STRUCTURAL DRAFTING (LECTURE 3, LAB 3). CREDIT 4. WECM.

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. Prerequisites: DFTG 1305 and DFTG 1433 with a grade of "C" or better. Offered fall only.

### ARTC 1302. DIGITAL IMAGING I (LECTURE 2, LAB 4). CREDIT 3. WECM.

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions.

### ARTC 1327. TYPOGRAPHY (LECTURE 2, LAB 4). CREDIT 3. WECM.

A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards. Prerequisite: ARTC 2347 with a grade of "C" or better. Offered fall only.

**ARTC 1349. ART DIRECTION I****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Creation of projects in art direction for advertising graphic campaigns for products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project. Prerequisite: ARTC 1353 with a grade of "C" or better. Offered summer only.

**ARTC 1353. COMPUTER ILLUSTRATION****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Use of the tools and transformation options of an industry-standard vector drawing program to create complex illustrations or drawings. Offered spring only.

**ARTC 1391. SPECIAL TOPICS IN GRAPHIC DESIGN, COMMERCIAL ART AND ILLUSTRATION****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

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. Prerequisite: Instructor approval.

**ARTC 2335. PORTFOLIO DEVELOPMENT FOR GRAPHIC DESIGN****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. Prerequisites: GRPH 2309 or IMED 2315 with a grade of "C" or better. Offered spring only.

**ARTC 2347. DESIGN COMMUNICATION II****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

An advanced study of the design process and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements. Offered spring only.

**ARTC 2388. INTERNSHIP - COMMERCIAL AND ADVERTISING ART****(LECTURE 0, INTR 18). CREDIT 3. WECM.**

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: Instructor Approval.

**ARTS 1301. ART APPRECIATION****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1303. ART HISTORY I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

(Prehistoric to the 14th century) A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1304. ART HISTORY II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

(14th century to the present) A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ARTS 1311. DESIGN I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.

**ARTS 1312. DESIGN II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

An introduction to the fundamental terminology, concepts, theory and application of three-dimensional design.

**ARTS 1313. FOUNDATIONS OF ART****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

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****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

**ARTS 1317. DRAWING II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisite: ARTS 1316 with a grade of C or better.

**ARTS 2311. DESIGN III****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that is a theoretical and practical study of color and composition in art and design. The course consists of studio-based projects using the formal and conceptual aspects of color. The course also examines the functions of color in art from different historical and cultural perspectives.

**ARTS 2313. GRAPHIC DESIGN****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio course that introduces basic objectives, principles, and methods used in graphic design. The course focuses on creativity, aesthetic judgment, and critical-thinking skills to expand conceptual solutions within the realm of contemporary graphic design.

**ARTS 2316. PAINTING I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that introduces the fundamental principles, materials, and techniques of painting. ARTS 1311 and ARTS 1316 are recommended as prerequisites but are not required.



**ARTS 2317. PAINTING II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that furthers the study of the principles, materials, and techniques of painting. Prerequisite: ARTS 1316 with a grade of "C" or better.

**ARTS 2323. LIFE DRAWING****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Basic study of the human form. Studio art course that introduces the analytic study of the human form and the figure's potential for compositional and expressive use in drawing.

**ARTS 2326. SCULPTURE I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces the materials, processes, and issues pertaining to the making of three-dimensional objects and environments. The course explores the use of varied materials and techniques along with the formal and conceptual principles that form the basis of contemporary sculpture.

**ARTS 2346. CERAMICS I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

**ARTS 2347. CERAMICS II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery. Prerequisite: ARTS 2346 with a grade of "C" or better.

**ARTS 2348. DIGITAL MEDIA****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

**ARTS 2356. PHOTOGRAPHY I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

**ARTS 2357. PHOTOGRAPHY II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium. Prerequisite: ARTS 2356 with a grade of "C" or better.

**ARTV 1351. DIGITAL VIDEO****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation. Offered fall only.

**ARTV 2341. ADVANCED DIGITAL VIDEO****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Advanced digital video techniques for post-production. Emphasizes integration of special effects and animation for film, video, and the Internet. Exploration of new and emerging compression and video streaming technologies. Prerequisite: ARTV 1351 with a grade of "C" or better. Offered spring only.

**BARB 1402. BARBER STYLING I****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Continued development in haircutting techniques and implementation of basic styling. Introduction to chemical reformation.

**BARB 1404. INTRODUCTION TO BARBER STYLING****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Basic techniques for hair cutting. Introduction to the related skills of shampooing and treatments, and of trimming beards and mustaches.

**BARB 1442. BARBER STYLING II****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Continuation of Barber Styling I with emphasis on intermediate hands-on application of skills.

**BARB 2431. ADVANCED BARBER STYLING I****(LECTURE 2, LAB 7). CREDIT 4. WECM.**

Advanced skills in all areas of haircutting hairstyling and skincare. Introduction to haircoloring techniques.

**BARB 2441. ADVANCED BARBER STYLING II****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Continuation of Advanced Barber Styling I with further refinement of all skills and theory for licensure.

**BARB 2444. BARBER LAW AND SHOP MANAGEMENT II****(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Continuation of Barber Law and Shop Management I. Includes advanced business management and preparation for the State Board Examination for a barber license.

**BCIS 1305. BUSINESS COMPUTER APPLICATIONS****(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**BIOL 1322. NUTRITION AND DIET THERAPY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This course is also offered as a distance learning course.

**BIOL 1406. BIOLOGY FOR SCIENCE MAJORS I****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Successful completion of College Algebra or a higher-level mathematics is recommended.



**BIOL 1407. BIOLOGY FOR SCIENCE MAJORS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of 'C' or better. Successful completion of Biology 1406 and College Algebra or higher-level mathematics, with a grade of "C" or better, is recommended.

**BIOL 1408. BIOLOGY FOR NON-SCIENCE MAJORS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**BIOL 1409. BIOLOGY FOR NON-SCIENCE MAJORS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Successful completion of BIOL 1408 with a grade of "C" or better is recommended.

**BIOL 2401. ANATOMY & PHYSIOLOGY I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 1408 with a grade "C" or better is strongly recommended as a prerequisite, but is not required.

**BIOL 2402. ANATOMY & PHYSIOLOGY II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. BIOL 2401 with a grade of "C" or better.

**BIOL 2420. MICROBIOLOGY FOR NON-SCIENCE MAJORS  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Prerequisites: Two lab-based courses (eight credit hours) selected from biology or chemistry core curriculum courses with a grade of "C" or better.

**BMGT 1301. SUPERVISION  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human skills. Offered fall only.

**BMGT 1313. PRINCIPLES OF PURCHASING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues.

**BMGT 1327. PRINCIPLES OF MANAGEMENT  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts, terminology, principles, theories, and issues in the field of management. Offered fall only.

**BMGT 1341. BUSINESS ETHICS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. Offered fall only.

**BMGT 1382. COOPERATIVE EDUCATION - BUSINESS ADMINISTRATION  
AND MANAGEMENT, GENERAL  
(LECTURE 1, COOP 20). CREDIT 3. WECM.**

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. Prerequisite: Completion of 12 credit hours or equivalent work experience.

**BMGT 2303. PROBLEM SOLVING AND DECISION MAKING (CAPSTONE)  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Decision-making and problem-solving processes in organizations utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities using managerial decision tools. Offered spring only.

**BMGT 2309. LEADERSHIP  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Offered spring only.

**BUSG 2309. SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Offered spring only.

**BUSI 1301. BUSINESS PRINCIPLES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**BUSI 2301. BUSINESS LAW  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.

**BUSI 2304. BUSINESS REPORT WRITING AND CORRESPONDENCE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Theory and applications for technical reports and correspondence in business.

**BUSI 2305. BUSINESS STATISTICS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. Prerequisite: MATH 1324 or MATH 1314 and BCIS 1305. Offered spring only.

**CHEM 1405. INTRODUCTORY CHEMISTRY I (PROCESS TECH) /  
OCCUPATIONAL SAFETY)(030)  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, crude oil chemistry, and environmental/consumer chemistry. Emphasis on topics related to Process technology. Prerequisite: MATH 1314 with a grade "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1406. INTRODUCTORY CHEMISTRY I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/ physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1411. GENERAL CHEMISTRY I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314 with a grade of "C" or better. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CHEM 1412. GENERAL CHEMISTRY II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles previously listed; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisite: CHEM 1411 with a grade of "C" or better.

**CHEM 2423. ORGANIC CHEMISTRY I  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Fundamental principles of organic chemistry will be studied in lecture and lab, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will also be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 1412 with a grade of "C" or better.

**CHEM 2425. ORGANIC CHEMISTRY II  
(LECTURE 3, LAB 4). CREDIT 4. ACGM.**

Advanced principles of organic chemistry will be studied in lecture and lab, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Prerequisites: CHEM 2423 with a grade of "C" or better.

**CJLE 1506. BASIC PEACE OFFICER I  
(LECTURE 3, LAB 7). CREDIT 5. WECM.**

Introduction to fitness and wellness, history of policing, professionalism and ethics, U.S. Constitution, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process and stress management.

**CJLE 1512. BASIC PEACE OFFICER II  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Course contains field note taking, report writing, use of force laws and concepts, problem solving, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR and crisis intervention, Hazmat and criminal investigation.

**CJLE 1518. BASIC PEACE OFFICER III  
(LECTURE 3, LAB 7). CREDIT 5. WECM.**

Course contains controlled substances laws, crowd management, crime scene investigation, interviews and interrogations, professional police driving.

**CJLE 1524. BASIC PEACE OFFICER IV  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Covers laws directly related to field work. Topics include the Transportation Code, intoxicated driver, standardized field sobriety testing, Alcoholic Beverage Code, Texas Family Code and civil liability. Demonstration of practical skills in areas of patrol procedures, mechanics of arrest and force options, firearms safety and emergency medical care, traffic collision investigations, report writing and crime scene investigations.

**CJLE 2247. TACTICAL SKILLS FOR POLICE  
(LECTURE 1, LAB 4). CREDIT 2. WECM.**

Covers tactical skills in firearms, building entries and disarming techniques.

**CJSA 1382. COOPERATIVE EDUCATION CRIMINAL JUSTICE  
(LECTURE 1, COOP 15). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This course will transfer into certain baccalaureate programs.

**COSC 1301. INTRODUCTION TO COMPUTING  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. (These courses are no longer cross-listed as BCIS 1305 and 1405).

**COSC 1336. PROGRAMMING FUNDAMENTALS I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for MATH majors. This course does not count as a prerequisite for Programming Fundamentals II. 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 1436. PROGRAMMING FUNDAMENTALS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. 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  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Prerequisite: COSC 1436 Programming Fundamentals I with a grade of "C" or better.

**COSC 2325. COMPUTER ORGANIZATION LANGUAGE  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. Prerequisite: COSC 1336 with a grade of "C" or better. Taught in spring only.

**COSC 2336. PROGRAMMING FUNDAMENTALS III  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

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. Prerequisite: COSC 1437 Programming Fundamentals II with a grade of "C" or better.

**COSC 2425. COMPUTER ORGANIZATION  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced. Prerequisite: COSC 1436 Programming Fundamentals I with a grade of "C" or better. Offered spring only.

**COSC 2436. PROGRAMMING FUNDAMENTALS III  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. Prerequisite: COSC 1437 Programming Fundamentals II with a grade of "C" or better.

**CRIJ 1301. INTRODUCTION TO CRIMINAL JUSTICE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 1306. COURT SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 1310. FUNDAMENTALS OF CRIMINAL LAW  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**CRIJ 2313. CORRECTIONAL SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CRIJ 2328. POLICE SYSTEMS AND PRACTICES  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**CSME 1202. APPLICATIONS FOR FACIAL AND SKIN CARE TECHNOLOGY  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Introduction to the application of facial and skin care technology. Includes identifying and utilizing professional skin care products.

**CSME 1244. INTRODUCTION TO SALON DEVELOPMENT  
(LECTURE 1, LAB 3). CREDIT 2. WECM.**

Develop procedures for appointment scheduling and record management. Identify issues related to inventory control and operational management.

**CSME 1302. APPLICATIONS OF FACIAL AND SKIN CARE TECHNOLOGY I  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Explain the benefits of professional skin care products. Apply and recommend professional skin care products to industry standards.

**CSME 1308. ORIENTATION OF EYELASH EXTENSIONS  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course provides the student with the practical skills necessary to safely and effectively apply eyelash extensions. Prerequisite: Students enrolled in the Cosmetology Operator or Cosmetology Instructor programs, or currently licensed Cosmetologist.

**CSME 1330. ORIENTATION TO NAIL TECHNOLOGY  
(LECTURE 1, LAB 6). CREDIT 3. WECM.**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Prerequisite: Students enrolled in the Cosmetology Operator or Cosmetology Instructor programs, or currently licensed Cosmetologists who want advanced training in Nail Technology.

**CSME 1348. PRINCIPLES OF SKIN CARE  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introduction of the theory and practice of skin care. Students will learn to identify the terminology related to the skin treatments, demonstrate the proper application, and exhibit workplace competencies in skin care.

**CSME 1401. ORIENTATION TO COSMETOLOGY  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This is an overview of the skills and knowledge necessary for the field of cosmetology. Students will learn to demonstrate introductory skills, professional ethics, sanitation and safety. The course will explain the rules and regulations of the institution, department, and state.

**CSME 1405. FUNDAMENTALS OF COSMETOLOGY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out. Students will learn to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulations, implement fundamental skills required by the Texas Department of Licensing and Regulations.

**CSME 1410. INTRODUCTION TO HAIRCUTTING AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is an introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning, and finishing techniques. Students will learn to identify terminology and exhibit basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements and various sectioning, haircutting and finishing skills.

**CSME 1420. ORIENTATION TO FACIAL SPECIALIST  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is an overview of the skills and knowledge necessary for the field of facials and skin care. Instruction will demonstrate the theory, skills, safety and sanitation, and professional ethics of basic facials and skin care and explain the rules and regulations of the institution, department and state. This course is offered for Esthetic Specialty only.

**CSME 1435. ORIENTATION TO THE INSTRUCTION OF COSMETOLOGY  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

This course presents an overview of skills and knowledge necessary for the instruction of cosmetology students, including methods and techniques of teaching skills, theory of teaching basic unit planning and daily skill lesson plan development. Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license.



**CSME 1443. MANICURING AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course is a presentation of the theory and practice of nail technology. Instruction identifies terminology related to nail technology, demonstrates the proper application of nail technology and exhibits workplace competencies in nail technology.

**CSME 1447. PRINCIPLES OF SKIN CARE/FACIALS AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

Students will receive an in-depth coverage of the theory and practice of skin care, facials and cosmetics. Instruction will identify the terminology related to the skin, products, treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. This course is required for Esthetic Specialty; Operators will enroll in CSME 1348.

**CSME 1451. ARTISTRY OF HAIR, THEORY AND PRACTICE  
(LECTURE 2, LAB 7). CREDIT 4. WECM.**

This course provides instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Successful students will exhibit workplace competencies related to the artistry of hair and demonstrate the professional skills of hair design.

**CSME 1453. CHEMICAL REFORMATION AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. This course will identify terminology related to chemical reformation, demonstrate the proper application, and exhibit workplace competencies related to chemical reformation.

**CSME 1534. COSMETOLOGY INSTRUCTOR I  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course covers the fundamentals of instructing cosmetology students, including methods of teaching skills in a lab situation. Outcomes include classroom/ clinic management; designing teaching methodologies. Prerequisite: Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license. Co-requisite: CSME 1435 and CSME 2414.

**CSME 1543. MANICURING AND RELATED THEORY  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

**CSME 2250. PREPARATION FOR STATE LICENSING WRITTEN EXAMINATION  
(LECTURE 0, LAB 7). CREDIT 2. WECM.**

Contact hours for Barber to Cosmetology Crossover: Lecture 1, Lab 3. Preparation for the state licensing written examination. Instructor approval required.

**CSME 2251. PREPARATION FOR STATE LICENSING PRACTICAL EXAMINATION  
(LECTURE 0, LAB 7). CREDIT 2. WECM.**

Contact hours for Barber to Cosmetology Crossover: Lecture 1, Lab 3. Preparation for the state licensing practical examination. Instructor approval required.

**CSME 2333. APPLICATION OF FACIAL AND SKIN TECHNOLOGY II  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Continuation of the Application of Facial and Skin Care Technology I. Preparation for the state licensing Facial Specialty Exam.

**CSME 2401. PRINCIPLES OF HAIR COLORING AND RELATED THEORY  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This is a presentation of the theory, practice, and chemistry of hair color. Instruction will identify terminology, demonstrate the proper application and exhibit workplace competencies related to hair color.

**CSME 2414. COSMETOLOGY INSTRUCTOR II  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

This course is a continuation of the fundamentals of instructing cosmetology students and introduces students to methods and techniques of teaching informational theory relative to cosmetology. Prerequisites: Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license. Co-requisite: CSME 1435 and CSME 1534, or instructor approval.

**CSME 2441. PREPARATION FOR THE STATE LICENSING EXAMINATION  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course provides preparation for the Texas Department of Licensing and Regulations Operator Examination. Successful students will exhibit the skills and knowledge required for the completion of the Texas Department of Licensing and Regulations examination. Instructor approval required.

**CSME 2445. INSTRUCTIONAL THEORY AND CLINICAL OPERATION  
(LECTURE 2, LAB 5). CREDIT 4. WECM.**

An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. This course is an overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination, also covering employment skills including the preparation of resumes and interviewing techniques. Prerequisites: Must have a valid Texas Cosmetology Operator, Esthetic Specialty, or Manicure Specialty license. Co-requisites: CSME 2549 and 2544 or with instructor approval.

**CSME 2544. COSMETOLOGY INSTRUCTOR IV  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

This course offers advanced concepts of instruction in a cosmetology program. Topics include demonstration, development and implementation of advanced evaluation and assessment techniques. Successful students will exhibit instructional skills; develop assessment and evaluation techniques that promote student learning, and implement evaluation tools to measure student outcomes. Prerequisite: Must have a valid Texas Cosmetology Operator License. Co-requisites: CSME 2445 and 2549 or with instructor approval.

**CSME 2549. COSMETOLOGY INSTRUCTOR III  
(LECTURE 3, LAB 6). CREDIT 5. WECM.**

Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Must have a valid Texas Cosmetology Operator License. Co-requisite: CSME 2445 and 2544 or with instructor approval.

**CTEC 2445. UNIT OPERATIONS****(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course provides instruction in the principles of chemical engineering and process equipment. Emphasis is on scale-up from laboratory to pilot plant. Students will get "hands-on" operating experience on glass distillation column in the lab, as well as actual operating experience on the pilot-sized glycol separation unit. Instruction on procedure writing, safety and environmental issues will also be provided. Students will describe unit operation concepts; solve elementary chemical mass/energy balances; interpret analytical data and apply distillation and fluid flow principles. Students will be tested and OSHA Certified on the Glycol Separation Unit and taught basic distillation "hands-on" troubleshooting techniques. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, PHYS 1410 or PHYS 1401. Grade of "C" or better required in prerequisite courses. This is a Capstone course.

**DFTG 1305. INTRODUCTION TO TECHNICAL DRAWING****(LECTURE 2, LAB 2). CREDIT 3. WECM.**

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

**DFTG 1417. ARCHITECTURAL DRAFTING - RESIDENTIAL****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Prerequisites: DFTG 1305 and DFTG 1433 with a grade of "C" or better. Offered spring only.

**DFTG 1430. CIVIL DRAFTING I****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Preparation of civil drawings including drafting methods and principles used in civil engineering. Prerequisite: DFTG 1305 and DFTG 1433 with a grade of "C" or better.

**DFTG 1433. MECHANICAL DRAFTING****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

**DFTG 1445. PARAMETRIC MODELING AND DESIGN****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Prerequisite: DFTG 1305 and DFTG 1433 with grade of "C" or better. Offered spring only.

**DFTG 2381. COOPERATIVE EDUCATION - DRAFTING****(LECTURE 1, COOP 20). CREDIT 3. WECM.**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. This course may be repeated if topics and learning outcomes vary.

**DFTG 2419. INTERMEDIATE COMPUTER-AIDED DRAFTING****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

A continuation of practices and techniques used in basic computer-aided drafting, including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Prerequisites: DFTG 1305 and DFTG 1433 with a grade of "C" or better. Offered spring only.

**DFTG 2423. PIPE DRAFTING****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Prerequisites: DFTG 1305 and DFTG 1433 with a grade of "C" or better. Offered fall only.

**DFTG 2432. ADVANCED COMPUTER-AIDED DRAFTING****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An advanced level drafting course. This course will cover advanced CAD techniques. Prerequisite: DFTG 1305 and DFTG 1433 with a grade of "C" or better. Offered fall only.

**DFTG 2438. FINAL PROJECT - ADVANCED DRAFTING****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

An advanced level drafting course in which students participate in a comprehensive project from conception to conclusion. Prerequisites: DFTG 1305 and DFTG 1433 with a grade of "C" or better.

**DRAM 1120. REHEARSAL AND PERFORMANCE I****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1121. REHEARSAL AND PERFORMANCE II****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1310. THEATER APPRECIATION****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey of theatre including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required. Prerequisite: Eligible for ENGL 1301. This course fulfills the Fine Arts credit in the core curriculum.

**DRAM 1322. STAGE MOVEMENT****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.

**DRAM 1330. STAGECRAFT I****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Study and application of the methods and components of theatrical production that may include one or more of the following: theatre facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1342. COSTUME TECHNOLOGY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles and techniques of costume design and construction theory for theatrical productions.



**DRAM 1351. ACTING I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theatre terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 1352. ACTING II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theatre terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisite: DRAM 1351 with a grade of "C" or better.

**DRAM 2120. REHEARSAL AND PERFORMANCE III****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 2121. REHEARSAL AND PERFORMANCE IV****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Practicum in theatre open to all students with emphasis on technique and procedures with experience gained in play productions. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**DRAM 2331. STAGECRAFT II****(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Continued study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

**DRAM 2335. THEATER DESIGN****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey of principles and practices of theater design and its elements. The fundamentals of art and their application to major areas of theatrical design.

**DRAM 2336. VOICE FOR THE ACTOR****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

**DRAM 2351. ACTING III****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Prerequisite: DRAM 1352 with a grade of "C" or better.

**DRAM 2355. SCRIPT ANALYSIS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

**DRAM 2366. FILM APPRECIATION****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. This course fulfills the Fine Arts credit in the core curriculum.

**ECON 2301. PRINCIPLES OF MACROECONOMICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles and fiscal policy and monetary policy. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 5 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better.

**ECON 2302. PRINCIPLES OF MICROECONOMICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 5 or MATH 0306, MATH 0308, MATH 0315 or MATH 0320 with a grade of "C" or better.

**EDUC 1300. PSYCHOLOGY FOR SUCCESS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. Also listed as PSYC 1300. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

**EDUC 1301. INTRODUCTION TO THE TEACHING PROFESSION****(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and 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. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

**EDUC 2301. INTRODUCTION TO SPECIAL POPULATIONS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301 with a grade of "C" or better.

**EMSP 1260. CLINICAL - EMERGENCY MEDICAL TECHNOLOGY  
(LECTURE 0, CLIN 7). CREDIT 2. WECM.**

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. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience. Instructor approval required.

**EMSP 1438. INTRODUCTION TO ADVANCED PRACTICE  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

Preparation for certification as an Emergency Medical Technician (EMT). At completion, students will describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concepts of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communication; interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Instructor approval required.

**EMSP 1455. TRAUMA MANAGEMENT  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Knowledge and skills in the assessment and management of patients with traumatic injuries. At completion, students will integrate the pathophysiological assessment findings to formulate a field impression; implement the treatment plan for the trauma patient; and integrate multiple determinants of trauma conditions into clinical care. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Instructor approval required.

**EMSP 1501. EMERGENCY MEDICAL TECHNICIAN - BASIC  
(LECTURE 3, LAB 8). CREDIT 5. WECM.**

Preparation for certification as an Emergency Medical Technician (EMT). At completion, students will demonstrate proficiency in cognitive, psychomotor and affective domains for the Emergency Medical Technician (EMT) in accordance with the current guidelines of the credentialing agency. Instructor approval required.

**EMSP 2168. PRACTICUM/FIELD EXPERIENCE-EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN I**

**(LECTURE 0, PRAC 10). CREDIT 1. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience under the direct supervision of a practicing professional. This course satisfies requirements towards AEMT (formerly "EMT-Intermediate") certification. Instructor approval required.

**EMSP 2169. PRACTICUM - EMERGENCY MEDICAL TECHNOLOGY/TECHNICIAN (EMT PARAMEDIC)**

**(LECTURE 0, PRAC 9). CREDIT 1. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience under the direct supervision of a practicing professional. The Medical Director may, at his discretion, require additional experience beyond the minimum requirements. Instructor approval required.

**EMSP 2243. ASSESSMENT BASED MANAGEMENT**

**(LECTURE 1, LAB 2). CREDIT 2. WECM.**

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Instructor approval required.

**EMSP 2306. EMERGENCY PHARMACOLOGY  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. At completion, students will categorize the classification of drugs; calculate drug dosages; and identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects. Course integrates with other classes in paramedic curriculum. Instructor approval required.

**EMSP 2330. SPECIAL POPULATIONS  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for diverse patients of special populations; and integrate multiple determinants of such conditions into clinical care. Instructor approval required.

**EMSP 2434. MEDICAL EMERGENCIES****(LECTURE 2, LAB 6). CREDIT 4. WECM.**

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. At completion, students will integrate pathophysiological assessment findings to formulate a field impression; implement a treatment plan for the medical patient; and integrate multiple determinants of medical conditions into clinical care. Instructor approval required.

**EMSP 2444. CARDIOLOGY****(LECTURE 2, LAB 6). CREDIT 4. WECM.**

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. At completion, students will integrate pathophysiological principles and assessment findings to formulate an impression; and implement a treatment plan for the cardiac patient. Instructor approval required.

**EMSP 2561. CLINICAL - EMT CLINICAL - EMERGENCY MEDICAL TECHNICIAN****(LECTURE 0, CLIN 15). CREDIT 5. WECM.**

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. As outlined in the learning plan, students will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This is an unpaid external learning experience. The Medical Director may, at his discretion, require additional experience beyond the minimum requirements. Instructor approval required.

**ENGL 1301. COMPOSITION I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**ENGL 1302. COMPOSITION II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2307. CREATIVE WRITING****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2311. TECHNICAL WRITING****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2322. BRITISH LITERATURE I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2323. BRITISH LITERATURE II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2327. AMERICAN LITERATURE I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2328. AMERICAN LITERATURE II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2332. WORLD LITERATURE I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2333. WORLD LITERATURE II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2341. FORMS OF LITERATURE****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGL 2351. MEXICAN-AMERICAN LITERATURE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of Mexican-American/Chicano/a literature including fiction, non-fiction, poetry and drama. Prerequisite: ENGL 1301 with a grade of "C" or better.

**ENGR 1201. INTRODUCTION TO ENGINEERING  
(LECTURE 1, LAB 3). CREDIT 2. ACGM.**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisite: MATH 1314 with a grade of "C" or better.

**ENGR 1304. ENGINEERING GRAPHICS I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Prerequisite: MATH 1314, minimum grade "C" or better.

**ENGR 2301. ENGINEERING MECHANICS - STATICS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of data, and fundamentals of computer graphics. Prerequisite: MATH 1314. Prerequisite: PHYS 2425. Prerequisite/Co-requisite: MATH 2414.

**ENGR 2302. MECHANICS II  
(LECTURE 2, LAB 2). CREDIT 3. ACGM.**

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisite: ENGR 2301 with a grade of "C" or better.

**ENGR 2304. PROGRAMMING FOR ENGINEERS  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Programming principles and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

**ENGR 2305. ELECTRICAL CIRCUITS I  
(LECTURE 2, LAB 4). CREDIT 3. ACGM.**

Principles of electrical circuits and systems. Basic circuit elements (resistance, inductance, mutual inductance, capacitance, independent and dependent controlled voltage, and current sources). Topology of electrical networks; Kirchhoff's laws; node and mesh analysis; DC circuit analysis; operational amplifiers; transient and sinusoidal steady-state analysis; AC circuit analysis; first- and second-order circuits; Bode plots; and use of computer simulation software to solve circuit problems. Prerequisite: PHYS 2426 and MATH 2414 with a grade of "C" or better. Prerequisite/Co-requisite: MATH 2320.

**ENGR 2333. ELEMENTARY CHEMICAL ENGINEERING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is the foundation for nearly all future chemical engineering courses and analysis. A strong foundation in mathematics, physics, and chemistry is required for application to the solution of problems in industrial chemistry. Students will receive an introduction to chemical engineering calculations, unit equations, process stoichiometry, material and energy balances, and states of matter, and will apply the laws of conservation of mass and energy to reacting and non-reacting, simple and complex chemical systems. Prerequisite: ENGR 1201, CHEM 1412, MATH 2414 and PHYS 2425 with a grade of "C" or better.

**EPCT 1305. ENVIRONMENTAL REGULATIONS OVERVIEW  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

**EPCT 1313. CONTINGENCY PLANNING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides an introduction to the development of an emergency response contingency plan for a facility or community. Emphasis is placed on analyzing the hazards, writing and implementing the contingency plans, and evaluating the effectiveness of the contingency plan.

**EPCT 1341. PRINCIPLES OF INDUSTRIAL HYGIENE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course introduces basic concepts in threshold limits, dose response, and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. It also provides a study of the control of occupational hazards and sample collection and evaluation methods.

**FIRS 1103. FIREFIGHTER AGILITY & FITNESS PREPARATION  
(LECTURE 1, LAB 1). CREDIT 1. WECM.**

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

**FIRS 1313. FIREFIGHTER CERTIFICATION III  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1319. FIREFIGHTER CERTIFICATION IV  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1323. FIREFIGHTER CERTIFICATION V  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.



**FIRS 1329. FIREFIGHTER CERTIFICATION VI  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1401. FIREFIGHTER CERTIFICATION I  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1407. FIREFIGHTER CERTIFICATION II  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRS 1433. FIREFIGHTER CERTIFICATION VII  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course is one in a series of courses in basic preparation for a new firefighter. The course must be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression. Subjects include curriculum and competencies as set forth in the TCFP Curriculum Manual for Basic Fire Suppression.

**FIRT 1353. LEGAL ASPECTS OF FIRE PROTECTION SERVICE  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course studies the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. Topics include basic criminal and civil law, relevant tort law, and state and federal legal systems.

**FIRT 1443. FIRE OFFICER II  
(LECTURE 2, LAB 6). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Officer I and II. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 1450. FIRE INVESTIGATOR  
(LECTURE 2, LAB 8). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Investigator Certification. Topics include competencies set forth in the TCFP curriculum for Fire Investigator. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Fire Investigator, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 2111. INCIDENT SAFETY OFFICER  
(LECTURE 0, LAB 3). CREDIT 1. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Incident Safety Officer Certification. Topics include competencies set forth in the TCFP curriculum for Incident Safety Officer. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Incident Safety Officer, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**FIRT 2309. FIREFIGHTING STRATEGIES AND TACTICS I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

The course studies the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of manpower and equipment to mitigate the emergency. Topics include the identification of potential scenarios in various fire situations, implementation of strategies and tactics, and components of an incident management system.

**FIRT 2407. FIRE INSTRUCTOR II  
(LECTURE 2, LAB 4). CREDIT 4. WECM.**

This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Instructor I and II. Students successfully completing this course will be eligible to take the TCFP Certification Examination for Fire Instructor I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**GEOL 1403. PHYSICAL GEOLOGY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. Prerequisite: TSIA2 Math 950+ or Diagnostic Level 6 or MATH 0315 or MATH 0320 with a grade of "C" or better.

**GEOL 1404. HISTORICAL GEOLOGY  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Prerequisite: GEOL 1403 with a grade of "C" or better.

**GEOL 1405. ENVIRONMENTAL SCIENCE  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A survey of the forces, including humans, that shape our physical and biologic environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0315 or MATH 0320 with a grade of "C" or better.

**GEOL 1445. OCEANOGRAPHY****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Survey of oceanography and related sciences. This course is a study of the marine environment describing principles of physical, chemical, biological and geological oceanography. Topics include the origin of oceans; the composition and history of seawater; oceanic currents, tides, waves and beaches; the sea floor; plant and animal life in the sea; oceanic resources and food; marine pollution, and the changing ocean due to climate change. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0315 or MATH 0320 with a grade of "C" or better.

**GEOL 1447. METEOROLOGY****(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

A study of the earth's atmosphere, weather and climate. Topics include the origin and evolution of the atmosphere, the seasons, solar and terrestrial radiation, the hydrologic cycle, the development of storms, and the fundamentals of global climate patterns. The course will focus on basics of weather, thunderstorms, tornadoes, hurricanes, floods, and the impact of air pollution and global warming. The lab portion of the course features hands-on meteorological observations and experiences with weather maps, forecasting, severe weather phenomena, atmospheric pollution, and climate change. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or IRW 0320 with a grade of "C" or better. Prerequisite: Math 950+ or Diagnostic Level 6 or MATH 0315 or MATH 0320 with a grade of "C" or better. A prior course in Physics and MATH 1314 strongly recommended.

**GOVT 2305. FEDERAL GOVERNMENT CONSTITUTION & TOPICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches; federalism; political participation; the national election process; public policy; civil liberties and civil rights. Prerequisite: : TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**GOVT 2306. TEXAS GOVERNMENT****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**GRPH 2309. DIGITAL PRE-PRESS****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus. Prerequisites: ARTC 2347 and ARTC 1302 with a grade of "C" or better. Offered fall only.

**HIST 1301. U S HISTORY I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism and the Civil War/ Reconstruction eras. Themes that may be addressed in United States History I include American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration and creation of the federal government. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HIST 1302. U S HISTORY II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HIST 2301. TEXAS HISTORY****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include Spanish colonization and Spanish Texas, Mexican Texas, the Republic of Texas, statehood and secession, oil, industrialization, and urbanization, civil rights and modern Texas. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**HITT 1255. HEALTH CARE STATISTICS****(LECTURE 2, LAB 1). CREDIT 2. WECM.**

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data. Prerequisite: MATH 1342.

**HITT 1301. HEALTH DATA CONTENT AND STRUCTURE****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**HITT 1305. MEDICAL TERMINOLOGY I****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

**HITT 1311. HEALTH INFORMATION SYSTEMS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health. Prerequisite: HITT 1301 with a grade of "C" or better.



**HITT 1341. CODING AND CLASSIFICATION SYSTEMS****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. Prerequisites: HITT 1305 and BIOL 2401 with a grade of "C" or better. Co-requisites: HITT 2330 and BIOL 2402.

**HITT 1345. HEALTH CARE DELIVERY SYSTEM****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 1353. LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2266. PRACTICUM - REGISTERED HEALTH INFORMATION TECHNICIAN REVIEW****(LECTURE 0, PRAC 14). CREDIT 2. WECM.**

Practical, general workplace training supported by an individualized learning plan developed by the employer, College and student.

**HITT 2330. PATHOPHYSIOLOGY AND PHARMACOLOGY****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Prerequisites: HITT 1305 and BIOL 2401 with a grade of "C" or better. Co-requisite: HITT 1341 and BIOL 2402.

**HITT 2335. CODING AND REIMBURSEMENT METHODOLOGIES****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Prerequisite: HITT 1341 with a grade of "C" or better.

**HITT 2339. HEALTH INFORMATION ORGANIZATION AND SUPERVISION****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Principles of organization and supervision of human, fiscal, and capital resources. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2343. QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems. Prerequisite: HITT 1301 with a grade of "C" or better.

**HITT 2346. ADVANCED MEDICAL CODING****(LECTURE 3, LAB 1). CREDIT 3. WECM.**

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. Prerequisite: HITT 1341 with a grade of "C" or better.

**HPRS 1201. INTRODUCTION TO HEALTH PROFESSIONS****(LECTURE 2, LAB 0). CREDIT 2. WECM.**

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**HRPO 1311. HUMAN RELATIONS****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment. Offered fall only.

**HRPO 2301. HUMAN RESOURCES MANAGEMENT****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Behavioral and legal approaches to the management of human resources in organizations. Offered spring only.

**HUMA 1301. INTRODUCTION TO THE HUMANITIES I****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Prerequisite: ENGL 1301 with a grade of "C" or better.

**HUMA 1302. INTRO TO THE HUMANITIES II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. HUMA 1301 is not a prerequisite for HUMA 1302. Prerequisite: ENGL 1301 with a grade of "C" or better.

**IMED 1316. WEB DESIGN I****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Offered fall only.

**IMED 2315. WEB DESIGN II****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

A study of mark-up language and advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites, according to accessibility standards, cultural appearance, and legal issues. Prerequisite: IMED 1316 with a grade of "C" or better. Offered spring only.

**IRW 0320. ADVANCED INTEGRATED READING AND WRITING****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course integrates more advanced preparation than IRW 0300 regarding academic reading skills and skills in writing a variety of academic assignments. Topics include critical reading and writing skills. Students will be expected to write compositions similar to those assigned in ENGL 1301. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**ITNW 1308. IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course covers the fundamentals of managing and configuring local, network, and distributed network clients. Topics may adapt to changes in industry practices.

**ITNW 1325. FUNDAMENTALS OF NETWORKING TECHNOLOGIES  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course offers instruction in networking technologies and their implementation. Topics include the OSI and TCP/IP reference models, network protocols, transmission media, and networking hardware and software. The student will learn to identify and use network transmission media; explain the OSI model; identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks and Wide Area Networks and identify the components used to expand a LAN into a WAN.

**ITNW 1345. IMPLEMENTING NETWORK DIRECTORY SERVICES  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides students with an in-depth coverage of the skills necessary to install, configure, and administer Network Directory service. Prerequisite: ITNW 1354 with a grade of "C" or better. Offered spring only.

**ITNW 1353. SUPPORTING NETWORK SERVER INFRASTRUCTURE  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides skills development in installing, configuring, managing, and supporting a network infrastructure. Offered spring only.

**ITNW 1354. IMPLEMENTING AND SUPPORTING SERVERS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides opportunity for the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

**ITNW 1480. COOPERATIVE EDUCATION - COMPUTER SYSTEMS  
NETWORKING AND TELECOMMUNICATIONS  
(LECTURE 1, COOP 26). CREDIT 4. WECM.**

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: Completion of 12 credit hours or equivalent work experience.

**ITNW 2305. NETWORK ADMINISTRATION  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course focuses on the components of a local area network and their relationships, the creation and administration of user accounts and groups, planning and setting up of network file systems, creation of effective file system security, and implementation and administration of network printing. Offered fall only.

**ITNW 2312. ROUTERS  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Router configuration for local area networks and wide area networks. Includes Internet Protocol (IP) addressing techniques and intermediate routing protocols. Prerequisite or co-requisite: ITNW 1325. Offered fall only.

**ITSC 1305. INTRODUCTION TO PC OPERATING SYSTEMS  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices and use of utilities.

**ITSC 1316. LINUX INSTALLATION AND CONFIGURATION  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Students will receive an introduction to the open-source Linux operating system. This course includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Instruction also covers maintaining and securing reliable Linux systems. The student will install, administer, and manage a secure and reliable Linux system; demonstrate proficiency with Linux utilities, commands, and applications; demonstrate effective Linux operation system set-up; identify and resolve security-based issues; and identify networking principles necessary to integrate a Linux system into an existing network. Offered fall only.

**ITSC 1325. PERSONAL COMPUTER HARDWARE  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Current personal computer hardware including assembly, upgrading, setup, configuration and troubleshooting.

**ITSC 1391. SPECIAL TOPICS IN COMPUTER AND INFORMATION  
SCIENCES, GENERAL LINUX  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course covers shells, scripting and data management, user interfaces and desktops, administrative tasks, essential system services, networking fundamentals and security. Prerequisite: ITSC 1316 with a grade of "C" or better. Offered spring only.

**ITSC 2325. ADVANCED LINUX  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and install and configure network services.

**ITSE 1480. COOPERATIVE EDUCATION - COMPUTER PROGRAMMING/  
PROGRAMMER, GENERAL  
(LECTURE 1, COOP 30). CREDIT 4. WECM.**

This is an intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by College faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. Prerequisites: Completion of 12 credit hours or equivalent work experience.

**ITSE 2309. DATABASE PROGRAMMING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course studies database development using database programming techniques emphasizing database structures, modeling, and database access. This course will transfer into certain baccalaureate programs. Offered fall only.

**ITSW 1307. INTRODUCTION TO DATABASE  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is an introduction to relational and non-relational database theory and the practical applications of a contemporary databases. Topics may adapt to changes in industry practices. Upon successful completion of this course the student will be able to identify database terminology and concepts, plan, define, and design a database, design and generate tables, forms and reports, and design and process queries. This course assumes computer literacy. This course leads to the Microsoft certification in SQL Server Database Administration Fundamentals. Offered spring only.

**ITSY 1300. FUNDAMENTALS OF INFORMATION SECURITY  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides an introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

**ITSY 1342. INFORMATION TECHNOLOGY SECURITY  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices.

**ITSY 2301. FIREWALLS & NETWORK SECURITY  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

**ITSY 2342. INCIDENT RESPONSE AND HANDLING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

**ITSY 2359. SECURITY ASSESSMENT AND AUDITING  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance.

**MATH 0306. MATHEMATICAL FOUNDATIONS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course prepares students for a college-level course in Quantitative Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; problem solving; and measurement and geometry. Prerequisite: TSIA2 Math Diagnostic 4.

**MATH 0308. FOUNDATIONS OF MATHEMATICAL REASONING  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course prepares students for a college level courses in Statistical Reasoning and Quantitative Reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations, including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Prerequisite: TSIA2 Math Diagnostic 5. This course does not transfer.

**MATH 0315. FOUNDATIONS OF ALGEBRA  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is designed to develop skills and understanding in the following areas: basic algebra concepts to include exponents, factoring and radicals; relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 4. This course does not transfer.

**MATH 0320. INTERMEDIATE ALGEBRA  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is designed to develop skills and understanding in the following areas: relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 5. This course does not transfer.

**MATH 1314. COLLEGE ALGEBRA  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315 or MATH 0320.

**MATH 1324. MATH FOR BUSINESS AND SOCIAL SCIENCE  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0315 or MATH 0320 with a grade of "C" or better or co-requisite of MATH 0315.

**MATH 1325. BUSINESS CALCULUS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. Prerequisites: MATH 1314 or MATH 1324 with a grade of "C" or better or COM Math Placement Test.

**MATH 1332. CONTEMPORARY MATH (QUANTITATIVE REASONING)  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. Prerequisites/co-requisites: Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0306 or MATH 0308 with a grade of "C" or better or co-requisite of MATH 0306 or MATH 0308. This course does not transfer. Contact Counseling to determine which math course satisfies requirement of desired baccalaureate program.

**MATH 1342. ELEMENTARY STATISTICAL METHODS  
(LECTURE 3, LAB 1). CREDIT 3. ACGM.**

Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Prerequisites/co-requisites: Prerequisite: TSIA2 Math 950 or Diagnostic 6 or MATH 0306 or MATH 0308 with a grade of "C" or better or co-requisite of MATH 0308.

**MATH 1350. MATHEMATICS FOR TEACHERS I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 with a grade of "C" or better.

**MATH 1351. MATHEMATICS FOR TEACHERS II****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1350 with a grade of "C" or better.

**MATH 2305. DISCRETE MATHEMATICS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, countability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques. Prerequisite: MATH 2413.

**MATH 2318. LINEAR ALGEBRA****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite: MATH 2414 with grade of "C" or better.

**MATH 2320. DIFFERENTIAL EQUATIONS****(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414 with grade "C" or better.

**MATH 2412. PRECALCULUS****(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisites: MATH 1314 grade "C" or better or COM Math Placement Test.

**MATH 2413. CALCULUS I****(LECTURE 4, LAB 1). CREDIT 4. ACGM.**

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412 with a grade of "C" or better or COM Placement Test.

**MATH 2414. CALCULUS II****(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413 with a grade of "C" or better.

**MATH 2415. CALCULUS III****(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414 with a grade of "C" or better.

**MDCA 1254. CERTIFIED MEDICAL ASSISTANT EXAM REVIEW****(LECTURE 2, LAB 0). CREDIT 2. WECM.**

A preparation for the Certified Medical Assisting Exam, including a review of all three components of the CMA exam. Presents an explanation of how the exam is scored and provides opportunities to take practice exams. Prerequisites: MDCA 1309, MDCA 1302, HITT 1305, MDCA 1443, MDCA 1417, MDCA 1452 and MDCA 1448 with a grade of "C" or better.

**MDCA 1302. HUMAN DISEASE/PATHOPHYSIOLOGY****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Co-requisite: MDCA 1309.

**MDCA 1305. MEDICAL LAW AND ETHICS****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Instruction in principles, procedures, and regulation involving legal and ethical relationships among physicians, patients and medical assistants. Includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

**MDCA 1309. ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Co-requisite: MDCA 1302.

**MDCA 1321. ADMINISTRATIVE PROCEDURES****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Medical office procedures including appointment scheduling, medical records creation and maintenance, phone communications, financial processes, coding, billing, collecting, third party reimbursement, credit arrangements and computer use in the medical office.

**MDCA 1417. PROCEDURES IN A CLINICAL SETTING****(LECTURE 2, LAB 4). CREDIT 4. WECM.**

Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Include vital sign, collection and documentation of patient information, asepsis, minor surgical procedures and other treatments as appropriate for the medical office. Prerequisites: MDCA 1302 and MDCA 1309 with a grade of "C" or better.

**MDCA 1443. MEDICAL INSURANCE****(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Emphasizes accurate ICD-10 and CPT-4 coding of office procedures for payment/reimbursement by patient or third party and prevention of insurance fraud. Additional topics may include managed care or medical economics.

**MDCA 1448. PHARMACOLOGY & ADMINISTRATION OF MEDICATIONS****(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Instruction in concepts and application of pharmacological principles. Focuses on drug classification, principle and procedures of medication administration, mathematical systems and conversions, calculation of drug problems and medico-legal responsibilities of the medical assistant. Prerequisite: MDCA 1302 and MDCA 1309 with a grade of "C" or better.



**MDCA 1452. MEDICAL ASSISTANT LABORATORY PROCEDURES (LECTURE 3, LAB 2). CREDIT 4. WECM.**

Procedures depicted in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, and basic urinalysis, identification of normal ranges, quality assurance and quality control. May include electrocardiography. Prerequisites: MDCA 1302 and MDCA 1309 with a grade of "C" or better.

**MDCA 1460. CLINICAL - MEDICAL/CLINICAL ASSISTANT (LECTURE 0, CLIN 12). CREDIT 4. WECM.**

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. Prerequisite: Approval by program director.

**MRKG 1311. PRINCIPLES OF MARKETING (LECTURE 3, LAB 0). CREDIT 3. WECM.**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Offered spring only.

**MUAP 1101. INDIVIDUAL VIOLIN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1105. INDIVIDUAL VIOLA (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1109. INDIVIDUAL CELLO (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1113. INDIVIDUAL BASS VIOLIN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1117. INDIVIDUAL FLUTE/PICCOLO (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1121. INDIVIDUAL OBOE (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1129. INDIVIDUAL CLARINET (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1130. INDIVIDUAL CLARINET (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1133. INDIVIDUAL SAXOPHONE (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1134. INDIVIDUAL SAXOPHONE (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1137. INDIVIDUAL TRUMPET (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1138. INDIVIDUAL TRUMPET (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1141. INDIVIDUAL FRENCH HORN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1142. INDIVIDUAL FRENCH HORN (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 1145. INDIVIDUAL TROMBONE (LECTURE 1, LAB 0). CREDIT 1. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

















Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.



**MUAP 2260. INDIVIDUAL PERCUSSION  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2263. INDIVIDUAL GUITAR  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2264. INDIVIDUAL GUITAR  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2267. INDIVIDUAL ORGAN  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2268. INDIVIDUAL ORGAN  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2271. INDIVIDUAL PIANO  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: MUAP 1270 with a grade of "C" or better. Private instruction is an academic transfer course.

**MUAP 2272. INDIVIDUAL PIANO  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Prerequisite: MUAP 2271 with a grade of "C" or better. Private instruction is an academic transfer course.

**MUAP 2283. INDIVIDUAL VOICE  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2284. INDIVIDUAL VOICE  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2287. INDIVIDUAL IMPROVISATION III  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUAP 2288. INDIVIDUAL IMPROVISATION IV  
(LECTURE 1, LAB 1). CREDIT 2. ACGM.**

Private instruction on instruments and in voice is available to students majoring or minoring in music, and to other students who desire to gain or improve proficiency in voice or some instrument. Students must have their own instrument. Private instruction is an academic transfer course.

**MUEN 1121. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1122. CONCERT BAND  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1121 with a grade of "C" or better.

**MUEN 1125. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate.

**MUEN 1126. JAZZ ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 1125 with a grade of "C" or better.

**MUEN 1131. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students with music reading ability. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate.

**MUEN 1132. MIXED CHAMBER ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 1131 with a grade of "C" or better.

**MUEN 1133. WOODWIND ENSEMBLE  
(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Student should have an instrument. Music will consist of various woodwind styles: Baroque, classical, romantic, contemporary, etc. The availability of the woodwind ensemble depends on appropriate instrumentation. Group size depends on instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1134. BRASS GUILD****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Music will consist of various brass styles: Baroque, classical, romantic, contemporary, etc. Group size depends on instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1135. JAZZ COMBO****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate.

**MUEN 1136. JAZZ COMBO****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1135 with a grade of "C" or better.

**MUEN 1138. PERCUSSION ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Some instruments will be provided. Music will consist of standard literature for percussion ensembles in various styles. The availability of the percussion ensemble depends on appropriate instrumentation. Concerts will be scheduled when appropriate.

**MUEN 1139. GUITAR ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October.

**MUEN 1140. GUITAR ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 1139 with a grade of "C" or better.

**MUEN 1141. MAINLAND CHORALE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate.

**MUEN 1142. MAINLAND CHORALE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1141 with a grade of "C" or better.

**MUEN 1153. DUCK & COVER A CAPPELLA****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate.

**MUEN 1154. DUCK & COVER A CAPPELLA****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 1153 with a grade of "C" or better.

**MUEN 1155. MEN'S VOCAL ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate.

**MUEN 1156. MEN'S VOCAL ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 1155 with a grade of "C" or better.

**MUEN 2121. CONCERT BAND****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1122 with a grade of "C" or better.

**MUEN 2122. CONCERT BAND****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students; previous concert band experience is helpful. Students should have an instrument. Music will consist of standard literature for concert band in various styles. The availability of the concert band depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2121 with a grade of "C" or better.

**MUEN 2125. JAZZ ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 1126 with a grade of "C" or better.

**MUEN 2126. JAZZ ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Previous Jazz Ensemble experience is helpful. The group will perform various styles of Jazz literature; concerts will be scheduled when appropriate. Prerequisite: MUEN 2125 with a grade of "C" or better.

**MUEN 2131. MIXED CHAMBER ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 1132 with a grade of "C" or better.

**MUEN 2132. MIXED CHAMBER ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Music will be chosen according to the instrumentation. Group size depends on instrumentation (i.e., violin, viola, piano). Concerts will be scheduled when appropriate. Prerequisite: MUEN 2131 with a grade of "C" or better.

**MUEN 2133. WOODWIND ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Student should have an instrument. Music will consist of various woodwind styles: Baroque, classical, romantic, contemporary, etc. The availability of the woodwind ensemble depends on appropriate instrumentation. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1133 with a grade of "C" or better.

**MUEN 2134. BRASS GUILD****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. Music will consist of various brass styles: Baroque, classical, romantic, contemporary, etc. Group size depends on instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1134 with a grade of "C" or better.

**MUEN 2135. JAZZ COMBO****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1136 with a grade of "C" or better.

**MUEN 2136. JAZZ COMBO****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Students should have an instrument. The group will perform various styles of Jazz literature set for combo. Instrumentation will vary. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2135 with a grade of "C" or better.

**MUEN 2138. PERCUSSION ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Some instruments will be provided. Music will consist of standard literature for percussion ensembles in various styles. The availability of the percussion ensemble depends on appropriate instrumentation. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1138 with a grade of "C" or better.

**MUEN 2139. GUITAR ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 1140 with a grade of "C" or better.

**MUEN 2140. GUITAR ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment open to all students. Students should have their own guitar. The group provides a unique ensemble experience. The literature is drawn from classical transcriptions to modern compositions written specifically for this group. The group has also performed music drawn from instrumental rock and heavy metal stylings. Concerts will be scheduled per semester including our popular Monster Musik concert in October. Prerequisite: MUEN 2139 with a grade of "C" or better.

**MUEN 2141. MAINLAND CHORALE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 1142 with a grade of "C" or better.

**MUEN 2142. MAINLAND CHORALE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students. Previous experience in a choral ensemble is helpful, but not necessary. The group performs a wide variety of choral literature, ranging from music of the renaissance to contemporary styles. The course is designed to provide the student with a variety of choral works. Concerts will be scheduled when appropriate. Prerequisite: MUEN 2141 with a grade of "C" or better.

**MUEN 2153. DUCK & COVER A CAPPELLA****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 1154 with a grade of "C" or better.

**MUEN 2154. DUCK & COVER A CAPPELLA****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

The Duck & Cover A Cappella is a select group of singers performing Broadway and vocal Jazz styles of music. Concerts will be scheduled when appropriate. Prerequisites: MUEN 2153 with a grade of "C" or better.

**MUEN 2155. MEN'S VOCAL ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 1156 with a grade of "C" or better.

**MUEN 2156. MEN'S VOCAL ENSEMBLE****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Enrollment is open to all students who possess a tenor, baritone, or bass vocal range. Previous experience in a men's or mixed choral ensemble is helpful, but not necessary. The availability of this ensemble depends on appropriate number of singers. The ensemble performs a wide variety of literature for male chorus, from music of the renaissance to contemporary, sea chanty, and barbershop styles. Concerts are scheduled when appropriate. Prerequisite: MUEN 2155 with a grade of "C" or better.

**MUSI 1116. SIGHT SINGING & EAR TRAINING I****(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony. Concurrent enrollment in MUSI 1311 is required.

**MUSI 1117. SIGHT SINGING & EAR TRAINING II**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony. Concurrent enrollment in MUSI 1312 is required. Prerequisite: MUSI 1116 with a grade of "C" or better.

**MUSI 1157. OPERA WORKSHOP I**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

A study of the synthesis of singing and acting through the performance of opera. This course offers practical experience in producing portions of or complete operas including music, acting, and staging. The availability of this ensemble depends on appropriate number of students.

**MUSI 1181. CLASS PIANO I**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Beginning class instruction in the fundamentals of keyboard technique. Class piano is for the student including music majors with little or no prior experience and is recommended prior to individual piano instruction.

**MUSI 1182. CLASS PIANO II**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Advanced beginning class instruction in the fundamentals of keyboard technique. This class is for the second semester piano student including music majors. Prerequisite: MUSI 1181 with a grade of "C" or better.

**MUSI 1183. CLASS VOICE**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Class instruction in the fundamentals of singing including breathing, tone production, and diction. Does not apply to a music major degree. Designed for students with little or no previous voice training that want to improve their singing voice. Class voice is recommended prior to individual voice instruction.

**MUSI 1192. CLASS GUITAR**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Class instruction in fundamental guitar playing, including technique, music-reading, fretboard theory, melodic and harmonic realizations. Designed for the guitar student with little or no prior experience. Students should have an instrument: electric or acoustical guitar acceptable. Class guitar is recommended prior to individual guitar instruction.

**MUSI 1303. FUNDAMENTALS OF MUSIC**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, and rhythm. Course does not apply to a music major degree. No previous musical knowledge is needed. Course is open to all students. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1306. MUSIC APPRECIATION**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Understanding music through the study of cultural periods, major composers, and musical elements, illustrated with audio recordings and live performances. Course does not apply to a music major degree. This course, which meets the College's fine arts core requirement is designed for students with no previous training in music that wish to explore the meaning and forms of music: classical, romantic, contemporary, jazz, folk, pop. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1307. MUSIC LITERATURE**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. May be used for fine arts credit. Prerequisite: Eligible for ENGL 1301.

**MUSI 1310. AMERICAN MUSIC**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music. This course which meets the college's fine arts core requirement is open to all students. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1311. MUSIC THEORY I**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard. This course is required for music majors. Concurrent enrollment in MUSI 1116 is required. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**MUSI 1312. MUSIC THEORY II**  
**(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 1117 is required. Prerequisite: MUSI 1311 with a grade of "C" or better.

**MUSI 2116. SIGHT SINGING & EAR TRAINING III**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Concurrent enrollment in MUSI 2311 is required. Prerequisite: MUSI 1117 with a grade of "C" or better.

**MUSI 2117. SIGHT SINGING & EAR TRAINING IV**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

This course is required for music majors. Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. Concurrent enrollment in MUSI 2312 is required. Prerequisite: MUSI 2116 with a grade of "C" or better.

**MUSI 2181. CLASS PIANO III**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Intermediate class instruction of keyboard technique. This class is for the third semester piano student including music majors. Prerequisite: MUSI 1182 with a grade of "C" or better.

**MUSI 2182. CLASS PIANO IV**  
**(LECTURE 0, LAB 3). CREDIT 1. ACGM.**

Advanced class instruction of keyboard technique. This class is for the fourth semester piano student including music majors. Prerequisite: MUSI 2181 with a grade of "C" or better.



**MUSI 2311. MUSIC THEORY III  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 2116 is required. Prerequisite: MUSI 1312 with a grade of "C" or better.

**MUSI 2312. MUSIC THEORY IV  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course is required for music majors. Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. Concurrent enrollment in MUSI 2117 is required. Prerequisite: MUSI 2311 with a grade of "C" or better.

**NURS 3244. ISSUES & TRENDS IN NURSING  
(LECTURE 2, LAB 0). CREDIT 2. UDCM.**

This course provides registered nurses with an overview of the evolution of nursing as a profession. Examine changes in the U.S. healthcare delivery system, the importance of information technology, and measures that promote quality, safety, and better health outcomes in patient care. Consider major issues and trends in contemporary nursing and healthcare practice, including the influence of socioeconomic, ethical, legal, and political variables and professional values.

**NURS 3350. TRAN TO BACCALAUREATE NURSING  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

Synthesis of previous knowledge and skills provide the foundation for development of the baccalaureate prepared nursing roles as a provider of patient centered care, patient safety advocate, member of the interdisciplinary team, and member of the profession. Discussion includes examination of historical aspects of healthcare and nursing as a profession, analysis of nursing theory, application of clinical judgment, legal and ethical standards, professionalism, teamwork, and collaboration.

**NURS 3351. RESEARCH & EVIDENCE-BASED NURSING PRACTICE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

Scholarly exchange prepares the baccalaureate nurse to understand the language of research and the scientific process through evaluation of quantitative, qualitative, and mixed method research methodology as a foundation for evidence-based practice in the healthcare setting. This course will investigate research methods and findings and promote appraisal skills to support evidence-based, patient-centered care, quality improvement, and safety outcomes.

**NURS 3352. HEALTH ASSESS ACROSS LIFESPAN (BSN)  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course focuses on comprehensive health assessment needs across the lifespan of the individual as a member of the family, community, population, and environment. Content includes access to healthcare, genomics, and traditional and complementary healthcare practices.

**NURS 3353. INFORMATICS & TECHNOLOGY IN HEALTHCARE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course establishes the role of electronic information infrastructure in the delivery of care within the institution and inter-disciplinary care team. Focus of this course includes the utilization of informatics to access data to enhance quality and continuity of care in a variety of healthcare settings.

**NURS 3354. LEGAL & ETHICAL ISSUES IN HEALTHCARE  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course discusses the application of law and ethical principles related to the practice of nursing in differing areas of practice.

**NURS 3432. COMMUNITY HEALTH NURSING  
(LECTURE 4, LAB 0). CREDIT 4. UDCM.**

This course introduces the registered nurse to concepts of community health utilizing the population-focused nursing process. Includes levels of disease prevention, principles of epidemiology, community assessment, environmental health, disaster preparedness, and professional nursing roles and interprofessional collaboration in various community settings. Emphasis is on health promotion, risk reduction, and disease management across the lifespan in selected community settings. Practice experience is required and can be completed in the community.

**NURS 4161. LEADERSHIP AND MANAGEMENT CLINICAL  
(LECTURE 0, CLIN 3). CREDIT 1. UDCM.**

This course provides a health-related work-based learning experience in a variety of settings that allow the student to apply theories, skills, and concepts related to the role of nursing leader and manager.

**NURS 4341. HEALTH PROMOTION ACROSS THE LIFESPAN (BSN)  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course introduces the registered nurse to the concept of wellness across the lifespan. Students will examine the concepts of health and wellness, the determinants of health behavior, national health status, the history of health education and health promotion. The student will recognize health promotion as an important foundation for population-based health care.

**NURS 4358. PUBLIC & GLOBAL HEALTH POLICY  
(LECTURE 3, LAB 0). CREDIT 3. UDCM.**

This course explores the policies that influence healthcare in the U.S. and global healthcare delivery systems. Topics include healthcare policy development, quality assurance and quality improvement, legislative advocacy, disaster preparedness, bioterrorism, emerging infectious diseases, environmental health, levels of prevention, and the national health initiatives.

**NURS 4457. LEADERSHIP & MANAGEMENT  
(LECTURE 4, LAB 0). CREDIT 4. UDCM.**

This course explores leadership and management theories, resource allocation, the nurse as a change agent, member of the profession, communication, and quality improvement in the healthcare setting.

**OSHT 1301. INTRODUCTION TO SAFETY AND HEALTH  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is an introductory course identifying appropriate procedures to minimize or eliminate injuries and illness in the workplace, incorporate job safety analysis (JSA) and appropriate training, and name elements of an effective safety culture.

**OSHT 1309. PHYSICAL HAZARDS CONTROL  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides a study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis is placed on the regulation codes and standards associated with the control of physical hazards.

**OSHT 1313. ACCIDENT PREVENTION, INSPECTION AND INVESTIGATION  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis.

**OSHT 1321. FIRE PROTECTION SYSTEMS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is a study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

**OSHT 2305. ERGONOMICS AND HUMAN FACTORS IN SAFETY**  
(LECTURE 3, LAB 0). CREDIT 3. WECM.

This course provides an in-depth study of the relationship of human behavior and ergonomics as applied to workplace safety.

**OSHT 2309. SAFETY PROGRAM MANAGEMENT**  
(LECTURE 3, LAB 0). CREDIT 3. WECM.

This course examines the major safety management issues that affect the workplace including safety awareness, loss control, regulatory issues and human behavior modification. This course provides the student with a learning experience that results in consolidation and synthesis of the program competencies. (Capstone course: Take in last semester or faculty approved.)

**OSHT 2401. OSHA REGULATIONS - GENERAL INDUSTRY**  
(LECTURE 4, LAB 0). CREDIT 4. WECM.

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry.

**PHED 1110. WEIGHT TRAINING**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course is for both men and women and is designed to aid them in improving their muscle tone or increasing muscular strength and endurance. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1111. HATHA YOGA**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

This is an introduction to basic yoga postures, breathing, and relaxation techniques with emphasis on physical practice. Students will be provided with an opportunity to strengthen, tone and firm muscles. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1112. WEIGHT CONTROL**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

Participants will engage in a modern system of behavior modification techniques through an individualized weight loss or weight maintenance program. A redirecting of eating habits, individually designed eating plans, nutrition and consumer-related topics will be included in class discussions and lectures. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1133. INTRODUCTION TO RECREATIONAL SPORTS**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course provides the student with opportunities to participate in a variety of team sports while learning the rules, strategies, and basic skills related to the sport. Volleyball, basketball, flag football, soccer and softball are included. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1143. AEROBIC - RUN/WALK**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

This class is intended for the beginning, intermediate, or advance walkers/runners who would like to improve distance or speed. It will also allow the walker/runner to train with a group twice a week. Topics to be included are sports nutrition, sport psychology, fitness testing, training schedules, speed work, stretching, and racing strategies. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1145. AEROBIC - CROSS-TRAINING**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while performing aerobic exercise. This course is designed to increase energy, mental clarity and health as a part of one's lifestyle. The class will incorporate high and low impact movements, bench-step, kickboxing, circuit aerobics, body sculpting and flexibility training. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay or equivalent developmental course with a grade of "C" or better.

**PHED 1146. AEROBIC - KICKBOXING**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

Students will be provided with an opportunity to strengthen their cardio respiratory system, decrease percent body fat, tone and firm muscles while utilizing aerobic/boxing techniques to music. Beginning, intermediate and advanced techniques with emphasis on cardiovascular endurance utilizing kickboxing moves that increase the heart rate to each individual's target zone. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1164. INTRODUCTION TO PHYSICAL FITNESS AND WELLNESS**  
(LECTURE 1, LAB 2). CREDIT 1. ACGM.

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better.

**PHED 1304. PERSONAL/COMMUNITY HEALTH**  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PHED 1306. FIRST AID**  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.

This course teaches introductory aspects of emergency care for the sick and injured, emphasizing principles and concepts for dealing intelligently with emergencies; includes instruction on cardiopulmonary resuscitation. Red Cross certification is available upon successful completion of course. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PHIL 1301. INTRODUCTION TO PHILOSOPHY**  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Prerequisite: ENGL 1301 with a grade of "C" or better.



**PHIL 1304. INTRODUCTION TO WORLD RELIGIONS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Prerequisite: ENGL 1301 with a grade of "C" or better.

**PHIL 2306. INTRODUCTION TO ETHICS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Prerequisite: ENGL 1301 with a grade of "C" or better.

**PHRA 1102. PHARMACY LAW  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

**PHRA 1243. PHARMACY TECHNICIAN CERTIFICATION REVIEW  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

An overview of major topics covered on the National Pharmacy Technician Certification Exam.

**PHRA 1301. INTRODUCTION TO PHARMACY  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course is an overview of the qualifications, operational guidelines, and job duties of the pharmacy technician.

**PHRA 1309. PHARMACEUTICAL MATH I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course covers pharmaceutical calculation problems encountered in the preparation and distribution of drugs.

**PHRA 1347. PHARMACEUTICAL MATH II  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course will cover advanced concepts of Pharmaceutical Math I. Prerequisite: PHRA 1309 with a grade of "C" or better.

**PHRA 1404. PHARMACOTHERAPY AND DISEASE PROCESS  
(LECTURE 4, LAB 0). CREDIT 4. WECM.**

This course is the study of disease states and the therapeutic properties of drugs used in pharmaceutical therapy. Prerequisite: PHRA 1441 with a grade of "C" or better.

**PHRA 1441. PHARMACY DRUG THERAPY AND TREATMENT  
(LECTURE 4, LAB 1). CREDIT 4. WECM.**

This course represents the study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease.

**PHRA 1445. COMPOUNDING STERILE PREPARATIONS  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course is a study of the process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

**PHRA 1449. INSTITUTIONAL PHARMACY PRACTICE  
(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course covers the fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. Topics will include in-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.

**PHRA 2360. CLINICAL - PHARMACY TECHNICIAN/ASSISTANT  
(LECTURE 0, CLIN 10). CREDIT 3. WECM.**

This course consists of 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. Prerequisites: PHRA 1301, PHRA 1441, PHRA 1449, PHRA 1309 with a grade of "C" or better.

**PHYS 1401. COLLEGE PHYSICS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. For pre-medical, pre-dental, pre-physical therapy, pre-veterinary medicine, pre-pharmacy, pre-optometry and technology students. Prerequisites: MATH 1314 and MATH 1316 or MATH 2312/2412 with a grade of "C" or better. Prior physics strongly recommended.

**PHYS 1402. COLLEGE PHYSICS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1401 with a grade of "C" or better.

**PHYS 1403. STARS AND GALAXIES  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Study of stars, galaxies, and the universe outside our solar system. A laboratory consisting primarily of night-time viewing. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PHYS 1404. SOLAR SYSTEM  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Study of the sun and its solar system, including its origin. A laboratory consisting primarily of nighttime viewing. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PHYS 1410. APPLIED PHYSICS  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

This is a one-semester, non-calculus approach to the principles of force and motion, work and energy, fluids, heat and thermodynamics. The course is intended for students of process technology and other technical students. The concepts of fluids, heat and thermodynamics are emphasized. Prerequisites: TECM 1343 or MATH 1314 with a grade of "C" or better.

**PHYS 2425. UNIVERSITY PHYSICS I  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413 with a grade of "C" or better. This is an academic transfer course.

**PHYS 2426. UNIVERSITY PHYSICS II  
(LECTURE 3, LAB 3). CREDIT 4. ACGM.**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisites: PHYS 2425 and MATH 2414 with a grade of "C" or better.

**POFT 1300. CAREER EXPLORATION/PLANNING  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

An introduction to career exploration, educational planning, and job searching.

**POFT 1321. BUSINESS MATH  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

Fundamentals of business mathematics including analytical and problem solving skills for critical thinking skills.

**PSYC 1300. PSYCHOLOGY FOR SUCCESS  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the psychology of learning, cognition and motivation; factors that impact life-long learning; and application of learning strategies in college, career and daily life. Prerequisite: TSIA2 ELAR <945 with Diagnostic 5-6 and Essay 0-4, <945 with Diagnostic 4 and Essay 0-8, or >945 with Essay 0-4, or equivalent developmental course with a grade of "C" or better. Credit will not be given for both PSYC 1300 and EDUC 1300. This is an academic transfer course.

**PSYC 2301. GENERAL PSYCHOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PSYC 2314. LIFESPAN GROWTH & DEVELOPMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PSYC 2317. STATISTICAL METHODS IN PSYCHOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

This course covers descriptive and inferential statistics used in psychological research and assessment. It includes measurement, characteristics of distributions; measures of central tendency and variability; transformed scores; correlation and regression; probability theory; and hypotheses testing and inference. (PSYC 2317 is included in the Psychology Field of Study.) Prerequisite: PSYC 2301 with a grade of "C" or better. Prerequisite: MATH 1314 with a grade of "C" or better. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better. This is an academic transfer course.

**PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**PTAC 1308. SAFETY, HEALTH, AND ENVIRONMENT I  
(LECTURE 3, LAB 1). CREDIT 3. WECM.**

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1310. PROCESS TECHNOLOGY I - EQUIPMENT  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment. Prerequisite: PTAC 1302 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1332. PROCESS INSTRUMENTATION I  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbology, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation. Prerequisite: PTAC 1302 with a grade of "C" or better. Prerequisite: TSIA2 Math Diagnostic 4 or 5.

**PTAC 1350. INDUSTRIAL ECONOMICS  
(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This course is an examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability. Students will be able to summarize plant operations from a business perspective; explain the impact of operation on profitability; and interpret stock market factors and annual reports. Prerequisites: PTAC 1302 and MATH 1314 with a grade of "C" or better.

**PTAC 1354. INDUSTRIAL PROCESSES  
(LECTURE 2, LAB 4). CREDIT 3. WECM.**

The study of the basic types of industrial processes. Types of commercial processes will be explored and demonstrated. Students will demonstrate knowledge of basic types of industrial processes and their operation; explain chemical, physical and thermodynamic principles of industrial processes; perform calculations on industrial processes; and plot and graph process data. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**PTAC 2314. QUALITY****(LECTURE 3, LAB 0). CREDIT 3. WECM.**

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems. Prerequisite: TSIA2 Math Diagnostic 4 or 5. Prerequisite: PTAC 1302 with a grade of "C" or better.

**PTAC 2346. PROCESS TROUBLESHOOTING****(LECTURE 2, LAB 4). CREDIT 3. WECM.**

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**PTAC 2420. PROCESS TECHNOLOGY II - SYSTEMS****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better. This is a benchmark course.

**PTAC 2438. PROCESS TECHNOLOGY III - OPERATIONS****(LECTURE 3, LAB 3). CREDIT 4. WECM.**

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures. Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310, PTAC 1332, PTAC 2420, CHEM 1405, and PHYS 1410 or PHYS 1401 with a grade of "C" or better.

**RNSG 1162. COMPLEX CONCEPTS OF ADULT HEALTH CLINICAL (LECTURE 0, CLIN 3). CREDIT 1. WECM.**

Clinical experiences in the management of patients and families with complex health needs. Prerequisites: RNSG 1341, RNSG 1261, RNSG 2213 and RNSG 2161 with a grade of "C" or better. Co-requisite: RNSG 1343, RNSG 1412, RNSG 2261 and select from PHIL 2306, MUSI 1306 or ARTS 1301.

**RNSG 1260. FOUNDATIONS OF NURSING CLINICAL (LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Introductory clinical course designed to provide a beginning level of education and experience in the implementation of direct client care. Emphasis is placed on the provision of basic care to adult clients and families in structured health care settings. Opportunities are provided for the application of theory, concepts and skills being acquired. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301 with a grade of "C" or better. Co-requisites: PSYC 2314, RNSG 1331 and RNSG 1413.

**RNSG 1261. COMMON CONCEPTS OF ADULT HEALTH CLINICAL (LECTURE 0, CLIN 7). CREDIT 2. WECM.**

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. Prerequisites: RNSG 1260, RNSG 1413, RNSG 1331 and PSYC 2314 with a grade of "C" or better. Co-requisite: RNSG 1341, RNSG 2213 and RNSG 2161.

**RNSG 1263. TRANSITION TO PROFESSIONAL NURSING CLINICAL (LECTURE 0, CLIN 6). CREDIT 2. WECM.**

This course provides clinical experience at medical-surgical facilities that provide opportunities for the vocational nurse to begin the transition to the registered nurse role and function. Opportunities are provided for the application of theory, concepts and skills. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314 with a grade of "C" or better. Co-requisite: RNSG 1327, RNSG 2213 and RNSG 2161.

**RNSG 1327. TRANSITION TO PROFESSIONAL NURSING (LECTURE 2, LAB 3). CREDIT 3. WECM.**

This bridging course provides the Licensed Vocational Nurse (LVN) an opportunity to enhance his/her theory base and develop skills essential for joining the generic ADN student for the second year of the program. 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 throughout the life span. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301, PSYC 2314 with a grade of "C" or better. Co-requisite: RNSG 1263, RNSG 2213 and RNSG 2161.

**RNSG 1331. PRINCIPLES OF CLINICAL DECISION-MAKING (LECTURE 2, LAB 2). CREDIT 3. WECM.**

Examination of selected principles related to the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420 and PSYC 2301 with a grade of "C" or better. Co-requisites: PSYC 2314, RNSG 1413 and RNSG 1260.

**RNSG 1341. COMMON CONCEPTS OF ADULT HEALTH (LECTURE 2, LAB 3). CREDIT 3. WECM.**

Basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: RNSG 1260, RNSG 1413, RNSG 1331 and PSYC 2314 with a grade of "C" or better. Co-requisites: RNSG 1261, RNSG 2213 and RNSG 2161.

**RNSG 1343. COMPLEX CONCEPTS OF ADULT HEALTH  
(LECTURE 2, LAB 2). CREDIT 3. WECM.**

This course integrates previous knowledge and skills related to complex adult health needs into the continued development of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team and member of a profession in the care for adult/families with complex medical-surgical health care needs associated with body systems. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: RNSG 1341, RNSG 1261, RNSG 2213 and RNSG 2161 with a grade of "C" or better. Co-requisites: RNSG 1412, RNSG 2261, RNSG 1162 and select from PHIL 2306, MUSI 1306 or ARTS 1301.

**RNSG 1412. NURSING CARE OF THE CHILDBEARING AND  
CHILDBEARING FAMILY  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Study of the concepts related to the provision of nursing care for childbearing and childbearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: RNSG 1341, RNSG 1261, RNSG 2213 and RNSG 2161 with a grade of "C" or better. Co-requisites: RNSG 1162, RNSG 1343, RNSG 2261 and select from PHIL 2306, MUSI 1306 or ARTS 1301.

**RNSG 1413. FOUNDATIONS FOR NURSING PRACTICE  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: ENGL 1301, BIOL 2401, BIOL 2402, BIOL 2420 and PSYC 2301 with a grade of "C" or better. Co-requisites: PSYC 2314, RNSG 1331 and RNSG 1260.

**RNSG 2161. MENTAL HEALTH NURSING CLINICAL  
(LECTURE 0, CLIN 4). CREDIT 1. WECM.**

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 professor. For Pre-licensure Students - Prerequisites: RNSG 1260, RNSG 1413, RNSG 1331 and PSYC 2314 with a grade of "C" or better. Co-requisites: RNSG 1341, RNSG 1261 and RNSG 2213. For Transition Students - Prerequisite: PSYC 2314. Corequisites: RNSG 1327, RNSG 1263, RNSG 2213.

**RNSG 2213. MENTAL HEALTH NURSING  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

Principles and concepts of mental health, psychopathology and treatment modalities related to the nursing care of patients and their families. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. For Pre-licensure students - Prerequisites: RNSG 1260, RNSG 1413, RNSG 1331 and PSYC 2314 with a grade of "C" or better. Co-requisites: RNSG 1341, RNSG 1261 and RNSG 2161. For Transition Students - Prerequisite: PSYC 2314. Co-requisites: RNSG 1327, RNSG 1263, RNSG 2161.

**RNSG 2230. PROFESSIONAL NURSING REVIEW AND LICENSURE  
PREPARATION**

**(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes review of application process of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. Prerequisite: RNSG 1162, RNSG 1343, RNSG 1412 and RNSG 2261 with a grade of "C" or better. Co-requisites: RNSG 2332 and RNSG 2262.

**RNSG 2261. NURSING CARE OF THE CHILDBEARING AND  
CHILDBEARING FAMILY CLINICAL**

**(LECTURE 0, CLIN 9). CREDIT 2. WECM.**

Study of the concepts related to the provision of nursing care for childbearing and childbearing families. Application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during the perinatal periods and the childbearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: RNSG 1341, RNSG 1261, RNSG 2213 and RNSG 2161 with a grade of "C" or better. Co-requisites: RNSG 1162, RNSG 1343, RNSG 1412 and select from PHIL 2306, MUSI 1306 or ARTS 1301.

**RNSG 2262. ENHANCED CONCEPTS OF ADULT HEALTH CLINICAL  
(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Clinical experiences in the management of patients and families with multiple body system problems. Prerequisite: RNSG 1162, RNSG 1343, RNSG 1412 and RNSG 2261 with a grade of "C" or better. Prerequisite: ARTS 1301, MUSI 1306 or PHIL 2306 with a grade of "C" or better. Co-requisites: RNSG 2332 and RNSG 2230.

**RNSG 2263. CAPSTONE CLINICAL  
(LECTURE 0, CLIN 6). CREDIT 2. WECM.**

Nursing care to adult patients and families suffering from multi-system or life-threatening health needs in a medical and/ or surgical acute care setting. Prerequisites: RNSG 2332 and RNSG 2262 with a grade of "C" or better.

**RNSG 2332. ENHANCED CONCEPTS OF ADULT HEALTH  
(LECTURE 2, LAB 3). CREDIT 3. WECM.**

Enhanced concepts and skills for developing professional competencies in complicated nursing care situations involving adult patients/families with multiple body system problems. Emphasizes critical thinking, clinical reasoning, and determining legal/ethical values for optimization of patient care in intermediate and acute care settings. This course lends itself to a blocked approach. Prerequisites: RNSG 1162, RNSG 1343, RNSG 1412 and RNSG 2261 with a grade of "C" or better. Prerequisite: ARTS 1301, MUSI 1306 or PHIL 2306 with a grade of "C" or better. Co-requisites: RNSG 2262 and RNSG 2230.

**SGNL 1301. BEGINNING AMERICAN SIGN LANGUAGE I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

**SGNL 1302. BEGINNING AMERICAN SIGN LANGUAGE II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Introduction to American Sign Language covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. Prerequisite: SGNL 1301 with a grade of "C" or better or instructor permission.



**SOCI 1301. INTRODUCTION TO SOCIOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SOCI 2336. CRIMINOLOGY  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The course surveys various theories of crime with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime. Prerequisite: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPAN 1411. BEGINNING SPANISH I  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

**SPAN 1412. BEGINNING SPANISH II  
(LECTURE 4, LAB 0). CREDIT 4. ACGM.**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

**SPAN 2311. INTERMEDIATE SPANISH I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2312. INTERMEDIATE SPANISH II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2313. SPANISH FOR NATIVE/HERITAGE SPEAKERS I  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world.

**SPAN 2315. SPANISH FOR NATIVE/HERITAGE SPEAKERS II  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Builds upon existing oral proficiencies of heritage speakers of Spanish. Enhances proficiencies in the home-based language by developing a full range of registers including public speaking and formal written discourse. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2313 with a grade of "C" or better.

**SPCH 1315. PUBLIC SPEAKING  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1318. INTERPERSONAL COMMUNICATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1321. BUSINESS & PROFESSIONAL COMMUNICATION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 1342. VOICE AND DICTION  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**SPCH 2335. ARGUMENTATION AND DEBATE  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation. Prerequisites: TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

**TECA 1354. CHILD GROWTH AND DEVELOPMENT  
(LECTURE 3, LAB 0). CREDIT 3. ACGM.**

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

**VNSG 1119. LEADERSHIP AND PROFESSIONAL DEVELOPMENT  
(LECTURE 1, LAB 0). CREDIT 1. WECM.**

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. Prerequisites: VNSG 2331, VNSG 1231, VNSG 1236, VNSG 1429 and VNSG 1261 with a grade of "C" or better. Co-requisites: VNSG 1234, VNSG 1230, VNSG 1432 and VNSG 2460.

**VNSG 1122. VOCATIONAL NURSING CONCEPTS  
(LECTURE 1, LAB 1). CREDIT 1. WECM.**

This is an 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. Prerequisites: BIOL 2401 with a grade of "C" or better. Co-requisites: BIOL 2402, VNSG 1227, VNSG 1323, VNSG 1260.

**VNSG 1227. ESSENTIALS OF MEDICATION ADMINISTRATION  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

This course covers the 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. Prerequisites: BIOL 2401 with a grade of "C" or better. Co-requisites: BIOL 2402, VNSG 1122, VNSG 1323, VNSG 1260.

**VNSG 1230. MATERNAL-NEONATAL NURSING  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Prerequisites: VNSG 2331, VNSG 1231, VNSG 1236, VNSG 1429 and VNSG 1261 with a grade of "C" or better. Co-requisites: VNSG 1119, VNSG 1234, VNSG 1432 VNSG 2460.

**VNSG 1231. PHARMACOLOGY  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

This course is the study of fundamentals of medications and their diagnostic, therapeutic and curative effect. Includes nursing interventions utilizing the nursing process. Prerequisites: BIOL 2402, VNSG 1323, VNSG 1122, VNSG 1227 and VNSG 1260 with a grade of "C" or better. Co-requisites: VNSG 1236, VNSG 1429, VNSG 2331 and VNSG 1261.

**VNSG 1234. PEDIATRICS  
(LECTURE 1, LAB 2). CREDIT 2. WECM.**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Prerequisites: VNSG 2331, VNSG 1231, VNSG 1236, VNSG 1429 and VNSG 1261 with a grade of "C" or better. Co-requisites: VNSG 1119, VNSG 1230, VNSG 1432 and VNSG 2460.

**VNSG 1236. MENTAL HEALTH  
(LECTURE 2, LAB 0). CREDIT 2. WECM.**

This is an introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms and therapeutic communication skills. Prerequisites: BIOL 2402, VNSG 1323, VNSG 1122, VNSG 1227 and VNSG 1260 with a grade of "C" or better. Co-requisites: VNSG 1231, VNSG 1429, VNSG 2331 and VNSG 1261.

**VNSG 1260. CLINICAL - PRACTICAL NURSING I  
(LECTURE 0, CLIN 12). CREDIT 2. WECM.**

This is 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. Prerequisite: BIOL 2401 with a grade of "C" or better. Co-requisites: BIOL 2402, VNSG 1122, VNSG 1227 and VNSG 1323.

**VNSG 1261. CLINICAL-PRACTICAL NURSING II  
(LECTURE 0, CLIN 12). CREDIT 2. WECM.**

This is 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. Prerequisites: BIOL 2402, VNSG 1323, VNSG 1122, VNSG 1227 and VNSG 1260 with a grade of "C" or better. Co-requisites: VNSG 1236, VNSG 1429, VNSG 2331 and VNSG 1231.

**VNSG 1323. BASIC NURSING SKILLS  
(LECTURE 1, LAB 6). CREDIT 3. WECM.**

This course provides mastery of entry level nursing skills and competencies for a variety of healthcare settings. Utilization of the nursing process as the foundation for all nursing interventions. Prerequisite: BIOL 2401 with a grade of "C" or better. Co-requisite: BIOL 2402, VNSG 1122, VNSG 1227 and VNSG 1260.

**VNSG 1429. MEDICAL-SURGICAL NURSING I  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

This course teaches the 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. Prerequisites: BIOL 2402, VNSG 1323, VNSG 1122, VNSG 1227 and VNSG 1260 with a grade of "C" or better. Co-requisites: VNSG 1236, VNSG 1231, VNSG 2331 and VNSG 1261.

**VNSG 1432. MEDICAL-SURGICAL NURSING II  
(LECTURE 3, LAB 2). CREDIT 4. WECM.**

Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult patient experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. Prerequisites: VNSG 2331, VNSG 1231, VNSG 1236, VNSG 1429 and VNSG 1261 with a grade of "C" or better. Co-requisites: VNSG 1234, VNSG 1230, VNSG 1119 and VNSG 2460.

**VNSG 2331. ADVANCED NURSING SKILLS  
(LECTURE 1, LAB 4). CREDIT 3. WECM.**

This course offers mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisites: BIOL 2402, VNSG 1323, VNSG 1122, VNSG 1227 and VNSG 1260 with a grade of "C" or better. Co-requisites: VNSG 1236, VNSG 1429, VNSG 1231 and VNSG 1261.

**VNSG 2460. CLINICAL-PRACTICAL NURSING III  
(LECTURE 0, CLIN 24). CREDIT 4. WECM.**

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. Prerequisites: VNSG 2331, VNSG 1231, VNSG 1236, VNSG 1429 and VNSG 1261 with a grade of "C" or better. Co-requisites: VNSG 1234, VNSG 1230, VNSG 1432 and VNSG 1119.



**WLDG 1412. INTRODUCTION TO FLUX CORED ARC WELDING (FCAW) (LECTURE 3, LAB 4). CREDIT 4. WECM.**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using Flux Cored Arc Welding (FCAW) equipment. Demonstrate equipment safety checks; identify Flux Cored Arc Welding (FCAW) equipment parts; demonstrate the procedures for running a continuous bead in the flat position; demonstrate the procedures for welding a butt joint, a T-joint, a lap joint, and an outside corner joint in the flat, horizontal, and overhead positions; and demonstrate the procedures for making an open butt v-groove weld.

**WLDG 1421. INTRODUCTION TO WELDING FUNDAMENTALS (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Students will demonstrate safety procedures associated with oxyacetylene and arc process; perform basic welds using oxyacetylene and arc welding equipment; and identify ferrous and nonferrous metals.

**WLDG 1425. INTRODUCTION TO OXY-FUEL WELDING AND CUTTING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Students will describe or explain oxy-fuel welding and cutting safety procedures and identify and classify fuels and filler metals. Students will perform entry-level oxy-fuel welding and cutting operations and select proper equipment and materials.

**WLDG 1430. INTRODUCTION TO GAS METAL ARC (GMAW) WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course studies the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/ equipment. Instruction focuses on various joint designs. Students will describe welding positions with various joint designs on plate; describe safety rules and equipment used; describe the effects of welding parameters in GMAW; and understand safety rules, equipment used, and testing performed by visual inspection. Students will weld various types of structural material and diagnose welding problems and perform visual inspections.

**WLDG 1434. INTRODUCTION TO GAS TUNGSTEN ARC (GTAW) WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course is an introduction to the principles of gas tungsten arc welding (GTAW), setup and use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Students will describe various joint designs; describe safety rules and equipment; and describe the effects of welding parameters in GTAW; and will weld various structural materials.

**WLDG 1435. INTRODUCTION TO PIPE WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is an introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis is placed on weld positions 1G and 2G using various electrodes. Students will describe equipment and require pipe preparation and perform 1G and 2G welds using various electrodes. Prerequisite: WLDG 1457 with a grade of "C" or better.

**WLDG 1457. INTERMEDIATE SHIELDED METAL ARC (SMAW) WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is a study of the production of various fillets and groove welds. Students will prepare specimens for testing in all test positions. Students will identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles. The student will prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment. Prerequisite: WLDG 1421 with a grade of 'C' or better.

**WLDG 2406. INTERMEDIATE PIPE WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This is 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. Students will describe equipment and require pipe preparation. Students will perform 1G, 2G, 5G and 6G welds using various electrodes. Co-requisite: WLDG 1435.

**WLDG 2413. WELDING USING MULTIPLE PROCESSES (LECTURE 3, LAB 4). CREDIT 4. WECM.**

This course provides 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, shield 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. Prerequisite: WLDG 2451.

**WLDG 2451. ADVANCED GAS TUNGSTEN ARC (GTAW) WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

Advanced GTAW welding, including welding in various positions and directions. Students will exhibit expertise in various welding positions; describe safety rules and equipment used; and describe the effects of welding parameters in GTAW. Students will weld various joint designs; diagnose welding problems; and perform visual inspection. Prerequisite: WLDG 1434 with a grade of "C" or better.

**WLDG 2453. ADVANCED PIPE WELDING (LECTURE 3, LAB 4). CREDIT 4. WECM.**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Students will describe equipment and required pipe preparation and perform 5G and 6G welds using various electrodes. Co-requisite: WLDG 2406.

## Honors Program

College of the Mainland offers highly motivated students a chance to enhance their learning experience by working to explore subject areas in more depth through the Honors Program.

Honors credit may be received in most courses if the faculty member is willing to assist the student in earning honors in their course. The student and faculty member will work together to create an Honors Contract. An Honors Contract will detail the project the student must successfully complete to be awarded honors credit. Students work with a faculty member that will supervise and guide them through the endeavor and help them fulfill the obligations of the Honors Contract.

The Honors Contract requires the completion of the following criteria:

- Permission and approval of the faculty member for course student is currently enrolled
- Approval of the contract by the Honors Committee
- If the contract involves human subjects, contact COM's Institutional Review Board at [ir@com.edu](mailto:ir@com.edu) before starting on the contract
- Completion of a research paper, special project, performance or creative project, or other work in addition to the usual requirements of the course
- Presentation of final results by the student
- At least 15 additional hours outside the normal expectation of the course completing the honors project
- The student must earn an "A" in the contracted course of record
- The student must develop a meeting schedule with the faculty member
- Signed Honors Contract by the student and the faculty member of the designated course
  - A completed original typed copy of this form must be submitted to the Honors Committee co-chair(s)
  - A rubric for assessing whether a completed honors project merits honors credit should be developed jointly by the student and the faculty member. The rubric must be submitted with the signed Honors Contract.
  - Honors Committee Co-chairs may contact the faculty member to learn the status of the project
  - A final report must be submitted to one of the Honors Committee Co-chairs prior to the contract deadline. The final report must include the rubric developed jointly by the student and the faculty members with the faculty member's comments on whether the student satisfied the criteria in the rubric and should receive honors credit.

Students desiring honors credit may also enroll in courses that have been designated as honors sections. These courses are identified in WebAdvisor as honors sections. Coursework in honors sections is more rigorous than a non-honors section.

In addition, any student who completes at least 12 honors credit hours, maintains a GPA of 3.5 or higher, completes at least 24 hours of approved community service, and a minimum of 18 hours at College of the Mainland will be recognized as a COM Scholar at graduation.

For more information, contact [dserda@com.edu](mailto:dserda@com.edu) ([sabernathy@com.edu](mailto:sabernathy@com.edu)) ext. 8497 or [swakao@com.edu](mailto:swakao@com.edu) ext. 8107.

## House Bill 1508

*As required by Texas HB 1508, applicants and enrollees need to be aware that an individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program:*

1. *Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority;*
2. *Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.*
3. *A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupation Code 53.102.*

*Note: This does not apply to licenses granted by the law enforcement officers (Occupations Chapter 1701) or emergency medical services (Health and Safety Code Chapter 773).*

### Programs Impacted

- Barber to Cosmetology Crossover (SCH)
- Certified Nursing Aid (CE)
- Cosmetology Instructor (SCH)
- Cosmetology Operator (SCH)
- Emergency Medical Services (SCH)
- Esthetic Specialty (SCH)
- Fire Academy (SCH and CE)
- Health Information Management (SCH)
- Licensed Vocational Nurse (SCH)
- Massage Therapy (CE)
- Medical Assisting (SCH)
- Medication Aide (CE)
- Pharmacy Technician (SCH)
- Phlebotomy Technician (CE)
- Real Estate (CE)
- Registered Nurse (SCH)
- Teacher Preparation (SCH)

# COMPLETING AT COM

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College of the Mainland is committed to helping students reach the end of the educational pathway. This section provides information that will assist students in successfully completing a certificate or degree.

- Honors and Awards (p. 165)
- Graduation Requirements (p. 166)
- Course Substitutions (p. 167)
- Second Associate Degree (p. 167)

## Honors and Awards

COM offers special opportunities for advanced students to pursue experiences of a range and depth commensurate with their capabilities and intellectual interests. Special awards recognize outstanding achievement.

### Dean's List

The Dean's List is designed to recognize students whose academic performance is outstanding. To qualify for the Dean's List, a student must have completed a minimum of twelve (12) semester hours of credit work during the semester with a grade point average of at least 3.5. This recognition will be entered on the student's permanent record.

### President's List

The President's List is designed to recognize students whose academic performance is exceptional. To qualify for the President's List, a student must have completed a minimum of twelve (12) semester hours of credit work during the semester with a grade point average of 4.0. This recognition will be entered on the student's permanent record.

## Honors Graduates

Honors graduates include students who complete an Associate's degree, have earned at least 40 semester hours at COM, and have attained a cumulative grade point average as follows:

- Honors cumulative GPA 3.5 up to 3.79
- Highest Honors cumulative GPA 3.8 through 4.0

Developmental courses will not be used in computing the accumulative grade point average in determining honors status for graduation.

This recognition will be entered on the student's permanent record, and honor graduates will be recognized during graduation ceremonies.

## Graduation Requirements

Students who believe they are eligible for graduation should meet with their Advisor for a preliminary degree check. The Advisor will determine whether or not the student is eligible to apply for graduation. Students must complete an application for graduation and submit the application to the Admissions and Records Office during the semester in which the degree is to be conferred. A certificate or degree will not be awarded unless the application for graduation is completed.

Before a certificate or degree will be conferred the student must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the certificate or degree being conferred with a minimum cumulative GPA of 2.0.
3. Completion of at least 25% of the credit hours toward any certificate or degree must be earned at COM; however, at least 50% of the required specialized courses for a certificate or AAS must be completed at COM.
4. Cleared all holds and financial obligations to COM.
5. Passed all sections of the TSI examination unless the student is exempt.

## Graduation Ceremony

The graduation ceremony is held at the end of the Fall and Spring semester. Although participation is optional, graduates are encouraged to participate in the ceremony so that the faculty and staff may publicly express congratulations to each student for successfully achieving a certificate or degree. Honors braids and Highest Honors medallions will be awarded at graduation. If a graduate cannot attend, honors awards are available in the Admissions and Records Office upon request. GED graduates will also be recognized at the graduation ceremony. Some workforce programs may hold additional recognition ceremonies.

## Course Substitutions

Requests for course substitutions to meet graduation requirements must be submitted to the appropriate Department Chair and approved by the appropriate Dean and Vice President for Instruction prior to the semester of graduation. To ensure students are able to progress through the proper course sequence of their chosen degree plan, course substitutions should be submitted in the first semester of attendance at College of the Mainland.

## Second Associate Degree

Students wanting to earn a second associate degree must complete a minimum of an additional 18 semester hours at COM and meet all degree requirements.



# LEARNING BEYOND THE CLASSROOM

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only and include a study abroad component. Previous trips include Amsterdam, Belize, London, and Paris.

College of the Mainland is committed to connecting students to the community in a mutually growth-enhancing cycle. This section provides information about opportunities to connect with the community.

## Career Services

COM's Career Services Department helps students make connections with employers. The faculty members within each workforce program are also very instrumental in assisting students with possible job opportunities. Each academic advisor is a certified career coach and can assist you in choosing your major/pathway and career.

## Clinicals

COM's nursing and allied health programs require clinical experiences. These experiences provide opportunities for students to learn and apply program theory and management of the workflow. These clinicals are closely supervised with instruction and theory provided concurrently. Clinicals are designed so they are consistent with industry standards, support specific written objectives outlined by the program, and emphasize current practices in the field of specialization.

## Cooperative Education

Cooperative education is a structured method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", provides academic credit for structured job experience.

## Internships

Many of COM's workforce programs provide internship experiences. These experiences provide workplace settings in which students learn and apply program theory and management of the workflow and are closely supervised with instruction and theory provided concurrently. Internships are designed so they are consistent with industry standards, support specific written objectives outlined by the program, and emphasize current practices in the field of specialization.

## Practicum

A practicum is an unpaid, competency-based external learning experiences that supplements lectures and laboratory instruction. Practicums are offered in some COM healthcare programs to provide students with practical experience in the industry to enhance skills and integrate knowledge. Practicums are directed by faculty or a clinical preceptor.

## Service Learning

Service learning courses provide students the opportunity to engage in a hands on experience in the community as part of the course requirements. Typically students will spend about one-third of the course contact hours in service learning experiences within the community.

## Study Abroad

Study abroad courses are offered through the Texas Gulf Coast International Education Consortium (TGCIE). Courses are offered online

# COLLEGE TERMINOLOGY

**Academic Advisor:** Academic advisors help students select the correct courses, review the course requirements, and assists with any academic problems students may encounter. At COM, students may receive advisement from their Faculty and/or the Student Success Center, located in the Enrollment Center.

**Academic Probation:** All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

**Alumni:** An alumni is a person who has graduated from the institution. A male is called an alumnus, while a female is called an alumna.

**ACT and SAT:** These letters are acronyms for the American College Test (ACT) and the Scholastic Aptitude Test (SAT). Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies. Colleges may require the results of either the ACT or SAT before granting admission. COM does not require ACT or SAT scores, but COM will waive testing requirements if an applicant has certain ACT and/or SAT scores. SAT and ACT scores are valid for five years.

**Application/Acceptance/Admission:** Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations, and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain acceptance to the institution if the decision to accept the application is positive. COM students may be admitted by any one of the following methods:

1. Graduation from an accredited high school.
2. High School Equivalency Diploma (GED).
3. Transfer from another college.
4. Individual approval.
5. Special admission.

Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution. Application/Acceptance/Admission policies of colleges and universities vary widely. Students who wish to transfer to another college or university should review that college catalog for specific requirements.

**Associate Degree:** The Associate Degree is granted upon completion of a program of 60 credit hours with a cumulative GPA of 2.0 (a "C" average), exclusive of physical education activity courses or military science courses. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a baccalaureate-granting institution.

**Associate of Applied Science Degree:** The Associate of Applied Science degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The Applied Science degree has the same requirements as those stated above for the Associates Degree, but are generally non-transferable to another college or university.

**Audit:** A student who does not want to receive credit or a grade in a course may, with approval of the institution, audit the course as a

"visitor". The student usually must pay the tuition for the course. A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

**Bachelor's Degree (also called a Baccalaureate Degree):** This degree is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student's studies be dedicated to the arts (literature, language, music etc.). The Bachelor of Science degree requires that a portion of the studies be dedicated to the sciences (chemistry, biology, math, etc.). The minimum credit hour requirement for a Bachelor's Degree is 120 hours.

**Bookstore:** Most colleges and universities have bookstores on or near the college campus. Bookstores generally stock all the books and other materials required in all the courses offered at the institution, as well as providing basic necessities and clothing items.

**Business Office:** The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar's Office or the Cashier's Office on some campuses.

**Career Pathways:** Career or Guided Pathways is an integrated, highly structured, approach to student success that: provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; and integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.

**Catalog:** College catalogs provide all types of information parents and students need to know about a school. Catalogs list, for example, the institution's history and philosophy, policies and procedures, accreditation status, course of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. The catalog is considered the student's contract with the institution.

**Census Day:** Census day is the last day that COM can exchange money, and the classroom official rolls are based on the students enrolled by the 12th class day (census day for a full semester).

**Certificate Programs:** Certificate programs are designed to provide specific job skills for students who need to move quickly into the workforce. At Texas community colleges, certificate hours range between 15-51 vocational credit hours and generally do not require any general education coursework (communications, humanities, social sciences, natural sciences, etc.). Level one certificates require between 15-42 credit hours, whereas a Level two certificate requires between 30-51 credit hours.

**CLEP:** The College Level Examination Program (CLEP) can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If a student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution's policies toward CLEP Tests can be found in the institution's catalog.

**College:** A College is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

**Commuter College:** Some colleges do not have on-campus housing, and all students live off campus and commute to the college for classes. COM is a commuter college.

**Concurrent Enrollment:** A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example: In Texas, high school juniors and seniors can concurrently enroll in high school and in college provided they meet established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments is generally made in advance.

**Counselor:** A counselor is a professionally trained staff person who is available to assist student with self-assessment, academic questions, vocational information, normal-range personal problems, and can make referrals to other agencies as needed.

**Course Numbers:** All COM courses are identified by numbers containing 4 digits. If the first numeral is 1, the course is freshman level; the numeral 2 designates a sophomore level course. The second numeral indicates the credit in semester hours. The third and fourth numbers indicate the type and course sequence.

**Credit Hours:** Credits are assigned to a course based on how many hours a week it meets (i.e., a 3 credit course meets for 3 hours a week). A specific number of credits are required to graduate.

**Curriculum:** A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

**Degrees:** Degrees are rewards for the successful completion of a prescribed program of study. There are three basic types of degrees: 1) Associate: obtainable at a community or junior college, 2) Baccalaureate or Bachelor: offered by four-year colleges and universities, and 3) Graduate: post-baccalaureate degrees (Master's and Doctorate degrees) offered through university graduate schools.

**Degree Requirements:** Requirements prescribed by an institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major and/or minor areas of study.

**Department:** A department is the basic organizational unit in a higher education institution and is responsible for the academic functions in a field of study. This term may also be used in the broader sense to indicate an administrative or service unit of an institution.

**Developmental Courses:** The developmental studies mission is to assist all students in the strengthening of the basic skills necessary for survival in and out of a college environment. Students must take developmental courses if the COM placement test indicates a need for improvement in reading, writing and math. These courses do not apply toward a certificate or degree.

**Division:** A division represents a number of different units of a college or university:

1. an administrative division of an institution usually consisting of more than one department;
2. an academic division of an institution based on the year-level of students, lower and upper division; and
3. a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

**Drop and Add:** Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying

lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate the dropping or adding of classes. Some institutions charge a fee for adding and dropping.

**Eight Week Session:** An eight-week session offers courses that are scheduled in the first or last eight weeks of any semester.

**Electives:** Electives are courses that do not fulfill any particular requirement in the student's course of study, but may count toward total graduation requirements.

**Enrollment:** Enrollment is the procedure by which students choose classes each semester. It also includes the assessment and the collection of fees. Students can be deregistered (removed from their classes) if they fail to pay their tuition and fees.

**Extra-Curricular Activities:** These activities are non-classroom activities that can contribute to a well-rounded education including activities as clubs, student government, and recreational and social organizations and events.

**Faculty:** The faculty is composed of persons who teach classes for colleges. Some colleges differentiate between faculty and instructors. Instructors are hired to teach a specific class or classes, while faculty members have contracts with the college that require additional duties beyond teaching.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs and publications.

**Final Exams (Finals):** These end-of-the-semester exams are either given during the last week of classes each semester or during a specific week called "Finals Week". The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular class time and are usually two hours in length.

**Financial Aid:** Aid for paying college expenses is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Financial aid from these programs may be combined in an "award package" to meet or defray from the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

**Free Application for Financial Student Aid (FAFSA):** The FAFSA is a form used by the college financial aid office to collect information about the student's total family income, assets, and expenses in order to analyze the family's potential contribution toward college expenses.

**Fulltime Enrollment:** A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term may require fewer credit hours).

**Honor Roll:** To be on the Dean's list, a student must have completed a minimum of 12 semester hours with a grade point average of at least 3.5. President's List is earned with a GPA of 4.0. Developmental courses are not used in computing GPA.

**Humanities Courses:** Humanities courses cover subjects such as literature, philosophy, foreign languages, and the fine arts. Most

undergraduate degrees require a certain number of humanities credit hours.

**Hybrid:** A hybrid (HY) course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.

**Junior/Community College:** A Junior/Community College is often called a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college or university, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

**Learning Communities:** A Learning Community is composed of students who take a combination of courses, such as Reading, Psychology for Success and Physical Health as a group. The goal is to increase student success by providing academic and social support for one another as the cohort of students take a set of courses together.

**Lecture Classes:** In lecture classes, students attend class on a regular basis and the instructor lectures on class material.

**Letter Grades/Grade Point Average (GPA):** Most colleges use both letter grades and GPA's using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point, and F's are worth 0 points. To calculate a GPA, multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours.

**Laboratory Classes:** Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture class.

**Major/Minor:** A major is a student's chosen field of study and usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

**Mid-term Exams (Midterms):** During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

**Mini-Session:** Mini-sessions are offered between two major semesters, typically fall and spring or spring and summer.

**Non-Credit Courses:** Some courses have zero (0) credit hours and do not meet the requirements for a certificate or degree at a given institution. Non-credit courses (also referred to as continuing education courses) offer students the opportunity to explore new fields of study, increase proficiency in a particular skill area or profession, and develop potential or enrich life experiences.

**Open-Door Institution:** Open-door institutions are usually public junior/community colleges. The term "open-door" refers to an admission policy that states that anyone who meets certain age requirements can be admitted to that college. Open-door admissions policies do not mean, however, that students can take any classes that they choose. Students must meet class pre-requisites in order to enroll in specific classes. COM is an open-door institution.

**Online Courses:** Online courses are offered completely on the computer accessed via the internet. At COM, online courses are referred to as Internet (IN) classes.

**Part-Time Enrollment:** A part-time student is enrolled in fewer than 12 credit hours in a semester.

**Pass/Fail Courses:** Pass/Fail courses do not earn letter grades or grade points for students. If a student passes a pass/fail course, he/she receives a "P" (pass) or "S" (satisfactory) on the transcript and the credit hours. If the student does not pass the course, they will receive an "F" (fail) or "U" (unsatisfactory) on the transcript and no credit hours. Pass/fail courses are not calculated into the student's GPA.

**Prerequisites (Prerequisite Courses):** A prerequisite is a condition that must be met before a student can enroll in a course. The prerequisite can include a specific skill level (a minimum ACT, SAT or basic skills test score) or the completion of a specific course, called a prerequisite course. For example, Accounting I is a prerequisite for Accounting II.

**Private/Public Institutions:** Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations or from religious or other organizations and student tuition. Boards of trustees govern private institutions.

**Registrar:** The registrar of an institution is responsible for maintaining all academic records. Duties may also include maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies, and verification of the completion of degree requirements for graduation.

**Resident/Non-resident Status:** The amount of tuition a student pays to a public (state supported) college is determined by the student's state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A non-resident will pay a higher tuition rate. Residency requirements vary from state to state, but are determined by where a student's parents live if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

**Residential College:** Many colleges have on-campus housing for students, called dormitories. Usually first (and sometimes second) year students are required to live on campus.

**Schedule of Classes:** Colleges publish a Class Schedule for each semester. With the help of Academic Advisors or Faculty Advisor, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name and the instructor's name. A class schedule is a list of classes a student is taking and includes course name and number time and location of the class. COM's schedule of classes can be found on the college website in WebAdvisor.

**Student Identification Card (ID):** A student ID is usually required in college. A Student ID generally includes a photograph of the student, a student number, the student's name, the name of the college, and the semester enrolled. The ID's require validation each semester. The card is often required for admittance to functions sponsored by the college or

for identification when cashing checks or other purposes. COM's ID cards may be obtained in the gym when a receipt for classes is presented.

**Syllabus:** A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructors office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and the due dates for assignments; the grading policy for the course; and specific classroom rules. Syllabi are usually available to students the first class session.

**TBA:** This acronym stands for "to be announced" and is used when information is not available at the time of schedules are made available to students.

**Transcript:** The transcript is a permanent academic record of a student at a college. It may show courses attempted, grades received, academic status, and honors received. Colleges do not release transcripts if a student owes money to the college.

**Transfer of Credits:** Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new institution. To transfer credits, a student must have an official transcript sent to the new institution, which will determine the courses that will apply toward graduation requirements.

**TRiO Program:** TRiO began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's War on Poverty. In 1965, Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960's, the term "TRIO" was coined to describe these federal programs.

**Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary among colleges and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division), and whether the institution is publicly or privately financed.

**Tutor:** A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject and is able to provide instruction to another student. Tutors usually help students better understand course material.

**Twelve Week Course:** These courses begin four weeks after the regular semester has begun, or end four weeks prior to the end of a regular semester.

**Undergraduate:** An undergraduate is a student who is pursuing either a certificate or an Associate or Baccalaureate degree.

**University:** A University is composed of undergraduate, graduate and professional colleges and offers degrees in each.

**Web Enhanced Courses:** These courses are traditional lecture courses; however, students will be required to access assignments or information via the internet.

**Withdrawal:** Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or

Class Schedule generally specify the procedures. Written approval from a college or university official must be obtained. Classes from which a student withdraws are usually listed on the student's transcript, and the student is responsible for paying the tuition and fees for the class.



# FACULTY AND PROFESSIONAL PERSONNEL

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## 2021-2022 CATALOG UPDATES

Change Date	Area	Item	Change Made
5/12/21	Academic Calendar	Fall Commencement	Removed "virtual"
5/26/21	Cybersecurity	Level 1 Certificate, OSA	The Level 1 Certificate and Occupational Skills Award for Cybersecurity will start in Spring 2022 pending approval of the Southern Association of Colleges and Schools/Commission on Colleges.
6/10/21	Services and Resources	Campus Map	Updates to Buildings
6/17/21	Academic Calendar	Census Date/W Date	Census date for 2nd summer session changed/W date for SP22 and Summer 10-week session changed.
7/8/2021	Health Information Management	Overview Page	Updated Accreditation Statement/Removed Satisfaction Statement
7/8/2021	Nursing	RN to BSN Track	Received approval to offer program, so pending statement removed.
7/20/21	Nursing	RN-BSN	Updated Title
7/22/21	Course Descriptions	PSYC 2317	Updated prerequisites
7/27/21	College Support Services	Career Services	Added new department
7/27/21	Student Success Center	Career Services	Removed
10/14/21	Return of Title IV Funds for Withdrawals	Modules	Removed section and replaced with new information
10/14/21	Contact Information	Career Services	Changed extension
10/21/21	Course Descriptions	MATH 0306 and MATH 0315	Addition of MATH 0306 and MATH 0315
11/24/21	Testing	Methods to Meet TSI Obligation	Addition of MATH 0306 and MATH 0315
11/24/21	Course Descriptions	DRAM 2351	Updated to include DRAM 2351 in course descriptions
12/7/2021	Accreditation	Southern Association of Colleges and Schools Commission on Colleges	added baccalaureate