



TEMPLE COLLEGE

2009-2010 CATALOG



TEMPLE COLLEGE

Established September 1926
TEMPLE, TEXAS 76504-7499
2600 South First Street
Phone: (254) 298-8282
1-800-460-4636
www.templejc.edu

CATALOG ANNOUNCEMENTS 2009-2010

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

Full Membership in, and Approved by,
*Texas Higher Education Coordinating Board
The Texas Education Agency*

Departmental Membership, Accreditation, and/or Approved by,

*Commission on Accreditation of Allied Health Education Programs
Accreditation Review Committee on Education in Surgical Technology
Commission on Dental Accreditation, American Dental Association
Committee on Accreditation for Respiratory Care
Texas Nurses Association Approved Provider of Nursing Continuing Education
Board of Nurse Examiners for the State of Texas
National League for Nursing Accrediting Commission
Texas Department of Health Bureau of Emergency Management
National Junior College Athletic Association
Northern Texas Junior College Athletic Conference
International Tennis Association*

**Member of American Association of Community Colleges
Member of Texas Association of Community Colleges
Member of Hispanic Association of Colleges and Universities**

Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

**This catalog is a set of guidelines for Temple College students.
The information in this catalog is subject to change.**

For the most current information please go to:

<http://www.templejc.edu/admission/admission.htm#Catalogs>

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HOURS

The business hours for the College are:

Fall and Spring

Monday - Thursday 8:00 a.m. - 6:00 p.m.
 Friday 8:00 a.m. - 12:00 noon

Summer

Monday – Thursday 7:30 a.m. - 6:00 p.m.

The Admissions and Records office opens daily at 8:00 a.m.

TEMPLE COLLEGE EDUCATION CENTERS

Cameron Education Center

804 East First Street
 Cameron TX 76520-3401
 (254) 697-8642

Downtown Center

101 North Main Street
 Temple TX 76501-7641
 (254) 298-8282, (800) 460-4636

Taylor Center

516 North Main Street
 Taylor TX 76574-3645
 (512) 352-2688, (512) 365-7242 (Metro)

Texas Bioscience Institute

5701 Airport Road
 Temple TX 76502
 (254) 298-8782

CAMPUS NUMBERS

Temple College (254) 298-8282 or outside Temple area (Texas only) 1-800-460-4636

Taylor Center - Temple College 298-8271 or (512) 365-7242 or (866) 989-4266

Cameron Education Center - Temple College 298-8318 or (254) 697-8642

TDD (254) 298-8253

(All numbers have 298 prefix unless otherwise indicated)

Accounting Services.....	8601	Loaner Computer Office.....	8467
Admissions & Records.....	8306	Maintenance (Physical Plant).....	8690
Advising	8331	Management.....	8636
Art	8570	Math Lab (Computer Aided)	8348
Athletics	8522	Math Lab at Taylor.....	8949
Baseball.....	8529	Math Tutoring Lab	8373
Basketball/Men	8525	Mathematics	8358
Basketball/Women.....	8527	Media Center	8423
BellNet Room.....	8219	Music	8555
Biology	8405	Newton Science Lab	8404
Bookstore Main Campus	8575	Nursing - Associate Degree	8666
Bookstore at Taylor	8274	Nursing Lab	8675
Business Courses	8636	Nursing - Vocational	8664
Cameron Center.....	8818 or 254.697.8642	Open Computer Center (WTC)	8382
Campus Police.....	8291	Payroll	8581
Cashier	8610/8611	Performing Arts.....	8555
Chemistry	8407	Physical Education.....	8525
Child Development	8624	Physics	8407
College Communications.....	8590	Physics Lab.....	8402
Community Education.....	8625	Project Access.....	8599
Computer-Aided Design	8371	Purchasing.....	8609
Computer Training/User Support	8450	Recreational Sports & Wellness	8521
Computer Information Systems	8465	Respiratory Care	8697
Criminal Justice.....	8634	Schlotskys	8803
Dental Hygiene	8678	Social & Behavioral Sciences	8361
Dental Clinic	8688	Special Projects.....	8342
Disabilities Coordinator	8335	Special Support Services.....	8333
Distance Education.....	8388	Speech	8555
Educational Assistance Center	8599	Softball.....	8528
Education Courses.....	8624	Student Life	8309
Educational Services.....	8344	Surgical Technology.....	8651
EMS Professions	8697	Swimming Pool	8520
English	8381	Tarleton Representative	8339
Event Coordinator	8690	Taylor Center	8271
Financial Aid	8321	Taylor Center	512.352.2688
Financial Aid at Taylor.....	8948		or 512.365.7242
ASC Food Court.....	8803	Tech Prep	8482
Foundation	8592	Tennis	8526
Geographic Information Systems	8371	Testing Center.....	8586
Golf Course.....	773.0888	Texas Bioscience Institute	8782
Health	8525	Theatre	8555
Help Desk (Information Services)	8450	TRIO @ TC	8376
Human Resources	8583	TRIO @ Taylor	8275
Institutional Advancement	8592	Veterans Affairs.....	8331
Institutional Research.....	8340	VCT (Virtual College of Texas)	8319
Liberal Arts	8596	Visual Arts	8570
Library (Learning Resources).....	8426	Volleyball.....	8531

COLLEGE CALENDAR

FALL SEMESTER, 2009

August 17-2	Regular Registration - Payment due August 20, 6 p.m.
August 17	Faculty Return to Campus
August 21	All College Meeting
August 24	First Class Day
August 25	Last Day to Add a Class – Noon Deadline
September 1	Census Day for 1st 8-Week Classes
September 7	Labor Day Holiday
September 14	Census Day for 16-Week Classes
October 1	Deadline to Apply for December Graduation
October 2	Last Day to Drop a 1st 8-Week Class
October 14-15	1st 8-Week Class Final Examinations
October 15-16	Registration, 2nd 8-Week Classes
October 16	Mid-Semester
October 19	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
October 27	Census Day for 2nd 8-Week Classes
November 13	Last Day to Drop a 16-Week Class
November 24	Last Day to Drop a 2nd 8-Week Class
November 25-27	Thanksgiving Holidays
December 2	Last Class Day of Fall Day/Evening Classes*
December 3*	Last Class Day of Classes Meeting Thursday Only
December 4*	Last Class Day of Classes Meeting Friday Only
December 7	Final Exams Begin (Monday)
December 10	Finals End (Thursday)/ Semester Ends
December 11	College Closes at Noon for Winter Break (Friday)
December 11	Grades Due at 12:00 Noon (Friday)

SPRING SEMESTER, 2010

January 4	College Administrative Offices Open
January 4-7	Regular Registration – Payment due January 7, 6 p.m.
January 4	Faculty Return to Campus
January 8	All College Meeting
January 11	First Class Day
January 12	Last Day to Add a Class - Noon deadline
January 18	Martin Luther King Holiday
January 20	Census Day for 1st 8-Week Classes
February 1	Deadline to Apply for May Graduation
February 1	Census Day for 16-Week Classes
February 19	Last Day to Drop a 1st 8-Week Class
March 3-4	1st 8-Week Class Final Examinations
March 4-5	Registration, 2nd Eight Weeks
March 5	Mid-Semester
March 8	First Class Day for 2nd 8-Week Classes, Last Day to Add a Class
March 15-19	Spring Break

March 23	Census Day for 2nd 8-Week Classes
April 2	Good Friday Holiday
April 9	Last Day to Drop a 16-week Class
April 23	Last Day to Drop a 2nd 8-Week Class
April 28	Last Class Day of Spring Day/Evening Classes*
April 29*	Last Class Day of Classes Meeting Thursday Only
April 30*	Last Class day of Classes Meeting Friday Only
May 3	Final Exams Begin (Monday)
May 6	Finals End (Thursday) / Semester Ends
May 6	Commencement - 7 p.m. (Thursday) Bell County Expo Center, Belton, TX
May 7	Grades Due at 12:00 Noon (Friday)

SUMMER SESSION, 2010

May 31	Memorial Day Holiday
May 10 - June 2	Regular Registration
June 7	First Class Day—1st 6-Week, 8-Week and 11-Week Classes
June 8	Last Day to Add a Class
June 10	Deadline to Apply for Summer Graduation
June 10	Census Day for 1st 6-Week Classes
June 15	Census Day for 8-Week Classes
June 17	Census Day for 11-Week Classes
July 1	Last Day to Drop a 6-Week Class
July 4	Independence Day Holiday
July 5	Independence Day Holiday Observed
July 12	Final Examinations for 1st 6-Week Classes
July 14-15	Registration for 2nd 6-Week Classes
July 15	Last Day to Drop an 8-Week Class
July 19	First Class Day—2nd 6-Week Classes
July 19	Last Day to Add a Class—2nd 6-Week Classes
July 22	Census Day for 2nd 6-Week Classes
July 28-29	Final Examinations begin for 8-Week Night Classes
July 29	Final Examinations for 8-Week Day Classes
July 29	Last Day to Drop a 11-Week Class
August 12	Last Day to Drop a 2nd 6-Week Class
August 18	Final Examinations begin for 11-Week Classes
August 19	Final Examinations for 2nd 6-Week Classes and 11-week Classes
August 19	Semester Ends

Judy Morales - 2010 - Chair
Walter P. Dyck, M.D. - 2010 - Vice Chair
Mike Thompson - 2012 - Secretary
Paxton Howard, Jr., M.D. - 2012
Jack W. Jones, Jr. - 2010
Anne Penney Newton, Ph.D., Ed.D. - 2012
Stephen H. Niemeier - 2014
Lydia Santibanez - 2014
Larry J. Wilkerson - 2014

Glenda O. Barron	President
A. Wayne Criswell	Vice President of Administrative Services & Chief Financial Officer
Mark A. Smith	Vice President of Educational Services & Chief Academic Officer (Interim)
Danette Toone	Vice President of Academic and Community Initiatives
Randy Baca	Associate Vice President of Resource Management
Gary Jackson	Associate Vice President of Finance, Information & Technology Services, Chief Information Officer
Mark Smith	Associate Vice President of Distance Education

Gracie Conner	Community Services & Business Training
Brian St. Amour	Distance Education
Thomas Fairlie	Fine Arts
Lee Ogburn-Russell	Health Professions
Kathy Fulton	Learning Resources
Susan Guzman-Trevino	Liberal Arts (Interim)
Cynthia Martinez	Mathematics, Science, and Physical Education (Interim)
Jan Salzman	Student and Enrollment Services
Hal Ward	Business and Career Professions

John BicknellCameron Education Center
Mark A. Smith.....Temple College at Taylor

DEPARTMENT CHAIRS

Biology	Terry Austin.....	298-8405
Biotechnology	Katie Burrows	298-8638
Business, Management, Office Occupations	Hal Ward.....	298-8636
Chemistry, Physics, Geology, Physical Science, Engineering	Sharon Hoffman	298-8407
Child Development/Education.....	Gail Cox	298-8624
Communications.....	Susan Guzman-Trevino (Interim)	298-8383
Computer-Aided Design/Geographic Information Systems	Steven Taylor.....	298-8371
Computer Information Systems	Talma Botts	298-8465
Criminal Justice.....	Lesley Keeling-Olson	298-8634
Dental Hygiene	Norma Maedgen	298-8677
Diagnostic Medical Sonography	Steve Trawick	298-8695
Emergency Medical Services.....	Jeff Fritz.....	298-8563
Mathematics	Mary Hatsell (Interim)	298-8356
Nursing, ADN	Karen Robinson	298-8673
Nursing, LVN.....	Gregory Bond	298-8665
Performing Arts.....	Colin Mason.....	298-8555
Health and Physical Education.....	Pamela Lee	298-8521
Respiratory Care	William Cornelius III	298-8928
Social and Behavioral Sciences	Joanna Scott	298-8384
Surgical Technology.....	Kerry Aguillon.....	298-8650
Visual Arts	Michael Donahue	298-8570

PRESIDENT'S MESSAGE

On behalf of the Board of Trustees, the faculty, staff, and students of Temple College, I invite you to explore the many programs and services described within this catalog. Founded in 1926, TC has become a truly comprehensive community college, offering an array of educational opportunities in an ongoing effort to fulfill the dreams and aspirations of its students.

If your goal is to pursue a baccalaureate or higher degree, Temple College is a point of access for numerous professional fields of study through its transfer curriculum leading to the Associate of Arts degree. We now also offer an opportunity for our students to complete upper-level classes toward a baccalaureate degree on the TC campus through a partnership with Tarleton State University–Central Texas, or online through an innovative partnership with Franklin University.

If your interests lie within a field of technical study, Temple College offers challenging programs leading directly to employment through specialized certification or an Associate of Applied Science degree.

If you need short-term training or re-training for skill-specific occupations, Temple College provides many opportunities throughout each calendar year in partnership with local business and industry.

If you wish to improve your basic skills to enter college or to strengthen your employability, there are effective programs available in Adult Basic Education, ESL, and GED preparation.

And if you simply want to have fun learning, our Community Education Program provides an ongoing array of avocational and recreational opportunities to meet your interests.

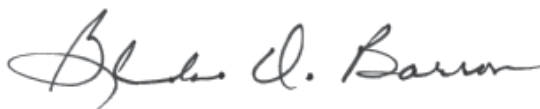
There are exciting opportunities for you at Temple College, and I invite you to experience the exceptional quality of instruction in the classroom and online, as well as the many other opportunities for enrichment through student organizations and activities, cultural and athletic events, forums and workshops, with many featuring local, state, and national leaders.

Temple College has combined a sense of history and tradition with unprecedented progress in the transformation of its campuses, programs, and services to meet the educational, cultural, and socio-economic needs of a multi-county service area. Many of its programs have received national and even international recognition; many of its students have reached the highest levels of professional achievement.

I hope that you will join us on one of our Temple campuses, at our educational centers in Cameron or Taylor, or perhaps through the wonders of telecommunications, from a location most convenient to you. Our commitment at Temple College is quite simple, to make a difference in the life of each student.

We are here for only one reason: YOU.

Sincerely,



Glenda O. Barron, Ph.D.
President

TEMPLE COLLEGE PURPOSE STATEMENT

Temple College is a public community college, founded in 1926 through the joint efforts of civic, business, and educational leaders. The mission of Temple College is to serve the founders' vision by meeting the needs of individual students, area communities, and businesses through quality educational programs and services that reflect our commitment to quality and integrity while preparing our diverse population as they enter an ever-changing global society.

VALUE STATEMENTS

Temple College continually assesses its programs and services and utilizes the results for ongoing excellence in education, leadership, and innovation.

Ethical Conduct – Temple College is committed to a high standard of integrity. The board, administration, faculty and staff pledge to model the integrity we expect of our students.

Learning Environment - Temple College pledges to provide a stimulating, compassionate, supportive educational environment that embraces academic integrity. The College offers a variety of opportunities through academic transfer, technical programs, continuing education, and adult education. The College recognizes the need for physical education and provides opportunities through physical education classes, recreational sports, and intercollegiate athletics. To achieve the desired educational goals, Temple College provides a safe, comfortable learning environment.

Quality Access - Temple College provides access to educational opportunities to create a diverse student population regardless of race, color, gender, religion, or disability. The College informs the citizens in its service area of the educational opportunities available to them at the campus, at off-campus sites, and through distance-learning methods. Operating with an Open Door admission policy, the College takes the responsibility of providing courses for the under served and for those who lack the academic skills to succeed at the college level.

Student Development - Temple College acknowledges our obligation not only to develop our students intellectually, but also to address their professional, personal, social and ethical development. The College also designs activities to foster student leadership, to promote integrity, and to encourage the pursuit of special interests.

Economic and Workforce Development - Temple College strives to improve the prosperity of our region through partnerships with business and industry, government, and community organizations. The College strives to supply Central Texas with a skilled, educated workforce by providing programs for individuals who wish to enrich their lives or to enhance existing knowledge and skills to meet new job demands. Temple College is a critical link for promoting life-long learning.

Community Partnerships - Temple College serves as a catalyst for cultural, artistic, intellectual and physical activities to enrich the lives of Central Texans through its humanities and fine arts and athletic programs.

Technology - Temple College endeavors to offer the latest technology to help students and instructors attain their educational goals by providing modern learning resources, tools, and technology.

Stewardship - Temple College believes the most important resource of the College is its people who are an integral component of a supportive collegial work environment, which rewards excellence. The College is aware that the community has entrusted it with resources and strives to return that trust by assuring maximum benefit for the community.

Secure Environment - Temple College is dedicated to providing a safe and secure environment through a comprehensive Emergency Management program.

Temple College is committed to excellence in helping students reach their full potential by developing their academic competencies, integrity, critical thinking skills, communication proficiency, civic responsibility, and global awareness. As a leader in education, the College is proud of its mission of challenging the human mind to explore new ideas and seek new opportunities.

HISTORY AND LOCATION

Temple Junior College was founded in 1926 in response to the need for a post secondary institution in Temple. The College is a result of the joint efforts of civic, business, and educational leaders. In 1996, the name of the College was changed to Temple College to reflect its role as a comprehensive college, offering transfer programs, technical education, community education, career and workforce training, and cultural activities.

From 1926 until January of 1957, the College was housed in the basement of Temple High School. As the student body grew, so did the need for a permanent campus, and the College moved to its present location in south Temple. The main campus now exceeds 105 acres, including 17 buildings. University Courtyard Apartments provide apartment-style on campus student housing, and Temple College Apartments provide on-campus housing for low-income student families. The Danny Scott Sports Complex includes a gymnasium with indoor swimming pool, fitness center, baseball and softball fields, and an intramural field. The Old Nine Golf Course also is located on campus.

Temple College also operates three off-campus centers. To serve the increasing educational and workforce training needs of Williamson and surrounding counties, Temple College opened the Temple College Taylor Center in the fall of 1997 in the historic area of Taylor. Temple College is the lead institution of the East Williamson County Higher Education Center (EWCHEC), a multi-institutional teaching center, and is host for the Legacy Early College High School. Located in Taylor, EWCHEC was established in 2007 to bring higher education and workforce opportunities to rural residents in Williamson County.

The Cameron Education Center - Temple College opened in January 2000 to serve the educational and training needs of Milam County and surrounding areas. Day and evening on-campus, online, and hybrid credit courses, technical and workforce training, and continuing education classes are available at both centers.

The Temple College Downtown Center opened in May 2000 in the historical old Temple Post Office Building. The Downtown Center is home for the Community Services and Business Training Division. In 2005, renovations were completed to an historic building adjacent to the Downtown Center for the Temple College Business Training Center. A joint economic and business development project with the City of Temple, Temple Economic Development Corp. and the Temple Chamber of Commerce, the Business Training Center houses the Temple Business Incubator as well as classrooms, meeting space for community education and workforce training and offices for the Temple College Foundation.

Temple College has traditionally offered pre-professional courses leading to degrees in medicine, law, education, engineering, and similar fields as well as more general academic courses that enable students to transfer to four-year colleges and universities for baccalaureate degrees. The technical program of the College expanded with the opening of the Watson Technical Center in 1967. In recent years a wide variety of credit and non-credit classes, programs and workshops have been offered through Community Education and Workforce Development and Corporate Training. Temple College became a leader in education for health professions with opening of a new Health Sciences Center and Clinical Simulation Center in 2004. As a partner with community, education, and business interests in the Texas Bioscience Institute, Temple College took a leadership role in developing the Texas Bioscience Institute, an innovative educational model involving area high schools, colleges and universities to bring new educational opportunities to Central Texas citizens. Texas Bioscience Institute opened in 2006.

With an enrollment of more than 5,200 students, the College is large enough to maintain a flexible and varied program. It is, at the same time, small enough to provide students with opportunities for the development of leadership abilities. Small class size makes possible a close personal relationship between students and their instructors.

Temple College is located in Temple, Texas, a city of approximately 58,000 in the heart of Texas. Temple is recognized as a medical, education and research center. Within its boundaries are Scott and White Hospital and Clinics, King's Daughters Hospital and Clinic, Central Texas Veterans' Health Care System, Texas A&M College of Medicine, and USDA/Texas A&M University Blackland Research Center.

Temple is 125 miles from Dallas and Fort Worth, 60 miles from Austin, 140 miles from San Antonio, and 165 miles from Houston. It is, therefore, well located with reference to commercial, cultural, and political centers of Texas and the Southwest.

TEMPLE COLLEGE: YOUR BEST CHOICE

Temple College enjoys an excellent academic reputation and offers Associate of Arts and Associate of Applied Science degrees, as well as community education courses and public and corporate services. The AA degree offers the first two years of a four-year degree, and the AAS degree prepares students for employment in technical careers which require only two years of higher education. The College is friendly, convenient, and economical for students residing in Central Texas. Campus activities, which enhance college life, are varied and accessible. Attending Temple College is an excellent way to adjust to college life before going to a distant senior college or to prepare for one of the four-year colleges in Bell County: University of Mary Hardin-Baylor in Belton, Texas, or Tarleton State University - Central Texas in Killeen, Texas. Courses are also available to students at Temple College at Taylor in Taylor, Texas, Cameron Education Center in Cameron, Texas or at Temple College Downtown Center in Temple.

TEMPLE COLLEGE FOUNDATION

Temple College Foundation is a non-profit corporation established in 1982. The purpose of The Temple College Foundation is to assist in and contribute to the academic and physical growth and development of the College. College Trustees and citizens-at-large make up The Foundation Board. The Foundation welcomes gifts of cash, life insurance securities or other property, directly or through wills or trusts. All gifts to The Foundation are tax deductible.

RECOGNITION AND ACCREDITATION

Temple College is a comprehensive two-year college, and the students are given full credit for their work in senior colleges and universities, provided it is done in keeping with requirements of those colleges and universities. Temple College graduates have successfully entered and completed work in senior colleges and universities throughout the United States. Temple College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of (name of member institution). It is also recognized and approved by the Texas Higher Education Coordinating Board and the Association of Texas Colleges as a first-class two-year college. It is an active member of the Texas Community College Association, the Texas Association of Community Colleges, and the American Association of Community Colleges. For more information visit TC's web site www.templejc.edu.

GRADUATE GUARANTEE PROGRAM

TRANSFER CREDIT

Temple College guarantees to its Associate of Arts graduates who have met the requirements for the degree, beginning June 1992 and thereafter, that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Temple College.
2. Limitations on total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Admissions and Records Office at Temple College.
4. Only college-level courses with the Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the Division Director of Enrollment Management at Temple College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, Temple College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one-year period from granting of a degree at Temple College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

Temple College has articulation agreements locally with the University of Mary Hardin-Baylor in Belton and Tarleton State University and Tarleton State University - Central Texas in Killeen as well as several other major universities in Texas which guarantee transferability of TC credits. Some agreements are program specific. Please consult the TC Academic Advising Center or the university for specific information.

REVERSE TRANSFER

If a student transfers from Temple College, before completing their associates degree to another College/University and has earned at least 32 credits or more of their appropriate coursework at Temple College, Temple College will reverse transfer courses completed from the College/University back into their associates degree program at Temple College and award an associate's degree if graduation requirements are met.

GUARANTEE FOR JOB COMPETENCY

If a recipient of an Associate of Applied Science degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Temple College under the conditions of the guarantee policy. Special conditions, which apply to the guarantee, include the following:

1. The graduate must have earned the Associate of Applied Science degree or Certificate of Completion beginning June 1992 or thereafter in a technical, vocational or occupational program identified in the College's general catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with the Temple College system, with a minimum 75 percent of credits earned at Temple College, and must have completed the degree or certificate within a five-year time span.
3. Graduate must be employed full-time in an area directly related to the area of program concentration as certified by the Division Director of Enrollment Management.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Temple College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Division Director of Enrollment Management, Vice President of Academic and Community Initiatives, Division Director of Community Services & Business Training, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Temple College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President of Educational Services within 90 days of the graduate's initial employment.

GENERAL INFORMATION

- ADMISSION TO COLLEGE
- TUITION AND FEES
- FINANCIAL AID
- ACADEMIC ADVISING
- SPECIAL SUPPORT SERVICES AND TRIO
- TESTING
- REGISTRATION
- ACADEMIC HONORS AND STANDARDS
- CLASS INFORMATION
- STUDENT LIFE

ADMISSION TO COLLEGE

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of Temple College that all persons shall receive equal opportunities in admission or access to, or treatment or employment in, its programs and activities, without regard to race, religion, color, handicap, sex, age, national origin, or veteran status. These benefits include but are not limited to such matters as housing, financial assistance, recruitment, and any type of personnel service.

REQUIRED STATE TESTING-TEXAS SUCCESS INITIATIVE (TSI)

The Texas State Education Code requires that all students who enter public institutions of higher education in the fall of 2003 and thereafter must be tested for reading, writing and mathematics skills. This includes all full-time and part-time students enrolled in a degree or level two-certificate program. Performance on the test will not be used as a condition of admission. Contact the Testing Center at Temple College for additional information regarding possible exemptions or waivers to the testing requirement.

IMMUNIZATION

Students Entering From United States

The Texas Department of Health has dropped its statutory requirements for immunizations at Texas colleges and universities. However, they, Temple College, and the advising committee on Immunization Practices strongly suggest that students have a tuberculosis test and protect themselves from vaccine-preventable diseases by having the following vaccines:

- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, Pertussis (DTP)
- Polio Vaccine
- Varicella
- Hepatitis B
- Meningococcal quadrivalent polysaccharide

APPLICATION FOR ADMISSION

Prospective students may make formal application by submitting an Application for Admission to Temple College and providing required academic information. Admission to TC does not guarantee admission to specific courses or programs of study. Prerequisites are required for some courses, and departmental approval is required prior to registering for certain Health Sciences Programs. For special requirements for admission to Health Sciences Programs, see "PROGRAMS OF STUDY" in this catalog. Temple College reserves the right to refuse admission or re-admission to any applicant who does not comply with admissions procedures.

METHODS OF ADMISSION**Beginning Freshmen:**

- a. **High School Graduates:** Graduates from an accredited high school must have an official copy of their high school transcript showing graduation date on file before final admission is granted. Graduates from unaccredited high schools may be eligible for admission under "c." below.
- b. **GED:** Applicants who successfully complete the General Education Development (GED) Test and receive the Certificate of High School Equivalency must have their test scores and Certificate of Equivalency on file with the Admissions and Records Office before final admission can be granted.
- c. **Non-Accredited High School Completion:** Students who are under 18 years of age and who are applying for admission based on the completion of an independent study equivalent to the high school level in a non-traditional setting rather than through a public high school or accredited private high school may be admitted on an individual approval basis provided that they:
 1. Present a notarized record of the high school equivalent work completed and the date of successful completion. This work should be consistent with TEA minimums for high school completion;
 2. Comply with institutional testing requirements; and
 3. Agree to limitations or conditions of admission established by the institution.
- d. **Nontraditional High School Dual Credit/Early Admission:** Students in nontraditional programs who seek Dual Credit/Early Admission enrollment in Temple College must have completed the equivalent of their sophomore year in high school and meet the following conditions:
 1. High school students who enroll in Dual Credit enrollment or early admission classes must take the assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
 2. Initially, all students eligible for concurrent enrollment must submit a general admission application, a new Dual Credit/Early Admission enrollment application, a residency form, and a high school transcript. Prior to enrolling in any consecutive semester, a Dual Credit/Early Admission application must be submitted. Upon graduation from high school, a high school completed with graduation date posted must be submitted to the Temple College Admissions and Records office.

3. The class load of a high school student in a nontraditional high school program shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- e. **Dual Credit/Early Admission Enrollment for High School Students:** Open to students who have completed their sophomore year in high school and have passed the 10th TAKS. Students must meet the testing requirements listed in the following paragraphs.
 1. High school students who enroll in Dual Credit enrollment or early admission classes must take the TSI assessment test or meet exemption criteria prior to enrolling in any college level courses. These students must pass the section(s) related to the course(s) in which they intend to enroll.
 2. High school students eligible for enrollment in a level-one certificate program must have taken all sections of the 10th TAKS test.
 3. High school students eligible for enrollment in a level-two certificate program must take the TSI assessment test or meet exemption criteria.
 4. Initially, all high school students eligible for Dual Credit/Early Admission enrollment must submit a general admission application, a Dual Credit/Early Admission registration form and a current official high school transcript showing all work completed and the TAKS scores. Prior to enrolling in any consecutive semester, a new Dual Credit/Early Admission registration form must be submitted. Upon graduation from high school, an official high school transcript with graduation date posted must be submitted to the Temple College Admissions and Records office.
 5. The class load of a high school student shall not exceed two college credit courses per semester unless the Vice President of Educational Services has granted a waiver.
- f. **Individual Approval:** Applicants over 18 years of age may be admitted to Temple College without a High School Diploma or a GED examination. Students must provide evidence that they can successfully complete college work, students must take an assessment test to provide evidence that they can successfully complete college work.

Transfer Students: Degree/Certificate Seeking

A student who is eligible to re-enter the College that they last attended is eligible for admission to Temple College by transfer of credits. The student is required as part of the admission process to submit official transcripts from all other institutions attended. Transcripts must bear the College seal, date and appropriate signature and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official.

Students on academic probation at the transfer institution will be admitted on probation to Temple College and must earn a grade point average of 2.0 during their first semester in attendance at TC. If the student is on suspension from the transfer institution, TC will honor that suspension. Applicants may petition the Advising Center for an exception to this policy.

Credit for courses passed (grade of D or better) may be transferred only from regionally accredited colleges or universities. No credit will be allowed from U.S. institutions not regionally accredited. Students with proficiencies gained in non-accredited institutions should see the section of this catalog on credit by examination.

Course work from institutions outside the U.S. will be considered on a case by case basis and these students will be required to furnish an evaluation of their courses by the Credentials Evaluation Service, P.O. Box 66940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565. No other credential agency will be accepted.

Students seeking exemption from the Texas Success Initiative should contact the Temple College Testing Center. Courses transferred to Temple College will be evaluated during the student's first semester in residence. Final admission to Temple College will not be granted until all official transcripts are on file in the Admissions and Records Office. Students who do not submit all official transcripts will not be allowed to enroll into a consecutive semester.

Transfer Student: Non-Degree/Certificate Seeking

1. To be admitted under non-degree/non-certificate status, an applicant must complete these requirements:
 - Complete an application for admission to TC, showing method of entry as a non-degree/non-certificate seeking student.
2. Provide TC with an official transcript from the last college or university attended. If the student becomes degree seeking all transcripts will be required. If student is seeking exemption from the Texas Success Initiative, contact the Temple College Testing Center. Casual students, students who desire to enroll in courses for personal enrichment or job skill training, are not required to take an assessment test unless they subsequently choose to seek a degree or a level two certificate. Casual students must declare their educational intent as a non-degree seeking at the beginning of each enrolled term. Casual students are limited to two courses each semester.

3. Should a student who is originally admitted as a non-degree/non-certificate seeking student decide to pursue a degree at Temple College, the student must, at that time complete the admission procedures outlined for degree-seeking transfer students and must abide by all requirements under the Texas Success Initiative.

Readmission:

A student who has not attended Temple College within the last 12 months must apply for re-admission through the Admissions and Records office. If the student has attended any other colleges or universities since his/her previous enrollment at TC, the student is required to submit an official transcript from that institution. Official transcripts may be mailed directly to TC from the other institution or may be submitted in a closed, sealed envelope.

Admission of Non-Citizen Students:

TC recognizes three categories of Non-Citizen Students. The following admissions requirements apply to students who are not U.S. citizens:

1. Legal immigrant. Submit a copy of I-551, then meet same admission requirements as U.S. Citizen.
2. Refugee. Submit copy of Immigrant I-94 indicating Refugee Visa, then meet same admission requirements as U.S. citizen.
3. Non-immigrant Alien. The following requirements apply to all applicants holding visa category A-M issued by Citizenship and Immigration Service and to all non-citizen applicants who do not qualify for admission as immigrant or refugee:
 - a. Submit an application for admission at least 60 days prior to the first class day for the semester in which the student is seeking admission.
 - b. Submit records of previous education. Students who have graduated from high school must submit an official high school transcript. Students who have college credit must submit official transcripts from each college or university attended. All foreign transcripts must be translated into English and must be evaluated by one of the following services: Credentials Evaluation Service, P.O. Box 88940, Los Angeles, California 90066 or Educational Credentials Evaluators, Inc., P.O. Box 929700970, Milwaukee, Wisconsin 53202 or Foreign Credentials Service of America, 1910 Justin Lane, Austin, TX 78757-4565.
 - c. Test of English as a Foreign Language (TOEFL). An applicant whose native language is other than English must score 500 or above on the written TOEFL test or 198 on the computerized or online TOEFL test to be considered for admission. An application and a list of test centers for the TOEFL may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, NJ 08540
 - d. Submit proof of financial support while he/she will be attending TC. Student will use forms Temple College issues along with a current bank statement with conversion to U.S. dollars shown.
 - e. All international students will be required to participate in a student accident and medical insurance plan. As a part of this insurance plan, the student must also have a provision for repatriation/medical evaluation coverage. Proof of insurance is required no later than 30 days after admission. For more information about insurance, please contact the Director of Admissions and Records.
 - f. All required documentation must be on file in the International Advisor Office before an admissions decision can be made. All required documents must be on file 30 days prior to the first class day for the semester in which the student is seeking admission.
 - g. International students who are in the United States attending another college or university will be considered for admission as a transfer student. No admissions decision can be made or an I-20 issued until items TOEFL scores (if required), a letter from the previously attended college stating good academic status and that the student is in good standing with CIS, and official transcripts from all colleges attended have been submitted to the Admissions and Records Office at TC. If the official transcripts indicate English proficiency, the TOEFL requirement may be waived. See the section on application as a transfer student for transfer information. International students who desire to attend Temple College as a transient student to obtain credits to transfer to their host institution, must meet all of the admissions requirements listed above, plus those mentioned in the section on Non-degree/certificate Seeking Students. They also need to present a "Letter of Good-Standing" from their parent institution along with a letter from the parent institution indicating the courses that the student is authorized to take and attesting to the fact that these courses will be accepted by the parent institution.
 - i. An international student who is in the United States on a student visa, but who has not attended the college from which he/she received his/her initial I-20, will not be considered for admission to TC until he/she has been enrolled for at least (1) semester as a full-time student (12 or more semester hours) at the institution which issued the initial I-20. He/she is then eligible to apply for admission as a transfer student. International students must be in-status with Department of Homeland Security to be considered for admission as transfer students.

CONDITIONAL ADMISSION

Students who submit an application to the College must meet the requirements described in the METHODS OF ADMISSION sections. Students will be accepted and admitted conditionally for one semester. Students will only be allowed until the end of the first semester they are enrolled to submit all required documentation. Students who do not provide the required documentation will not be allowed to re-enroll until all documents are received. Students who have a "hold" on their records will not be able to obtain a copy of his/her transcript.

Please note that official documentation regarding a student's State test assessment status or test exemption is required to be on file in the Admissions and Records Office PRIOR to registration. A student will not be allowed to register without proper documentation on file.

TRANSCRIPTS

Transcripts must bear the college seal, date, and appropriate signature, and must be in a closed, sealed envelope to be considered official. Transcripts should be mailed directly to the Admissions and Records Office from the other institution(s). In some cases, Temple College will accept a hand-delivered transcript as long as the transcript is submitted in a closed, sealed envelope from the other institution. Transcripts that are not in a closed and sealed envelope will not be acceptable and will not be considered official. Beginning in 2000, electronic transcripts submitted using the SPEEDE format will be accepted as official transcripts when Temple College is fully operational on this program.

Students are responsible for submitting the required transcripts to the Admissions and Records office. Transcripts become the property of Temple College and cannot be returned to the student. Students who need official copies of another institution's transcript should contact that institution directly. Transcripts are kept on file for one year and will be destroyed if the student has not enrolled.

CONCURRENT ENROLLMENT

Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he/she is registered. If the minimum tuition at the first institution is equal to or greater than the minimum tuition for the second public 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, but shall pay only the hourly rates to the second institution.

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 his/her total tuition charge at the second institution and his/her total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates.

To qualify for the reduced minimum charge with Temple College as the second institution, the student must present a class schedule and official tuition and fee receipt for that semester to the Office of Admissions and Records prior to registration.

RESIDENCY REQUIREMENTS

Each student must show proof of both Texas and College District residency in order to pay resident and in-district tuition and fees. H.B. 1147 requires all students to complete an Oath of Residency and complete a Residency Questionnaire developed by the Texas Higher Education Coordinating Board at the time of registration. If, as the answers to the questions are reviewed by college officials, there remain questions as to the students proper residency classification, the student must provide a copy of one or more appropriately dated documents which will establish Texas or in-district residency.

The student is responsible for enrolling under the proper residency classification and for providing documentation as required by the institution. If there is any question about classification as a resident of Texas, the student must seek clarification from the Director of Admissions and Records prior to enrollment.

Students classified as nonresidents or out-of-district upon first enrollment at Temple College are presumed to be nonresidents or out-of-district for the period during which they continue as students. Students who believe they are eligible for residency reclassification must submit a Request for Change of Residency Status form with appropriate documentation to the Admissions and Records Office and meet the requirements for reclassification. This request must be submitted prior to the official census date of the term in order to have the request considered for that term.

DETERMINING STATE RESIDENCY

The rules for determining state residency are:

- Individuals 18 years of age or over who lived in Texas 12 months before enrolling are entitled to classification as a resident.
- For dependents over 18, residency is determined by the parent who claims the student for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.
- Persons classified as nonresident students upon first enrollment are presumed to be nonresident for the period during which they continue as students.
- Students enrolling before having resided in the state for 12 months immediately preceding time of enrollment are classified as nonresidents for tuition purposes.

The following documents are some of the things students can use to provide evidence of Texas residency:

1. A transcript showing graduation from a Texas high school within the 12 months before enrollment.
2. A permanent Texas driver's license issued 12 months prior to the time of enrollment.
3. A W-2 form or pay statement showing employment in Texas 12 months preceding enrollment.
4. Purchase of a homestead 12 months before time of enrollment.
5. Voter's registration card issued 12 months prior to time of enrollment.

DETERMINING IN-DISTRICT RESIDENCY

For the purpose of determining in-district or out-of-district status TC applies the state rules and interpretations, but substitutes six months for length of residency, out-of-district for out-of-state references, and in-district for in-state references. The Temple College District is coterminous with the Temple City Limits and the Temple Independent School District. Once students have met the state residency requirements, they can verify their in-district residency by presenting one or more of the following types of documentation. This documentation must show an in-district address for the 6 months immediately prior to enrollment:

1. A permanent Texas driver's license with current address.
2. A lease agreement which includes the student's name.
3. A utility bill.
4. A voter's registration card.
5. A payroll check stub.
6. A property tax statement showing payment of Temple College District taxes.

If you have any questions, please call one of the professional staff at 298-8306.

The Board of Trustees of Temple College authorizes two exceptions to residency classifications. Persons who own property which is subject to ad valorem taxation by the district may receive a waiver of the difference between the out-of-state or out-of-district rate and the in-district rate of tuition for themselves and their dependents. The person, or his/her dependents, applying for such waiver shall verify property ownership by presenting an ad valorem tax statement or receipt, issued by the tax office or the district; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property, which is subject to ad valorem taxation by the district. In addition, persons under the age of twenty-three whose parents are divorced may be classified as in-district if they are state residents and provide acceptable documentation that either parent is a resident of the district.

MILITARY PERSONNEL AND DEPENDENTS

Persons in military service are presumed to maintain during their entire period of active service the same legal residence which was in effect at the time of entering the service. Education Code 54.058(b) provides that military personnel assigned to duty within the State of Texas, their spouses and their dependent children, shall be entitled to pay the same tuition as a resident of Texas regardless of the length of their physical presence in the state. To be entitled to pay resident tuition, military personnel shall submit at initial time of enrollment a statement from their commanding officer regarding their military status. This statement must also be obtained if active duty members seek resident tuition for their spouses or dependents. This statement is valid for one academic year. Each fall semester begins a new academic year at which time another form must be submitted.

DISCIPLINARY SUSPENSION FROM OTHER COLLEGES

The application for admission by a student on Disciplinary Suspension from another college will be considered by the College Discipline Committee chaired by the Vice President of Educational Services.

ACADEMIC FRESH START

An applicant for admission who is a Texas resident may seek to enter Temple College pursuant to the "academic fresh start" statute, Texas Education Code, 51.931. If the applicant informs the Admissions and Records Office in writing of the election prior to registration, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment. For more information, contact Admissions and Records.

Requesting a Temple College Transcript

A student may request up to 5 official transcripts per calendar year for no charge. The calendar year is considered to be September – August. After the 5th request for an official transcript the cost will be \$5.00 per official transcript.

To request an official transcript please see Admissions and Records or download the form at www.templejc.edu click on admissions and records.

Please note: Any student that has a hold in our system will not be able to view grades, receive refund checks, enroll for a consecutive semester, or receive transcripts. These holds include but are not limited to:

Incomplete application

Missing information from application

Missing official transcripts from other schools

Disciplinary action

Temple College unpaid tickets

Unreturned Library books

Unpaid tuition

Return of funds for Financial Aid

Unreturned materials to Student Support

Default on Institutional Short term Loans

Default on Federal Student Loans*

*The student must meet the lenders arrangements and must provide proof to Temple College that the student(s) has/have made 6 consecutive monthly payments.

EXPENSES

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request. Payment of tuition and fees may be made by cash, check, money order, Visa, MasterCard, Discover Card, American Express, or installment plan. For details on the installment plan, please see "Tuition and Fee Installment Plan". All charges and fees are subject to change by action of the Board of Trustees, as they deem advisable.

TUITION* AND GENERAL FEES**

Please check online for tuition due dates for each semester. The college does not mail tuition statements.

SEM HR	IN-DISTRICT	OUT-OF-DISTRICT RESIDENT	NON-RESIDENT RESIDENT OF TEXAS
1	\$75	\$120	\$310
2	\$150	\$240	\$420
3	\$225	\$360	\$570
4	\$300	\$480	\$760
5	\$375	\$600	\$950
6	\$450	\$720	\$1140
7	\$525	\$840	\$1330
8	\$600	\$960	\$1520
9	\$675	\$1080	\$1710
10	\$750	\$1200	\$1900
11	\$825	\$1320	\$2090
12	\$900	\$1440	\$2280
13	\$975	\$1560	\$2470
14	\$1050	\$1680	\$2660
15	\$1125	\$1800	\$2850
16	\$1200	\$1920	\$3040
17	\$1275	\$2040	\$3230
18	\$1350	\$2160	\$3420

*Health Science classes require an additional \$15 tuition charge per semester hour. Dual Credit classes are eligible to receive a \$20 per semester hour discount. A student may be subject to one or both of the special conditions listed above.

**Certain classes have additional lab fees. See individual course descriptions for specifics on lab fees.

* * NOTICE * *

As of the date of printing for this catalog, the Texas State Legislature is in session and may pass legislation that will impact a student's cost of attendance at Temple College.

LABORATORY FEES ---- SEE COURSE DESCRIPTIONS

OTHER FEES PAID AT REGISTRATION (All special fees are subject to change)

Special Fees:

Assessment Test Fee – ADN and VN	\$45
Auditing charge per class (in addition to tuition and other fees).....	\$15
Bowling Fee.....	\$60

Developmental Math License Fee.....	\$80
Exit Exam Fee – ADN, VN, and Surgical Technology	\$40
Internet Fee.....	\$35 per semester hour
Hybrid Fee.....	\$35 per semester hour
Late Registration	\$5 per hour
Liability Insurance (Rate set by company)	Approximately \$20 to \$75
Music: Individualized Instruction	
2-hour courses.....	\$120
1-hour courses.....	\$60
Repeat Fee (Third or more times to repeat same course)	\$55 per credit hour
Respiratory Care DataArc Database Clinical Tracking Software Fee	\$60
Simulation Fee (varies with course)	\$30 to \$64
Surgical Technology Sterile Supply Fee (Temple students only)	\$150
Telecourse Fee	\$25 per course
(ARTS 1316 and PHYS 1311)	
VCT Fee	\$35 per semester hour

CHARGES FOR PARTICULAR SERVICES OR ACTIVITIES

Parking and traffic violations	\$10/\$15 each
Returned checks regardless of reason.....	Maximum Fee Allowed by State Law
Fax Service (Local)	\$1 for first page \$.50 each additional page
Fax Service (Long Distance)	\$2 for first page \$.50 each additional page
Late Graduation	\$30
ID Card Replacement.....	\$5
Property Damage	Replacement Cost
Student Directory	\$100
Transcript Fee, after 5th transcript/term.....	\$5/transcript
Tuition and Fee Installment Plan Set-Up Fee.....	\$30
Short Term Loan Set-Up Fee	\$10
Installment Plan Late Fee (each payment).....	\$25
Short Tem Loan Late Fee	\$30

Testing Center Service Charges:

CLEP Test	Test fees set by CEEB TC Administrative Fee \$15
Freshman College Composition Writing Sample	\$10
Correspondence, Distance Learning, Online, Internet, and VCT Tests (students never enrolled at Temple College)	\$20
(former students)	\$10
(current students)	No Fee
DSST Test.....	Test fees set by Thomson Prometric Temple College - \$15
THEA	NES - \$29 Temple College - \$15
ACCUPLACER Test	\$30
	Retest - \$15
Institutional Credit Examination.....	Equivalent of tuition and fees for course attempted
Pre-Testing Fees (Non-Refundable): (Payment by cash, money order, or credit card only)	
Dental Hygiene	\$35
Diagnostic Medical Sonography	\$35
Nursing – ADN and VN Admissions Test	\$35
Respiratory Care Admissions Test	\$35
Surgical Technology Admissions Test	\$35

TUITION AND FEE INSTALLMENT PLAN

A student may pay for tuition and mandatory fees for regular fall, spring, and summer semesters by one of two methods: (1) full payment or (2) installment. The installment plan is an online service administered by Nelnet Business Solutions (formerly FACTS Tuition Management Company). Once a payment plan has been chosen, it may not be changed. The number of installments will depend on the date the agreement is completed and submitted online to Nelnet (FACTS). For the regular fall and spring semesters, one-half payment of tuition and fees plus the \$30 service fee must be paid before the beginning of the semester, one-quarter payment prior to the start of the sixth class week, and a final one-quarter payment before the beginning of the eleventh class week. For the regular summer term, one-half payment of tuition and fees plus the \$30 service fee must be paid before the beginning of the semester and the final one-half payment prior to the start of the fifth class week. The installment payment plan for tuition and fees may be used for the initial registration at the beginning of the regular fall, spring, and summer semesters. Installments may not be used for registration for shorter/longer periods.

NON-PAYMENT OF INSTALLMENT PAYMENT CONTRACTS

Students who fail to make full payment of all charges on the installment plans are subject to the following conditions:

- Will have a hold placed on their records.
- Will be prohibited from registering for classes.
- Will still be responsible for the full amount due under the contract.
- Will not receive grades, awards, diplomas, and records, including but not limited to transcripts, to which they would otherwise be entitled.
- May be denied credit for the work done that semester.
- Will be responsible for collection of fees, including court costs, as permitted by law, in the event that the note is placed in the hands of a collection agency or attorney for collection.

REFUNDS

To be eligible for a refund a student must officially drop or withdraw. No refunds will be made after August 31 of the fiscal year of withdrawal. Refunds will be made according to the following formula.

Fall and Spring Semesters 16-Week Courses

Prior to the first class day	100%
For class days 1 to 15 (inclusive)	70%
For class days 16 to 20 (inclusive)	25%
After the 20th day of classes.....	NO REFUND

Summer Term

Prior to the first class day	100%
For class days 1 to 5 (inclusive)	70%
For class day 6 (inclusive)	25%
After the 6th day of classes.....	NO REFUND

OTHER TERMS

Other classes which meet less than 16 weeks will have the refund prorated based on the formula provided by the Texas Higher Education Coordinating Board. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

If a refund is due a Title IV aid recipient who completely withdraws, the refund will be returned in the following order: Federal SLS Loans, Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal PLUS Loans, Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Direct Plus Loans, Federal Perkins Loans, Federal Pell Grants, FSEOGs, Other SFA Programs, federal, state, private, or institutional sources of aid, the student.

Repayments from SFA recipients must be distributed as follows: Federal Perkins Loans, Federal Pell Grants, FSEOGs, Other SFA Programs, other federal, state, private, or institutional sources of aid. Some refunds are pro-rata.

SERVICEMEMBERS OPPORTUNITY COLLEGE

Temple College is a member of the Servicemembers Opportunity Colleges (SOC). As a member of SOC, Temple College fully supports and complies with the SOC principles and criteria. The Admissions and Records Office will evaluate military experience based on recommendations made in the applicable publications of the American Council of Education. This evaluation will be coordinated with Department Chairmen and credit may be awarded. Upon completion of 12 semester hours in residence, the credit hours will be added to the student's record.

FINANCIAL AID

Students must have a high school diploma, GED, or demonstrate by exam ability to benefit to be eligible for federal financial aid.

FINANCIAL AID DEADLINES

Financial Aid files COMPLETE by these dates will be processed prior to registration payment deadlines:

Fall Semester - June 1

Spring Semester - November 1

Summer Semester - April 1

Applications are processed on a first-come, first-served basis. Applicants are eligible for the funds AVAILABLE AT THE TIME THEIR APPLICATION FILES ARE COMPLETED AND ADMISSION TO THE COLLEGE IS CONFIRMED. Late applicants should make arrangements to pay their own registration expenses.

STUDENT EMPLOYMENT ON CAMPUS

A limited number of part-time jobs will be available on the College campus for those who need to work in order to help pay for their college education. Students will be assigned to such duties as typists, file clerks, office assistants, community services, teacher assistants, pianists, models, lifeguards, technicians, library and laboratory assistants, grounds and building keepers, etc. Preference in employment is given to students reflecting financial need. Any student seeking campus employment should apply to the Director of Financial Aid as early as possible.

STUDENT EMPLOYMENT OFF-CAMPUS

Temple College assists students in finding employment through the Human Resources Office. See Human Resources.

STUDENT GRANTS

Temple College is an active participant in the federally funded Pell Grant Program, Academic Competitiveness Grant (ACG) and the Supplemental Educational Opportunity Grant (SEOG) Program. Applicants apply by completing the Free Application For Federal Student Aid (FAFSA). FAFSA applications may be obtained from most high school counselors, the Financial Aid Office at Temple College, or on line using www.fafsa.ed.gov.

Temple College also participates in the Texas Public Education Grant (TPEG), the Texas Public Education-Leveraging Education Assistance Partnership (LEAP) Program, and the TEXAS GRANT Programs. Temple College also participates in the Certified Educational Aide Exemption Program and the Early Graduate Program. The application procedure for these programs is through the Financial Aid Office.

TEMPLE COLLEGE RETURN TO TITLE IV POLICY

Temple College will return any unearned funds received from federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

Refunds will be calculated on students who have totally withdrawn from classes or have been withdrawn by instructors for non-attendance or have been withdrawn from classes for failure to meet the enrollment requirements of the state mandated THEA test. Withdrawals must be initiated in the Admissions and Records Office.

Withdrawal date shall be defined as the actual date the student begins the College's withdrawal process, the last date of attendance recorded by an instructor, or the midpoint of the semester for students who have been withdrawn by instructors for non-attendance.

Official rosters will be sent to all instructors a few days before 60% of the semester. The instructors will be instructed to drop all students who have not been attending. These are considered to be unofficial withdrawals and will be calculated at midpoint of the semester. All students who were not reported at this time are considered to have completed the semester and have earned grades received.

Within 30 days from the withdrawal date, the College shall calculate the amount to return to the Title IV programs.

Only the return of Title IV funds made by the College from the institutional charges, including tuition, fees and books shall be adjusted in the student's account, and the student will be billed for the outstanding institutional charges. The student's records will be placed on hold. The student is notified of amounts owed the College and Department of Education at this time.

The College shall allow 45 days for the student to make this repayment. If repayment is not made within this time frame, the

student shall be reported to the Department of Education and NSLDS as having received an overpayment of Title IV funds. This overpayment will make the student ineligible to receive further Title IV funds at any institution until the repayment is made.

The Return to Title IV process in Colleague will be used to perform all Return to Title IV calculations. A listing of students who have completely withdrawn from the institution will be run once per week through 60% of the semester. The withdrawal date will be what is recorded in the student's record.

Refunds to SFA recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Federal Direct PLUS Loans
8. Federal Pell Grants
9. FSEOGs
10. Academic Competitiveness Grant (ACG)
11. Other SFA Programs
12. Other federal, state, private, or institutional sources of aid
13. The student

STUDENT LOANS

The Financial Aid Office will also assist the student in securing a Federal Family Education Loan through the lending agency of the student's choice. Appropriate application forms are available through the Financial Aid Office. (Loans by web available April 15, 2006.) The responsibility of securing a lender rests with the student applicant. The student must qualify financially for Federal Family Education Loans through established federal guidelines.

Wm. D. Ford Direct Loans: Students and parents applying for Direct Loans are subject to the general eligibility requirements that apply to all of the Federal Student Aid (FSA) programs.

DEFAULT STUDENT LOANS

Student(s) that are in default on a federal student loan will be placed on HOLD. The HOLD will prevent students from receiving any records from Temple College. Student(s) records will be released when the student(s) has met the lender arrangements; student(s) will need to request the lender to provide a statement that the student(s) has made a minimum of six consecutive months of on-time voluntary payments.

REINSTATEMENT OF TITLE IV

If you have default on a loan, you must make satisfactory repayment arrangements and make six consecutive, on-time, full, voluntary monthly payments to the holder of your defaulted loan before you will be eligible for additional federal student aid. After you meet these qualifications, the lender or Texas Guaranteed (TG) will send appropriate notification of Temple College, upon request.

INSTITUTIONAL SHORT TERM LOANS

The Johnny S. Payne short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The Hamrick-Harris short-term loan fund is available at Temple College for students' use in emergency situations involving tuition and fees where other funds have been approved but not received prior to registration periods. The Financial Aid Office will provide the necessary application forms for this purpose. Preference is given to returning students who have obtained a satisfactory academic record.

The American Legion Loan fund is available at TC for students who are having difficulty in purchasing books. Preference will be given to students whose financial aid has been approved but not completed.

A need-based, short-term loan has been established by Mrs. Viola Dawns Hunter for Afro-American students. Students must maintain C or above. Only serious students need apply. Loan applies to books only.

See Special Support Services for information on other assistance programs.

Financial Aid Satisfactory Progress

Students are required to be making satisfactory academic progress at the time they receive federal and state financial aid. All recipients of financial aid must be enrolled in a program of study leading to an associates degree, a TC certificate, or transferable toward a baccalaureate degree. The assessment will be made regardless of the number of semesters attended or the number of hours attempted during the year.

Grades of A,B,C,D,F,CE,CA,CR,W,X, XF and I are considered hours completed. Drops, withdrawals, and course repeats are counted as hours attempted. All college level course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial aid.

NOTE: Policy is under review and may be subject to change.

Students must meet these minimum satisfactory academic progress standards in order to initially receive and to maintain eligibility for Title IV funds. These satisfactory academic progress standards apply to all students, including transfer students and students who did not previously receive financial aid.

To make satisfactory academic progress, a student must:

1. pass a minimum percentage of all courses attempted;
2. maintain a minimum cumulative grade point average (GPA); and
3. complete a degree or certificate program within a maximum time frame

Satisfactory Academic Progress Requirements for Associate Degree Students

The Office of Financial Aid evaluates student satisfactory progress on the basis of grade point average (GPA), credit hour completion, and maximum time frame. Satisfactory progress will be measured one time per year, at the end of the Spring semester.

Qualitative Standard (Hours Earned and Grade Point Average) for Associate Degree Students

Satisfactory academic progress will be measured according to the chart below:

Cumulative Semester Hours Attempted*	Cumulative Grade Point Average	Minimum Percentage of Semester Hours Passed
1-6	1.00	50%
7-12	1.25	50%
13-18	1.50	50%
19-30	1.75	60%
31-41	1.90	67%
42 and above	2.00	70%

*Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid has been previously received. House attempted includes all coursework on the transcript, including transfer credit and grades of I, W, WP, WF, and forgiven courses.

Quantitative Standard (Maximum Time Frame for Eligibility)

Students must complete a degree or certificate program within a certain time frame. Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete the degree or certificate program. This time frame is effective for all students, even those, that have not previously received financial aid. The 150% rule applies to all classes attempted by the student, including vocational, developmental and transfer hours. Once a student earns an associate degree from TC, they are not eligible to participate in financial aid program without appeal. Example: A student working toward an A.A. degree needs 64 hours to graduate. Once that student completes 96 hours (64 hours x 1.5), he/she is no longer eligible for financial aid.

Grade Point Average for Certificate Students

Satisfactory progress will be measured at the end of each semester. Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours earned at TC in order to remain eligible for financial aid.

Completion Rate for Certificate Students

Students receiving financial aid must complete 75% of all hours taken at TC. Note: Students not meeting criteria at the end of each fall semester shall be sent an email informing them that they need to improve their GPA and/or completion rate or they may lose their eligibility for financial aid for the next semester.

Maximum Time Frame

Generally, students may receive federal or state financial aid up to 150% of the time it takes to complete their educational objectives either an Associates degree or Certificate. This includes all transfer credit hours and excludes developmental remedial course work. Students who have attempted less than the 150% of course work at the beginning of a given semester may receive an award for that semester. Students who have attempted more than the 150% of course work may not be eligible to receive federal or state financial aid. Note: There is a limit of 27 semester hours of developmental course work for any individual student. Developmental hours attempted beyond this 27 hour limit will not be included in course load for payment purposes. Repeated courses shall not be included in determining course load unless the course(s) being repeated is (are) required and/or will produce additional college credit hours required to achieve the students' educational objective.

FINANCIAL AID PROBATION

A student who does not meet the Satisfactory Academic Progress criteria will be placed on financial aid probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving financial aid.

FINANCIAL AID SUSPENSION

Students placed on financial aid suspension, although they may continue to enroll at the College, must pay for their own expenses.

REINSTATEMENT OF ELIGIBILITY

Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate and GPA.

FINANCIAL AID SUSPENSION APPEAL PROCESS**Reasons for Appeal**

A student may file an appeal for the following reasons:

- Medical condition or death in the family was a factor in the student not making satisfactory progress; or
- Maximum time limit has been met; or
- Change of major caused the student to exceed maximum time limit.

FINANCIAL AID APPEAL DEADLINES

- Fall 2008 – August 21st
- Spring 2009 – January 6th
- Summer 2009 – May 27th

Documentation Required for Appeal

Documentation such as that listed below is required. The documentation must provide proof of the claim being made and originate from a verifiable source.

Examples of proper documents might include verification from a doctor, a copy of a death certificate, and letters from instructors, counselors, or others to support the appeal request or other verifiable documentation that substantiates the student's claim.

A student who has been denied financial aid for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The Financial Aid staff shall evaluate individual mitigating circumstances and will notify students of the decision regarding their appeal within three weeks.

Students may appeal to the Director of Financial Aid if they feel that they have not been treated fairly according to this policy. This appeal must be completed and turned in within 10 days of receiving notification of the decision denying the appeal.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. All awards from financial aid programs funded by the federal or state government are administered according to laws and regulations governing those programs. This policy is subject to change as required by federal or state guidelines and/or by the College.

THE FINANCIAL AID OFFICE SEIZES EVERY OPPORTUNITY TO DISTRIBUTE COPIES OF THE SATISFACTORY ACADEMIC PROGRESS POLICY. THEREFORE, THE POSITION THAT ONE WAS NOT AWARE OF THE POLICY IS NOT CONSIDERED A

DEFENSIBLE ARGUMENT. PLEASE CONTACT THE FINANCIAL AID OFFICE IF THERE ARE ANY QUESTIONS REGARDING THE POLICY.

SCHOLARSHIPS

Temple College offers the following scholarships to students who excel in certain areas:

- Music-Music Department
- Speech/Drama-Speech and Theatre Department
- Tennis-Tennis Coach
- Basketball-Basketball Coaches
- Baseball-Baseball Coach
- Softball-Softball Coach
- Volleyball-Volleyball Coach
- Art-Art Department Chairperson

DONOR SCHOLARSHIPS

An impressive number of local organizations, businesses, and individuals provide scholarships to worthy students. Listed below are those awards. See the Financial Aid webpage for further information and application details. The following scholarships are available to students attending TC:

The **Altrusa Club of Temple** awards a scholarship for one year at Temple College to a high school senior or a college freshman. The award is based on worthiness and general academic achievement.

The **Marie S. and Jerry Adamek Memorial Scholarship** provides \$600 toward tuition to a full-time TC student who resides in the Temple College District. Applicants must be pursuing a degree in Business/Business Education, must maintain a 2.5 GPA as an academic achievement, and demonstrate financial need.

The **Auxiliary to the Central Texas Dental Society** offers a scholarship to a Temple College Dental Hygiene student. Applicants must have successfully completed the first year of the dental hygiene program, maintained a 3.0 GPA, and exhibit financial need.

The **Bell County Medical Society and Auxiliary** offers several scholarships to Bell County high school graduates or Temple College freshmen majoring in various categories of medicine, nursing, or health related fields. The awards are based on general excellence.

The **Weldon G. Cannon Teaching Scholarship** has been established by Dr. Weldon G. Cannon, former Temple College history professor and Ms. Patricia Benoit. Recipients must be enrolled in the Associate of Arts degree in Teaching (AAT) program. They must be a resident of Bell or adjoining counties including: Milam, Williamson, Falls, McLennan, Coryell, Lampasas, and Burnet. A 3.0 GPA is required.

The **Donna Calvert English Scholarship** has been established in memory of Donna Calvert, a dedicated English instructor at TC for many years. Recipient is to be a strong English major who exhibits financial need.

The **Marguerite and Jack Calvert Scholarship** is available for students age 17 or older. Applicants must be full-time students and must maintain a 2.5 GPA. Funds are applied toward tuition, lab fees, and books only and are payable directly to Temple College. Preference will be given to an athletic student.

The **Cameron Lions Club** selects a Yoe High School senior to receive a scholarship each year. Students from Cameron should contact the Senior Counselor of Yoe High School.

The **Virgil Chaffin and Fay Chaffin Memorial Scholarship** was established in memory of Virgil and Fay Chaffin, both of whom attended TC and later received degrees in education. The scholarship committee selects students who can best benefit from the financial assistance of this award.

The **City Federation of Women's Clubs of Temple** offers a scholarship to a Temple College student who plans to continue college work in a recognized four-year college or university. This scholarship is based on character, academic attainment and worthiness.

The **John Allen Cox Memorial Art Scholarship** was established after his death on April 24, 2001, and later endowed by his wife, Louise Cox, a long-time employee of Temple College. The recipient is selected by the Chairman of the Visual Arts Department and a member of the Visual Arts Faculty, with assistance from the Financial Aid Office. Contributions to the fund can be made through the Financial Aid Office.

The **Virginia Katherine Denson-Dickson Scholarship** provides assistance to a deserving TC student. The scholarship was endowed by Frank P. Dickson, Sr. in memory of his wife, Virginia, a former student of TC. Recipient is determined by the Financial Aid Committee.

The **H. C. and Mary Farrell Scholarship** provides financial assistance to students participating in speech or theatre activities at Temple College, with special emphasis on debate whenever offered. This scholarship was established and endowed by Dr. and Mrs. H. C. Farrell, Jr. The recipients are selected by the Temple College Speech instructor.

In memory of Tom Forkner, the **Tom Forkner Scholarship Fund** is designed to provide future deserving nursing students with scholarship aid.

The **Douglas Ferrill Scholarship** shall be awarded to a student who has demonstrated an interest in math, engineering, or teaching.

The **Marjorie Ferrill Scholarship**, in honor of Douglas Ferrill's present wife, Marjorie Ferrill, shall be awarded to a student deserving of such assistance.

The **Ruth Ferrill Scholarship**, in honor of Douglas Ferrill's late wife, Ruth Ferrill, shall be awarded to a graduate of Temple High School who has demonstrated an interest in teaching or business.

The **Garnett Frazier Scholarship** was established by the DPMA Club to fund students majoring in Computer Information Systems. The scholarship will be awarded to two students who have completed their freshman year at TC with CIS as their major.

The John A. Jackson family has established a scholarship in honor of **Mr. O. A. Graeter, Sr.** The scholarship is awarded to an honor graduate with vocational and/or science interest.

The John A. Jackson family has established a scholarship in honor of **Mrs. O. A. Graeter, Sr.** The scholarship is awarded to an honor graduate with interest in speech.

The **Elizabeth Blakely Jackson Scholarship** has been established by the John A. Jackson family. The scholarship is awarded to an honor graduate with an interest in sports or physical education.

The **Janicek Memorial Scholarship** provides financial assistance to a full-time Temple College student. The scholarship is based upon academic achievement and need.

The **Winston L. Liles Scholarship** was established by family and friends in memory of Winston L. Liles. The scholarship is awarded to a returning sophomore at Temple College. Awards are based on academic achievement and financial need.

The **Lions Club of Temple** gives annually a scholarship to a first-year college student. This award is based on scholarship with emphasis given in the field of athletics.

The **John W. Lumpkin Memorial Scholarship** provides a scholarship to a Temple High School graduate. Sponsored by Dr. and Mrs. Walter L. Lumpkin, the recipient must possess an interest in instrumental music, voice, or music education. In addition, the recipient must possess academic potential and exhibit financial need.

The **Gina MacDougall Memorial Scholarship** is available for students age 17 or older who have passed the state assessment test. Applicants must be full-time students pursuing a degree in early childhood education, child development, speech or physical therapy, or special or elementary education. Students must maintain a 2.5 GPA and exhibit financial need.

The **Betty Ann Macey Memorial Scholarship** is awarded to a TC student through the Ralph Wilson Youth Clubs of Temple.

The **Mary Alice Marshall Music Scholarship** was established in May 1973, by members and friends of the Temple College Choir. The scholarship, in honor of Mrs. Marshall's 18 years of teaching at Temple College, assists a student who exhibits an interest and talent in music and participates in the College Choir. A committee composed of the Chairman of the Music Department and two additional members of the Music Faculty selects the recipient. Contributions to the fund can be made through the Financial Aid Office.

The **Louisa Mehaffey Scholarship** was established in honor of Mrs. Mehaffey, a retired member of the Temple College Language Faculty. It is awarded annually to a returning Temple College foreign language student who has demonstrated outstanding quality in scholarship, citizenship, and leadership. The recipient is selected by the Scholarship Committee during the spring semester.

The **Review Club** offers annually a scholarship to either a first-year college student or a high school graduate. This scholarship is awarded on general excellence and accomplishment.

The **Rotary Club** of Temple gives scholarships annually. The scholarships are open to freshmen men and women who plan to return to Temple College the next year.

The **Scott and White Memorial Auxiliary (Yellowbirds) Scholarships** are awarded to students interested in pursuing a career in a health-related or medically related field. These scholarships are based on financial need and academic potential.

The **William Floyd Tippit Criminal Justice Scholarship** was established in his memory by his family. The scholarship is awarded yearly to a criminal justice major by the Criminal Justice Department.

Temple College offers a scholarship to each high school valedictorian and salutatorian in the Central Texas area. These scholarships pay tuition and fees and are good only for the year following their graduation from high school.

The **Bill Vannatta Endowment Scholarship** was set-up to be awarded to a "strong math student" referencing courses taken and grades achieved.

The **Jack and Wanda Weinblatt Scholarship** has been established for City of Temple Firefighters and families. Students may use funds for tuition, fees, and books. Students must maintain a 2.0 GPA.

The **Woodson Foundation** awards a scholarship to a worthy Temple High School graduate or Temple College freshman. The scholarship is based on worthiness and general excellence. The amount is determined prior to each semester.

The **Margaret "Maggie" Ward Memorial Art Scholarship** was established by the family and friends of Temple College student Maggie Ward. This scholarship is based on financial need and/or achievement and is awarded annually to a deserving art major.

A fund in the amount of approximately \$100,000 has been established at Temple College as the scholarship **Celia & Nathan Neman Memorial Fund**. This is a perpetual scholarship fund established in memory of the parents of Sol Neman. Scholarships are to be awarded to students majoring in a career or occupation-related field (not athletic), must maintain a 2.5 GPA, must enroll for a minimum of 12 semester hours, must have need, preference is given to minorities, residents of Bell County, and students planning to major in electronics, engineering, mathematics, physics or other sciences.

First National Bank of Temple has established an annual \$1500 per year scholarship for banking, business, or business technology majors. Students must maintain a 2.5 GPA. Applications are available on the Financial Aid web site.

TEDC/Charles H. Page III Memorial Scholarship is available to students pursuing a degree in Management/Business or the owner of a small business. Students must maintain a 2.5 GPA.

The **JELD-WEN Foundation** has established a one-year scholarship to needy students. The scholarship is the amount of \$800 per year. Students must be entering freshmen and must be from the community in which a JELD-WEN facility is located.

Eva Marie and Jim Trantum Scholarship is available to graduating seniors from Temple, Belton, and Gatesville. Must maintain a 2.0 GPA. Selection made by the high school and Temple College.

Nigliazzo Memorial Scholarship established in memory of Dr. Marc Nigliazzo's mother, Salvatora Nigliazzo. Recipient selected by Dr. Nigliazzo, Temple College Foundation, and Financial Aid Office. Based on special needs.

Dr. George R. Kress Scholarship for music and fine arts majors. Must be full-time and maintain a 3.0 GPA. Must have plans for transferring to an upper level university.

An endowed scholarship has been established in the name of **Nadine Kinchen Benoit**, who was a registered nurse. Students must be in the ADN Program, resident of Bell County, and maintain 3.0 GPA.

The **Hubert L. "Pinky" and Waldean D. Linder Endowed Scholarship** is awarded to students who have financial need and who show promise. Mr. and Mrs. Linder did not have any children of their own and because of their love for children; they wished to help young people to further their education.

The **Callaway Foundation Scholarship** has been established in memory of J.L. and Bonnelle Callaway. Scholarships are awarded through C.H. Yoe High School.

The **Martin Group Nursing Scholarships** were established by the Dell Martin Family. Students must be enrolled in the ADN Nursing Program, show verifiable financial need, and maintain at least a 2.0 GPA. Scholarships are in the amount of \$1500 per student per year. Selection is made by the Temple College Financial Aid Committee and/or the Nursing Department.

An endowed scholarship has been established in the name of **KIWANIS CLUB OF TEMPLE Project Foundation, Inc.** to provide scholarships for Temple College students and those eligible to attend Temple College. Students must be enrolled full time (12 hours). Preference will be given to students enrolled in educational entities within the borders of the City of Temple (to include Temple High School, Private Schools, Home Schools, etc.) Application should follow the same procedures as established for other scholarships awarded through the Financial Aid Office.

The **Rose Brasher Lindley Endowed Scholarship** has been established by her niece, Rose Anne Brasher. Criteria for the scholarships are student(s) must be enrolled in the Associate of Arts Degree program, must maintain a 2.5 gpa with no failing grades, enrolled full time (12 hours) and have earned a high school diploma. Application should follow the same procedures as established for other scholarships awarded through the Financial Aid Office. Applicant(s) is required to submit an essay with no more than 250 words on why they desire to attend college and why, other than financial reasons, and why they chose Temple College.

The **Travis Edward Ramsey Endowed Scholarship** has been established in memory of Travis Edward Ramsey. The scholarship is limited to student(s) who are either in the Surgical Technology program or the ADN program with a preference given to Surgical Technology Majors. The recipient must maintain a 2.5 gpa. Applicant must submit a short essay 50 to 150 word describing their beliefs on how they can contribute to surgical patient care.

The **William J. Matush Endowed Scholarship** has been established in memory of his parents, Frank and Janie Matush. Criteria for the scholarship includes applicant must be of Czech heritage (descendents of Czech families, partial Czech heritage is acceptable), applicant(s) must be enrolled in an Associates degree program, must enroll full time (12 hours) and recipients must meet the minimum gpa required for graduation (2.0 gpa).

Local organizations and civic groups have awarded the following scholarships to students in and around the area:

ABWA CHISHOLM TRAIL	RALPH WILSON PLASTIC
ADN NURSING SCHOLARSHIP	ROGERS PTO
BELTON HIGH SCHOOL	ROSEBUD-LOTT BOOSTER CLUB
BELTON ROTARY CLUB	RUBY ARNETT SCHOLARSHIP
BOLDING HISPANIC SCHOLARSHIP	S.P.J.S.T.
BUCKHOLTS BOOSTER CLUB	SALADO ISD
BUCKHOLTS LIONS CLUB	SCOTT AND WHITE LVN TRAINING
CAMERON ARTS AND SERVICES	SOUTHWESTERN BELL
CAMERON ROTARY	TEMPLE AMATEUR RADIO
CAMERON VFW	TEMPLE BELL RETIRED TEACHERS
CHICK-FIL-A	TEMPLE COLLEGE FOUNDATION
CITIZENS SCHOLARSHIP FOUNDATION	TEMPLE EDUCATION FOUNDATION
CREAL/KENNEDY NURSING	TEMPLE HIGH SCHOOL OFFICE EDUCATION
EBONY CULTURE SOCIETY	ASSOCIATION
ELK LODGE/ORDER OF DOES	TEMPLE HIGH SCHOOL PTO
FORT HOOD MILITARY FAMILY	TEMPLE HOUSING AUTHORITY
FOUNDATION OF BOWLING	TEMPLE SOUTH ROTARY
ANGELICA GANDARA SCHOLARSHIP	TEMPLE SUNRISE ROTARY CLUB
G. L. POWELL	TEMPLE VA WOMEN'S CLUB
H. E. B. GROCERY SCHOLARSHIPS	TEMPLE WILDCAT CADDIE
HERO SCHOLARSHIP	TISD FOOD SERVICE ASSOCIATION
HISPANIC SAMARITAN	TISD MINORITY SCHOLARSHIP
HISPANIC LEADERSHIP COUNCIL	TROY EX-STUDENTS
HUGG TRUST FUND	TROY PTA
JARRELL INDEPENDENT SCHOOL	WAL MART FOUNDATION
KING'S DAUGHTERS NURSING	YOEMAN BAND BOOSTER
KNIGHTS OF COLUMBUS	YOEMAN BOOSTER CLUB
LADIES BELL POST-VFW 1820	
NAACP	
JANET PERRY SCHOLARSHIP	
PROJECT GRADUATION	

VETERANS' BENEFITS

All college credit curricula of Temple College have been approved for veterans' training. Applicants should secure the proper VA application form from the VA Specialist in the Admissions and Records Office at Temple College or from the nearest VA Regional Office. This completed form should be given to the VA Specialist at TC. The College will forward this application along with other certification forms to the Muskogee Regional Office. Certification requests should be made, in writing, for each semester of eligible school attendance.

Returning veterans who wish to receive continuous benefits (paid through the semester breaks) MUST submit their request for VA Certification at least 30 days prior to the beginning of the next term. They must also be registered for the subsequent term.

A program of education will consist of a combination of subjects or courses pursued at a school which is generally acceptable to meet requirements for a predetermined educational, vocational, or professional objective. Veterans or eligible persons may not be paid for courses that are not required for their programs of education and may not continue taking courses once his or her objective has been reached without filing for a change of program. For example, a veteran who has received an associate degree may not continue taking courses at a junior college unless a change of programs is submitted.

Veterans or eligible persons may not be paid educational assistance for courses already completed satisfactorily.

VETERANS' SATISFACTORY PROGRESS

Students are required to be making satisfactory academic progress at the time they request veterans' benefits. All students requesting benefits must be following a degree or certificate plan. The VA will NOT pay for course work not on a student's degree or certificate plan. Satisfactory progress will be measured at the end of every semester (Spring, Summer, and Fall.) Veterans who are placed on scholastic suspension will be reported as "Unsatisfactory Progress" and will have their veteran's folder flagged as academic dismissals and will not be re-certified at any subsequent semester of enrollment. The veteran student who is on suspension must comply with VA guidelines for satisfactory progress before reinstatement of their VA benefits will be approved.

Grades of A, B, C, D, R, CE, CA, CR, and I are considered hours completed. The VA office will only pay students with these letter grades once, regardless of the college attended at the time of course work. If a student has credit for a course, or has a passing grade in a course ('D' or above), the VA will not pay for the student to re-take the course, even if the student did not use the Montgomery GI Bill during the semester the course was taken. Students repeating course that if failing ('F') will only be certified to take the course again one time; however, the VA office in Muskogee, OK holds the right to re-certify course work that is considered failing for special circumstances.

SATISFACTORY PROGRESS CRITERIA

Temple College evaluates student satisfactory progress on the basis of a student's cumulative grade point average (GPA). Students receiving veterans' benefits must maintain a 2.0 cumulative grade point average in order to remain eligible for their benefits.

VA ACADEMIC PROBATION

A student who does not meet the Satisfactory Academic Progress criteria will be placed on academic probation. If the student does not meet the minimum Satisfactory Academic Progress criteria at the end of his/her probationary period, the student will be suspended from receiving veteran's benefits.

VA ACADEMIC SUSPENSION

Students placed on VA academic suspension, although they may continue to enroll at the College, will not be certified for VA benefits until they have met the Satisfactory Academic Progress.

REINSTATEMENT OF ELIGIBILITY

VA eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above). Once a student has attained the required 2.0 GPA, Temple College will then certify the student for VA benefits beginning the semester after the GPA was achieved.

VA SUSPENSION APPEAL PROCESS

Reasons for Appeal:

Exceptions or special circumstances may be considered by the VA Certifying Official. Information, which may be considered for an appeal, may include, but is not limited to, unusual circumstances such as extended medical confinement, the death of a relative of the student, or divorce of parents or spouse.

Documentation Required for Appeal:

Documentation such as that listed below is required, must document the claim being made, and originate from a verifiable source;

Verification from a doctor, copy of, death certificate, or other verifiable documentation that substantiates the student's claim.

Letters from instructors, counselors, or others to support the appeal request.

A student who has been denied veterans' benefits for failure to meet the satisfactory progress requirements outlined in this policy may appeal by completing an appeal form, explaining mitigating circumstances, and providing the documentation to support their claim. The VA Certifying Official shall evaluate individual mitigating circumstances and will notify students of the decision regarding their appeal within three weeks.

Students may appeal the decision of the VA Certifying Official to the Appeals Committee. The VA Certifying Official must receive this written appeal before the following deadlines:

August 20 for Fall, January 10 for Spring, and May 20 for Summer.

If the deadline falls on a holiday or a weekend, the deadline date will be extended to the next business day.

Exceptions to this policy may be made at the discretion of the VA Certifying Official. This policy is subject to change as required by the Veteran's Affairs Office in Muskogee, OK and/or by Temple College.

VETERANS ATTENDING TEMPLE COLLEGE UNDER THE HAZELWOOD ACT

The applicant must comply with the provisions of Article 2654-b-1, Chapter 9a, Title 49, Vernon Statutes, 1936, and amendments thereto. Basically, the applicant must meet the following qualifications to be eligible for the Hazelwood act:

1. Citizen of Texas when entered service.
2. At least 180 days active military duty, excluding training.
3. Less than 150 credit hours on Hazelwood since fall 1995.
4. Not gaining access to Hazelwood through a defaulted loan.
5. Honorable discharge or general discharge under honorable conditions.
6. Limited federal education benefits. Any federal educational benefits such as Pell and SEOG must be counted before Hazelwood is awarded.

The applicant must complete an application to attend Temple College under the Hazelwood act with the Director of Admissions and Records and see a financial aid representative not later than the last date set for registration.

The applicant shall not be eligible under this application:

- a. For enrollment in courses requiring individual instruction, and for which an additional tuition is charged.
- b. For auditing of any courses.
- c. From exemption of fees, such as lab, student use, registration, etc.

The applicant shall be governed by catalog regulations regarding attendance, quality of work, and seriousness of purpose.

ACADEMIC ADVISING AND CAREER PLANNING SERVICES

ACADEMIC ADVISING

Our mission is to create a relationship of shared responsibilities between students and Temple College that results in successful social and academic integration, education and career plans, and the pursuit of study and life skills.

Academic advising services are available to help students make decisions and to promote their success and well-being. Services include career counseling, educational planning, transfer advising, and preliminary degree audits. Educational planning includes assisting students in deciding on a college major and providing course scheduling advice. Referral services for personal counseling are also available.

Advisors provide information on Texas Success Initiative requirements and advise students on appropriate options. Advisors use a variety of tools to locate information on majors and careers, including reference materials and the Internet.

Students who plan to transfer to a senior college or university to complete a bachelors degree will work in collaboration with advisors to determine the steps necessary for transfer.

CAREER COUNSELING

The Temple College Advising Center is committed to providing the highest quality professional career counseling services to students. Our goal is to promote student development and self-knowledge through education, so that students can make appropriate and satisfying career choices. This is accomplished through workshops, career interest testing and self-help resources.

COLLEGE SUCCESS SEMINAR

The Advising Center in conjunction with Student Life offers a New Student Orientation before the Fall semester of each year. This is a workshop open to all first-time students. The seminar provides an orientation to college as well as numerous college success techniques.

SELF-HELP MATERIALS

A wide variety of college catalogs, pamphlets, brochures, and handouts are available for students.

CONFIDENTIALITY

Because academic advising and counseling are personal matters, the Advising Center maintains confidentiality to the limits provided by law. No record of advising is contained in any academic, educational, or career placement file, and student information is only released with the student's written permission. The only exception would be in cases mandated by law, such as imminent danger to self or others; abuse of children, the elderly, or the disabled; sexual exploitation of students by academic advisors; or court subpoena.

COST

There are no costs to the student for academic advising services. A fee is charged for certain tests typically used in conjunction with career exploration.

Staff members will consult with and develop specific programs or presentations for faculty, campus organizations, and the campus community.

STUDENT RESPONSIBILITY

Bring the following with you when you meet with an advisor:

1. Tentative schedule including alternate class choices.
2. Your current class schedule.
3. If you plan to transfer, the CURRENT CATALOG of the college to which you intend to transfer or degree plan which you seek to follow.
4. If this is your first semester at Temple College, copies of any other college transcripts.

STUDENT SERVICES

STUDENT SERVICES

Services that supplement students' academic goals are located within One College Centre. These services include the following: Admissions and Records, Advising, Financial Aid, Services for Students with Disabilities, Veteran's Affairs, Student Life, and TRIO. In addition, Student Services provides services for students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experience.

Student Accommodation Services (Formerly Disability Services)

Temple College will take the steps required to provide reasonable accommodations in order to assure that no individual with a documented disability is excluded, denied service, segregated or otherwise treated differently because of the absence of auxiliary aids and services. Persons requesting accommodation for disability must provide documentation no more than 3 years old and complete a request for services with the Coordinator for Student Accommodations located in One College Centre, second floor. Telephone: (254) 298-8335.

Accommodations may include, but are not limited to:

- Note takers
- Interpreters
- Tutoring
- Advising and academic counseling, assessments and referrals for personal counseling
- Special testing arrangements

EDUCATIONAL ASSISTANCE CENTER The Educational Assistance Center is located on the second floor of One College Centre. It offers a self-paced, individualized program that addresses the specific academic needs of students entering college. The center provides evaluation of college readiness and a variety of instructional options in order to address the different learning styles of students. Instructors and tutors are available to assist students and prospective students in improving basic reading, math, writing and study skills needed to do college level work. Preparation for college placement testing, allied health and nursing entrance testing is also provided. Services and adaptive technology are available to assist students with specific learning or physical disabilities. For more information and referral, contact the Student Services Office (254) 298-8333.

TUTORING

Tutoring services are offered through the Student Services office for students who have individual learning needs. Students may want to take advantage of tutoring services in the following labs: Educational Assistance Center, Computer Department and Anatomy & Physiology Lab. Students interested in being tutors may apply through the Student Services Office. Student tutors need to have a grade of A or B in classes they wish to tutor and the recommendation of an instructor. For more information, contact the Student Services Office (254) 298-8333.

FINANCIAL ASSISTANCE

Students enrolled in technical certificate or degree programs are eligible to apply for assistance with textbook loan, or transportation expenses. A limited amount of funding is and is awarded based on need. For applications come to the Student Services Office in One College Centre. For more information call (254) 298-8333.

TRIO PROGRAMS

The TRIO Program at Temple College is a federally funded grant-based program designed to help eligible students graduate or transfer from TC and gain acceptance into a four-year college or university. Congress established TRIO Programs in 1965 to ensure equal educational opportunity for all Americans, regardless of race, ethnicity, or economic circumstance. Since that time an estimated two million students have graduated from college with the special assistance and support of our nation's TRIO Programs.

Students in TRIO Programs are more than twice as likely to remain in college than those students from similar backgrounds who did not participate in the program. Temple College students may qualify for the program in several ways:

1. if neither parent has a B.A. or B.S. degree from a four-year college or university;
2. if the student has a disability; or
3. if the student satisfies low-income criteria set by the federal government.

CENTER FOR EDUCATIONAL ADVANCEMENT

The Center for Educational Advancement is located in the Instructional Services Center (ISC Building; Rooms 150-153). It was established specifically for TRIO Program participants at Temple College. The Center houses the advising and counseling offices as well as the tutoring and learning lab facilities available for use by TRIO students. Information about the TRIO Program at Temple College is available at the Center via phone (254-298-8376) or the Internet (www.trio.templejc.edu).

SERVICES OFFERED TO TRIO PARTICIPANTS

- Academic Advising/Registration for TRIO students
- Counseling for TRIO students
- Tutoring (math, writing, reading, science)
- Learning lab (computers, printers, resources)
- Study skills instruction
- Special workshops and field trips
- Students may qualify for additional financial assistance

ACADEMIC ADVISING AND REGISTRATION

Students participating in the TRIO Program undergo academic advising, counseling and registration for Temple College at the Center for Educational Advancement. Since all TRIO students must be interested in pursuing an academic program oriented towards gaining admission into a four-year college or university, academic advising is a central component of the TRIO Program at Temple College. Students begin the process of contacting four-year institutions early in TRIO to identify specific requirements for the academic program they are interested in pursuing. Academic advisors at TRIO assist in this early valuable guidance and insight to TRIO students in the selection of appropriate coursework at TC in preparation for further study at a four-year institution.

COUNSELING

Counseling at the Center for Educational Advancement is especially important to the TRIO student in remaining in school and thus having the opportunity of achieving success in gaining admission into a four-year college or university. Because TRIO is limited to students pursuing an academic degree, the resulting low student to counselor ratio means students are able to spend more time with counselors. Counselors at TRIO develop one-to-one first name relationships with students because they are familiar with the diverse ethnic backgrounds typically reflected in the TRIO student population. In addition students meet with TRIO counselors at least once each month during a semester to monitor academic progress and discuss concerns or potential problems.

TUTORING

Tutoring is offered free of charge to TRIO students. Tutors in the TRIO Program (peer as well as professional) are chosen for their ability to relate to and communicate well with the diverse multicultural population dynamics of TRIO participants. Low student to tutor ratios enable tutors to devote individual attention for significant blocks of time to each student. TRIO students avail themselves of well-qualified tutors in math, writing, reading, as well as the natural, physical and social sciences. Typically, TRIO students meet at least once each week with their respective tutors.

LEARNING LAB

The TRIO Learning Lab is complete with state-of-the-art computer technology; Internet access, email, as well as software and printers necessary to complete academic assignments are all part of the TRIO experience. In addition there are text and software resources for both academic enhancement and career objective exploration. The learning environment at the lab is designed to be conducive to study, quiet discourse and reflection.

STUDY SKILLS INSTRUCTION

The learning lab at the Center for Educational Advancement contains text and software resources to address a variety of needs often experienced by TRIO students. These include study skills, test taking, thinking skills, the learning process, reading skills, the English language, presentation skills, argumentation and persuasion, literacy, ESL, writing (style, structure, editing, revising, the research paper, research skills), Internet literacy, the college experience. Where necessary, individual instruction and workshops are provided.

SPECIAL WORKSHOPS AND FIELD TRIPS

The TRIO Program includes a component for special cultural events and field trips designed to expose the TRIO student to the diverse social and cultural milieu which constitutes American society. TRIO students must attend at least two cultural events each semester to maintain their participation in TRIO. Field trips often include visits to local universities and colleges where they spend time on campus visiting with faculty and becoming familiar with the demands and prerequisites of a four-year institution.

FINANCIAL ASSISTANCE

Financial assistance is available to qualified TRIO participants. This aid is dispersed on a case-by-case basis and is considered after a student has received his or her financial aid award from Temple College and only if there is remaining unmet financial need pursuant to their education.

COMMUNITY SERVICES

Community service agencies work in coordination with Student Services offering assistance to qualified students. The following agencies provide tuition assistance, disabilities accommodations, and other services necessary for success of special populations.

VOCATIONAL REHABILITATION

The Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a DARS Counselor. Examples of such conditions are orthopedic disabilities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the disabled student to become employable. Applications for such services should be made at: Department of Assistive and Rehabilitative Services, 4501 South General Bruce Drive, Suite 35, Temple, Texas, 76502. The Temple office number is (254) 773-1674.

WORKFORCE INVESTMENT ACT (WIA)

The Workforce Investment Act consolidates and coordinates employment training, literacy, and vocational rehabilitation programs. Through local Workforce Center, WIA supports workforce investment activities that increase employment, job retention, earnings, and occupational skills of the workforce. If you are interested in learning more about services available under the Workforce Investment Act, contact your nearest Central Texas Workforce Center for additional information. The Temple office number is (254) 771-2555.

TEXAS BIOSCIENCE INSTITUTE

The Texas Bioscience Institute offers programs to promote a skilled and knowledgeable biotechnology workforce in Central Texas. Texas Bioscience Institute programs serve high school students, transitioning military personnel, military dependents, displaced workers, and other associate or bachelor degree seeking students.

To allow students to interact with bioscience researchers, the Texas Bioscience Institute is located at Scott and White's West Campus, alongside bioscience research and development facilities. The Texas Bioscience Institute offers state-of-the-art laboratories and classrooms to support advanced courses in biology, chemistry, technology and technical communication. While coursework is taken at the new Texas Bioscience Institute, internships and apprenticeships take place in working bioscience facilities in industry or government organizations. By integrating theory and practice, the Texas Bioscience Institute creates scientists specifically qualified to support the emerging biotechnology industry in Central Texas and beyond.

Middle College Dual Credit Program

This component of the Texas Bioscience Institute allows high school juniors and seniors to focus their study in math, science, and biotechnology and earn up to two years of college credit. This program makes college more accessible and affordable and provides strong student support.

Associate of Applied Science in Biotechnology

The Associate of Applied Science in Biotechnology provides two years of college instruction at the Texas Bioscience Institute and an internship at a research facility to reinforce technical skills. Each graduate may become employed in biotechnology research or enter a four year institution as a college junior to study in a related field such as premedical studies or microbiology.

Certificates

Degreed students may enhance their skills and knowledge in biotechnology by earning one of the following two certificates: Advanced Technical Certificate in Biotechnology or Enhanced Skills Certificate in Genomics/Proteomics.

Apprenticeships

For qualified individuals, paid apprenticeships in bioscience topics may be available. Apprenticeships provide formal on the job training with an employer as well as current related technical college level instruction at the Texas Bioscience Institute.

University Partnerships and Corporate Training

The Texas Bioscience Institute is continually developing university partnerships and corporate training opportunities for students to go beyond the course of study at the associate level. An effort to establish affiliation agreements which allow students to seamlessly transition from the associate to the bachelor level for biotechnology majors at Texas Bioscience Institute and many other programs at Temple College is ongoing.

For contact information related to any Texas Bioscience Institute/Texas Bioscience Institute program, contact the Administrative Assistant for the Texas Bioscience Institute at (254) 298-8782.

TESTING

A comprehensive testing program is available to assist students with assessing occupational interests and educational achievements. Tests are given for college entrance (ACT), course placement (THEA and Accuplacer), and Credit by Examination (CLEP, DANTES and TC Institutional Exams). Also administered are the nursing pre-test (NET) for the ADN and the LVN programs and the HOBET test for other Allied Health Programs. Tests are proctored for the distance learning courses, Internet courses, make-up exams, and correspondence courses. Contact the Testing Center for specific information.

REQUIRED TESTING

New students (who are not exempt or waived from TSI Texas Success Initiative requirements), must have scores on file from an assessment test before registering for classes.

AMERICAN COLLEGE TESTING PROGRAM

Temple College is a designated national test center for the American College Testing Program (ACT). ACT Tests are administered in February, April, June, October and December. Check with the Testing Center for exact dates and for registration packets or go online to www.actstudents.org.

COLLEGE CREDIT BY EXAMINATION

A student who is qualified by experience or previous training may take a special examination to establish college credit in some courses. Temple College provides opportunities for students to receive college credit by examination through five methods:

1. College Board Advanced Placement Program (AP)
2. International Baccalaureate (IB)
3. College Level Examination Program (CLEP)
4. Defense Activity for Nontraditional Education Support (DANTES)
5. Temple College Institutional Examinations

Credit by Examination Policy

1. Credit by Examination (AP, IB, CLEP, DANTES, and Institutional) may be attempted one time in any approved course.
2. Credit by Examination may not be attempted in any course in which the student has earned credit.
3. Students must complete one semester in residence at Temple College before any Credit by Examination is posted on the transcript. Credits earned through Credit by Examination will be posted on the student's transcript either during the current semester, if the student is enrolled, or during the next semester in residence following the examination. The examinee must be a student at Temple College in order to receive credit for a Credit by Examination test.
4. The last eighteen (18) hours required for graduation in any degree program or a total of 32 hours must be earned in residence and may not be earned through Credit by Examination.
5. Students must have successfully demonstrated Texas Success Initiative eligibility for the specific Credit by Examination course(s) prior to completing registration for the examination.
6. The fee schedule for Institutional Examinations is set by Temple College. Fee schedules for CLEP and DANTES are set by the College Board. There is no refund of examination fees.
7. Registration information, application forms, procedures, and fee schedules are available in the Testing Center.

College Board Advanced Placement Program (AP)

The Advanced Placement (AP) examinations are offered once a year in May, usually in high schools that offer college-level courses based on AP course descriptions. Each high school that gives the examinations sets its own registration deadline (no later than March) and collects fees. Contact the high school counseling center for additional information. If no high school in the vicinity is administering AP Examinations, students should write for information, by February 1, to AP Services, CN6671, Princeton, NJ 08541, or call (609) 734-3800.

International Baccalaureate (IB)

The International Baccalaureate (IB) curricula and corresponding examinations are now being offered worldwide to highly motivated students who are enrolled in courses that are affiliated with the IB Program. For information on the IB program, contact your local high school counselor or International Baccalaureate North America, 200 Madison Avenue, New York, NY 10016 or call (212) 696-4464.

College Level Examination Program (CLEP): College Level Examination Program (CLEP) examinations demonstrate the specific knowledge and skills gained through job experience, outside course work, or specialized independent reading. The examinations require a high degree of knowledge. Information about CLEP examinations is available in the Testing Center and at www.CLEP.com/CLEP.

Policies and Procedures:

1. CLEP policies and requirements are established independently by each participating institution. Students who plan to transfer to another college should contact that institution for specific information about its policies.
2. CLEP examinations are administered at Temple College and scored by the College Board.
3. Students who meet minimum score requirements will receive "credit" on their transcripts. Letter grades will not be recorded.

Defense Activity for Nontraditional Education Support (DANTES)

The DANTES Program is a testing service conducted by Educational Testing Service (ETS) for DANTES, an agency of the Department of Defense. DANTES' mission is to help service members obtain credit for knowledge and skills acquired through nontraditional educational experiences.

1. Each institution that adopts the DANTES Program uses only tests that are suited to its curriculum, sets its own fee for test administration, sets its own testing schedule, and administers the tests.
2. DANTES examinations are administered at Temple College and are scored by ETS. Two score reports are automatically provided; one for the student and one for the institution.
3. Ordinarily, score reports are sent out from five to ten working days after ETS receives the answer sheets.

Institutional Examinations

Students may obtain college credit by taking examinations offered by various departments on campus.

Institutional examinations are administered at Temple College and scored either by the Testing Center or by the appropriate department. Score reports are mailed to the address shown on your registration form within two weeks from the examination date. If the examination requires a lab, arrangements must be made with the Department Chair to administer and score that portion of the examination. Students meeting minimum score standards on Institutional Examinations will receive credit for the course on their transcripts. Registration for Institutional Exam is completed in the Testing Center. Fee for Institutional Exams is the equivalent of the tuition and fees for the course attempted.

REGISTRATION

Registration must be completed during the appropriate times set by Temple College. Registration consists of completing the required forms, preparation of a class schedule, and paying all tuition and fees. You may pay for your courses by cash, check, DISCOVER, VISA or MASTER CARD. Payment can also be made online using the e-cahier option found on the Temple College Home page. This program is administered by the FACTS management company.

STUDENT RECORDS

Temple College maintains a file on every past and present student which may contain any or all of the following: Applications for admissions, high school and college transcripts, GED test scores and certificates, conditional enrollment statements, residency documents, approved course substitutions on degree plans, approved grade changes, and requests for transcripts or other records. These records are retained as outlined in the Local Government Records Act and Local Records Retention Schedules for Public Junior Colleges as published by the Texas State Library and Archive Commission. Student records are available to the administration and faculty of the College for purposes of student counseling, academic advising, and information related to the future academic and/or employment pursuits of the student. The Director of Admissions and Records is responsible for the administration of student records and all inquiries should be addressed to that officer of the College. Students wishing to receive official copies of transcripts or other records should submit a written request to the Admissions and Records Office.

Students wishing to review their educational records must make written requests to the Director of Admissions and Records listing the item or items of interest. Any discrepancies thought to exist by a student should be brought to the attention of the Director of Admissions and Records. Records are not expunged or changed without the approval of the Director of Admissions and Records.

Information relative to a student's name, address, telephone, date and place of birth, degree(s) earned and date, major field of study, academic classification, dates of attendance, number of semester hours in progress and attained to date, most recent high school or college previously attended, weight and height of members of athletic teams, current class schedule, most recent previous schools attended, and photographs are considered directory information. Students may withhold directory information by notifying the Director of Admissions and Records in writing within the first twelve days of the fall or spring semester and first four days of a summer session.

STUDENT RESPONSIBILITIES

All correspondence from Temple College to the student will either be 1) mailed to the address provided on the Application for Admission, or 2) sent to the student's Temple College email address. Any address changes must be made in writing to the Admissions and Records Office. Students are responsible for all communication that is either 1) mailed to the last address on file, or 2) sent to the student's Temple College email address. Graduation information needs to be noted separately.

NAME CHANGES

Provide your legal name on your application for Admission because this is the name that will appear on your official student record. To change a legal name to a new legal name, submit a copy of the signed court order showing the authorized new legal name. To change a last name after marriage, present a copy of the marriage certificate, driver's license, or social security card. A student who wishes to discontinue the use of her/his married name and resume the use of her/his maiden name or a different name, must present a divorce decree or signed court order showing restoration of the maiden name or other names. An affidavit must be provided prior to processing the name change. Submit name change documents and affidavits to the Admissions and Records Office.

CHANGES OF SCHEDULE AND WITHDRAWALS

The following paragraphs give the information for changes of schedule and withdrawals for courses and semesters of traditional length. Students should check with Advising regarding the applicable deadlines for courses of different lengths.

After the student has completed registration (fees paid), schedule changes (adds and drops) may be completed only during the times scheduled by the Admissions and Records Office which are published in the schedule of classes.

Withdrawals: Students who withdraw from courses (drop) prior to the official census dates will not appear on the official class rolls for the courses, nor will the courses show on their permanent records. Withdrawals after the add/drop periods described above require the proper approvals and must be initiated in the Advising Center. A student must officially withdraw from a course to receive a W grade. A student not officially withdrawn from a class could receive a grade of "F". It is the student's responsibility to withdraw from classes. Withdrawals after the official census dates will be handled according to the following rules:

Fall and Spring Semesters (16 Weeks)

After	Before	Grade
12th Class Day	End of 12th Week	W
End of 12th Week	End of Semester	No Withdrawals Allowed

Summer Semester (6 Week Session)

After	Before	Grade
4th Class Day	End of 4th Week	W
End of 4th Week	End of Semester	No Withdrawals Allowed

Summer Semester (8 Week Session)

After	Before	Grade
6th Class Day	End of 6th Week	W
End of 6th Week	End of Semester	No Withdrawals Allowed

Summer Semester (12 Week Session)

After	Before	Grade
9th Class Day	End of 9th Week	W
End of 9th Week	End of Semester	No Withdrawals Allowed

** Students may receive "I" grades in cases of medical emergencies or some other highly unusual circumstances. This will be determined by your professor.

NEW 6 DROP RULE POLICY

Temple College has adopted the following policy to implement SB 1231:

- Senate Bill 1231 provides that a student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education."
- This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.
- Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."
- The following classes are EXEMPT from the 6 drop rule:
 1. Classes taken by students while in high school (dual credit, middle college and/or early college).
 2. Third repeat courses (student is taking the class for the third time).
 3. Developmental Classes
- Students must contact the Advising Center for more information before dropping a course.
- All course drops/withdrawals initiated by a student will be processed by the Advising Center.
- Some exceptions for good cause could allow a student to drop a course without having it counted toward this limit, but IT IS THE RESPONSIBILITY OF THE STUDENT TO ESTABLISH THAT GOOD CAUSE AND PROVIDE ANY REQUIRED DOCUMENTATION in order to earn the status of exception.
- Advisors will have the discretion regarding the need for documentation of a drop.
- Exceptions for good cause include, but are not limited to the following:
 1. Family Emergency (FAM)
 2. Work related (WORK)
 3. Disciplinary action (DISC)
 4. Active duty military (MIL)
 5. Medical Emergency (MED)
 6. Deceased (DCSD)
 7. Not on State Report (S)
 8. Failure to thrive (F2TH)
 9. Administrative correction (ADCOR)
 10. Other (O)
- Additional codes already exist which are not exceptions include:
 1. Administrative change (ADMIN)
 2. Non-payment (N)
 3. On Academic Suspension (SUSP)
 4. Reinstatement (REIN)

Procedures for implementation of this statute have been developed and will be published in the 2009 catalog and Student Handbook, which can be found at the TC website of: www.templejc.edu (under the Catalog button and Student Services button.)

TRANSFER OF CREDITS

Since Temple College is fully accredited, all its semester hour credits except in certain developmental, preparatory and vocational-technical courses will transfer to other colleges. The Temple College core curriculum is fully transferable to

any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours. Colleges do not lower transferred grades; grades are filed just as they are received. For degree purposes or for determining scholastic standing, however, grades earned at other institutions are frequently not averaged with work done at the receiving college or university.

It is the student's responsibility to familiarize themselves with the course requirements of the college to which they plan to transfer and to make certain they satisfy those requirements both as to choice of courses and the quality of grades in those courses. Temple College provides academic advising and/or pre-registration counseling on an ongoing basis in order to assist the student in choosing courses that are articulated with the requirements of the four-year college of the student's choice. Contact the Advising Center for additional information.

RESOLUTION OF TRANSFER DISPUTES

Lower-division courses included in the Lower-Division Academic Course Guide Manual (Revised) 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 **Lower-Division Academic Course Guide Manual (Revised)**. 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. 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 **Lower Division Academic Course Guide Manual (Revised)**, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

The institution whose credit has been denied (sending institution), or the student working through the sending institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions. For additional information, contact the Vice President of Educational Services.

Temple College Three-peat Rule Policy:

This legislation was passed by the State of Texas to discourage students from repeating courses in an excess of three times. With only Limited exceptions, Texas-Resident undergraduate students who attempt a course with the same content for a third or more times will be charged a premium tuition rate-an additional \$55.00 per semester credit hour over the Texas Resident rate-for those credit hours. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, & 13.25).

Some courses are designed for repeated enrollment, such as:

Courses that may be repeated for credit because they involve different or more advanced courses content each time they are taken including but not limited to, individual music lessons, workforce education course, theatre practicum, music performance, ensembles, and certain physical education courses. Independent study courses. Developmental education coursework taken for a third or more times if the coursework is within the 18-limit at general academic institutions.

These courses are thereby exempt from the three-part rule.

Attempted hours are calculated for courses in which a student is enrolled on Census day. If a student drops the course before census day the hours will not count toward the three-peat. Census day dates are located under calendar in this catalog

ACADEMIC HONORS AND STANDARDS

PRESIDENT'S HONOR LIST

A student must be taking at least nine (9) semester hours of work and must have a grade point average of at least 4.0. In addition, disciplinary or academic probation shall make a student ineligible.

VICE PRESIDENT'S HONOR LIST

A student must be taking at least nine (9) semester hours of work and must have a grade point average of at least 3.5. In addition, disciplinary or academic probation shall make a student ineligible.

HIGH HONOR GRADUATES

Graduates receiving an Associate of Arts or an Associate of Applied Science with at least 30 hours at Temple College and with a grade point average of 4.0 on all hours which count toward graduation are considered high honor graduates.

HONOR GRADUATES

Graduates receiving an Associate of Arts or an Associate of Applied Science with at least 30 hours at Temple College and with a grade point average of 3.5 on all hours which count toward graduation are considered honor graduates.

ACADEMIC STANDARDS

Temple College has adopted academic standards for continued enrollment and graduation which require students to achieve an overall 2.0 grade point average in order to be eligible for graduation. However, in recognition of the fact that academic success is a learned behavior that occurs over time, Temple College has established the following academic standards which determine if satisfactory academic progress is being made.

Cumulative Semester Hours Attempted	Cumulative Grade Point Average (GPA)
1 – 6	1.00
7 – 12	1.25
13 – 18	1.50
19 - 30	1.75
31 - 42	1.90
42 and above	2.00

SCHOLASTIC PROBATION

Students who fail to meet either the semester GPA standard or the cumulative GPA standard or both will be placed on scholastic probation for the ensuing semester. If a student is on scholastic probation and satisfies either the semester GPA standard or the cumulative GPA standard but fails to meet the other, the student is continued on probation. Please note: For past semesters, first 6-week term and second 6-week term were evaluated together to determine scholastic probation.

SCHOLASTIC SUSPENSION

A student on scholastic probation who fails to meet both the semester and cumulative GPA standards will be suspended from the College for the ensuing fall or spring semester and any intervening summer session. A student on scholastic suspension may apply for readmission at the beginning of any semester after he/she has been out of college for one long semester, but will be readmitted on scholastic probation. No student with an academic record reflecting three or more scholastic suspensions may be re-admitted to the college without the recommendation of the Division Director of Student and Enrollment Services and the approval of the Vice President of Educational Services.

A student on suspension may also apply in writing for a one-time exception to the suspension policy. Exceptions are considered once each semester. Contact the office of the Division Director for Student and Enrollment Services for details. Students for whom exceptions are granted are readmitted on probation.

TRANSFER STUDENTS

A transfer student who is not scholastically eligible to return to the college he/she last attended will not be eligible for regular admission to Temple College. For information on exceptions and special admission contact the Vice President of Educational Services. A transfer student who was placed on probation at the college he/she last attended will be admitted on probation to Temple College and must meet the minimum standard of work during his/her first semester of enrollment in order to continue in attendance. A transfer student whose transcript does not indicate that he/she was on probation, but whose academic record during the last semester of his/her attendance at another college did not meet the minimum standard of work at Temple College, will be admitted on probation and must meet the minimum standard of work during his/her first semester of enrollment in order to continue his/her attendance.

CLASS INFORMATION

CLASS STANDING

A student with 0 through 29 semester hours is considered to be of freshman standing. A student with 30 through 59 semester hours is considered to be of sophomore standing.

METHOD OF WORK

Traditionally, there are sixteen and eight weeks of instruction during the fall and spring semesters. A typical course yields three semester hours of credit. This represents three hours of instruction each week for sixteen weeks for a total of forty-eight contact hours. Work taken in summer school results in the same total contact hours, but it is completed in either a three, six, eight, ten, eleven or twelve week period of time.

COURSE NUMBERS

Temple College is a participating institution in the Texas Common Course Numbering System. Courses designed for transfer have a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while DRAM is the common prefix for drama/theatre courses. The four-digit number following the prefix identifies specific courses within the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon successfully completing the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken. Thus, General Chemistry I-CHEM 1311 is taken before General Chemistry II CHEM 1312.

Developmental courses not designed for college credit or transfer have a 0 (zero) as the first digit. Courses that are included in a certificate or an Associate of Applied Science degree are technical (terminal) courses and are not intended as transfer courses. The student should consult with the intended transfer institution to determine the transferability of technical courses. Course equivalency guides are available in the Advising Center.

NORMAL CLASS LOAD AND MAXIMUM LOAD

The regular college year is composed of two semesters. Each semester consists of 16 weeks. A full-time student is one who carries 12 or more semester hours of work for the semester. At least 16 semester hours each semester are generally required if the student plans to complete a degree in the usual two or four-year time period. The maximum amount of work that a student will be approved to carry at one time is 18 semester hours. Students will be permitted to carry more than 18 semester hours under one of the 2 following conditions: 1) the student must take additional hours to be eligible for graduation at the end of the semester, or 2) the student made no grade lower than a "B" as a full-time student the previous long semester. The approval of an advisor is required for registration in excess of this maximum load.

The summer semester is composed of one eight-week session. Classes meet four days a week, Monday through Thursday. A full-time student is one who carries 6 or more semester hours of work during the term. Permission must be obtained from an advisor to enroll in more than 8 hours during the eight-week summer session.

CONCURRENT ENROLLMENT

Approval may be granted for a student to be concurrently enrolled at TC and another institution at the same time. If granted, the student must not exceed the maximum amount of work permitted during any one semester as outlined above.

A person who has received permission for concurrent enrollment and is concurrently enrolled at another institution must submit an official transcript from that institution to the Admissions and Records Office at TC at the close of the semester if he/she is planning to enroll at TC the following semester.

ADDING AND DROPPING COURSES

See Changes of Schedules and Withdrawals under Registration.

AUDITING OF COURSES

When space is available any person 18 years of age or older may, with the consent of the instructor, enroll as an auditor in either the day or evening division of the College. An auditor is entitled to the use of laboratory equipment and supplies and to participation in fieldwork. Students must pay any laboratory fees required whether they use such facilities or not. Students cannot audit applied music classes. The instructor is not obligated to accept any papers, tests or examinations from these students. An auditor is free from such course requirements as attendance, written work, and tests. Credit will not be granted for a course that has been audited, except by enrolling in the course at a later date and completing all of the required work. Those living in the College district will pay the regular in-district tuition and fees plus a special \$15 auditing fee for each course audited. Those living outside the College district will pay the regular tuition and fees charged students who are not residents of the College district but who are residents of the state. They will also pay a special \$15 auditing fee for each course audited.

Once students pay tuition and fees they may not change from audit status to credit status. Once students pay tuition and fees and enroll for a course for credit they may not change from credit to audit status. Procedures for auditing a course will be administered by the Director of Admissions and Records. No refunds of tuition and fees are made to auditing students who withdraw from class unless the class is cancelled by TC.

AUDITING OF COURSES BY SENIOR CITIZENS

Persons over 65 years of age are permitted to audit classes at TC on a space available basis without paying the required tuition and fees. The auditor must purchase all required supplies and books, etc. Refer to the section on Auditing of Courses for additional information.

CREDIT COURSE ENROLLMENT BY SENIOR CITIZENS

Temple College will grant a student 65 or older an exemption from tuition (only) for up to X (up to 6) credit hours for X (Fall, Spring, and/or Summer) semesters. The College must give preference to students paying tuition, and the discount is based on the availability of space in the class. Also, to qualify for exemption, the courses must be tax supported

ATTENDANCE

Regular and punctual class attendance is expected at Temple College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen week semester and may result in the receipt of a failing grade or involuntary withdrawal from the course.

Faculty members will discuss the attendance policy at the beginning of each semester and maintain an official record of attendance for each course primarily to remain in compliance with federal financial aid regulations and requirements. At the discretion of the instructor or as may be required by THECB (Texas Higher Education Coordinating Board) policy and law, the attendance policy for certain courses may be more stringent than the general policy. Students are responsible for reviewing the first day handout for each class and for knowing the attendance requirements. Class rosters will be certified at 60% of the semester by all instructors, and students not in attendance will be dropped.

Further, the college empowers individual faculty members to effect the withdrawal of a student from any course in which he/she has failed to meet attendance expectations. Faculty members are encouraged, but not required, to notify students in jeopardy of being withdrawn from a course. However, since attendance is absolutely the responsibility of the student, such notification is a courtesy, not a requirement. Administrative withdrawal for excessive absence is the prerogative of the faculty member and, as such, students are encouraged to contact their teachers and/or the Admissions Office to confirm enrollment status.

Students who expect to be absent because of religious holy days should contact the Vice President of Educational Services for details concerning Texas Education Code 51.911. Refer to "Attendance" in the Student Handbook.

GRADES

The standing of a student in his/her work is expressed by grades made up from class work and from examinations. There are nine grades: A (Excellent), B (Good), C (Fair), D (Pass), F (Failure), W (Withdrawal), X (work continuing), XF (Failure due to academic dishonesty), and I (Incomplete). The grades of X, W and I are not counted as hours attempted in computing the student's grade point average. A "W" grade is given for an instructor-or student-initiated course withdrawal through the 12th week of the sixteen-week semester. During the summer semester, a W is given through the 4th week for the 6-week session, the 6th week for the 8-week session and the 9th week for the 12-week session.

To pass a course it is necessary to secure a grade of at least a "D". In some AAS degree programs a grade of "D" is unacceptable if earned in a major course. When a "D" grade is earned in such a course, the student must repeat that course and earn a grade of "C" or higher. In some AAS degree programs the grade of "D" is not given in major courses. Grades in those courses are: "A.....B," "C.....F." Students enrolling in a program where either of these policies is in effect are informed in advance of the departmental grading policy.

An incomplete grade not removed within 30 calendar days of the first class day of the subsequent term will become an "F". An extension beyond this time frame may only be granted in exceptional circumstances. Approval for the extension must be granted by the instructor in writing and must be submitted to the Director of Admissions and Records for approval. Students who remove incomplete grades in courses that are required for graduation must do so within 30 calendar days from the graduation date in order to be considered a graduate for that term. Students who wait until the subsequent term to clear the incomplete will be considered for graduation in the term in which the incomplete was cleared. This policy does not relieve students from meeting course prerequisites.

Any student that has a hold in our system will not be able to view grades, receive refund checks, request transcripts or enroll for a consecutive semester. These holds include by are not limited to:

Incomplete application
 Missing information
 Missing official transcripts
 Disciplinary action
 Temple College unpaid tickets
 Unreturned Library books
 Unpaid tuition
 Return in funds for Financial Aid
 Unreturned materials to Student Support
 Default on Institutional short term loans
 Default on Federal Student Loans*

*Must meet the lender arrangements and must provide proof to Temple College that student(s) has/have made 6 consecutive monthly payments.

Temple College Change of Grade Policy

Grades are subject to change under the following conditions:

INCOMPLETES: A grade of incomplete "I" will be changed to a letter grade. If a grade of "I" is not changed within 30 calendar days into the next semester a grade of "F" will be assigned unless the instructor notifies the Director/Associate Director of Admissions and Records in writing prior to the deadline.

ERRORS: A grade calculated or recorded erroneously may be changed by the instructor to the grade actually earned.

DISPUTES: A disputed grade may be changed if the student appeals the grade given within 1 academic year from the term the grade was earned.

Grade Change Policy:

A change of grade will be accepted by the Director/Associate Director of Admissions and Records only if properly submitted by the Instructor. Grade Changes will be accepted up to one calendar year from the original term of enrollment for the course.

Student Grade Appeal Procedure:

A student who wishes to question a grade must discuss the matter first with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic term after receiving the grade.

If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Chair, within one week of speaking with the instructor. If the matter remains unresolved after step two, the student will submit a written request within one week to the Division Director. If the matter remains unresolved after step three, the student will submit a written request within one week to the Vice President of Educational Services.

GRADE POINT AVERAGE

The grade point average is computed on the following values for each semester hour of credit: A - 4; B - 3; C - 2; D - 1; and F - 0. Grade Point Averages (GPA) are computed by dividing the total grade points earned by the number of semester hours attempted that are used in the GPA calculation.

Prior to the Fall 2002 semester, all transfer hours with a grade of "D" or above were calculated into the cumulative GPA. Transfer hours that were not required by the degree plan but which counted as electives were also included in the cumulative GPA. Temple College hours excluding developmental courses were also calculated into the cumulative GPA. (Developmental hours were calculated into the semester grade point average only.)

Beginning with the Fall 2002 semester, Temple College will not include transfer hours in the cumulative GPA calculation. Temple College will accept transfer hours with a grade of "D" or above as transfer credit but the grades will no longer affect the Temple College cumulative grade point average. From Fall 2002 to Summer 2005, developmental hours were not included in the semester GPA calculation. Beginning with the Fall 2005 semester, developmental hours will be included in the semester GPA calculation.

REPEATING OF COURSES

Beginning with the Fall 2005 semester, a student who wishes to repeat a course will only be allowed to repeat a course one time. If a student needs to repeat a college credit course for a second time (third attempt), the student must receive approval from an advisor. An additional fee will be charged for repeating the same course more than twice. If a student repeats a course, the credit hours and grade points earned from the attempt with the highest grade will be considered the grade of record and will be counted toward computation of an overall grade point average. The hours and grade points from the lower grade attempt will not be calculated in the overall grade point average. If the course repeated is identified in the catalog as a course that may be repeated for credit when the topics vary, then the topics must be the same before the course will be treated as repeated for replacement.

However, a student may not remove an earlier punitive grade (F, I) by enrolling in that course again and finishing with a non-punitive grade (W). In this case, the first attempt will continue to be included in the overall grade point average calculation. The semester grade point average will be computed as it normally would be even if a course is repeated. All courses attempted during a given semester will be used in calculating a semester grade point average, even if a course is repeated at a later date.

EXEMPTION

Students will not be exempt from final examinations.

SCHEDULE AND SYLLABUS CHANGES

Temple College reserves the right to modify the class schedule when necessary. Instructors maintain the freedom to modify course syllabi when appropriate.

STUDENT LIFE

The following organizations are officially recognized by Temple College although the particular groups may not currently be active. The degree of activity varies with the interest expressed by the student body during a school year. If you are interested in a group that is not currently active, please see the Director of Student Life and Community Outreach, for more information.

CLUBS

Association of Respiratory Care Students (ARCS)

This organization is designed to promote interest and awareness in Respiratory Care, to further awareness of technological advancements, and to broaden the scope of study in Respiratory Care. Membership is restricted to those students enrolled in the Temple College Department of Respiratory Care.

Association of Student Surgical Technologists (ASST)

This organization is designed to promote interest in surgical technology and to further members' awareness of technological advancements through workshops, meetings, and visits to medical centers. Membership is restricted to those students enrolled in the Temple College Surgical Technology program.

Associate Degree Nursing Student Organization (ADNSO) and Association of Student Vocational Nurses (ASVN)

Membership to ADNSO is restricted to students currently enrolled in the Associate Degree Nursing Program. Membership to ASVN is restricted to students currently enrolled in the Vocational Nursing Program.

Association of Mexican American Students (AMAS) (was SOLAC)

The purpose of this organization is to cultivate a better understanding of the Latin-American culture and its relation toward the student and the community, to perform services related to the college and the community, to promote more interest in Spanish, and to encourage Latin-Americans to continue their education. Membership is open to all students officially enrolled at Temple College and those specifically interested in the Latin-American culture.

African American Students Association (AASA)

This organization sponsors programs and educational activities of Black-American culture to enhance the overall race relations program at Temple College. Membership is open to all Temple College students.

Criminal Justice Club

Organized in 1994 by students enrolled in criminal justice classes, the purposes of the club are to promote better understanding and communication between other TC clubs, local law enforcement agencies and promote comradeship among criminal justice students and area law enforcement professionals.

Delta Epsilon Chi

Delta Epsilon Chi is open to any Temple College student interested in management, marketing and distribution. It lists among its purposes the further development in education of programs in management, marketing, and distribution, as well as the promotion of understanding and appreciation for the responsibilities of citizenship in the free competitive enterprise system.

Temple College Democrats

The purpose of this club is to support and promote ideas of the National Democratic Party, recognizing the humanitarian concern for the equal rights and opportunities of all people as a primary concern of government. This club is open to any student of Temple College.

Temple College Republicans

The purpose of this organization is to assist in the election of Republican nominees to office and to simulate interest in politics and public affairs. This club is open to any student of Temple College.

Student American Dental Hygienists' Association (SADHA)

The purpose of this organization is to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the oral health of the public. This organization is open only to students who are enrolled in the Dental Hygiene program.

Philosophy Club

This organization is for students who want to explore and clarify issues of the truth, value, and morals. The Philosophy Club is for students with an inquiring mind and a passion for knowledge. This club is open to all Temple College students.

Langston Hughes

This organization has been established to initiate, sponsor, and encourage publication, conferences, programs and projects celebrating the life, works and legacy of Langston Hughes. This organization is open to all Temple College students.

HONOR SOCIETIES**Phi Theta Kappa (PTK)**

This international junior college honorary scholastic society granted Lambda Theta, the local chapter, a charter on November 17, 1960. To be eligible for membership a student must have completed twelve semester hours leading to a degree conferred by the College and rank academically within the upper ten per cent of the student body. Members are selected on the basis of character, citizenship, and scholarship.

Psi Beta

This national honor society in psychology for community colleges is designed to stimulate, encourage, and recognize scholarship and interest in psychology. To be eligible for membership, a student must have completed one course of psychology with a "B" or better and have an overall GPA of 3.0.

RELIGIOUS ORGANIZATIONS**Baptist Student Ministries (BSM)**

The purpose of this organization is to provide students opportunities of ministry on campus and in the community. This is accomplished through mission projects, Biblical challenges in spiritual growth, fellowship with other students, etc. BSM is a Christian student organization open to all students regardless of their denominational affiliation.

STUDENT AFFAIRS**Student Government Association (SGA)**

Organized as the College Council in 1950, the present Student Government Association has evolved through several constitutional revisions since its inception. Membership is made up of the elected officers. The objectives of the Student Government Association are to assist in the development of the student body and all clubs and organizations, coordinate student activities, seek an understanding of and a solution to student problems, to serve as the coordinating body of the social/service organizations, and to provide student input into the administration of Temple College.

STUDENT ACTIVITIES

Social Events: Various activities are scheduled on the College Calendar each semester where students and faculty enjoy together the social life of the College.

Musical Organizations: The opportunity to participate in excellent instrumental and choral groups is available to Temple College students through the Music Department. Bands, choirs, and numerous smaller ensembles are organized each year. If interested, contact the Division of Fine Arts, (254) 298-8555.

Theatre-Speech: Students interested in Speech and Theatre activities can participate in the preparation of plays for festivals as well as various types of speeches for contests and festivals. If interested, contact the Division of Fine Arts, (254) 298-8555.

STUDENT HOUSING**University Courtyard Apartments**

On-campus housing is available in a modern apartment-style apartment complex. The units are designed in a four-bedroom floor plan and are fully furnished. Security features include a sprinkler system and panic alarms. The rental cost includes all utilities, high-speed Internet service, cable TV, and local telephone service. For information, call (254) 791-5400.

Temple College Apartments

Affordable, on-campus housing is available for low-income student families through a partnership between the Temple

Housing Authority and Temple College. There are 25 one and two bedroom apartments. Residents must meet THA screening requirements. For information contact the Temple Housing Authority, (254) 773-2009.

USE OF FACILITIES, STUDENT CONDUCT AND RESPONSIBILITIES

The administration of Temple College, under the authority granted it by the Board of Trustees, has established the following rules and practices concerning the use of facilities and student conduct and responsibilities. A student seeking recourse under these rules and practices may appeal to the Vice President of Educational Services. Further appeals may be made to the President.

FACILITIES

The facilities at Temple College, including those within the buildings and those on the campus, are for the benefit of students enrolled in the College. These facilities are directly under faculty supervision. From time to time, subject to the approval of the administration, these facilities may be used by those not enrolled, and who have received approval of the administration for said use. The use of the facilities must be in conformity with the rules of the administration, and must not interfere with use of college purposes in any respect.

Use of classrooms and offices by students enrolled shall be under the supervision of those in charge during the hours that they are available. When not available to the students they will be under the direct supervision of the administration, or delegated personnel. Persons not enrolled, or connected with the staff, may be prohibited by the administration at any time, not only to classrooms and offices, but also to the entire campus area. Commercial advertising and/or solicitation is not permitted anywhere on the campus except by those organizations sponsoring programs which have been endorsed by the College.

Persons violating any rules heretofore specified shall be advised, and counseled, regarding these rules.

STUDENT CONDUCT AND RESPONSIBILITIES

Through enrollment at Temple College, students signify that they recognize the authority of the College in governing their actions in relation to the College, and they automatically agree to abide by any regulation concerning students and/or student organizations set up by the College or its representatives. A detailed description of student disciplinary procedures may be found in the Student Handbook. Weapons are prohibited on the TC campus. The possession or use of alcoholic beverages or narcotics on the campus may be cause for disciplinary action. This is also true of a student who comes on the campus while under the influence of either of the two. Any action by one or more individuals, whether students or non-students that interferes with the orderly operation of the College will be the cause of disciplinary action or possible arrest by authorized peace officers. A student may be requested or required to withdraw with or without public charges by the College administration. The College does not wish to provide a policy regarding dress for students, but does feel that it is the responsibility of the student to maintain standards of good taste and good grooming which are in keeping with generally accepted standards. Appropriate campus dress for men and women depends upon the occasion or specific event that the student attends. Modes of dress that are in keeping with current styles and are generally acceptable in the extended college community are deemed to be the most acceptable and appropriate. College representatives will call modes of dress deemed inappropriate to the attention of the offending student.

PARKING AND TRAFFIC

All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas and in the proper manner. It is the responsibility of anyone bringing a vehicle onto the campus to become familiar with the "Traffic Rules & Regulations" found in the Student Handbook.

LIBRARY

The H. M. Dawson Library has a collection of over 55,000 books, nearly 400 current periodical subscriptions and thousands of audiovisual items, including videos, compact discs, microfiche and film. The library's online catalog provides access to Temple College's collection as well as access to over 45,000 electronic books in netLibrary.

Temple College belongs to TexShare, a statewide system which allows reciprocal borrowing privileges to current students, faculty and staff at all participating college and university libraries in Texas. Through TexShare Temple College students have access to over 50 content and periodical databases many of which display the full-text of the original journal or book. Materials not owned by Temple College or unavailable through the online databases may be ordered through interlibrary loan for little or no cost.

Facilities of the H. M. Dawson Library include study carrels and tables, small group conference rooms, audiovisual viewing and listening areas and a computer lab where students can do research, access the Internet, type research papers and complete assignments.

The library staff provides reference assistance and instruction in the use of the library and its online resources.

DISTANCE EDUCATION

Distance Education courses afford students the opportunity to continue attending college courses even with busy lifestyles. There are no limits to the total number of credits that may be earned via distance education courses. Many students attend a combination of online, hybrid, and on-campus classes while others choose to attend all online courses. Course standards, college credit, and transferability are the same as for courses offered on campus. Students have the same rights, privileges, and obligations as on-campus students. Online and hybrid courses are transcribed the same as on-campus courses. These courses are NOT marked as online or hybrid on your transcript.

INTERNET (ONLINE) COURSES

Online courses are courses that are completed entirely over the Internet. To take a course through the Internet, students will need access to a computer and a connection to the Internet. Students can use any of the computers in the open computer labs or the library to complete their course work. Class notes, assignments, and discussions are sent and returned through the computer. Students may need to come on campus for 1 - 3 proctored exams as determined by the course instructor. An online course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student.

HYBRID COURSES

Hybrid courses are courses where a majority of the course is taught over the Internet, while the remaining portion of the course meets on campus. The requirement for the number of on campus sessions is determined by the course instructor. As with online courses, students will need access to a computer and a connection to the Internet. Students can use any of the computers in the open computer labs or the library to complete their course work. A hybrid course may require certain minimum hardware and software configurations on a student's machine. Those requirements are the responsibility of the student.

REGISTRATION

The registration process for Distance Education courses is the same as for all other Temple College courses, and Distance Education courses have the same Texas Success Initiative requirements.

TEXTBOOKS

Textbooks for some distance education courses may differ from textbooks used for on-campus sections of the same course. The Temple College Bookstore stocks all distance education textbooks.

TESTING

Some online courses may require one to three proctored exams during the semester. Proctored exams may be accomplished in the Testing Center on the Main Campus, may be accomplished at any of our Satellite Centers, or may be accomplished at an off-campus testing site approved by the course instructor. Each instructor determines the need for a proctored exam or exams.

ORIENTATION SESSIONS

Student Orientation to Online Learning workshops are held usually the week prior to the start of the semester and again the first week of the semester. These workshops are optional, but contain valuable information that can help increase the chance of success in online courses. Individual online course instructors may hold online orientations. Hybrid instructors may hold online or on-campus orientation workshops. Check the Distance Education web site for more information.

ON-LINE INFORMATION

To see up-to-date information about specific Temple College Distance Education courses, go to the Temple College web site (<http://www.templejc.edu>) and click the "Distance Education" button.

BUSINESS AND COMMUNITY EDUCATION

TRAINING INDIVIDUALS, TRANSFORMING ORGANIZATIONS

Business and Community Education is an important component of the total education program at Temple College. As one of the state's community and technical colleges, Temple College is designated by the Texas Legislature as the primary provider of workforce education and training for our Central Texas area. Temple College Business and Community Education:

- partners with local Workforce Board representatives to meet local businesses' demands for trained workers
- creates workforce development strategies that respond to current and future needs of a diverse population
- provides the community with quality training resources that stimulate personal, workforce and economic development.

Temple College Business and Community Education provides workforce skills training in two primary ways: customized training and public classes.

BUSINESS AND INDUSTRY CUSTOMIZED TRAINING

The Temple College Division of Community Services & Business Training serves as an educational and skills development resource for business and industry in the Central Texas area. In an effort to improve the prosperity of our region, the Division delivers customer-focused training to address the needs of a diverse workforce, leading to improvement in employee performance, productivity and overall organizational effectiveness. Temple College workforce directors meet with individual businesses, work collaboratively to identify specific training needs, develop goals for employee and organizational improvement, and create plans to enhance employees' skills and overall effectiveness. The customized plan includes such features as engaging program design, professional learning materials, qualified instructors, and on-site pre- and post-tests, as well as a schedule that meets the specific needs of the business. The plan is summarized in a written agreement.

PUBLIC OFFERINGS

In addition to providing customized training for specific organizations, Temple College Business and Community Education offers open-enrollment classes to the general public as another strategy for enhancing the workforce skills of our region. These open-to-the-public classes are designed to give adults an opportunity to keep up with new developments related to their present occupations, to train for new career paths, or to explore activities for personal and professional growth.

Most non-credit courses are open to interested persons without specific admission requirements. Persons who register for and successfully complete these courses are awarded Continuing Education Units (CEU's); normally one CEU is awarded for each ten hours of training. Many courses offered meet the mandatory continuing education requirements for re-licensure and educational advancement in professions.

Temple College Business and Community Education offers courses in a variety of areas. Specific offerings vary depending on current local workforce needs. They may include:

- Information Technology such as computer applications, word processing, spreadsheets, database, Internet, Web Page design, and graphic arts/publication programs
- Leadership Development for those new to a supervisory role as well as for more experienced, mid-to-high level leaders
- Manufacturing occupation specific skills such as welding and machining, and "Lean Manufacturing"
- Healthcare specific skills such as Phlebotomy, Pharmacy Technician, Medical Coding, and CPR
- Spanish and other language skills
- Real Estate
- Human Resources
- Customer Service
- Other professional and personal development opportunities

Most of these classes meet at Temple College Downtown Center or at Temple College Business Training Center. Some are available online or as "blended learning" with portions completed online and other segments in the classroom.

Non-credit concurrent enrollment is also available through Business and Community Education for some technical or business-related classes offered through the credit side of the college. Neither transcripts nor college entrance exams are required. Costs are comparable to the credit class, but students are exempt from exams and grades. Students receive the same level and quality of instruction for the same length as credit classes. This type of enrollment is available in subjects such as business, computer-aided design, and computer information systems. Contact the Division of Community Services & Business Training at the time of registration to enroll in this manner.

Preregistration is required with a minimum enrollment that must be met for a class to be offered. The tuition and fees for many non-credit classes start as low as \$4.00 per class hour, with additional costs for labs, supplies, or insurance. A one hundred percent refund will be given if Temple College cancels the class. Generally, a full refund will also be granted if a student officially withdraws in writing through the Division prior to the second class meeting. Exceptions are for those classes meeting two days or less, or those incurring administrative or material costs. No refunds will be granted after the class has met for the second time.

Contact Business and Community Education for more information.

ASSOCIATE OF ARTS DEGREE-ACADEMIC TRANSFER-FIELDS OF STUDY-CERTIFICATES

The Associate of Arts (AA) Degree represents the first two years of college study toward a bachelor's degree. AA degree requirements at TC include 42 semester hours from the core curriculum and 22 semester hours of electives from major or related courses for a total of 64 semester hours.

The Core Curriculum, required for graduation and transfer to Texas public universities, is guaranteed by the Texas Legislature to meet all "lower division" core requirements, regardless of which Texas public university you wish to attend, up to a total of 42 semester hours.

The core curriculum (42 semester hours of credit or roughly 14 courses) is designed to provide a broad knowledge based upon which to obtain a two-year degree or build the foundation of a four-year degree.

Because degree requirements vary at the university level, plan carefully once the core courses are completed. TC has articulation agreements with area universities, and our advisors can help you ensure a smooth transfer.

A Field of Study curriculum is a set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution. A field of study curriculum affects academic degree programs at public colleges or universities as designated within the particular field of study curriculum.

Certificates

Temple College offers Advanced Technical Certificates and Enhanced Skills Certificates in Health Sciences for those students who already have completed a degree and want additional training and specialization.

For students who are interested in short-term training, Temple College offers a variety of options. Level I and Level II Certificates are designed to provide a foundation for entry-level employment and the opportunity to continue to pursue an associate's degree. Some certificate programs, especially those in the health sciences, prepare students to take examinations for special certifications or licensure.

ACADEMIC TRANSFER

Core Curriculum

Associate of Arts Degree

Associate of Arts Degree in Teaching

Field of Study

Business Administration

Child Development

Computer Science

Criminal Justice

Music

AAS DEGREES AND CERTIFICATES CAREER FIELDS/TECHNOLOGY PROGRAMS• **Business/ Business Management**

AAS DEGREE - General Business

CERTIFICATE - Administrative Assistant

CERTIFICATE - Office Management

AAS DEGREE - Management

CERTIFICATE - Management

CERTIFICATE - Small Business Management

• **Child Development**

AAS DEGREE - Child Development

CERTIFICATE - Childhood Development/Early Childhood

CERTIFICATE - Child Development Administration

• **Computer-Aided Design**

AAS DEGREE - Computer-Aided Design

CERTIFICATE - Computer-Aided Design

• **Computer Information Systems/Computer Science**

AAS DEGREE - Computer Applications Technology

CERTIFICATE - Computer Technology - Computer Applications Specialist

CERTIFICATE - Computer Technology - Database Specialist

CERTIFICATE - Computer Technology - Security Option

CERTIFICATE - Computer Technology - Computer Applications Technology

AAS DEGREE - Computer Technology - Repair Technician

CERTIFICATE - Computer Technology-Repair Technician Option

AAS DEGREE - Computer Technology - Entertainment and Business Software Development

CERTIFICATE - Computer Technology - Entertainment and Business

Software Development

AAS DEGREE - Computer Network Administration

CERTIFICATE - Computer Technology-Network Administration Option

AAS DEGREE - Computer Web Technology

CERTIFICATE - Computer Technology-Web Technology

• **Criminal Justice**

AAS DEGREE - Criminal Justice

CERTIFICATE - Criminal Justice

AAS DEGREE - Criminal Justice - Security

AAS DEGREE - Criminal Justice - Correction

AAS DEGREE - Law Enforcement

• **Educational Personnel**

AAS DEGREE - Educational Personnel

CERTIFICATE - Teacher Assistant

• **Geographic Information Systems**

AAS Degree - Geographic Information Systems

CERTIFICATE - Geographic Information Systems

AAS DEGREES AND CERTIFICATES HEALTH PROFESSIONS

- **Biotechnology**
 - AAS DEGREE - Biotechnology
 - ADVANCED TECHNICAL CERTIFICATE - Biotechnology
 - ENHANCED SKILLS CERTIFICATE - Genomics/ Proteomics
- **Dental Hygiene**
 - AAS DEGREE - Dental Hygiene
- **Diagnostic Medical Sonography**
 - AAS DEGREE - Diagnostic Medical Sonography
 - ADVANCED TECHNICAL CERTIFICATE - Diagnostic Medical Sonography
- **Emergency Medical Services**
 - AAS DEGREE - Emergency Medical Services
 - ENHANCED SKILLS CERTIFICATE - Critical Care Paramedic
 - CERTIFICATE - Emergency Medical Technician (EMT) - Intermediate
 - CERTIFICATE - Paramedic
- **Nursing**
 - AAS DEGREE - Associate Degree Nursing (ADN)
 - AAS DEGREE - Associate Degree Nursing (LVN BRIDGING)
 - CERTIFICATE - Vocational Nursing (LVN)
- **Respiratory Care**
 - AAS DEGREE - Respiratory Care
- **Surgical Technology**
 - CERTIFICATE - Surgical Technology

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ACADEMIC TRANSFER COURSE ABBREVIATIONS

Anthropology
ANTH

Art
ARTS

Biology
BIOL
HORT

Business – Academic
ACCT
BUSI

Chemistry
CHEM

Child Development
TECA

Computer Information System: Business
BCIS

Computer Science: Academic
COSC

Criminal Justice: Academic
CRIJ
FORS

Dance
DANC

Drama / Theater
DRAM

Education
EDUC

Economics
ECON

English
ENGL

Engineering
ENGR

Environmental Science
ENVR

French
FREN

Geology
GEOL

Geography
GEOG

Government
GOVT

History
HIST

Humanities
HUMA

Mathematics
MATH

Music
MUAP
MUEN
MUSI

Philosophy
PHIL

Physical Education
PHED

Physics
PHYS

Psychology
PSYC

Reading / Study Skills
READ
STSK

Social Work
SOCW

Sociology
SOCI

Spanish
SPAN

Speech
SPCH

TEMPLE COLLEGE: CORE CURRICULUM COURSES

010 - Writing/Composition: 6 Semester Credit Hrs ; Oral Communication: 3 Semester Credit Hrs

ENGL 1301	ENGL 1302	ENGL 2311		
SPCH 1311	SPCH 1315	SPCH 1318	SPCH 1321	SPCH 2333

020 - Mathematics: 3 Semester Credit Hrs

MATH 1314	MATH 1316	MATH 1324	MATH 1325	MATH 1332
MATH 1342	MATH 1348	MATH 2318	MATH 2320	MATH 2342
MATH 2412	MATH 2413	MATH 2414	MATH 2415	

030 - Science: 7 Semester Credit Hrs

Biology:	BIOL 1406	BIOL 1407	BIOL 1411	BIOL 1413	BIOL 1424
	BIOL 2306	BIOL 2316	BIOL 2401	BIOL 2402	BIOL 2404
	BIOL 2421	BIOL 2428	BIOL 2470		
Chemistry:	CHEM 1105	CHEM 1111	CHEM 1112	CHEM 1305	CHEM 1311
	CHEM 1312	CHEM 1407	CHEM 1408	CHEM 2423	CHEM 2425
Geology:	GEOL 1103	GEOL 1104	GEOL 1303	GEOL 1304	
Physical Sciences:	PHYS 1103	PHYS 1104	PHYS 1303	PHYS 1304	PHYS 1401
	PHYS 1402	PHYS 1405	PHYS 1407	PHYS 2425	PHYS 2426
	ENVR 1301	ENVR 1101			

040 - Humanities: 3 Semester Credit Hrs

Humanities:	HUMA 1301	HUMA 1302			
Literature:	ENGL 2322	ENGL 2323	ENGL 2327	ENGL 2328	ENGL 2332
	ENGL 2333				
Philosophy:	PHIL 1301	PHIL 1304	PHIL 1316	PHIL 1317	PHIL 2306
	PHIL 2307				
Western Civilization:	HIST 2311	HIST 2312			

050 - Visual & Performing Arts: 3 Semester Credit Hrs

Art:	ARTS1301	ARTS 1303	ARTS 1304	ARTS 1311	ARTS 1312
	ARTS 1316	ARTS 1317	ARTS 2313	ARTS 2314	ARTS 2316
	ARTS 2317	ARTS 2323	ARTS 2326	ARTS 2333	ARTS 2334
	ARTS 2346	ARTS 2347	ARTS 2348	ARTS 2349	ARTS 2356
	ARTS 2357				
Dance:	DANC 1241	DANC 1247			
Drama:	DRAM 1120	DRAM 1121	DRAM 1310	DRAM 1330	DRAM 1341
	DRAM 1351	DRAM 1352	DRAM 2331	DRAM 2336	DRAM 2366
Music:	MUEN 1121	MUEN 1122	MUEN 1132	MUEN 1133	MUEN 1134
	MUEN 1135	MUEN 1136	MUEN 1137	MUEN 1138	MUEN 1139
	MUEN 1140	MUEN 1141	MUEN 1142	MUEN 1143	MUEN 2131
	MUSI 1116	MUSI 1117	MUSI 1159	MUSI 1171	MUSI 1181
	MUSI 1182	MUSI 1258	MUSI 1263	MUSI 1264	MUSI 1301
	MUSI 1306	MUSI 1308	MUSI 1309	MUSI 1310	MUSI 1311
	MUSI 1312	MUSI 2116	MUSI 2117	MUSI 2181	MUSI 2182
	MUSI 2311	MUSI 2312			

060 - United States History: 6 Semester Credit Hrs

HIST 1301	HIST 1302	HIST 2301
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070 - Political Science: 6 Semester Credit Hrs

GOVT 2301	GOVT 2302
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080 - Social / Behavioral Science: 3 Semester Credit Hrs

Anthropology:	ANTH 2301	ANTH 2302	ANTH 2346	ANTH 2351	
Economics:	ECON 2301	ECON 2302			
Geography:	GEOG 1300	GEOG 1301	GEOG 1302	GEOG 1303	
Psychology:	PSYC 2301	PSYC 2302	PSYC 2308	PSYC 2314	PSYC 2318
Sociology:	SOCI 1301	SOCI 1306	SOCI 2301	SOCI 2336	SOCI 2339

090 - Physical Education: 2 Semester Credit Hrs

2 Physical Education activities courses, or PHED 1304

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

Temple College awards degrees and certificates during the Spring, Summer, and Fall semesters. Although there are three different semesters in which a student may graduate, Temple College only holds one formal graduation ceremony a year. This ceremony is held at the end of the Spring semester. This ceremony is for students who will meet degree requirements during that semester as well as those students who have graduated during the preceding Summer or Fall semesters. In order to be eligible to participate in the ceremony, students must complete the Application for Graduation and indicate their desire to participate in the ceremony.

Students will be considered as a candidate for graduation only upon completion of the Application for Graduation. Students must submit the application for graduation by the following deadline dates: Spring–February 1, Summer–June 1, and Fall–October 1. If the first of the month falls on a holiday or a weekend, the deadline date will be extended to the next business day. Students who do not submit their paperwork by these dates will be charged a \$30.00 late fee. The last day to submit a late application for graduation for a term is four weeks before the last regular class day of the term. Students who do not apply by the deadline dates will not be considered for graduation for that term and will need to submit an application for the next graduation date.

REQUIREMENTS FOR ASSOCIATE DEGREES

1. Completion of all admission requirements. All required documents must be on file.
2. Completion of all degree requirements of the catalog in effect at the time students originally entered TC or any subsequent catalogs in effect as long as the students have been continuously enrolled and **provided they meet the requirements within four years from the date they first enrolled under that catalog.** Students who are not continuously enrolled or who do not finish within the four-year time limit must meet degree requirements of the current catalog year.
3. Completion of last 18 semester hours of work at Temple College or a total of 32 semester hours of work at Temple College applicable toward the degree.
4. Completion of all coursework required for the degree with a minimum 2.0 cumulative grade-point average.
5. Completion of all financial obligations.
6. Completion of the core curriculum for each degree as listed in this catalog.
7. Completion of all Texas Success Initiative (TSI) requirements. Students will not be eligible for graduation until all TSI requirements have been met.
8. Completion of the Application for Graduation by deadline date.

ASSOCIATE OF ARTS DEGREE (For AAT Degree see page 62)

The Associate of Arts degree represents the first two years of college study towards a bachelor's degree. Fundamental to this study is the core curriculum, outlined below. Comprising a total of 42 semester hours of credit, this core of courses is designed to help the student acquire important intellectual skills, develop an appreciation for the major systems of learning, and open his or her mind to significant aspects of other cultures.

The Temple College core curriculum is fully transferable to any public college or university in Texas, and is guaranteed by the Texas State Legislature to meet all lower division core requirements of the receiving institution, up to a total of 42 semester hours.

Associate of Arts Degree Requirements:

Temple College Core Curriculum (See below)*	42 semester hours
Electives — Courses from student's intended major and Other related courses	22 semester hours
Total credit hours for Associate of Arts (AA) degree	64 semester hours

At least 64 semester hours of academic credit, exclusive of developmental courses, with at least a "C" average on all hours attempted is required to earn an AA degree.

To receive an AA degree from Temple College, the student must have completed the last 18 semester hours of the work toward graduation at Temple College or have earned a total of 32 semester hours of work applicable toward the degree at Temple College.

For a student to receive an AA degree from Temple College with any variation from these prescribed residency requirements, a statement waiving the requirement and signed by the Vice President of Educational Services must be on file in the student's record folder in the Office of Admissions and Records.

**ACADEMIC TRANSFER
AA DEGREE AND FIELDS OF STUDY**

ASSOCIATE OF ARTS DEGREE

In order to graduate from Temple College and receive the Associate of Arts degree the student must complete 42 hours of general core requirements and 22 hours of electives.

FIRST YEAR

First Semester

ENGL 1301	Composition I	3
MATH 1314	choose from Core Curriculum	3
Science	choose from Core Curriculum	4
Physical Education	choose from Activities Courses	1
Elective	Student's Choice *	3
	Total Hours	14

Second Semester

ENGL 1302	Composition II or ENGL 2311	3
Science	choose from Core Curriculum	3
Humanities	choose from Core Curriculum	3
Physical Education	choose from Activities Courses	1
Elective	Student's Choice *	3
Elective	Student's Choice *	3
	Total Hours	16

SECOND YEAR

Third Semester

GOVT 2301	American Government I	3
History	choose from Core Curriculum	3
Speech	choose from Core Curriculum	3
Visual & Performing Arts	choose from Core Curriculum	3
Elective	Student's Choice *	4
	Total Hours	16

Fourth Semester

GOVT 2302	American Government II	3
History	choose from Core Curriculum	3
Social/Behavioral Science	choose from Core Curriculum	3
Elective	Student's Choice *	3
Elective	Student's Choice *	3
Elective	Student's Choice *	3
	Total	18
	Grand Total	64

*Courses from student's intended major or other related courses.
For Field of Study requirements, see the appropriate department.

ASSOCIATE OF ARTS IN TEACHING

EDUCATION

Generalist: Grades EC-6, (except Early Childhood Degree Specialization) 4-8, EC-12 Certification

Students should check each college or university regarding the transferability of the course.

First Semester

EDUC 1301	Introduction to the Teaching Profession	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
PHED	choose from Activities Courses	2
Science	choose from Core Curriculum.	4
	Total Hours	15

Second Semester

ENGL 1302	Composition II	3
MATH 1350	Fundamentals of Mathematics I	3
History	choose from Core Curriculum	3
Science	choose from Core Curriculum	3
Humanities	choose from Core Curriculum	3
	Total Hours	15

Third Semester

GOVT 2301	American Government I	3
MATH 1351	Fundamentals of Mathematics II	3
History	choose from Core Curriculum	3
Science	choose from Core Curriculum	3
Speech	choose from Core Curriculum	3
	Total Hours	15

Fourth Semester

EDUC 2301	Introduction to Special Populations*	3
GOVT 2302	American Government II	3
Science	choose from Core Curriculum	3
Social/Behavioral Science	choose from Core Curriculum	3
Visual & Performing Arts	choose from Core Curriculum.....	3
	Total Hours	15
	TOTAL AAT HOURS	60

*Meets multicultural requirement

FIELD OF STUDY

BUSINESS ADMINISTRATION

Field of Study*

The following courses are transferable to all public 4-year colleges and universities in Texas for students seeking a Bachelor of Business Administration Degree.

	Sem. Cr. Hr.
ECONOMICS (ECON 2301, ECON 2302).....	6
MATH (MATH 1325)	3
BCIS (BCIS 1405).....	4
SPEECH (SPCH 1321).....	3
ACCOUNTING (ACCT 2401, ACCT 2402).....	8
Total Transfer	24
Remainder of Core Curriculum.....	33
Remaining 7 hours-Electives	7
Total hours required	64

Students should check each college or university regarding the transferability of the core curriculum courses.

For suggestions on the remaining 7 hours to complete an Associate of Arts Degree, a student should consult an advisor or the head of the Business Department.

*For additional information on Field of Study, consult the Coordinating Board website at www.thecb.state.tx.us.

CHILD DEVELOPMENT

Field of Study*

Child Development/Early Childhood Education

Leading to the Bachelor of Science in Human Sciences or

Bachelor of Science in Interdisciplinary Studies

Concentration: Child and Family Studies/Child Development Including a

Proposed Certification in Early Childhood Education

36-48 Hour Academic Major—21 hours must be upper-division

The lower-division degree requirements must include:

	Sem. Cr. Hr.
TECA 1303 Family, School & Community	3
TECA 1311 Educating Young Children	3
TECA 1318 Wellness of the Young Child	3
TECA 1354 Child Growth & Development	3
Total Transfer	12

An additional three hours of lower-division course work may be transferred by local agreement from the following topics:

Infant and Toddler**Child Guidance****Early Childhood Creative Arts****Children with Special Needs****The School Age Child****Motor Development**

Students should check each college or university regarding the transferability of the core curriculum courses.

*For additional information on Field of Study, consult the Coordinating Board website at www.thecb.state.tx.us

COMPUTER SCIENCE

Field of Study*

		Sem. Cr. Hr.
COMPUTER SCIENCE	(COSC 1336 or COSC 1436, COSC 1337 or COSC 1437, COSC 2336 or COSC 2436, COSC 2325 or COSC 2425)	12-16
MATH	(MATH 2313 or MATH 2413, MATH 2314 or MATH 2414)	6-8
PHYSICS	(PHYS 2425, PHYS 2426)	8
	Total Transfer	26-32

Students should check each college or university regarding the transferability of the core curriculum courses.

*For additional information on Field of Study, consult the Coordinating Board website at www.thecb.state.tx.us

CRIMINAL JUSTICE

Field of Study*

The following courses are transferable to all public 4-year colleges and universities in Texas for students seeking a Bachelor of Arts or Bachelor of Science Degree with a major in Criminal Justice, including all Criminal Justice Specializations.

		Sem. Cr. Hr.
CRIJ 1301	Introduction to Criminal Justice	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law.....	3
CRIJ 2313	Correctional Systems and Practices.....	3
CRIJ 2328	Police Systems and Practices	3
	Total Transfer	15

Note: Up to a total of 6 additional semester credit hours of criminal justice related lower division course work may be transferred by local agreement OR required by the receiving institution, as long as the additional credit does not duplicate any other requirement within the field of study curriculum.

Students should check each college or university regarding the transferability of the core curriculum courses.

*For additional information on Field of Study, consult the Coordinating Board website at www.thecb.state.tx.us.

MUSIC

Field of Study*

The Music Department of Temple College offers a wide selection of opportunities for students. Students who have majors and minors outside of music are encouraged to participate in music courses, ensembles, and applied instruction for a better perspective on the arts and improved self-expression.

A full two-year program is offered for the music major and minor who will pursue a Bachelor's degree. In addition to the traditional music curriculum, the Music Department offers selected courses in commercial music.

Music scholarships are available to deserving students, regardless of major. Interested students should contact the Division of Fine Arts for audition times and details.

Music Field of Study *

1st Semester, Freshman

	Hours:
MUSI 1116 Elementary Sight Singing and Ear Training I	1
MUSI 1311 Music Theory I	3
MUS8 1308 Introduction to Music Literature I	3
MUSI 1181 Class Piano I	1
Applied music:	2
Ensembles	1
Total:	11

2nd Semester, Freshman

MUSI 1117 Elementary Sight Singing and Ear Training II	1
MUSI 1312 Music Theory II	3
MUSI 1182 Class Piano II	1
Applied music:	2
Ensembles	1
Total:	8

1st Semester, Sophomore

MUSI 2116 Advanced Sight Singing and Ear Training I	1
MUSI 2311 Music Theory III	3
MUSI 2114 Class Piano III	1
Applied music:	2
Ensembles	1
Total:	8

2nd Semester, Sophomore

MUSI 2117 Advanced Sight Singing and Ear Training II	1
MUSI 2312 Music Theory IV	3
MUSI 2115 Class Piano IV	1
Applied music:	2
Ensembles	1
Total:	8

Grand Total: **35**

Core Curriculum for Music Majors

English (ENGL 1301, 1302, or 2311)	6
Speech (SPCH 1311, 1315, 1318, 1321)	3
Government (GOVT 2301, 2302)	6
History (HIST 1301, 1302, 2301)	6
Science	3
Math	3
Fine Arts or Humanities (excluding MUSI 1306 Music Appreciation)	3
Physical Education	1
Total:	31

Exceptions: In the case of non-piano majors, individual instruction in piano can be substituted for Class Piano courses with the permission of the instructor. The student will be required to take 4 hours of individual instruction in lieu of class piano.

Class piano is not required of piano majors. Piano majors are required to have 4 hours of individual instruction on a different secondary instrument, jazz piano, or voice in lieu of class piano and keyboard skills.

Students should check each college or university regarding the transferability of the core curriculum courses.

*For additional information on Field of Study, consult the Coordinating Board website at www.thecb.state.tx.us

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES CAREER FIELDS & TECHNOLOGY PROGRAMS

GRADUATION REQUIREMENTS

Temple College awards degrees and certificates during the Spring, Summer, and Fall semesters. Although there are three different semesters in which a student may graduate, Temple College only holds one formal graduation ceremony a year. This ceremony is held at the end of the Spring semester. This ceremony is for students who will meet degree requirements during that semester as well as those students who have graduated during the preceding Summer or Fall semesters. In order to be eligible to participate in the ceremony, students must complete the Application for Graduation and indicate their desire to participate in the ceremony.

Students will be considered as a candidate for graduation only upon completion of the Application for Graduation. Students must submit the application for graduation by the following deadline dates: Spring–February 1, Summer–June 1, and Fall–October 1. If the first of the month falls on a holiday or a weekend, the deadline date will be extended to the next business day. Students who do not submit their paperwork by these dates will be charged a \$30.00 late fee. The last day to submit a late application for graduation for a term is four weeks before the last regular class day of the term. Students who do not apply by the deadline dates will not be considered for graduation for that term and will need to submit an application for the next graduation date.

REQUIREMENTS FOR ASSOCIATE DEGREES

1. Completion of all admission requirements. All required documents must be on file.
2. Completion of all degree requirements of the catalog in effect at the time students originally entered TC or any subsequent catalogs in effect as long as the students have been continuously enrolled and provided they meet the requirements within four years from the date they first enrolled under that catalog. Students who are not continuously enrolled or who do not finish within the four-year time limit must meet degree requirements of the current catalog year.
3. Completion of last 18 semester hours of work at Temple College or a total of 32 semester hours of work at Temple College applicable toward the degree.
4. Completion of all coursework required for the degree with a minimum 2.0 cumulative grade-point average.
5. Completion of all financial obligations.
6. Completion of the core curriculum for each degree as listed in this catalog.
7. Completion of all Texas Success Initiative (TSI) requirements. Students will not be eligible for graduation until all TSI requirements have been met.
8. Completion of the Application for Graduation by deadline date.

REQUIREMENTS FOR CERTIFICATES

1. Completion of all admission requirements. All required documents must be on file.
2. Completion of all certificate requirements of the catalog in effect at the time students originally entered TC or any subsequent catalog in effect as long as students have been continuously enrolled and provided they meet the requirements with four years from the date they first enrolled under that catalog. Students who are not continuously enrolled or who do not finish within the four-year time-limit must meet degree requirements of the current catalog year.
3. Completion of all course work required for the certificate with a minimum 2.0 cumulative grade-point average.
4. Completion of all financial obligations.
5. Completion of all Texas Success Initiative (TSI) requirements if students are graduating with a level-two certificate.
6. Completion of the Application for Graduation by deadline date.
7. Completion of the requirements check by the Technical Department Chairman. It is the student's responsibility to contact the department for the requirements check.

ASSOCIATE OF APPLIED SCIENCE DEGREE

In order to graduate from Temple College and receive the Associate of Applied Science degree the student must complete 15 hours of general core courses. See your Program of Study for specific requirements.

COURSES	Sem. Cr. Hr.
ENGLISH 1301 and 2311	6
(Or 1302 and SPEECH 1311, 1315, 1318, OR 1321)	
HUMANITIES/FINE ARTS	
Art, Drama/Theater, History 2311 or 2312, Humanities, Literature, Music, and Philosophy (excluding Logic)	3
MATH/NATURAL SCIENCE	
Academic Math or Science (of at least 3 hours)	3
SOCIAL/BEHAVIORAL SCIENCE	
Anthropology, Economics, Geography, Government, Psychology, or Sociology	3
COURSES	
*Course work from the student's specific major	45
Total hours	60

Note: Students must complete at least 60 to 72 semester hours of course credit, dependent on specific program requirements, exclusive of developmental level courses, with a "C" or better average on all hours attempted. Some technical programs have additional specific grade requirements for their majors. These are listed in this catalog under specific programs in which the Associate of Applied Science degree is conferred.

*Included in the 60-72 hours of course work should be all of the prescribed requirements for the specific technical degree program for which the student is enrolled. These requirements are listed in this catalog under specific programs in which an Associate of Applied Science degree is conferred.

To receive an AAS degree, the student must have completed the last 18 semester hours of the work toward graduation at Temple College or have earned a total of 32 semester hours of TC work applicable toward the graduation requirements.

For any variation from these prescribed requirements to be counted toward graduation, a written statement waiving that requirement and signed by the Vice President of Educational Services must be on file in the student's record folder.

AAS TECHNICAL COURSE ABBREVIATIONS

Biotechnology

BITC

Respiratory Care

RSPT

Business/Business Management

ACNT

BMGT

BUSG

HRPO

MRKG

POFT

Surgical Technology

SRGT

Child Development: Technical

CDEC

Computer-Aided Design

DFTG

SRVY

Geographic Information Systems

GISC

SRVY

Computer Information System: Technical

ARTC

ARTV

CPMT

IMED

ITNW

ITSC

ITSE

ITSW

ITSY

Criminal Justice: Technical

CJCR

CJLE

CJSA

HMSY

SLPS

Dental Hygiene

DHYG

Education: Technical

EDTC

Emergency Medical Services Professionals

EMSP

Music

MUSC

Nursing

RNSG

VNSG

CAREER FIELDS AND TECHNOLOGY PROGRAMS

CAREER FIELDS

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Computer Information Systems	76
Criminal Justice.....	85
Geographic Information Systems	89

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Diagnostic Medical Sonography	97
Emergency Medical Services Professions	102
Nursing	107
Respiratory Care	118
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TECH PREP

Tech Prep allows students to earn college credit while in high school. The Tech Prep multi-year planned sequence of study for a technical field begins in high school and extends through one or two years of a Temple College technical occupational program following the high school instruction, and results in a certificate or associate degree. Temple College's Tech Prep program also provides students with the opportunity to transfer to a university.

Tech Prep requires a formal and program-specific articulation agreement between the high school and Temple College. The articulation agreement is a commitment for school districts and Temple College to jointly develop and implement Tech Prep curricula and instruction. Tech Prep prepares students for direct entry into the workplace as technically skilled employees or, with appropriate arrangements, for further education leading to baccalaureate and advanced degrees.

Students are encouraged to contact their high school career and technology teacher or counselor for Tech Prep programs in their high school that are approved by the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).

The steps a student should follow to participate in Tech Prep are:

While in high school:

1. Pick a career path from one of the occupational clusters; Health Science Professions, Business/Office Professions, Industry/Technology, Personal/Protective Services.
2. Register while in high school to take Tech Prep course work during the junior or senior year;

After high school graduation,

3. Enroll in the Tech Prep program at Temple College that offers the appropriate career pathway and articulate high school Tech Prep course work into college course work.
4. File a degree plan and complete the college course work for the certificate or associate degree program.

Temple College has articulated in conjunction with independent school districts the following career and technical programs:

- Biotechnology
- Child Development
- Computer-Aided Design
- Computer Information Systems: Computer Technology - Computer Applications Technology
- Computer Information Systems: Computer Technology – Entertainment and Business Software Development
- Computer Information Systems: Computer Technology - Network Administration Option
- Computer Information Systems: Computer Technology - Repair Technician Option
- Computer Information Systems: Computer Technology - Web Technology
- Criminal Justice
- Emergency Medical Services
- General Business
- Geographic Information Systems
- Management

For more information about Tech Prep career preparation programs at Temple College, contact your high school career and technology teacher or counselor or Temple College's Tech Prep office.

**BUSINESS/GENERAL
ASSOCIATE OF APPLIED SCIENCE DEGREE
General Business**

FIRST YEAR**First Semester**

ACNT 1303	Introduction to Accounting I	3
ENGL 1301	Composition I	3
HRPO 1311	Human Relations.....	3
HRPO 2301	Human Resource Management.....	3
POFT 1429	Beginning Keyboarding.....	4
Elective	Technical.....	3
	Total Hours.....	19

Second Semester

ACNT 1311	Introduction to Computerized Accounting	3
BMGT 1325	Office Management.....	3
BUSI 1301	Business Principles.....	3
ENGL 2311	Technical & Business Writing.....	3
Elective	Technical.....	3-4
	Total Hours.....	15-16

SECOND YEAR**Third Semester**

ACCT 2401	Principles of Accounting I - Financial.	4
BCIS 1405	Business Computer Applications or ITSC 1309	3-4
	Technical.....	3
Elective	Business Law.....	3
BUSI 2301	Business Ethics.....	3
BMGT 1341	Total Hours.....	16-17

Fourth Semester

ACCT 2402	Principles of Accounting II - Managerial	4
BUSI 2302	Legal Environment of Business.....	3
MATH 1332	Contemporary Mathematics I or Science*	3
Elective	Social/Behavioral Science*	3
Elective	Humanities/Fine Arts*	3
	Total	16
	Grand Total.....	66

*Choose from Core Curriculum Courses

SUGGESTED TECHNICAL ELECTIVES

BMGT 1301	Supervision
BMGT 1327	Principles of Management
BMGT 2309	Leadership
BUSG 1301	Introduction to Business
BUSG 2309	Small Business Management
HRPO 2307	Organizational Behavior
ITSC 1315	Project Management Software
ITSW 1304	Introduction to Spreadsheets
ITSW 1307	Introduction to Database
ITSW 1310	Introduction to Presentation Graphics Software
ITSW 2337	Advanced Database
MRKG 1302	Principles of Retailing
MRKG 1311	Principles of Marketing
MRKG 1313	Public Relations
MRKG 2349	Advertising and Sales Promotion
POFT 1301	Business English
POFT 1309	Administrative Office Procedures I
POFT 2312	Business Correspondence and Communication
POFT 2401	Intermediate Keyboarding

LEVEL - I CERTIFICATE (TSI WAIVED)
Administrative Assistant

First Semester

BCIS	1405	Business Computer Applications	4
HRPO	1311	Human Relations.....	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I.....	3
POFT	1429	Beginning Keyboarding.....	4
		Total Hours.....	17

Second Semester

BMGT	1325	Office Management.....	3
POFT	1313	Professional Workforce.....	3
POFT	2312	Business Correspondence and Communication	3
POFT	2401	Intermediate Keyboarding	4
Elective		Technical.....	3
Elective		Technical.....	3
		Total Hours.....	19
		Grand Total.....	36

SUGGESTED TECHNICAL ELECTIVES

ACNT	1303	Introduction to Accounting I
ACNT	1311	Introduction to Computerized Accounting
BMGT	1301	Supervision
BMGT	1327	Principles of Management
BMGT	1341	Business Ethics
BMGT	2309	Leadership
BUSG	1301	Introduction to Business
BUSG	2309	Small Business Management
HRPO	2301	Human Resource Management
IMED	1316	Web Design I
IMED	2309	Internet Commerce
ITSC	1315	Project Management Software
ITSW	1304	Introduction to Spreadsheets
ITSW	1307	Introduction to Database
ITSW	1310	Introduction to Presentation Graphics Software
ITSW	2337	Advanced Database
MRKG	1302	Principles of Retailing
MRKG	1311	Principles of Marketing
MRKG	1313	Public Relations
MRKG	2349	Advertising and Sales Promotion
POFT	1380	Cooperative Education

LEVEL - I CERTIFICATE (TSI WAIVED)
Office Management

First Semester

BMGT	1382	Cooperative Education I	3
HRPO	1311	Human Relations.....	3
HRPO	2301	Human Resource Management.....	3
BMGT	1341	Business Ethics	3
Elective		Technical.....	3
		Total Hours.....	15

Second Semester

BMGT	1301	Supervision	3
BMGT	1327	Principles of Management.....	3
BMGT	1325	Office Management.....	3
BMGT	1383	Cooperative Education II	3
Elective		Technical.....	3
		Total Hours.....	15

Third Semester

BMGT	2382	Cooperative Education III.....	3
		Grand Total.....	33

SUGGESTED TECHNICAL ELECTIVES

ACNT	1303	Introduction to Accounting I
ACNT	1311	Introduction to Computerized Accounting
BCIS	1405	Business Computer Applications
BMGT	2309	Leadership
BUSG	1301	Introduction to Business
BUSG	2309	Small Business Management
HRPO	2307	Organizational Behavior
MRKG	1302	Principles of Retailing
MRKG	1311	Principles of Marketing
MRKG	1313	Public Relations
MRKG	2349	Advertising and Sales Promotion
IMED	1316	Web Design I
ITSC	1309	Integrated Software Applications I
ITSC	1315	Project Management Software
ITSW	1304	Introduction to Spreadsheets
ITSW	1307	Introduction to Database
ITSW	1310	Introduction to Presentation Graphics Software
ITSW	2337	Advanced Database
POFT	1301	Business English
POFT	1309	Administrative Office Procedures I
POFT	1429	Beginning Keyboarding
POFT	2312	Business Correspondence and Communication
POFT	2401	Intermediate Keyboarding

**BUSINESS/MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE
Management**

The curriculum in management is designed to develop the fundamental skills, knowledge, attitude, and experience which combines academic training with practical on-the-job training compatible with the student's career objective. Students will be allowed to take only one Cooperative Education Course each semester.

FIRST YEAR**First Semester**

BMGT	1382	Cooperative Education I	3
BUSG	1301	Introduction to Business.....	3
ENGL	1301	Composition I.....	3
MRKG	1311	Principles of Marketing	3
POFT	1429	Beginning Keyboarding.....	4
		Total Hours.....	16

Second Semester

BMGT	1301	Supervision	3
BMGT	1327	Principles of Management.....	3
BMGT	1383	Cooperative Education II	3
ENGL	2311	Technical & Business Writing.....	3
Elective		Business/Management	3
		Total Hours.....	15

SECOND YEAR**Third Semester**

BCIS	1405	Business Computer Applications or ITSC 1309	3-4
BMGT	2382	Cooperative Education III	3
HRPO	2301	Human Resource Management.....	3
HRPO	2307	Organizational Behavior.....	3
Elective		Free Elective.....	3
		Total Hours.....	15-16

Fourth Semester

BMGT	1341	Business Ethics	3
BMGT	2309	Leadership	3
MATH	1332	Contemporary Mathematics I or Science*	3
Elective		Social/Behavioral Science*	3
Elective		Humanities/Fine Arts*	3
Elective		Free Elective.....	3
		Total Hours.....	18
		GRAND TOTAL	64-65

Chose from Core Curriculum Courses

SUGGESTED BUSINESS/MANAGEMENT ELECTIVES

ACNT	1303	Introduction to Accounting I
ACNT	1311	Introduction to Computerized Accounting
BMGT	1305	Communications in Management
BMGT	1325	Office Management
BMGT	2303	Problem Solving and Decision Making
BMGT	2331	Principles of Quality Management
BMGT	2341	Strategic Management
BUSG	2309	Small Business Management
HRPO	1311	Human Relations
MRKG	1302	Principles of Retailing
MRKG	1313	Public Relations
MRKG	2349	Advertising and Sales Promotion

LEVEL I - CERTIFICATE (TSI WAIVED)**Management****First Semester**

BMGT	1382	Cooperative Education I	3
BUSG	1301	Introduction to Business.....	3
HRPO	2307	Organizational Behavior.....	3
MRKG	1311	Principles of Marketing	3
Elective		Business/Management	3
		Total Hours.....	15

Second Semester

BMGT	1301	Supervision	3
BMGT	1327	Principles of Management.....	3
BMGT	1383	Cooperative Education II	3
BMGT	2309	Leadership	3
		Total Hours.....	12

Third Semester

BMGT	2382	Cooperative Education III	3
		GRAND TOTAL	30

SUGGESTED ELECTIVES

ACNT	1303	Introduction to Accounting I
ACNT	1311	Introduction to Computerized Accounting
BMGT	1305	Communications in Management
BMGT	1325	Office Management
BMGT	1341	Business Ethics
BMGT	2303	Problem Solving and Decision Making
BMGT	2331	Principles of Quality Management
BMGT	2341	Strategic Management
BUSG	2309	Small Business Management
HRPO	1311	Human Relations
HPRO	2301	Human Resource Management
MRKG	1302	Principles of Retailing
MRKG	1313	Public Relations
MRKG	2349	Advertising and Sales Promotion

LEVEL I - CERTIFICATE (TSI WAIVED)**Small Business Management****First Semester**

BMGT	1382	Cooperative Education I	3
HRPO	2301	Human Resource Management.....	3
MRKG	1311	Principles of Marketing	3
MRKG	1313	Public Relations	3
Elective		Business/Management	3
		Total Hours.....	15

Second Semester

BMGT	1383	Cooperative Education II	3
MRKG	2349	Advertising and Sales Promotion	3
BUSG	2309	Small Business Management.....	3
BMGT	1341	Business Ethics	3
		Total Hours.....	12

Third Semester

BMGT	2382	Cooperative Education III	3
		GRAND TOTAL	30

SUGGESTED BUSINESS/MANAGEMENT ELECTIVES

ACNT	1303	Introduction to Accounting I
ACNT	1311	Introduction to Computerized Accounting
BMGT	1301	Supervision
BMGT	1305	Communications in Management
BMGT	1325	Office Management
BMGT	1327	Principles of Management
BMGT	2303	Problem Solving and Decision Making
BMGT	2309	Leadership
BMGT	2331	Principles of Quality Management
BMGT	2341	Strategic Management
BUSG	1301	Introduction to Business
HRPO	1311	Human Relations
HRPO	2307	Organizational Behavior
MRKG	1302	Principles of Retailing

ASSOCIATE OF APPLIED SCIENCE DEGREE
Child Development

*Students planning to continue at a senior college or university should take TECA courses.

First Semester

ENGL	1301	Composition I.....	3
CDEC	1311	Educating Young Children* or TECA 1311	3
CDEC	1354	Child Growth and Development* or TECA 1354	3
CDEC	1358	Creative Arts for Early Childhood	3
CDEC	1421	The Infant and Toddler.....	4
		Total Hours.....	16

Second Semester

ENGL	2311	Technical and Business Writing	3
CDEC	1303	Families, School and Community* or TECA 1303	3
CDEC	1413	Curriculum Resources for Early Childhood Programs.....	4
CDEC	1419	Child Guidance.....	4
CDEC	2307	Math and Science for Early Childhood	3
Elective		Child Development Elective.....	3
		Total Hours.....	20

SECOND YEAR**First Semester**

CDEC	1356	Emergent Literacy for Early Childhood	3
CDEC	1359	Children with Special Needs	3
CDEC	2326	Administration of Programs for Children I	3
Elective		Fine Arts or Humanities ***	3
Elective		Social/Behavioral Science ***	3
		Total Hours.....	15

Second Semester

MATH	1332	Contemporary Mathematics I	3
CDEC	1318	Wellness of the Young Child* or TECA 1318	3
CDEC	2364	Practicum – Child Development.....	3
CDEC	2441	The School-Age Child	4
CDEC	2315	Diverse Cultural/Multilingual Education	3
		Total Hours.....	16
		GRAND TOTAL	67

Suggested Child Development Electives

CDEC 1317	Child Development Associate Training I
CDEC 1343	Independent Study in Child Development
CDEC 2322	Child Development Associate Training II
CDEC 2324	Child Development Associate Training III
CDEC 2328	Administration of Programs for Children II
ITSC 1309	Integrated Software Applications I**

*Equivalent TECA course may be substituted

** Equivalent BCIS or COSC may be substituted

*** Choose from Core Curriculum

CHILD DEVELOPMENT
Early Childhood Education
LEVEL - I CERTIFICATE (TSI WAIVED)
Child Development/Early Childhood Certificate

FIRST YEAR**First Semester**

CDEC 1311	Educating Young Children*	3
CDEC 1354	Child Growth and Development*	3
CDEC 1356	Emergent Literacy for Early Childhood	3
CDEC 1358	Creative Arts for Early Childhood	3
CDEC 1421	The Infant and Toddler.....	4
	Total Hours.....	16

Second Semester

CDEC 1318	Wellness of the Young Child*	3
CDEC 1413	Curriculum Resources for Early Childhood Programs.....	4
CDEC 1419	Child Guidance.....	4
CDEC 2307	Math and Science for Early Childhood.....	3
Elective	Child Development.....	3-4
	Total Hours.....	17-18
	GRAND TOTAL	33-34

*Equivalent TECA course may be substituted.

Suggested Child Development Electives

CDEC 1303	Families, School and Community*
CDEC 1317	Child Development Associate Training I
CDEC 1359	Children with Special Needs
CDEC 2315	Diverse Cultural/Multilingual Education
CDEC 2322	Child Development Associate Training II
CDEC 2324	Child Development Associate Training III
CDEC 2441	The School Age Child
ITSC 1309	Integrated Software Applications I**

*Equivalent TECA course may be substituted.

** Equivalent BCIS or COSC may be substituted.

LEVEL - I CERTIFICATE (TSI WAIVED)
Administration Certificate in Child Development

FIRST YEAR**First Semester**

CDEC	1311	Educating Young Children*	3
CDEC	1354	Child Growth and Development*	3
CDEC	1359	Children with Special Needs.....	3
CDEC	1421	The Infant and Toddler.....	4
CDEC	2326	Administration of Programs for Children I	3
		Total Hours.....	16

Second Semester

CDEC	1318	Wellness of the Young Child*	3
Elective		Child Development Elective.....	3
CDEC	1413	Curriculum Resources for Early Childhood Programs.....	4
CDEC	1419	Child Guidance.....	4
CDEC	2328	Administration of Programs for Children II	3
BMGT	1301	Supervision	3
		Total Hours.....	20
		GRAND TOTAL	36

Suggested Child Development Electives

CDEC	1303	Families, School and Community*
CDEC	1317	Child Development Associate Training I
CDEC	1356	Emergent Literacy for Early Childhood
CDEC	1358	Creative Arts for Early Childhood
CDEC	2307	Math and Science for Early Childhood
CDEC	2315	Diverse Cultural/Multilingual Education
CDEC	2322	Child Development Associate Training II
CDEC	2324	Child Development Associate Training III
CDEC	2441	The School Age Child
ITSC	1309	Integrated Software Applications I**

*Equivalent TECA course may be substituted

** Equivalent BCIS or COSC may be substituted.

**THE CHILD DEVELOPMENT ASSOCIATE NATIONAL
 CREDENTIALING PROGRAM (CDA)**

Training is provided for individuals interested in the CDA Credential. The program focuses on the skills of care and education of the young child and is designed to provide performance based training, assessment, and credentialing of childcare staff, home visitors, and family child care providers. The CDA Program represents a national effort to credential qualified caregivers/teachers who work with children from birth through age five.

CDEC	1317	Child Development Associate Training I	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3

A passing grade in CDA I, II, III does not guarantee the CDA credential will be awarded to the candidate. The council for Early Childhood Professional Recognition headquartered in Washington, D.C. awards the CDA Credential.

Students who have passed with a C or better, CDEC 1317, CDEC 2322, and CDEC 2324 and have been awarded the CDA credential and wish to continue Child Development certificate or degree programs, may substitute the three associate training courses for the following three courses: CDEC 1311 Educating Young Children; CDEC 1318 Wellness of the Young Child; and/or CDEC 1358 Creative Arts for Early Childhood.

COMPUTER-AIDED DESIGN
ASSOCIATE OF APPLIED SCIENCE DEGREE
Computer-Aided Design

The Computer-Aided Design (CAD) program is designed to give students entry-level design skills in five areas. These are manufacturing, electronics, architecture, civil engineering, and geographic information systems.

Drawings are produced using sketching techniques and/or CAD software. Applications software used in this program includes ArcView GIS®, AutoDesk® and Microsoft Office.

FIRST YEAR**First Semester**

DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
ENGL 1301	Composition I	3
GISC 1311	Introduction to Geographic Information Systems (GIS)	3
SRVY 1315	Surveying Calculations.....	3
Elective	Program Related	3
	Total	18

Second Semester

DFTG 1317	Architectural Drafting-Residential	3
DFTG 1358	Electrical/Electronics Drafting.....	3
DFTG 2302	Machine Drafting	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 2321	Topographical Drafting	3
ENGL 2311	Technical & Business Writing.....	3
	Total	18

SECOND YEAR**Third Semester**

DFTG 2308	Instrumentation Drafting	3
DFTG 2312	Technical Illustration & Presentation or ARTC 1313.....	3
DFTG 2328	Architectural Drafting-Commercial	3
Elective	Program Related	3
Elective	MATH*	3
Elective	Humanities/Fine Arts *	3
	Total	18

Fourth Semester

DFTG 2330	Civil Drafting.....	3
DFTG 2340	Solid Modeling/Design	3
DFTG 2438	Final Project – Advanced Drafting.....	4
SRVY 1301	Introduction to Surveying	3
Elective	Social or Behavioral Science*	3
	Total Hours.....	16
	GRAND TOTAL	70

* Choose from Core Curriculum

SUGGESTED PROGRAM RELATED ELECTIVES

BMGT 1341	Business Ethics
DFTG 2306	Machine Design
DFTG 2380	Cooperative Education-Drafting and Design Technology/Technician, General
GISC 2320	Intermediate Geographic Information Systems
ITSC 1309	Integrated Software Applications
ITSC 1315	Project Management Software

LEVEL I – CERTIFICATE (TSI WAVED)**Computer-Aided Design**

The Computer-Aided Design Certificate is designed to train experienced and aspiring professionals in various engineering fields to use CAD® software to produce designs, drawings, illustrations, and presentations.

FIRST YEAR**First Semester**

DFTG 1305	Technical Drafting	3
DFTG 1309	Basic Computer-Aided Drafting	3
GISC 1311	Introduction to Geographic Information Systems (GIS)	3
SRVY 1315	Surveying Calculations.....	3
Elective	Program Related *	3
	Total	15

Second Semester

DFTG 1317	Architectural Drafting-Residential	3
DFTG 1358	Electrical/Electronics Drafting.....	3
DFTG 2302	Machine Drafting	3
DFTG 2319	Intermediate Computer-Aided Drafting	3
DFTG 2321	Topographical Drafting	3
	Total	15
	GRAND TOTAL	30

* Consult with Department Chair on selection of Program Related I elective

COMPUTER INFORMATION SYSTEMS

This curriculum in Computer Information Systems is designed to develop the fundamental skills, knowledge, and experience which prepares the student for positions in the field of computer information systems and their use on the job. The program combines classroom lecture along with the hands-on experience to give the students practical knowledge of computer systems. Students may pursue a Certificate of Completion or the Associate Degree in several areas.

Note: For all degrees and certificates, students who lack keyboarding skills and/or did not pass the reading portion of the Texas Success Initiative should take POFT 1429 Beginning Keyboarding, prior to enrolling in the program.

ASSOCIATE OF APPLIED SCIENCE DEGREE**COMPUTER TECHNOLOGY****Computer Applications Technology****FIRST YEAR****First Semester**

ITSC 1301	Introduction to Computers or BCIS 1405	3-4
ITSE 1329	Programming Logic and Design*	3
ENGL 1301	Composition I.....	3
ITSC 1309	Integrated Software Applications I*.....	3
ITSC 1305	Introduction to PC Operating Systems	3
	Total Hours.....	15-16

Second Semester

ITSE 1331	Introduction to Visual BASIC Programming*.....	3
ITSW 1301	Introduction to Word Processing	3
IMED 1316	Web Design I.....	3
ITSC 1315	Project Management Software	3
ENGL 2311	Technical and Business Writing or ENGL 1302**	3
BMGT 1327	Principles of Management.....	3
	Total Hours.....	18

SECOND YEAR**Third Semester**

ITSE 1350	System Analysis and Design*	3
ITSW 1307	Introduction to Database.....	3
ITSW 1310	Introduction to Presentation Graphics Software or ARTC 1313	3
Elective	Social/Behavioral Science***	3
Elective	Technical.....	3
	Total Hours.....	15

Fourth Semester

ITSW 1304	Introduction to Spreadsheets.....	3
ITSC 2486	Internship – Computer & Information Sciences, General	4
Elective	Humanities/Fine Arts***	3
Elective	MATH (College Level)***	3
Elective	Technical.....	3
Elective	Technical.....	3
	Total Hours.....	19
	GRAND TOTAL	67-68

*Equivalent COSC or BCIS course may be substituted.

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

***Choose from Core Curriculum

SUGGESTED TECHNICAL ELECTIVES

ARTC 1313	Digital Publishing I
ARTC 1325	Introduction to Computer Graphics
ARTV 1351	Digital Video
CPMT 1311	Intro to Computer Maintenance
CPMT 1345	Computer Systems Maintenance
CPMT 2449	Advanced Computer Networking Technology
IMED 2309	Internet Commerce
IMED 2311	Portfolio Development
IMED 2315	Web Design II
ITNW 1325	Fundamentals of Networking Technologies
ITNW 1454	Implementing and Supporting Servers
ITNW 1458	Network +
ITNW 2405	Network Administration
ITNW 2413	Networking Hardware
ITNW 2453	Advanced Routing and Switching
ITSE 1356	Extensible Markup Language (XML)
ITSE 1402	Computer Programming
ITSE 1407	Introduction to C++ Programming
ITSE 2417	JAVA Programming
ITSE 2431	Advanced C++ Programming
ITSE 2449	Advanced Visual BASIC Programming
ITSE 2457	Advanced Object-Oriented Programming
ITSW 2337	Advanced Database

LEVEL I - CERTIFICATE (TSI WAIVED)
COMPUTER TECHNOLOGY
Computer Application Specialist

First Semester

ITSC 1301	Introduction to Computers or BCIS 1405	3-4
ITSC 1309	Integrated Software Applications I*.....	3
ITSW 1310	Introduction to Presentation Graphics Software or ARTC 1313.....	3
ITSW 1307	Introduction to Database.....	3
ITSW 1301	Introduction to Word Processing	3
ITSW 1304	Introduction to Spreadsheets.....	3
	GRAND TOTAL	18-19

*Equivalent COSC or BCIS course may be substituted

LEVEL I - CERTIFICATE (TSI WAIVED)
COMPUTER TECHNOLOGY
Database Specialist

First Semester

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSC	1309	Integrated Software Applications I*	3
ITSE	1329	Programming Logic and Design*	3
ITSW	1307	Introduction to Database	3
		Total Hours	12-13

Second Semester

ITSC	1315	Project Management Software	3
ITSE	1331	Introduction to Visual BASIC Programming*	3
ITSW	2337	Advanced Database (Oracle)	3
GISC	1311	Introduction to Geographic Information Systems (GIS)	3
Elective		Technical	3
		Total Hours	15
		GRAND TOTAL	27-28

*Equivalent COSC or BCIS course may be substituted.

SUGGESTED TECHNICAL ELECTIVES

ARTC	1325	Introduction to Computer Graphics
IMED	2311	Portfolio Development
ITNW	1325	Fundamentals of Networking Technologies
ITSW	1310	Introduction to Presentation Graphics Software
CPMT	2449	Advanced Computer Networking Technology

LEVEL I - CERTIFICATE (TSI WAIVED)
COMPUTER TECHNOLOGY
Security Option

First Semester

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSY	2441	Security Management Practices	4
ITSC	1305	Introduction to PC Operating System	3
ITNW	1458	Network +	4
Elective		Technical	3
		Total Hours	16-17

Second Semester

ITSC	1315	Project Management Software	3
CPMT	2449	Advanced Computer Networking Technology	4
ITSY	2301	Firewalls and Network Security	3
ITSE	1331	Introduction to Visual BASIC Programming*	3
		Total Hours	14
		GRAND TOTAL	30-31

*Equivalent COSC or BCIS course may be substituted.

SUGGESTED TECHNICAL ELECTIVES

ARTC	1325	Introduction to Computer Graphics
IMED	2311	Portfolio Development
ITNW	1325	Fundamentals of Networking Technologies
ITSW	1310	Introduction to Presentation Graphics Software
CPMT	2449	Advanced Computer Networking Technology

LEVEL I - CERTIFICATE (TSI WAIVED)
COMPUTER TECHNOLOGY
Computer Applications Technology

FIRST YEAR**First Semester**

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSE	1329	Programming Logic and Design*	3
ITSC	1309	Integrated Software Applications I*	3
IMED	1316	Web Design I	3
ITSE	1331	Introduction to Visual BASIC Programming*	3
		Total Hours	15-16

Second Semester

ITSW	1301	Introduction to Word Processing	3
ITSC	1305	Introduction to PC Operating Systems	3
ITSC	1315	Project Management Software	3
ITSW	1310	Introduction to Presentation Graphics Software or ARTC 1313	3
ITSW	1307	Introduction to Database	3
ITSW	1304	Introduction to Spreadsheets	3
		Total Hours	18
		GRAND TOTAL	33-34

*Equivalent COSC or BCIS course may be substituted

ASSOCIATE OF APPLIED SCIENCE DEGREE
COMPUTER TECHNOLOGY
Repair Technician Option

FIRST YEAR**First Semester**

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSE	1329	Programming Logic and Design*	3
CPMT	1311	Introduction to Computer Maintenance	3
ITSC	1305	Introduction to PC Operating Systems	3
ENGL	1301	Composition I	3
		Total Hours	15-16

Second Semester

ITSE	1331	Introduction to Visual BASIC Programming*	3
ITSC	1315	Project Management Software	3
CPMT	1345	Computer System Maintenance***	3
ITNW	1458	Network +	4
ENGL	2311	Technical and Business Writing or ENGL 1302 Composition II**	3
Elective		Technical	3
		Total Hours	19

SECOND YEAR**Third Semester**

ITSE	1350	System Analysis and Design*	3
BMGT	1327	Principles of Management	3
CPMT	2449	Advanced Computer Networking Technology	4
Elective		Social/Behavior Science****	3
Elective		MATH (College Level)****	3
		Total Hours	16

Fourth Semester

Elective		Technical	3
ITSC	2486	Internship – Computer & Information Sciences, General	4
Elective		Humanities/Fine Arts****	3
Elective		Technical	3
Elective		Technical	3
		Total Hours	16
		GRAND TOTAL	66-67

*Equivalent COSC or BCIS course may be substituted.

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

*** Class must be taken in semester /order indicated

**** Choose from Core Curriculum.

SUGGESTED TECHNICAL ELECTIVES

ARTC	1313	Digital Publishing I
ARTC	1325	Introduction to Computer Graphics
CPMT	2402	Home Technology Integration
CPMT	2445	Computer System Troubleshooting
IMED	1316	Web Design I
IMED	2309	Internet Commerce
IMED	2311	Portfolio Development
IMED	2315	Web Design II
ITNW	1325	Fundamentals of Networking Technologies
ITNW	2405	Network Administration
ITNW	2413	Networking Hardware
ITNW	2453	Advanced Routing and Switching
ITSE	1407	Introduction to C++ Programming
ITSE	2417	JAVA Programming
ITSE	2431	Advanced C++ Programming
ITSE	2449	Advanced Visual BASIC Programming
ITSE	2457	Advanced Object-Oriented Programming
ITSW	1304	Introduction to Spreadsheets
ITSW	1307	Introduction to Database
ITSW	1310	Introduction to Presentation Media Software
ITSW	2337	Advanced Database

LEVEL I - CERTIFICATE (TSI WAIVED)
COMPUTER TECHNOLOGY
Repair Technician Option

FIRST YEAR**First Semester**

ITSE	1329	Programming Logic and Design	3
CPMT	1311	Introduction to Computer Maintenance	3
ITNW	1458	Network +	4
ITSC	1305	Introduction to PC Operating Systems.....	3
		Total Hours	13

Second Semester

CPMT	1345	Computer System Maintenance.....	3
BMGT	1327	Principles of Management	3
CPMT	2449	Advanced Computer Networking Technology	4
ITSC	1315	Project Management Software.....	3
Elective		Elective	3
		Total Hours	16
		GRAND TOTAL	29

*Equivalent COSC or BCIS course may be substituted

ASSOCIATE OF APPLIED SCIENCE DEGREE
COMPUTER TECHNOLOGY

Entertainment and Business Software Development**FIRST YEAR****First Semester**

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSE	1329	Programming Logic & Design*	3
ITSE	1331	Introduction to Visual BASIC Programming*.....	3
ITSC	1315	Project Management Software	3
ENGL	1301	Composition I	3
		Total Hours.....	15-16

Second Semester

ITSE	1407	Introduction to C++ Programming*	4
ITSC	1305	Introduction to PC Operating Systems	3
ITSE	1402	Computer Programming	4
Elective		Social/Behavioral Science***	3
ENGL	2311	Technical and Business Writing or ENGL 1302 Composition II**	3
		Total Hours	16

Third Semester

ITSE	2417	JAVA Programming*	4
		Total Hours	4

SECOND YEAR**Fourth Semester**

ITSE	1350	System Analysis and Design*	3
ITSE	2431	Advanced C++ Programming	4
ITSW	1307	Introduction to Database	3
Elective		Technical	3
Elective		Humanities/Fine Arts***	3
		Total Hours	17

Fifth Semester

ITSE	2457	Advanced Object-Oriented Programming	3
ITSC	2486	Internship-Computer & Information Sciences, General	4
Elective		MATH (College Level)***	3
Elective		Technical	3
		Total Hours	13
		GRAND TOTAL	65-66

*Equivalent COSC or BCIS course may be substituted

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

*** choose from Core Curriculum

SUGGESTED TECHNICAL ELECTIVES

ARTC	1313	Digital Publishing I
ARTC	1325	Introduction to Computer Graphics
ARTS	2348	Digital Art I
ARTS	2349	Digital Art II
ARTV	1351	Digital Video
IMED	1316	Web Design I
IMED	2311	Portfolio Development
IMED	2315	Web Design II
ITNW	1325	Fundamentals of Networking Technologies
ITSE	1356	Extensible Markup Language (XML)
MUSC	1327	Audio Engineering I

LEVEL I - CERTIFICATE (TSI WAIVED)**COMPUTER TECHNOLOGY****Entertainment and Business Software Development****FIRST YEAR****First Semester**

ITSC	1301	Introduction to Computers or BCIS 1405	3-4
ITSE	1329	Programming Logic and Design*	3
ITSE	1331	Introduction to Visual BASIC Programming*	3
ITSC	1305	Introduction to PC Operating Systems	3
ITSE	1402	Computer Programming	4
		Total Hours	16-17

Second Semester

ITSW	1307	Introduction to Database	3
ITSC	1315	Project Management Software	3
ITSE	1407	Introduction to C++ Programming*	4
		Total Hours	10

Third Semester

ITSE 2417	JAVA Programming*	4
	Total Hours.....	4
	GRAND TOTAL	30-31

*Equivalent COSC or BCIS course may be substituted

ASSOCIATE OF APPLIED SCIENCE DEGREE**COMPUTER TECHNOLOGY****Network Administration Option****FIRST YEAR****First Semester**

ITSC 1301	Introduction to Computers or BCIS 1405	3-4
ITSC 1315	Project Management Software	3
CPMT 1311	Introduction to Computer Maintenance.....	3
ITSC 1305	Introduction to PC Operating Systems	3
ITSE 1329	Programming Logic and Design.....	3
ENGL 1301	Composition I.....	3
	Total Hours.....	18-19

Second Semester

ITSE 1331	Introduction to Visual BASIC Programming*.....	3
BMGT 1327	Principles of Management.....	3
ITNW 1458	Network +.....	4
ENGL 2311	Technical and Business Writing or ENGL 1302**	3
Elective	Humanities/Fine Arts*****	3
	Total Hours.....	16

SECOND YEAR**Third Semester**

CPMT 2449	Advanced Computer Networking Technology.....	4
ITNW 2413	Networking Hardware.....	4
Elective	Security and Networking ****	3
Elective	MATH (College Level)*****	3
Elective	Technical***	3
	Total Hours.....	17

Fourth Semester

ITSE 1350	System Analysis and Design*	3
ITSC 2486	Internship – Computer & Information Sciences, General	4
ITNW 2453	Advanced Routing and Switching.....	4
Elective	Social/Behavioral Science*****	3
Elective	Security or Networking*****	3
	Total Hours.....	17
	GRAND TOTAL	68-69

*Equivalent COSC or BCIS course may be substituted.

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

***Recommend JAVA as Technical elective

****Recommend ITSY 241

*****Recommend ITSY 2301

*****choose from Core Curriculum

SUGGESTED SECURITY AND NETWORKING ELECTIVES

CPMT 1345	Computer Systems Maintenance
CPMT 2445	Computer System Troubleshooting
ITNW 1325	Fundamentals of Networking Technologies
ITSY 2301	Firewalls and Network Security
ITSY 2400	Operating System Security
ITSY 2441	Security Management Practices

SUGGESTED TECHNICAL ELECTIVES

ARTC 1313	Digital Publishing I
ARTC 1325	Introduction to Computer Graphics
IMED 1316	Web Design I
IMED 2309	Internet Commerce
IMED 2311	Portfolio Development

IMED	2315	Web Design II
ITSE	1356	Extensible Markup Language (XML)
ITSE	1402	Computer Programming
ITSE	1407	Introduction to C++ Programming
ITSE	2417	JAVA Programming
ITSE	2431	Advanced C++ Programming
ITSE	2457	Advanced Object-Oriented Programming
ITSW	1301	Introduction to Word Processing
ITSW	1307	Introduction to Database
ITSW	1310	Introduction to Presentation Graphics Software
ITSW	2337	Advanced Database

LEVEL I - CERTIFICATE (TSI WAVED)
COMPUTER TECHNOLOGY
Network Administration Option

FIRST YEAR**First Semester**

ITSC	1301	Introduction to Computers**	3
ITSE	1329	Programming Logic and Design*	3
ITSC	1309	Integrated Software Applications I*	3
CPMT	1311	Introduction to Computer Maintenance	3
ITNW	2413	Networking Hardware	4
		Total Hours	16

Second Semester

ITSE	1331	Introduction to Visual BASIC Programming*	3
ITSC	1305	Introduction to PC Operating Systems	3
ITNW	1458	Network +	4
ITNW	2453	Advanced Routing and Switching	4
		Total Hours	14

Third Semester

ITSE	1350	System Analysis and Design*	3
ITNW	1454	Implementing and Supporting Servers or ITNW 2405 or CPMT 2449	4
ITSC	1315	Project Management Software	3
		Total Hours	10
		GRAND TOTAL	40

*Equivalent COSC or BCIS course may be substituted

**BCIS 1405 Business Computer Applications course may be substituted

ASSOCIATE OF APPLIED SCIENCE DEGREE
COMPUTER TECHNOLOGY
Web Technology

FIRST YEAR**First Semester**

BCIS	1405	Business Computer Applications	4
ITSE	1329	Programming Logic and Design*	3
ENGL	1301	Composition I	3
ITSC	1305	Introduction to PC Operating Systems	3
IMED	1316	Web Design I	3
		Total Hours	16

Second Semester

ITSC	1315	Project Management Software	3
ITSE	1331	Introduction to Visual BASIC Programming*	3
ITSW	1310	Introduction to Presentation Graphics Software	3
ITSW	1307	Introduction to Database	3
ENGL	2311	Technical and Business Writing or ENGL 1302**	3
Elective		Technical Elective	3
		Total Hours	18

Third Semester

ITSE	2417	JAVA Programming*	4
		Total Hours.....	4

SECOND YEAR**Fourth Semester**

ITSE	1350	System Analysis and Design*	3
IMED	2315	Web Design II	3
ARTS	2348	Digital Art I or ARTS 2313 or ARTS 2314	3
CPMT	2449	Advanced Computer Networking Technology.....	4
Elective		Social/Behavioral Science***	3
		Total Hours.....	16

Fifth Semester

IMED	2309	Internet Commerce	3
ITSC	2486	Internship – Computer & Information Sciences, General	4
ARTC	1313	Digital Publishing I	3
Elective		MATH (College Level)***	3
Elective		Humanities/Fine Arts***	3
		Total Hours.....	16
		GRAND TOTAL	70

*Equivalent COSC or BCIS course may be substituted

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

***choose from Core Curriculum

SUGGESTED TECHNICAL ELECTIVES

ARTC	1325	Introduction to Computer Graphics
ARTS	2356	Photography I
ARTV	1351	Digital Video
CPMT	1303	Introduction to Computer Technology
GISC	1311	Introduction to GIS & GPS
IMED	2311	Portfolio Development
IMED	2359	Interactive Web Elements
ITNW	1325	Fundamentals of Networking Technologies
ITSC	1315	Project Management Software
ITSE	1311	Beginning Web Programming
ITSE	1356	Extensible Markup Language (XML)
MUSC	1327	Audio Engineering I

LEVEL II - CERTIFICATE (TSI REQUIRED)**COMPUTER TECHNOLOGY****Web Technology****FIRST YEAR****First Semester**

BCIS	1405	Business Computer Applications.....	4
ITSE	1329	Programming Logic and Design*	3
ITSC	1305	Introduction to PC Operating Systems	3
ITSW	1310	Introduction to Presentation Graphics Software.....	3
IMED	1316	Web Design I.....	3
		Total Hours.....	16

Second Semester

ARTS	2348	Digital Art I or ARTS 2313 or ARTS 2314	3
IMED	2315	Web Design II	3
ITSE	1331	Introduction to Visual BASIC Programming*.....	3
CPMT	2449	Advanced Computer Networking Technology.....	4
		Total Hours.....	13

Third Semester

ITSE	2417	JAVA Programming*	4
		Total Hours.....	4

SECOND YEAR**Fourth Semester**

ITSE 1350	System Analysis and Design.....	3
IMED 2309	Internet Commerce.....	3
ARTC 1313	Digital Publishing I.....	3
ITSW 1307	Introduction to Database.....	3
	Total Hours.....	12
	GRAND TOTAL	45

*Equivalent COSC or BCIS course may be substituted

**CRIMINAL JUSTICE
ASSOCIATE OF APPLIED SCIENCE DEGREE
Criminal Justice**

FIRST YEAR**First Semester**

ENGL 1301	Composition I.....	3
MATH 1332	Contemporary Mathematics I (or a higher math)***..	3
CJSA 1322	Introduction to Criminal Justice*	3
CJSA 1327	Fundamentals of Criminal Law*	3
Elective	3
	Total	15

Second Semester

ENGL 2311	Technical and Business Writing**	3
Elective	Humanities/Fine Arts***	3
CJSA 1359	Police Systems and Practices*	3
Elective	Criminal Justice Program of Study	3
Elective	Criminal Justice Program of Study	3
Elective	3
	Total	18

SECOND YEAR**Third Semester**

SOCI 2336	Criminology	3
CJSA 1313	Court Systems and Practices*	3
Elective	Criminal Justice Program of Study	3
Elective	Criminal Justice Program of Study	3
Elective	3
Elective	3
	Total	18

Fourth Semester

CJCR 1307	Correctional Systems and Practices	3
CJSA 1348	Ethics in Criminal Justice	3
Elective	Criminal Justice Program of Study	3
Elective	Criminal Justice Program of Study	3
Elective	3
	Total	15
	GRAND TOTAL	65

*Equivalent CRIJ course may be substituted.

**Speech 1311, 1321, 1318, or 1315 must be taken also if the student chooses ENGL 1302

***Choose from the Core Curriculum

Students that have successfully completed the Texas Commission on Law Enforcement Officers and Education 560 hour Basic Peace Officer course may be awarded: CJLE 2522, CJLE 2521, and CJLE 2520. Transcript Equivalence Fee: \$100. Credit will not be transcribed until after the student has completed 16 semester hours at Temple College.

LAW ENFORCEMENT

CJSA	1312	Crime in America*
CJSA	2300	Legal Aspects of Law Enforcement*
CJSA	1342	Criminal Investigations*
CJSA	1317	Juvenile Justice System*
CJSA	1382	Cooperative Education I
CJSA	2382	Cooperative Education II

*Equivalent CRIJ course may be substituted.

CORRECTIONS

CJSA	1312	Crime in America*
CJCR	2324	Community Resources in Corrections*
CJSA	1342	Criminal Investigations*
CJSA	1317	Juvenile Justice System*
CJCR	1380	Cooperative Education I
CJCR	2380	Cooperative Education II

*Equivalent CRIJ course may be substituted.

SECURITY (Including Homeland Security)

CJSA	2300	Legal Aspects of Law Enforcement*
CJSA	1342	Criminal Investigations*
HMSY	1337	Introduction to Homeland Security
HMSY	1339	Homeland Security Emergency Contingency Planning
CJSA	1382	Cooperative Education I
CJSA	2382	Cooperative Education II

*Equivalent CRIJ course may be substituted.

ELECTIVES – Five electives not included in the program of study.

GOVT	2301	Government I
GOVT	2302	Government 2
SPCH	1318	Interpersonal Communications
HUMA /Fine Arts		choose from Core Curriculum
HMSY	1337	Introduction to Homeland Security
HMSY	1339	Homeland Security Emergency Contingency Planning
PSYC	2315	Psychology of Adjustment
CJSA	2300	Legal Aspects of Law Enforcement
CJSA	2324	Community Resources in Corrections
FORS	2440	Introduction to Forensic Science
FORS	2450	Introduction to Forensic Psychology

**LEVEL-1 CERTIFICATE (TSI WAIVED)
CRIMINAL JUSTICE CERTIFICATE**

First Semester

CJSA	1313	Court System and Practices*	3
CJSA	1322	Introduction to Criminal Justice*	3
CJSA	1327	Fundamentals of Criminal Justice*	3
Elective		Criminal Justice Program of Study.....	3
Elective		Criminal Justice Program of Study.....	3
		Total	15

Second Semester

CJSA	1348	Ethics in Criminal Justice.....	3
CJSA	1359	Police System and Practices*.....	3
CJCR	1307	Correctional Systems and Practices*	3
Elective		Criminal Justice Program of Study.....	3
Elective		Criminal Justice Program of Study.....	3
		Total	15
		GRAND TOTAL	30

*Equivalent CRIJ course may be substituted.

Students should pick one of the following Programs of Study

LAW ENFORCEMENT

CJSA	1312	Crime in America*
CJSA	2300	Legal Aspects of Law Enforcement*
CJSA	1342	Criminal Investigations*
CJSA	1317	Juvenile Justice System*

*Equivalent CRIJ course may be substituted.

CORRECTIONS

CJSA	1312	Crime in America*
CJCR	2324	Community Resources in Corrections*
CJSA	1342	Criminal Investigations*
CJSA	1317	Juvenile Justice System*

*Equivalent CRIJ course may be substituted.

SECURITY (Including Homeland Security)

CJSA	2300	Legal Aspects of Law Enforcement*
CJSA	1342	Criminal Investigations*
HMSY	1337	Introduction to Homeland Security
HMSY	1339	Homeland Security Emergency Contingency Planning

*Equivalent CRIJ course may be substituted.

Students that have successfully completed the Texas Commission on Law Enforcement Officers and Education 560 hour Basic Peace Officer course and have an active TCLEOSE license may be awarded: CJLE 2522, CJLE 2521, and CJLE 2520. Transcript Equivalence Fee: \$100. Credit will not be transcribed until after the student has completed 16 semester hours at Temple College.

EDUCATIONAL PERSONNEL
(Deactivated)
ASSOCIATE OF APPLIED SCIENCE DEGREE
Educational Personnel*

FIRST YEAR**First Semester**

EDTC 1301	Educational Systems	3
EDTC 1307	Introduction to Teaching Reading	3
ITSC 1301	Introduction to Computers	3
ENGL 1301	Composition I	3
Elective	Program Related Elective	3
	Total Hours	15

Second Semester

CDEC 2315	Diverse Cultural/Multilingual Education.....	3
Elective	Program Related Elective	3
EDTC 1311	Instructional Practices and Effective Learning Environments	3
EDTC 1313	Educational Software and Technology	3
ENGL 2311	Technical and Business Writing	3
Elective	Math or Science	3
	Total Hours	18

SECOND YEAR**Third Semester**

Elective	Social Science/Behavioral Science	3
EDTC 2317	Guiding Student Behavior.....	3
CDEC 1359	Children with Special Needs	3
Elective	Program Related Elective	3
Elective	Humanities or Fine Arts	3
	Total Hours	15

Fourth Semester

EDTC 2305	Reading Problems.....	3
CDEC 1419	Child Guidance	3
EDTC 2364	Practicum	3
SOCI 1306	Current Social Problems.....	3
Elective	Program Related Elective	3
	Total Hours	15

GRAND TOTAL **63**

*Also Teacher Assistant Bilingual/ESL: substitute a foreign language for the program related electives and add a lab science.

SUGGESTED PROGRAM RELATED ELECTIVES

BMGT 1301	Supervision
CDEC 2307	Math and Science for Early Childhood
CDEC 1358	Creative Arts for Early Childhood
CDEC 2441	The School Age Child
TECA 1303	Families, School and Community
TECA 1318	Wellness of the Young Child
TECA 1354	Child Growth and Development

LEVEL 1 CERTIFICATE (TSI WAIVED)
(Deactivated)

Teacher Assistant Certificate**ONE YEAR****First Semester**

EDTC 1301	Educational Systems	3
EDTC 1307	Introduction to Teaching Reading	3
ITSC 1301	Introduction to Computers	3
CDEC 2315	Diverse Cultural/Multilingual Education.....	3
EDTC 2317	Guiding Student Behavior.....	3
	Total Hours	15

Second Semester

CDEC 1419	Child Guidance	3
EDTC 1311	Instructional Practices and Effective Learning Environments	3
EDTC 1313	Educational Software and Technology	3
CDEC 1359	Children with Special Needs	3
	Total Hours	12
	GRAND TOTAL	27

GEOGRAPHIC INFORMATION SYSTEMS

The Geographic Information System (GIS) program is designed to give students entry-level proficiency. The GIS program enables the student to develop the fundamental skills, knowledge, and experience which prepares the student for positions in the field of GIS. The program combines classroom lecture along with the hands-on experience to give the students practical knowledge of GIS. Students may pursue a Certificate of Completion or the Associate Degree.

Application software used in this program includes ArcGIS® (ESRI), ERDAS Imagine®, AutoCAD®, and Microsoft Office.

ASSOCIATE OF APPLIED SCIENCE
Geographic Information Systems

FIRST YEAR**First Semester**

GISC 1301	Cartography / Geography in GIS/GPS	3
GISC 1311	Introduction to GIS	3
ENGL 1301	Composition I	3
GEOG 1300	Principles of Geography or Geography Elective.....	3
Elective	Program Related	3
	Total Hours.....	15

Second Semester

GISC 2301	Data Acquisition and Analysis in GIS.....	3
GISC 2311	Geographic Information Systems (GIS) Applications ...	3
SRVY 1301	Introduction to Surveying	3
ITSE 1329	Programming Logic and Design.....	3
ITSW 1307	Introduction to Database.....	3
Elective	MATH*	3
	Total Hours.....	18

SECOND YEAR**Third Semester**

GISC 2320	Intermediate Geographic Information Systems.....	3
DFTG 1309	Basic Computer-Aided Drafting	3
ENGL 2311	Technical and Business Writing	3
Elective	Humanities/Fine Arts*	3
Elective	Program Related	3
	Total Hours.....	15

Fourth Semester

GISC 1321	Introduction to Raster-Based GIS.....	3
GISC 2380	Cooperative Education or Related Elective.....	3
DFTG 2330	Civil Drafting.....	3
ITSE 1331	Introduction to Visual BASIC Programming or IMED 1316	3
Elective	Program Related	3
	Total Hours.....	15
	GRAND TOTAL	63

* Choose from core curriculum

SUGGESTED PROGRAM RELATED ELECTIVES

DFTG 2319	Intermediate Computer-Aided Drafting
ENVR 1301	Environmental Science
GEOG 1303	Physical Geology
GISC 1391	Special Topic in Cartography
IMED 1316	Web Design I
IMED 2315	Web Design II
ITSC 1309	Integrated Software Applications I
ITSC 1315	Project Management Software
ITSE 1311	Beginning Web Programming
ITSE 2449	Advanced Visual BASIC Programming
ITSW 1310	Introduction to Presentation Graphics Software
SRVY 1315	Survey Calculations
SRVY 1319	Introduction to Geographic Information Systems (GIS)
SRVY 2305	Geographic Information Systems Application
SRVY 2309	Computer Aided Mapping

GEOGRAPHY ELECTIVE

GEOG 1301	Physical Geography
GEOG 1302	Cultural Geography
GEOG 1303	World Regional Geography
GEOG 2312	Economic Geography

LEVEL I – CERTIFICATE (TSI WAIVED)**Geographic Information Systems****First Semester**

GISC	1301	Cartography and Geography in GIS/GPS	3
GISC	1311	Introduction to GIS	3
GEOG	1300	Principles of Geography or Geography Elective	3
DFTG	1309	Basic Computer-Aided Drafting	3
Elective		Program Related	3
		Total Hours.....	15

Second Semester

GISC	2301	Data Acquisition and Analysis in GIS.....	3
GISC	2311	Geographic Information Systems (GIS) Applications ...	3
SRVY	1301	Introduction to Surveying	3
ITSW	1307	Introduction to Database	3
Elective		Program Related	3
		Total Hours.....	15
		Grand Total.....	30

Program Related Electives

GISC	1321	Introduction to Raster-Based GIS
GISC	1391	Special Topics in Cartography
GISC	2320	Intermediate Geographic Information Systems
DFTG	2330	Civil Drafting
IMED	1316	Web Design I
IMED	2315	Web Design II
ITSC	1315	Project Management Software
ITSE	1311	Beginning Web Page Programming
ITSE	1329	Programming Logic and Design
ITSE	1331	Introduction to Visual BASIC Programming
ITSW	1310	Introduction to Presentation Graphics Software
SRVY	1315	Survey Calculations

PROGRAMS OF STUDY

Many courses have competency prerequisites that are identified as R, reading intensive; W, writing intensive, and M, math intensive.

HEALTH PROFESSIONS

BIOTECHNOLOGY

Biotechnology is the use of living organisms and/or biological processes to discover new information, solve problems or to make useful products such as vaccines and therapeutic drugs. The goal of the Biotechnology degree and certificate programs is to prepare students to work as Biotechnology Technicians in a variety of exciting fields, such as medical research, agriculture, biomanufacturing, the environmental sciences, and forensics. The curriculum provides a strong foundation in biology, chemistry, microbiology, math and statistics. Specialized biotechnology courses emphasize theory and hands-on experience with cutting edge techniques, technologies, laboratory operations, and instrumentation. Students obtain a working knowledge of molecular biology, tissue cultures, protein separation and purification, DNA/RNA methodologies, proteomics and genomics. In addition, students will learn about bioethics, laboratory safety procedures, verbal and scientific communication, professional conduct, laboratory operations, data interpretation, bioinformatics, quality control and manufacturing practices. The degree program culminates with an Internship or Capstone experience in a local biotechnology/medical research laboratory.

In addition to the Associate in Applied Science (AAS) Degree in Biotechnology, an Advanced Technical Certificate (ATC) in Biotechnology is offered for those students who already have a degree in a related biological or chemistry area. An Enhanced Skills Certificate (ESC) in Genomics and Proteomics is offered as well to students who already possess at least an A.A.S. in Biotechnology or related biological science and who wish to advance their education in the areas of Genomics and Proteomics.

The Biotechnology curriculum is designed not only to prepare the graduate for an entry-level position in the rapidly expanding field of biotechnology, but also to provide a foundation for students who wish to continue on to a bachelor's degree and/or graduate degree in the sciences. See Transfer of Credits or contact the Biotechnology Department for more information.

Requirements for the Associate of Applied Science Degree in Biotechnology

In order to graduate from Temple College and receive the Associate of Applied Science (AAS) in Biotechnology, the student must meet the following degree requirements:

1. Six semester hours of English: ENGL 1301 and 2311
2. Six semester hours in social/behavioral sciences and fine arts/humanities: PSYC 2301 or SOCI 1301 and Fine/Arts Humanities Elective
3. Eight semester hours in biology: BIOL 1406 and BIOL 2421
4. Six semester hours in math: MATH 1314 and MATH 2342
5. Eight semester hours in chemistry: CHEM 1311, CHEM 1111, and CHEM 1408
6. Seven to eight hours of biology or chemistry from stated prerequisites.
7. All required BITC program courses (total of 25 semester hours).
8. Successful completion of the full-time 12 week Internship/Capstone experience with all acceptable criteria met (i.e., attendance, objectives, skills, acceptable affective score, etc.)
9. The student must be enrolled at Temple College the semester immediately prior to the Internship/Capstone experience.
10. At least 71 hours of course credit.
11. A grade of "C" (2.0) or better in all courses.
12. Completion of all course work for the degree or certificate within 5 years.
13. The student must be enrolled in Temple College during the semester of his/her graduation.
14. Also see "Graduation Requirements – Requirements for Associate Degrees and Certificates."

General Biotechnology Degree Requirements

Biotechnology major students (degree or certificate) must meet the following requirements:

1. Attend a Biotechnology Information Session (call the Biotechnology Department for dates and times) prior to enrolling the biotechnology program courses, or;
2. Schedule an appointment with the Department Chair or designated biotechnology faculty member to discuss the degree plan, during, or immediately after taking BITC 1311, Introduction to Biotechnology.
3. Pick up a **Biotechnology Program Information/Application Packet** from the department office at the Texas Bioscience Institute (TBI) office and complete all required forms. The program application and all other signed forms are

to be turned into the Department as soon as the student has declared Biotechnology as the degree or certificate program they wish to pursue.

4. Satisfactorily complete all biotechnology, BITC, courses and an approved Internship/Capstone experience.
5. Maintain a grade point average of at least 2.0 overall and in the biotechnology major courses.
6. Submit an **Application for Internship** packet at least one semester before anticipated enrollment in the Internship course, BITC 2587 (see Internship Requirements).

Internship Requirements (BITC 2587)

Successful completion of the Internship is a requirement of the A.A.S. degree and Advanced Technical Certificate (ATC) in Biotechnology. Requirements for the Internship are as follows:

1. Students must maintain a 2.0 or better grade point average in all biotechnology and prerequisite course work to enroll in the Internship.
2. A completed Biotechnology Program application form and all other signed forms on file in the Biotechnology Program office.
3. Students must complete all other degree/certificate requirements *before* enrolling in the Internship course.
4. Students must be enrolled at Temple College the semester before they begin their Internship.
5. A completed **Application for Internship** packet must be submitted at least one semester before enrolling in the Internship.

The packet is available from the Biotechnology Department office and includes:

- a. Application for Internship form.
- b. Proof of an acceptable criminal background check (contact the department for more information). An *unacceptable criminal* background check may prevent a student from completing the Internship and receiving the degree or certificate from Temple College.
- c. Proof of Liability Insurance form (available through the college for a small fee).
- d. A Health Form indicating up-to-date immunizations (i.e., tetanus, diphtheria, mumps, measles, rubella, and varicella), including a series of Hepatitis B vaccinations, and a current physical examination report (within the last 6 months) indicating medical clearance to participate in the Internship. Hepatitis B vaccinations should be started and preferably completed before beginning the Internship.
- e. A drug screen may be requested at any time during the Internship for cause.
6. Attend a mandatory Biotechnology Department Internship Orientation immediately prior to starting the Internship. Contact the department for the scheduled date.
7. Attend/complete an internship site orientation session, if required.

The most up-to-date information regarding the Biotechnology degree and certificate programs may be viewed on the Temple College biotechnology web site at <http://www.templejc.edu/dept/Biotech/Biotech.htm>.

Essential Functions

To be successful in the biotechnology curriculum and a career in any biotechnology field, students should be able to perform the following Essential Functions of the profession:

- maneuver sufficiently to perform work-related laboratory tasks in a timely manner;
- communicate effectively and professionally with peers, staff, and faculty;
- read and comprehend text, numbers and graphs displayed in print, on video and instrument displays and printouts;
- demonstrate written and oral proficiency in the English language without assistance;
- interpret reactions on slides, media plates and in test tubes, etc., by visual characteristics and/or odor;
- exhibit the manual dexterity necessary to process specimens, operate and repair laboratory instruments, equipment and computers; perform delicate procedures and all other aspects of laboratory operations that require eye-hand coordination;
- regularly meet the activity schedule of the didactic and internship instructors and supervisors to satisfy all performance requirements (objectives) of all internship sites and didactic instruction to include transportation to all internship sites;
- carry or lift objects weighing up to 15 pounds;
- work quickly and accurately under stress, possessing the emotional and mental health to make sound judgments and complete all responsibilities;
- work in a thorough, safe, careful, efficient, responsible and organized manner, alone, or as a laboratory/work-group member;
- logically correlate information/data in order to solve problems;
- demonstrate ethical judgment, integrity, honesty, common sense and accountability in the internship/work setting when dealing with peers, faculty, and staff;

- use interpersonal skills such as cooperation, confidentiality and attentiveness in a positive and tactful manner;
- measure, analyze, synthesize, integrate and apply information as it relates to a biotechnology laboratory;
- successfully complete written, oral or computer-based exams and assignments independently;
- follow verbal and written instructions in order to correctly and independently perform biotechnology laboratory procedures, and
- pay close attention to details in the performance of all laboratory tasks.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Biotechnology

Recommended Course Sequence

First Year

Fall Semester

BIOL 1406	Biology for Science Majors I.....	4
CHEM 1311	General Chemistry I.....	3
CHEM 1111	General Chemistry Laboratory I.....	1
MATH 1314	College Algebra (or higher).....	3
ENGL 1301	English Composition I.....	3
ELECTIVE	Fine Arts/Humanities.....	3
	Total	17

Spring Semester

BITC 1311	Introduction to Biotechnology.....	3
CHEM 1408	Introduction to Chemistry II (Bio-Organic).....	4
ENGL 2311	Technical and Business Writing	3
MATH 2342	Elementary Statistical Methods.....	3
BIOL 2421	Microbiology for Science Majors	4
	Total	17

Summer Semester (6 Weeks)

ELECTIVE	Social/Behavioral Science (PSYC 2301 or SOCI 1301 recommended)	3
	Total	3

Second Year

Fall Semester

BITC 1402	Biotechnology Laboratory Methods and Techniques.....	4
BITC 2431	Cell Culture Techniques	4
BITC 2411	Biotechnology Laboratory Instrumentation.....	4
ELECTIVE	BIOL 2316 Genetics, or BIOL 2404 Anatomy & Physiology, or BIOL 2401 Anatomy & Physiology I (must take BIOL 2402 A&P next semester) CHEM 1312/1112 General Chemistry II and Laboratory	3-4
	Total	15-16

Spring Semester

BITC 1250	Special Studies & Bioethical Issues of Biotechnology.....	2
BITC 2441	Molecular Biology Techniques.....	4
BITC 1445	Medical Biotechnology	4
ELECTIVE	BIOL 2316 Genetics, or BIOL 2402 Anatomy & Physiology II, or CHEM 1312/1112 General Chemistry II and Laboratory	3-4
	Total	13-14

Summer Semester (12 Weeks)

BITC 2587	Internship – Biotechnology Laboratory Technician.....	5
	Total	5

Total **71-72**

ADVANCED TECHNICAL CERTIFICATE IN BIOTECHNOLOGY

The Advanced Technical Certificate allows students with a previous background in the sciences or a degree in the sciences (i.e., minimum of AAS or AA degree or junior level standing with a minimum of 64 semester hours) to obtain the skills necessary for employment in the rapidly expanding and exciting biotechnology related professions, particularly biomedical research.

The curriculum for the ATC consists of the biotechnology program courses of the AAS degree program and an Internship in a biotechnology laboratory. Students should have a strong science/math background. It is recommended that any science related degree or science courses be completed within the last 5 years. A Program Application and approval of the Biotechnology Department Chair is required for enrollment.

Prerequisites:	Science (biology) related degree and	
BITC 1311	Introduction to Biotechnology	3
Fall Semester		
BITC 1402	Biotechnology Laboratory Methods and Techniques	4
BITC 2431	Cell Culture Techniques	4
BITC 2411	Biotechnology Laboratory Instrumentation	4
ELECTIVE	BIOL 2316 Genetics, or BIOL 2404 Anatomy & Physiology, or BIOL 2401 Anatomy & Physiology I (must take BIOL 2402 A&P next semester) CHEM 1312/1112 General Chemistry II and Laboratory	3-4
	Total	15-16
Spring Semester		
BITC 1250	Special Studies & Bioethical Issues of Biotechnology	2
BITC 2441	Molecular Biology Techniques	4
BITC 1445	Medical Biotechnology	4
ELECTIVE	BIOL 2316 Genetics, or BIOL 2402 Anatomy & Physiology II, or CHEM 1312/1112 General Chemistry II and Laboratory	3-4
	Total	13-14
Summer Semester (12 Weeks)		
BITC 2587	Internship – Biotechnology Laboratory Technician	5
	Total	5
	Total	34-35

ENHANCED SKILLS CERTIFICATE IN GENOMICS/PROTEOMICS

The Enhanced Skills Certificate (ESC) in Genomics/Proteomics allows students with an A.A.S. in Biotechnology to pursue an advanced educational experience in genomics and proteomics. A completed Biotechnology Program application and approval of the Biotechnology Department Chair and/or instructor is required for enrollment.

Prerequisite: Approval of the Biotechnology Department Chair/Instructor and BIOL 2316, Genetics.

BIOL 2316	Genetics	3
BITC 2459	Human Genomics	4
BITC 2455	Proteomics	4
	Total Hours	11

DENTAL HYGIENE

This program prepares dental hygiene students to be primary oral health-care professionals who play a key role in promoting oral health through educational, preventive and therapeutic services. The curriculum consists of general education, biomedical sciences, dental sciences, and dental hygiene sciences all provided within a framework of academic and clinical experience.

An Associate of Applied Science degree is awarded upon graduation. Dental hygienists have employment opportunities in general and specialty dental practices and clinics, pharmaceutical and dental supply companies, community health agencies, education and research institutions, and management settings. Dental Hygiene program graduates must pass the written National Board Examination, Regional and/or State Examination, and a state jurisprudence examination to be eligible to apply for state licensure.

Students desiring admission to the program must first meet the basic entrance requirements for Temple College and then file for admission to the Dental Hygiene Program. Enrollment is limited and admission is competitive. Special program admission criteria and procedures are necessary to be accepted into the program.

Program Admission Criteria

Applicants must meet the following requirements:

1. It is highly recommended that students attend a pre-application Dental Hygiene Program Information Session.
2. Complete the Temple College admission procedure.
3. Pass all three sections of the Texas Success Initiative.
4. Provide copies of all relevant transcripts: 1) high school or GED; 2) college/university; and 3) other
5. Provide official transcript of course grades. Prerequisite courses required prior to the application deadline are: BIOL 2401, BIOL 2421, and CHEM 1305 and CHEM 1105. Completion of BIOL 2402 is required prior to enrolling in DHYG 1301 and DHYG 1431. Applicants must have a minimum of a "C" or better in each course. A minimum cumulative grade point average (GPA) of 2.5 is required for admission to the Dental Hygiene Program. Biological science courses must have been taken within the past five years.
6. Pass the pre-entrance departmental aptitude test, the HOBET.
7. Complete a Dental Hygiene Program Admissions Application form.
8. Demonstrate competency in fundamental mathematical skills by a placement test score of a minimum performance level in elementary algebra.
9. Completion of the above admission criteria does not guarantee admission to the Dental Hygiene Program. The highest qualified applicants will be ranked according to scores of the program admission criteria. Twelve applicants will be accepted each year.
10. Upon conditional acceptance into the program, the following must be provided:
 - a. Pre-entry physical and visual acuity examinations (prior to beginning the Dental Hygiene Program and annually thereafter), including proof of required immunizations;
 - b. Documentation of current Cardiopulmonary Resuscitation Certification for the Health Care Provider (prior to beginning the Dental Hygiene Program and annually thereafter).
 - c. Documentation of student professional liability insurance, and must remain current thereafter. Deadline for applying to the Dental Hygiene Program is January 20. Letters of notification will be mailed by March 1. Accepted applicants have until March 15 to notify the Program Director in writing of applicants' intentions.

REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREE IN DENTAL HYGIENE

To graduate with a Temple College Associate of Applied Science degree in Dental Hygiene, the following requirements must be met:

1. Six semester hours of English: ENGL 1301 and 2311. ENGL 1302 may be used instead of ENGL 2311 if the student also takes three hours of speech: SPCH 1311, 1321, 1318, or 1315.
2. Eight semester hours of human anatomy and physiology: BIOL 2401 and 2402; four semester hours of chemistry: CHEM 1305 and CHEM 1105; and four semester hours of microbiology: BIOL 2421.
3. Six semester hours in social and behavioral sciences: PSYC 2301 and SOCI 1301.
4. Three semester hours in fine arts or humanities to be selected from the disciplines of art, history, literature, music, speech (excluding SPCH 1311, 1321, 1318, and 1315), and theater. Students may select one course of three semester hours credit or several courses totaling three semester hours credit.

5. At least 72 semester hours of course credit, exclusive of all 0000-level courses.
6. Included in the 72 semester hours of course work must be all of the required dental hygiene courses for a total of 41 hours credit.
7. The student must be enrolled in Temple College during the semester of his/her graduation.
8. The student must have completed the last 18 semester hours of the work toward graduation at Temple College or have earned a total of 32 semester hours of TC work applicable toward the graduation requirements.
9. For any variation from the above prescribed requirements to be counted toward graduation, a written statement to this effect, signed by the Dental Hygiene Department Chairperson and the Vice President of Educational Services must be on file in the student's record folder.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Dental Hygiene

PREREQUISITES

CHEM	1305	Introductory Chemistry I and CHEM 1105.....	4
BIOL	2421	Microbiology.....	4
BIOL	2401	Human Anatomy and Physiology I	4
MATH		Competency Demonstration	
BIOL	2402	Human Anatomy and Physiology II	4
		Total.....	16

FIRST YEAR

Summer Semester (12 Weeks)

DHYG	1301	Orofacial Anatomy, Histology and Embryology	3
DHYG	1327	Preventive Dental Hygiene Care.....	3
		Total.....	6

Fall Semester

DHYG	1431	Preclinical Dental Hygiene	4
DHYG	1304	Dental Radiology	3
DHYG	2201	Contemporary Dental Hygiene Care I.....	2
ENGL	1301	Composition I.....	3
		Total.....	12

Spring Semester

DHYG	1311	Periodontology	3
DHYG	1260	Clinical-Dental Hygienist I	2
DHYG	1207	General and Dental Nutrition	2
DHYG	2231	Contemporary Dental Hygiene Care II.....	2
DHYG	1235	Pharmacology for Dental Hygienist	2
PSYC	2301	General Psychology.....	3
		Total.....	13

SECOND YEAR

Summer Semester

DHYG	1219	Dental Materials	2
DHYG	1235	Pharmacology for the Dental Hygienist.....	2
		Total.....	4

Fall Semester

DHYG	2361	Clinical-Dental Hygienist II	3
DHYG	1315	Community Dentistry	3
DHYG	1239	General and Oral Pathology	2
SOCI	1301	Introduction to Sociology	3
ENGL	2311	Technical/Business Writing	3
		Or	
ENGL	1302	Composition II and	
		Speech SPCH 1311, 1315, 1318, or 1321	3
		Total.....	14

Spring Semester

DHYG 2262	Clinical-Dental Hygienist III	2
DHYG 1123	Dental Hygiene Practice	1
DHYG 1291	Special Topics in Dental Hygiene.....	2
Elective	Fine Arts/Humanities	3
	Total.....	8
GRAND TOTAL		72

DIAGNOSTIC MEDICAL SONOGRAPHY

The Diagnostic Medical Sonography program is designed to prepare the student for an entry-level position as a Diagnostic Medical Sonographer. The DMS program consists of experiences, both didactic and practical, that develop the individual's potential to provide diagnostic quality sonograms. The foundation for this is derived from understanding Sonographic physics and application of these principles, and understanding the relationship of anatomical structures to produce diagnostic sonograms. The faculty facilitates learning opportunities that provide the student exposure to knowledge, skills, technology, and belief systems necessary for the practice of Sonography. These learning opportunities draw from and build on each other to provide progression in the development of sonographic skills. Course work specific to Diagnostic Medical Sonography and the general core curriculum, as outlined by the college, comprises the formal education plan for the ATC and AAS degree Sonography student.

It is the goal of the DMS team in conjunction with the support services at Temple College to:

1. Prepare graduates to successfully challenge the ARDMS Boards through didactic education and clinical experience.
2. Prepare students to be successful in meeting the challenges of being a Sonographer.
3. Provide a high quality educational experience for all students.
4. Provide tutoring and online tutoring to all students to help ensure their success in the Program.
5. Provide students with an awareness of the significance of continuing education and instill in them the desire to continue their education after graduation.
6. Teach students to practice Sonography within an ethical and legal framework consistent with ARDMS and SDMS standards.
7. Teach students to use critical thinking to analyze clinical data and current literature as a basis for decision making in Sonography.

Admission to the Diagnostic Medical Sonography Program

Students desiring admission to the DMS program must:

1. Complete the Temple College admission procedure and achieve admission to Temple College.
2. Attend a DMS information session. Dates and times are posted on the Temple College webpage <http://www.templejc.edu>
3. Complete the HOBIT test with a minimum of 70 in math and reading.
(Limit of taking the HOBIT test twice.)
4. Texas Success Initiative scores – All candidates should have passed all three parts of an assessment test by this time in order to be considered for enrollment in the DMS program.
5. Furnish all official transcripts from all schools attended including all prerequisite course grades.
 - a. The prerequisites must be completed prior to the start of the DMS program, with a minimum of a C in each course and a collective GPA of 2.5.
Students who apply for admission while completing the prerequisites may furnish transcripts after the application process prior to the start of the DMS program.
 - b. If you are eligible to sit for an allied health care board exam (ARRT, RN, LVN/LPN, RRT) you must successfully pass your boards prior to being admitted into the DMS program.
6. Admission into the DMS program is competitive. Competitive selection of students may become necessary if the number of applicants exceeds the number of seats available.
(Provided there is a tie in the total point score the selection of students for a seat in the DMS program is at the discretion of the DMS Admissions Committee composed of Allied Health Professionals, the DMS Program Chair, and the Associate Vice President of Health Professions.)
7. Two letters of reference completed on the form provided in the application packet.
8. Document verification of the completion of a series of mandated immunization. Documentation should be submitted at the time of application.

- a. Tetanus, diphtheria, mumps, measles, rubella, varicella, and Hepatitis B.
 - i. The first two inoculations in the Hepatitis B series must be completed by the end of August.
 - ii. **Students shall receive a complete series of Hepatitis B vaccine prior to the start of direct patient care.**
- b. Document a negative TB skin test or X-ray within the previous 3 months.
9. Written documentation of a complete physical exam within six months prior to beginning the DMS program, verifying good physical and mental health with required immunizations and receive medical clearance to participate in the program.
10. Interview with the DMS Admissions Committee. Interviews are requested by the DMS Admissions Committee. Those applicants selected for the interview process will be provided with a date and time for the interview.
11. After satisfactory completion of the above admission process, applicants will be notified by letter if they were accepted into the program.
12. After conditional acceptance to the program, the following must be completed:
 - a. Contact the DMS Chair to schedule a shadow session.
 - b. A satisfactory criminal background history check (specific instructions will be given). Any healthcare facility associated with Temple College may also require an additional criminal background check. Permission to perform the criminal background history check must be given by the student.
 - i. Failure to give permission will result in dismissal from the program. It will be necessary to dismiss a student from the DMS program if they are barred from practicing at any healthcare facility.
 - ii. Future employment and licensing may be affected by the results of a criminal background history check. The criminal background check must be completed no more than 30 days prior to the beginning of the program.
13. Drug screenings can be requested at any time by Temple College or a clinical site during enrollment in the DMS program. Failure to give permission will result in dismissal from the program.
14. Provide written documentation of successful completion of a CPR course designed for health care providers (e.g., **Basic Cardiac Life Support for Health Care Providers from the American Heart Association** or **CPR for the Professional Rescuer from the American Red Cross**). No student will be permitted in the clinical setting without current documentation on file (must remain current throughout the DMS program).
15. Attend a program orientation meeting.
16. All DMS students will be required to purchase professional liability insurance at the time of registration. Additional expenses incurred as part of the program are the responsibility of the student.
(See DMS Program Chair for additional information.)
17. If you have not completed #12 of the above within a week of the start of the DMS program you risk being dropped from the program.

Uniforms and other supplies

Students enrolled in the DMS Program at Temple College must purchase uniforms. The cost of uniforms is not included in any Temple College fees. Additional expenses incurred as part of the program are the responsibility of the student.

Student Travel Policy

A significant portion of the rotations must take place at clinical sites. These clinical sites may not be all located in Temple. Temple College and the DMS department assume no responsibility for expenses incurred as a result of travel or transportation that must be arranged to satisfy course requirements.

Liability Insurance

All students accepted into the DMS program will be required to purchase professional liability insurance at the time of registration. The cost of professional liability insurance is not included in any Temple College fees. Additional expenses incurred as part of the program are the responsibility of the student.

Requirements for an Associate of Applied Science Degree in Diagnostic Medical Sonography

In order to graduate from Temple College and receive the Associate of Applied Science Degree in Sonography, the student must meet the following requirements.

1. Completion of all prerequisites and general education course electives with a minimum of a 2.0 in each course with a collective GPA of 2.5
 - a. Composition I ENGL 1301
 - b. College Algebra MATH 1314
(Will accept Statistics or higher level mathematics course.)
 - c. Elementary Physics PHYS 1405
(Will accept Radiography Physics)
 - d. Anatomy and Physiology BIOL 2404
(OR Anatomy and Physiology I BIOL 2401 and Anatomy and Physiology II BIOL 2402)

- Seventy-two semester hours of course credit, exclusive of the developmental courses. Each course must be completed with a C grade or better. Included in the 72 semester hours of course work are the 49 hours of DMS Core courses. Each DMS core course must be completed in the required sequence with a C grade or better.
- Pass the exit exam with a 2.0 or higher. The exit exam is a comprehensive review exam covering all material during the students tenure.
- Completion of the Application for Graduation by deadline date.

ASSOCIATE OF APPLIED SCIENCE DIAGNOSTIC MEDICAL SONOGRAPHY

Prerequisites

MATH 1314	College Algebra.....	3
PHYS 1405	Elementary Physics (will accept Radiographic Physics)	4
ENGL 1301	Composition I.....	3
BIOL 2404	Anatomy and Physiology.....	4
	Total	14

FIRST YEAR

Fall 1

Session I

DMSO 1302	Basic Ultrasound Physics	3
DMSO 1110	Introduction to Sonography	1
DSVT 1103	Introduction to Vascular Technology	1
	Total	5

Session II

DMSO 1342	Intermediate Ultrasound Physics	3
DMSO 1441	Abdominopelvic Sonography	4
	Total	12

Spring I Semester

DMSO 2441	Sonography of Abdominopelvic Pathology	4
DMSO 2351	Doppler Physics	3
PSYC 2301	General Psychology	3
DMSO 1361	Clinical I – Diagnostic Medical Sonography.....	3
	Total	13

Summer Semester (12 weeks)

DMSO 2405	Sonography of Obstetrics and gynecology.....	4
DMSO 2363	Clinical II - Diagnostic Medical Sonography	3
	Total	7

SECOND YEAR

Fall II Semester

DMSO 2442	Sonography of High Risk Obstetrics.....	4
DMSO 2354	Neurosonology	3
HUMA XXX	Humanities Elective.....	3
DMSO 2366	Practicum I – Diagnostic Medical Sonography.....	3
	Total	13

Spring II Semester

DMSO 2245	Advanced Sonography Practices	2
DMSO 2230	Advanced Ultrasound and Review.....	2
DMSO 2353	Sonography of Superficial structures.....	3
DMSO 2367	Practicum II – Diagnostic Medical Sonography	3
ENGL 2311	Technical and Business Writing	3
	OR ENGL 1302 Composition II AND SPCH 1311 Introduction to Speech Communications	
	Total	13
	Total Hours	72

Exit Exam: You are required to pass the comprehensive exit exam to be eligible to graduate.

Requirements for an Advanced Technical Certificate in Diagnostic Medical Sonography

To be eligible for an Advanced Technical Certificate the student must meet the following requirements

1. Have an Associates or Bachelors in Radiologic Technology*
 - a. Have successfully challenged the ARRT boards
 - b. Be in good standing with the ARRT
 - c. Have maintained a 2.0 or higher in each course with a collective GPA of 2.5
2. Have an Associates or Bachelors degree in any health care discipline other than Radiologic Technology that incorporated the following courses into their curriculum:*
 - a. College Algebra
 - b. General Physics
 - c. Composition I
 - d. Anatomy and Physiology BIOL 2404
 - i. OR Anatomy and Physiology I BIOL 2401 and Anatomy and Physiology II BIOL 2402
3. Completion of all previous courses with a 2.0 or higher in each course with a collective GPA of 2.5
4. If you are eligible to sit for an allied health care board exam you must have successfully pass your boards and be in good standing with the credentialing body.

*if your degree plan did not include a "d" listed in #2 above you will be required to complete those courses with a minimum of 2.0 prior to being considered for a seat in the DMS program.

In order to graduate from Temple College and receive the Advanced Technical Certificate in Sonography, the student must meet the following requirements.

1. Completion of 49 hours of course credit in the required sequence with a minimum of a 2.0 in each course.
2. Pass the exit exam with a 2.0 or higher. The exit exam is a comprehensive review exam covering all material during the students tenure in the program.
3. Completion of the Application for Graduation by deadline date.

ADVANCED TECHNICAL CERTIFICATE DIAGNOSTIC MEDICAL SONOGRAPHY

FALL I

Session I

DMSO 1302	Basic Ultrasound Physics	3
DMSO 1110	Introduction to Sonography	1
DSVT 1103	Introduction to Vascular Technology	1
	Total	5

Session II

DMSO 1342	Intermediate Ultrasound Physics	3
DMSO 1441	Abdominopelvic Sonography	4
	Total	12

Spring I Semester

DMSO 2441	Sonography of Abdominopelvic Pathology	4
DMSO 2351	Doppler Physics	3
DMSO 1361	Clinical I – Diagnostic Medical Sonography	3
	Total	10

Summer Semester (12 weeks)

DMSO 2405	Sonography of Obstetrics and gynecology	4
DMSO 2363	Clinical II - Diagnostic Medical Sonography	3
	Total	7

SECOND YEAR

Fall II Semester

DMSO 2442	Sonography of High Risk Obstetrics	4
DMSO 2354	Neurosonology	3
DMSO 2366	Practicum I – Diagnostic Medical Sonography	3
	Total	10

Spring II Semester

DMSO 2245	Advanced Sonography Practices	2
DMSO 2230	Advanced Ultrasound and Review	2
DMSO 2353	Sonography of Superficial structures	3
DMSO 2367	Practicum II – Diagnostic Medical Sonography	3
	Total	10
	Total Hours	49

Exit Exam: You are required to pass the comprehensive exit exam to be eligible to graduate.

EMERGENCY MEDICAL SERVICES PROFESSIONS

THE PROFESSION AND THE PROGRAM

The primary role of Emergency Medical Services (EMS) professionals is providing patient care in pre-hospital settings and during transfers of patients between health care facilities. They respond to requests for out-of-hospital health care, assess patients, initiate treatment under written or verbal orders from a physician, and transport patients to appropriate facilities. Care that otherwise would be available only in an emergency department is taken into the community. EMS professionals also care for patients who are being transported between health care facilities, both in ground vehicles and on aircraft.

Employers of EMS professionals include ambulance services, fire departments, law enforcement agencies, and aeromedical transport services. In some areas, EMS professionals work in hospital emergency departments and critical care units. With additional education and experience, they also fill positions in EMS systems administration, industrial health and safety, emergency management, and emergency services education.

The Emergency Medical Services (EMS) Professions Department provides course work necessary to prepare students for practice as competent entry-level: (1) EMT-Basics, (2) EMT-Intermediates, or (3) Paramedics. Graduates are eligible for the certification exams offered by the National Registry of Emergency Medical Technicians (NREMT) and for certification or licensure by the Texas Department of State Health Services (DSHS). The EMS Professions Department also offers course work to prepare students for advanced practice as a Critical Care Paramedic.

A two-year program leads to an Associate of Applied Science degree in Emergency Medical Services. EMT-Intermediate and Paramedic Certificates of Completion are available for students who do not wish to pursue an associate's degree. The Department offers courses at both Temple and Taylor.

ADMISSION TO THE DEPARTMENT

There is no discrimination based on race, color, religion/creed, age, sex, disabling conditions, handicaps, or national origin. To be admitted to the EMS program, students must first meet the basic entrance requirements for admission to Temple College. However, admission to Temple College does not constitute automatic acceptance into the EMS program.

Applicants who believe they have a disability that will require accommodations during the application process or during their enrollment should contact the EMS Professions Department as early as possible. Students must be able to successfully complete all course and program requirements.

Persons enrolling in the EMT-Basic course (EMSP 1501/1160) must:

1. Apply for and achieve admission to Temple College.
2. Hold a high school diploma or a GED. (High school seniors may enroll but they must hold a high school diploma and be 18 years old to become eligible for certification.)
3. Document immunization against tetanus, diphtheria, mumps, measles, rubella, varicella, and hepatitis B (Some immunization series require five months to complete. Students must have all immunization completed prior to beginning the clinical rotations).
4. Document results from a tuberculosis skin test or chest x-ray performed within the previous 12 months.
5. Submit a completed EMT application packet.

A completed EMT application portfolio must be submitted according to deadlines established by the EMSP Department. The portfolio must include:

1. Verification of immunization against tetanus, diphtheria, mumps, measles, rubella, varicella, and hepatitis B.
2. Results from a tuberculosis skin test or chest x-ray performed within the last 12 months.
3. Documentation of high school graduation or a GED.

The number of students in the EMT program is limited by spaces available for clinical experience in affiliated hospitals and EMS provider organizations. Enrollment is available on a first come first served basis.

Persons enrolling in the Intermediate or Paramedic course must:

1. Apply for and achieve admission to Temple College
2. Document immunization against tetanus, diphtheria, mumps, measles, rubella, varicella, and hepatitis B. (Some immunization series require five months to complete) Students must have all immunization completed prior to beginning the clinical rotations).
3. Document results from a tuberculosis skin test or chest x-ray performed within the previous 12 months.
4. Show proof of EMT-Basic certification (NREMT or Texas DSHS). (Students who have completed an

- EMT course and are in the process of obtaining EMT certification are eligible to enroll.)
5. Submit a completed advanced application packet. Applicants for the intermediate or paramedic program who have completed an EMT-Basic course but who do not yet hold EMT-Basic certification may be accepted with the provision that they obtain EMT-Basic certification before starting clinical rotations during the first semester of advanced course work. Students are accepted for advanced course work beginning in the Fall semester at Taylor and in the Spring semester at Temple.

A completed advanced application portfolio must be submitted according to deadlines established by the EMSP Department. The portfolio must include:

1. An assessment score or documentation of exemption (ACCUPLACER, THEA, COMPAS, etc.).
2. Results of the Department's comprehensive EMT-Basic examination. Students who successfully complete EMSP 1501 from Temple College are exempt from taking this examination and may substitute their score on the EMSP 1501 final examination.
3. Verification of immunization against tetanus, diphtheria, mumps, measles, rubella, varicella, and hepatitis B.
4. Results from a tuberculosis skin test or chest x-ray performed within the last 12 months.
5. Documentation of high school graduation or a GED.
6. Copies of all relevant academic transcripts: high school, college or university, military service schools, other (proprietary schools).
7. Documentation of EMT-Basic certification. Students who are currently enrolled in an EMT-Basic course or who have completed EMT-Basic course work and are engaged in the credentialing process should provide a statement to this effect.
8. A resume or curriculum vitae showing work history with emphasis on EMS experience.

After a completed application portfolio is on file, an interview with at least one member of the EMSP faculty will be scheduled. Letters regarding admission status will be mailed within two weeks of interviews. If an application is rejected, the applicant may request a hearing before the Department Chairman. Requests must be submitted in writing and must include the reasons why the application should be reconsidered.

The number of students in the program is limited by spaces available for clinical experience in affiliated hospitals and EMS provider organizations. Competitive selection of students may become necessary if the number of applicants exceeds the number of seats available. In this event, a committee consisting of the Medical Director and EMSP faculty will review applicants. Factors that may be considered should competitive selection become necessary include:

1. Previous academic performance.
2. Comprehensive departmental EMT-Basic exam scores (or scores on the EMSP 1501 comprehensive final examination).
3. Interview results.
4. Prior work experience in EMS.
5. Temple College service area residency status.
6. Employment by one of the Department's clinical affiliates

UNIFORMS AND OTHER SUPPLIES

Students enrolled in EMSP clinical courses must purchase uniforms consisting of black "pro-tuff" style pants, black boots, black belt, and a white uniform shirt. Purchase of a stethoscope also is required. The cost of clinical uniforms and equipment is not included in any College fees.

PROFESSIONAL LIABILITY INSURANCE

Students will be assessed a professional liability insurance fee when they enroll in their first EMSP clinical course during an academic year. This fee will cover the cost of malpractice insurance coverage for the remainder of that academic year.

STUDENT EMPLOYMENT

The decision to work while enrolled in the EMS program rests with the individual student. While students may be employed in or volunteer in the clinical setting outside of regular instructional hours, they may count time and patient care procedures toward completion of course requirements only if they are functioning in the capacity of a student on a scheduled clinical rotation.

The EMSP Department cannot guarantee that all required clinical rotations will be available at times outside of the hours of a student's regular employment. If a clinical rotation required for successful completion of the course in which a student is enrolled is allowed only during a period of time when a student is engaged in his/her regular employment, the student will be required to arrange time off from work to complete the rotation.

STUDENT TRAVEL POLICY

A significant portion of the rotations must take place at clinical sites that provide access to larger numbers of patients presenting common problems encountered in the delivery of emergency care. Temple College and the EMSP Department assume no responsibility for expenses incurred as a result of travel or transportation that must be arranged to satisfy course requirements.

BACKGROUND TESTING POLICY

Clinical sites will require a criminal background check and/or drug screen testing prior to beginning clinical rotations. If the student does not meet the standards set by the clinical site, the student will not be allowed to attend or complete the clinical at that site.

PROMOTION

Once the student is accepted into advanced EMSP course work, it is expected that he or she will continue to progress directly to the next semester's courses. To do this, the student must:

1. Have completed all previously required EMSP courses with a grade of "C" or better.
2. Have satisfied the competency requirements for all previously required EMSP courses.
3. Maintain good academic standing according to Temple College's Minimum Academic Standards, Scholastic Probation, and Scholastic Suspension policies.
4. Meet all general Temple College requirements and be approved for registration.

The following grading scale applies to all EMSP courses:

Numerical Value	Letter Grade	Points
89.5-100	A	4.0
80.5-89.4	B	3.0
79.5-80.4	C	2.0
69.5-79.4	D	1.0
below 69.5	F	0.0

Instruction in EMSP course work is competency-based. Although minimum clock hour requirements for didactic instruction, clinical rotations, and field internship have been established, successful completion depends on the student's demonstrating proficiency in the knowledge, skills, and personal behaviors/attitudes required of an entry-level EMS professional. Paramedic students complete a field internship under the supervision of experienced preceptors. They must demonstrate the ability to apply and integrate the knowledge, skills, and personal behaviors/attitudes of an entry-level Paramedic and must receive a final evaluation of entry-level competency from their assigned preceptor(s). EMS Professions students also must successfully complete a comprehensive written exit examination and a clinical simulation/oral examination conducted at the end of the final semester.

CERTIFICATION AND LICENSURE

Students who successfully complete prescribed EMSP course work are eligible to take NREMT examination at the appropriate level and to apply for Texas Department of State Health Service's (DSHS) certification or licensure.

The NREMT administers a separate process from the one used by Temple College for determining whether accommodations for disabilities will be granted during the certification examination process. Eligibility is evaluated on a case-by-case basis. Therefore, a student who receives an accommodation during a course taught at Temple College has no guarantee of receiving an accommodation for the NREMT certification examination.

The nature of EMS duties requires restrictions to be placed on credentialing of persons with criminal histories. Applicants with criminal histories who wish to take the NREMT examination or be certified or licensed by DSHS are reviewed by those agencies on a case-by-case basis. Therefore, the EMSP Department is not able to advise a student with a criminal history if he/she will be eligible for certification and/or licensure upon course completion. Questions regarding certification or licensure of applicants with criminal histories should be directed to the Texas Department of State Health Services or the National Registry of EMTs.

Credentialing requirements, procedures, and fees vary significantly from state to state. It is the responsibility of a student who anticipates practicing in another state to contact the appropriate agency regarding credentialing or reciprocity procedures.

ASSOCIATE OF APPLIED SCIENCE DEGREE Emergency Medical Services

Fall Semester

BIOL 2401	Human Anatomy and Physiology I.....	4
EMSP 1501	EMT-Basic	5
EMSP 1160	Clinical—EMS.....	1
	Total	10

Spring Semester

BIOL 2402	Human Anatomy and Physiology II.....	4
EMSP 1438	Introduction to Advanced Practice.....	4
EMSP 2348	Emergency Pharmacology.....	3
EMSP 1356	Patient Assessment and Airway Management.....	3
EMSP 1162	Clinical—EMS.....	1
	Total	15

Summer Semester

EMSP 1355	Trauma Management	3
EMSP 1263	Clinical—EMS.....	2
EMSP 2544	Cardiology	5
ITSE 1294	Information Technology in Health Care Occupations ...	2
PSYC 2301	General Psychology	3
	Total	15

Fall Semester

EMSP 2434	Medical Emergencies.....	4
EMSP 2430	Special Populations	4
EMSP 2260	Clinical—EMS.....	2
ENGL 1301	Composition I	3
	Humanities Elective.....	3
	Total	16

Spring Semester

EMSP 2143	Assessment Based Management	1
EMSP 2338	EMS Operations	3
EMSP 2135	Advanced Cardiac Life Support.....	1
EMSP 1147	Pediatric Advanced Life Support.....	1
EMSP 1149	PreHospital Trauma Life Support	1
EMSP 2460	Clinical—EMS.....	4
ENGL 2311	Technical Writing	3
	Total	14
	GRAND TOTAL	70

ENHANCED SKILLS CERTIFICATE Critical Care Paramedic

Fall Semester

EMSP 2458	Critical Care Paramedic.....	4
EMSP 2263	Clinical—Emergency Medical EMT Paramedic.....	2
	Total	6

LEVEL I - CERTIFICATE (TSI WAIVED) EMT-Intermediate

Fall Semester

BIOL 2404	Introduction to Human Anatomy and Physiology*	4
EMSP 1501	EMT-Basic	5
EMSP 1160	Clinical—EMS.....	1
	Total	10

Spring Semester

EMSP 1438	Introduction to Advanced Practice.....	4
EMSP 2348	Emergency Pharmacology.....	3
EMSP 1356	Patient Assessment and Airway Management.....	3
EMSP 1162	Clinical—EMS.....	1
	Total	11

Summer Semester

EMSP 1355	Trauma Management	3
EMSP 1263	Clinical—EMS	2
	Total	5
	GRAND TOTAL	26

* BIOL 2401 may be substituted for BIOL 2404

LEVEL II - CERTIFICATE OF COMPLETION (TSI REQUIRED)
Paramedic

Fall Semester

BIOL 2404	Introduction to Human Anatomy and Physiology*	4
EMSP 1501	EMT-Basic	5
EMSP 1160	Clinical—EMS	1
	Total	10

Spring Semester

EMSP 1438	Introduction to Advanced Practice	4
EMSP 2348	Emergency Pharmacology	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1162	Clinical—EMS	1
	Total	11

Summer Semester

EMSP 1355	Trauma Management	3
EMSP 1263	Clinical—EMS	2
EMSP 2544	Cardiology	5
	Total	10

Fall Semester

EMSP 2434	Medical Emergencies	4
EMSP 2430	Special Populations	4
EMSP 2260	Clinical—EMS	2
	Total	10

Spring Semester

EMSP 2143	Assessment Based Management	1
EMSP 2338	EMS Operations	3
EMSP 2135	Advanced Cardiac Life Support	1
EMSP 1147	Pediatric Advanced Life Support	1
EMSP 1149	Pre-Hospital Trauma Life Support	1
EMSP 2460	Clinical—EMS	4
	Total	11
	GRAND TOTAL	52

* BIOL 2401 may be substituted for BIOL 2404

NURSING

Associate of Applied Science Degree in Nursing

The Associate Degree Nursing (ADN) program leads to an Associate of Applied Science degree and allows the graduate to apply to take the state licensing exam for registered nursing. Completion of the AAS degree in nursing does not guarantee admittance to the registered nurse license examination. Graduates will be required to answer questions about their drug, alcohol, psychiatric, and/or conviction history for determination of eligibility to take the licensing exam for registered nursing. Criminal background checks are now required on all graduates. Further information is available in the office of the ADN Department. The Associate Degree Nursing Program is fully accredited by the National League for Nursing Accrediting Commission, INC 212-363-5555, 61 Broadway, New York, NY 10006.

PHILOSOPHY

The philosophy of the Temple College Associate Degree Nursing program reflects the beliefs of the faculty and provides the foundation for the nursing program. The ADN philosophy is congruent with the institution's mission statement by providing quality education to prepare ADN graduates who are capable of entry level employment in the diverse community served by Temple College. The purpose of the ADN program is to provide assistance in supplying the Central Texas area with qualified graduate nurses who are prepared to meet the licensure by examination requirements to become registered nurses.

The faculty recognizes the holistic nature of the individual with biological (physical being), psychological (mind), and social (relationships with others) dimensions. These dimensions are interrelated to create the whole; when one dimension changes, other dimensions may be affected. The individual is understood to be a dynamic being with varying capacity to meet their needs. Each individual has the right to be actively involved in a plan to meet their needs. When active involvement is not possible, the individual is entitled to assistance in a caring manner.

Nursing is a profession in which caring behaviors are provided by interaction with the client in response to actual or potential unmet needs. Caring behaviors are those practices that demonstrate the nurse's altruistic concern for the welfare of the client. These behaviors are integrated from both scientific and humanistic experiences. The five steps of the nursing process, assessment, diagnosis, planning, implementation, and evaluation, are utilized as the method to promote critical thinking to integrate scientific principles with humanistic concerns. The nurse provides caring behaviors by performing in the roles of provider of care, coordinator of care, and profession member. These roles may be performed in a variety of settings. The nurse is accountable for performance in these roles not only to one's self and the profession, but also to a local, national, and global society.

Nursing education consists of experiences both didactic and practicum that develop the individual's potential to provide quality care. The foundation for these experiences is derived from scientific and humanistic concepts and principles. The faculty facilitates learning opportunities that provide the student exposure to knowledge, skills, technology, and belief systems necessary for professional nursing practice. These learning opportunities draw from and build on each other to provide progression in the development of nursing roles. Course work specific to nursing and the general core curriculum, as outlined by the College, comprises the formal education plan for the associate degree nursing student.

Learning is viewed as a continuing process involving cognitive, affective, and psychomotor domains. Learning in the nursing program is dependent on faculty-student interaction. The faculty has the responsibility for guiding the learner to experiences that will assist them in meeting the objectives of the nursing program. The student has the responsibility for acquiring the knowledge, values and skills necessary to meet the objectives of the nursing program. Both participants have the responsibility for creating and participating in a learning climate that fosters the maximum development of each student's potential. This focus recognizes that learning beyond the formal educational setting is essential and does not stop upon completion of the formal learning plan.

The nursing curriculum incorporates the following concepts: the individual is a holistic being with varying capacity to meet their needs; nursing interacts with the individual in response to unmet needs by utilizing the nursing process to provide caring behaviors; the nurse performs in the roles of provider of care, coordinator of care, and profession member. Inherent within these concepts is the importance of communication in a variety of forms.

The role of the graduate associate degree nurse in the profession of nursing is to:

1. Display a commitment to the value of caring by delivering client-centered care;
2. Use the nursing process as a basis for critical thinking to integrate scientific and humanistic principles and concepts;
3. Act as a coordinator in organizing and facilitating quality client care;
4. Practice as a coordinator and provider of care in a variety of settings where policies and procedures are specified and guidance is available;
5. Communicate effectively in performance of professional roles;

6. Practice within the ethical and legal framework of nursing and be accountable for ensuring high standards of nursing practice;
7. Be a contributing member within the profession of nursing.

OBJECTIVES

On the basis of this philosophy, the faculty believe that the Temple College Associate of Applied Science nursing program graduate will:

1. Integrate scientific and humanistic concerns to provide caring behaviors through a variety of practices.
2. Determine the health status of clients from a holistic perspective.
3. Participate with clients to formulate client-centered nursing diagnoses, goals, and a plan of care to meet their holistic health needs, incorporating promotion, prevention, maintenance, and restoration.
4. Implement the nursing plan of care according to standards of practice.
5. Provide for the safety of self and others.
6. Incorporate culturally sensitive nursing care for a diverse population.
7. Participate with clients to evaluate their progress toward established goals.
8. Develop, implement, and evaluate individualized teaching-learning plans concerning promotion, prevention, maintenance, and restoration of health.
9. Establish and maintain effective communication with clients, nurses, and other health care team members.
10. Establish priorities, organize and provide care for multiple clients.
11. Delegate aspects of care to appropriate health care providers commensurate with their educational preparation and experience.
12. Coordinate human and material resources to provide cost effective and quality care to meet health needs.
13. Collaborate with the client and other health care team members to meet the health needs of clients.
14. Refer clients to resources that facilitate continuity of care.
15. Assume professional responsibility and accountability.
16. Practice nursing within an ethical and legal framework, consistent with nursing practice standards as defined by professional and regulating organizations.
17. Act as an advocate to promote the provision of quality health care for clients.
18. Participate in activities that promote the development of self and nursing.
19. Use a critical thinking approach to analyze clinical data and current literature as a basis for decision making in nursing practice.

ADMISSION TO THE ADN PROGRAM

Students desiring admission to the ADN program must:

1. Complete the Temple College admission process. All college requirements must be met.
2. Enroll in the prerequisite courses. These courses are BIOL 2401 Anatomy & Physiology I, ITSE 1294 Special Topics in Computer Science, and PSYC 2301 General Psychology. The 3 **prerequisite courses** must be completed or in progress during the Spring semester to be able to apply for the Fall semester class. Corequisite courses may be taken prior to acceptance into the nursing program.
3. Take the Nursing preentrance test. The test will be given at the TC Testing Center in **February and March for the fall class**. (See the TC Website for specific dates and instructions.)
4. Complete the **ADN application process**. Bring your pre-entrance test results to the Dell Martin Nursing Education Center. If you are bringing scores from another college, the results must be in a college letterhead, sealed envelope. After your scores have been received, you will be given an application.

The application process includes furnishing **official transcripts** of prerequisite course grades and any courses that may apply to the ADN program. You must have a minimum of a "C" in every course. A minimum overall grade point average (GPA) of 2.5 (in all courses that apply toward the nursing curriculum) is required for application to the ADN program. Biology courses must have been taken within the past ten years.

Applications will not be processed if any of the stated admission requirements are missing or incomplete.

5. Applicants will be notified by letter of whether or not they are conditionally accepted into the program. If conditionally accepted into the program, the following must be completed:

A current physical examination (within six months prior to beginning the nursing program) verifying good physical and mental health with required immunizations. Note: Students shall receive the complete series of 3 Hepatitis B immunizations prior to the start of direct patient care.

A satisfactory criminal background history check (specific instructions will be given). Any healthcare facility associated with Temple College may also require criminal background history checks. Permission to perform the criminal background history check must be given by the student. Failure to give permission could result in dismissal from the program. It

may be necessary to dismiss students from a program if they are barred from practicing at any healthcare facility. Future employment and licensing may be affected by the results of a criminal background history check. The Texas Board of Nursing will also conduct a criminal background history check at the completion of the program. The background history check you will do for us will **NOT** guarantee you will meet the BON requirements.

Written documentation of successful completion of a CPR course designed for health care providers (e.g., **Basic Cardiac Life Support for Health Care Providers** from the American Heart Association or **CPR for the Professional Rescuer** from the American Red Cross). No student will be permitted in the clinical setting without current documentation on file (must remain current throughout the ADN program).

Students seeking admission to the ADN program are admitted on the basis of the following criteria, with maximum point totals awarded as indicated:

- GPA (only general education courses that apply to the ADN curriculum) (5 points)
- Number of general education credits that apply toward the ADN curriculum (3 points)
- Temple College service area residency status (1 point)
- Pre-Test Score (4 pts)

One point will be deducted from an applicant's point total if the applicant has failed any nursing course in another nursing program.

Admission to the nursing program is determined during the late spring for the fall semester. In the case of competitive admissions, requirements over and above the minimum may be necessary.

Admission to Temple College does not constitute automatic acceptance into the nursing program. In the event the application is rejected, the applicant may request a review by the ADN Department Chair.

PROMOTION

Once a student is accepted into and begins the ADN program curriculum, it is expected that the student will continue to progress directly to the next semester's courses. In order to do this, the student must:

1. Have completed all previously required courses with a "C" grade (2.0 based on a 4.0 scale) or better;
2. Be concurrently enrolled in required non-nursing courses scheduled for that semester, or have previously passed these courses with a minimum grade of "C" (2.0);
3. Maintain good academic standing (See the College catalog, Academic Standards, Scholastic Probation, & Scholastic Suspension policies);
4. Meet all general Temple College requirements (be approved for registration).

Failure in any required nursing course indicates possibility of failure on the board exam. Therefore, no more than one nursing course may be repeated during the program, due to failure, and that course may be repeated only once.

In all nursing courses, the following grading scale will be used.

Numerical Value	Letter Grade	Points
93-100	A	4.0
85-92	B	3.0
75-84	C	2.0
Below 75	F	0

In all courses, both nursing and non-nursing, that count toward graduation, the minimum passing grade is a "C" or 2.0 on the 4.0 scale. Further grading criteria can be found in each course outline.

READMISSION TO THE ADN PROGRAM

Students may apply for readmission to the ADN program following their withdrawal or dismissal by submitting a new application to the ADN Department office. Students seeking readmission who have successfully completed any nursing courses more than three years prior to readmission will be required to re-enroll in the nursing courses. All policies specified by Temple College for readmitting students will apply (see the College Catalog section on readmission under the Application for Admission policy.) Applicants being readmitted to the first semester of nursing courses will be considered using the same criteria as new applicants. All other requests for readmission are determined by the priority criteria as listed below. Applicants being considered for readmission to other semesters will be considered on a space available basis by the ADN Director, or designee.

The ADN Director, or designee, will review the applicant's record and make recommendations as to placement in the program.

A student who was dismissed for an unsatisfactory grade in a nursing course (class and/or clinical) will be asked to discuss the

problems that led to dismissal; and actions that have been taken that would enable him/her to reasonably expect success in completing the program, passing the licensing exams, and contributing to the profession of nursing. **After a second nursing program failure or withdrawal, a student is not eligible for readmission.** Students who were dismissed from the nursing program for unsafe practice are not eligible for re-admittance.

TRANSFER TO THE TC ADN PROGRAM FROM ANOTHER NURSING PROGRAM

Transfer students who have been enrolled in an approved RN level nursing school will be considered for admission on a space available basis. All policies specified by Temple College for accepting transfer students will apply (see the College Catalog, Transfer of Credits, Resolution of Transfer Disputes, and Transfer Students.)

Required non-nursing courses will be evaluated for transferability by the Director of Admissions and Records. The student must arrange for all official transcripts to be sent directly to the Admissions and Records office. In addition, if a course description is not readily available in the Admissions and Records office, the student will be responsible for providing a copy of the appropriate course description prior to the final determination. An official copy of all transcripts and course descriptions should also be sent to the ADN Department office.

Required nursing courses will be evaluated for transferability by the ADN Director or designee, in association with the Director of Admission and Records. The student must arrange for an official transcript to be sent directly to the Admissions and Records office. In addition, the student will be responsible for providing a copy of the course description, syllabus, objectives, and an official transcript to the ADN Department. Prior to the final determination, the ADN Director, or designee may request the student to provide further information and may consult with specific faculty regarding the acceptability of potential nursing transfer courses into the Temple College curriculum.

Upon final determination of the transferability of any courses, the ADN Director will approve the curriculum plan to be followed by the transfer student. Any student transferring into the nursing program from another nursing program will enter Temple College ADN program with only one attempt to complete the program.

PRIORITIZATION LISTING FOR READMISSION AND TRANSFERS

Request for readmission or transfer students will be prioritized as follows:

1. First priority: Former Temple College students with a passing grade in previous nursing courses.
2. Second priority: Transfer students with passing grades in previous nursing courses.
3. Third priority: Former Temple College students with a previous nursing course failure.
4. Fourth priority: Transfer students with a previous nursing course failure.

Within each priority group, preference is given based on nursing GPA.

REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREE

In order to graduate from Temple College and receive the Associate of Applied Science degree in Nursing, the student must meet the following requirements:

1. Six semester hours of English: ENGL 1301 and 2311. ENGL 1302 may be used instead of ENGL 2311 if the student also takes three hours of Speech: SPCH 1311, 1315, 1318, or 1321.
2. Six semester hours in behavioral sciences: PSYC 2301 and PSYC 2314.
3. Three semester hours in fine arts or humanities to be selected from the disciplines of art, history, literature, music, philosophy (excluding logic), drama/theater and humanities.
4. Eight semester hours of anatomy and physiology: BIOL 2401 and BIOL 2402. Two semester hours of computer information technology: ITSE 1294. Four semester hours of microbiology: BIOL 2421.
For any variation from these prescribed requirements to be counted toward graduation, a written statement to this effect, signed by the ADN Director and the Vice President of Educational Services, must be on file in the student's record.
5. For the basic level entry student: 72 semester hours of course credit, exclusive of developmental courses. Included in the 72 semester hours of course work must be all of the required nursing courses, or their equivalent, for a total of 43 hours of credit. For the LVN Bridging student: 60 semester hours of course credit, exclusive of developmental courses. Included in the 60 semester hours of course work must be all of the nursing courses required in the LVN Bridging curriculum, or their equivalent, for a total of 28 hours of credit. For both programs, all prescribed courses must be completed with a minimum of a "C" grade. For any variation from these requirements to be counted toward

- graduation, approval must be given by the ADN Director, ADN Program.
6. Complete the last 18 semester hours of the work toward graduation at Temple College or earn a total of 32 semester hours of TC work applicable toward the degree requirements.
 7. Pass the exit exam before graduating from the Associate Degree Nursing program.
 8. Complete the Application for Graduation by deadline date.

ASSOCIATE OF APPLIED SCIENCE DEGREE Nursing (ADN Program)

NOTE: The student must earn a "C" or higher grade in each course.

Prerequisites

BIOL	2401	Human Anatomy and Physiology I.....	4
ITSE	1294	Special Topics in Computer Science	2
PSYC	2301	General Psychology	3
		Total	9

FIRST YEAR

Fall Semester

BIOL	2402	Human Anatomy and Physiology II.....	4
RNSG	1201	Pharmacology.....	2
RNSG	1360	Clinical-Nursing I –Registered Nurse Training	3
RNSG	1205	Nursing Skills I	2
RNSG	1309	Introduction to Nursing	3
		Total	14

Spring Semester

PSYC	2314	Lifespan Growth and Development.....	3
RNSG	1431	Principles of Clinical Decision-Making.....	4
RNSG	1146	Legal & Ethical Issues for Nurses	1
RNSG	1110	Introduction to Community-based Nursing	1
RNSG	1361	Clinical-Nursing II-Registered Nurse Training.....	3
		Total	12

Summer Semester I

BIOL	2421	Microbiology	4
		Total	4

Summer Semester II

RNSG	2213	Mental Health Nursing.....	2
RNSG	1262	Clinical-Nursing III-Registered Nurse Training	2
		Total	4

SECOND YEAR

Fall Semester

ENGL	1301	Composition I.....	3
Elective		Fine Arts/Humanities.....	3
RNSG	1447	Concepts of Clinical Decision-Making	4
RNSG	2201	Care of Children & Families.....	2
RNSG	2360	Clinical-Nursing IV-Registered Nurse Training	3
		Total	15

Spring Semester

ENGL	2311	Technical & Business Writing** or ENGL 1302 CompositionII and 3 credits Speech (1311,1315,1318,1321).....	3-6
RNSG	1251	Care of the Childbearing Family.....	2
RNSG	2441	Advanced Concepts of Clinical Decision-Making +.....	4
RNSG	2221	Management of Client Care.....	2
RNSG	2361	Clinical-Nursing V-Registered Nurse Training	3
		Total	14-17
		Total Hours.....	72-75

**Course includes speech component.

*Exit Exam – All candidates for graduation will be required to pass the exit examination before graduating from the Associate Degree Nursing Program.

BRIDGING PROGRAM (LVN TO ADN)

This program prepares the Licensed Vocational Nurse to make the transition into the professional nursing role. Upon completion of this program, graduates receive an Associate of Applied Science degree which qualifies them to apply for the state licensing examinations for registered nursing. Graduates will be required to answer questions about their drug, alcohol, psychiatric, and/or conviction history for determination of eligibility to take the licensing exam for registered nursing. Criminal background checks are now required on all graduates. Further information is available in the office of the ADN department. NLNAC is an additional resource for program information, (212) 363-5555, 61 Broadway, New York, NY 10006.

ADMISSION TO THE LVN BRIDGING PROGRAM

Students desiring admission to the LVN Bridging program must:

1. Complete the Temple College admission process. All college requirements must be met.
2. Complete the following **prerequisite courses**: BIOL 2401, BIOL 2402, BIOL 2421, ITSE 1294, PSYC 2301, PSYC 2314, and VNSG 1323. These courses must be completed by the end of the Fall semester before you apply. The VNSG 1323 course will be equated to a basic skills/fundamentals type course that the applicant completed in their Vocational Nursing program.
3. Complete the ADN application process (see the TC Website for specific dates and instructions).

This process requires proof of:

- **Graduation** from a Texas VN program or out-of-state NLN accredited program;
- A valid Texas VN **license** in good standing.
- A **grade of "C" or better** in all VN courses and any course that applies toward the ADN curriculum/degree;
- **Nursing practice experience** of six months full time or one year part time within the last two years, if the applicant graduated more than two years before admission (part time is defined as a minimum of 800 hours per year; a letter from the employer(s) will be required to verify work experience).
- Complete an **application** from the Dell Martin Nursing Education Center.
- Furnish **official transcripts** of prerequisite course grades and any courses that may apply to the Bridging program.

You must have a minimum of a "C" in every course. Proof of VN graduation with a minimum average of "C" must show on the transcripts. A minimum overall grade point average (GPA) of 2.5 (in all courses that apply toward the nursing curriculum) is required for admission to the Bridging program. Biology courses must have been taken within the past ten years.

Applications will not be processed if any of the stated admission requirements are missing or incomplete. See the TC Website for specific dates and instructions.

4. Applicants will be notified by letter of whether or not they were conditionally accepted into the program. If conditionally accepted into the program, the following must be completed:

A current **physical examination** (within six months prior to beginning the nursing program) verifying good physical and mental health with required immunizations. Note: Students must receive the complete series of three (3) Hepatitis B immunizations prior to the start of direct patient care.

A satisfactory **criminal background history check** (specific instructions will be given). Any healthcare facility associated with Temple College may also require criminal background history checks. Permission to perform the criminal background history check must be given by the student. Failure to give permission could result in dismissal from the program. It may be necessary to dismiss students from a program if they are barred from practicing at any healthcare facility. Future employment and licensing may be affected by the results of a criminal background history check. The Texas Board of Nursing will also conduct a criminal background history check at the completion of the program. The background history check that is done for admission does **NOT** guarantee that the student will meet the BON requirements.

Written documentation of successful completion of a **CPR course** designed for health care providers (e.g., **Basic Cardiac Life Support for Health Care Providers** from the American Heart Association or **CPR for the Professional Rescuer** from the American Red Cross). No student will be permitted in the clinical setting without current documentation on file (must remain current throughout the ADN program).

Students seeking admission to the LVN Bridging program are admitted to the program on the basis of the following criteria, with maximum point totals awarded as indicated:

- GPA, only general education courses that apply to the ADN curriculum (5 points)
- Number of general education credits that apply to the ADN curriculum (3 points)
- Graduate of Temple College Vocational Nursing Program (1 point)
- Temple College service area residency status (1 point)

One point will be deducted from an applicant's point total if the applicant has failed any nursing course in a nursing program.

*Admission to the Bridging Nursing Program is determined during the mid spring for the summer semester. In case of competitive admissions, requirements above the minimum may be necessary. Admission to Temple College does not constitute automatic acceptance into the nursing program. In the event the applicant is not accepted for admission to the nursing program, the applicant may request a review by the ADN Department Chairman.

Policies on promotion, readmission, and transfer apply to both Bridging and ADN students.

**ASSOCIATE OF APPLIED SCIENCE DEGREE
Nursing (LVN Bridging Program)
(Must be a Licensed Vocational Nurse)**

Prerequisites

BIOL	2401	Human Anatomy and Physiology I.....	4
BIOL	2402	Human Anatomy and Physiology II.....	4
BIOL	2421	Microbiology	4
ITSE	1294	Special Topics in Computer Science	2
PSYC	2301	General Psychology	3
PSYC	2314	Lifespan Growth and Development.....	3
VNSG	1323	Basic Nursing Skills(credit transferred from VN Program)	3
		Total	23

Summer Semester I

RNSG	2307	Transition to Nursing Practice.....	3
RNSG	1162	Clinical-Nursing-Registered Nurse Training	1
		Total	4

Summer Semester II

RNSG	2213	Mental Health Nursing	2
RNSG	1262	Clinical-Nursing III-Registered Nurse Training	2
		Total	4

SECOND YEAR

Fall Semester

ENGL	1301	Composition I	3
	Elective	Humanities/Fine Arts.....	3
RNSG	1447	Concepts of Clinical Decision-Making	4
RNSG	2201	Care of Children & Families	2
RNSG	2360	Clinical-Nursing IV-Registered Nurse Training	3
		Total	15

Spring Semester

ENGL	2311	Technical & Business Writing** or ENGL 1302 Composition II and 3 credits Speech (1311, 1315, 1318, 1321).....	3-6
RNSG	2441	Advanced Concepts of Clinical Decision-Making +	4
RNSG	1251	Care of the Childbearing Family.....	2
RNSG	2221	Management of Client Care.....	2
RNSG	2361	Clinical-Nursing V-Registered Nurse Training	3
		Total	14-17
		Total Hours	60-63

**Course includes speech component

*Exit Exam – All candidates for graduation will be required to pass an exit examination before graduating from the Associate Degree Nursing program.

VOCATIONAL NURSING

This one-year Vocational Nursing (VN) program is designed to prepare students with the experience and education to function in a variety of health care settings under the supervision of a registered nurse. Upon successful completion of the program, a certificate is awarded by Temple College, and allows graduates to apply to take the state licensing examination for vocational nursing. Completion of the VN program does not guarantee admittance to the vocational nursing licensure examination. Graduates will be required to answer questions about their drug, alcohol, psychiatric, and/or conviction history for determination of eligibility to take the licensing examination for vocational nursing. Further information is available in the office of the VN department.

PHILOSOPHY

The philosophy of the Temple College Vocational Nursing program reflects the beliefs of the faculty and provides the foundation for the nursing program. The philosophy of the program complements the institution's mission statement by providing quality education to prepare VN graduates who are capable of entry-level employment in the diverse community served by Temple College. The purpose of the VN program is to provide assistance in supplying the Central Texas area with qualified vocational nurses who are prepared to take the National Council Licensure Examination to become licensed vocational nurses.

The Vocational Nursing Faculty supports the following beliefs:

Individual - Each individual is recognized as a holistic being with physical, psychological, socio-cultural and spiritual dimensions which are interrelated to create a whole. Individuals continuously adapt to an ever changing environment while experiencing varying degrees of health throughout the lifespan. Therefore, each person has the right to make positive lifestyle choices for his/her health to maintain optimum quality of life. These lifestyle choices must focus on meeting the basic needs that are essential to life and progress toward self-actualization. Each individual has the right and responsibility to be given treatment in a caring manner and to be actively involved in planning this care to meet their individual needs.

Society - A society is formed by the networking of individuals, families, and communities. Each person brings to this group their own perceptions, values, attitudes, skills and knowledge. In a society that is dynamic and culturally diverse, everyone benefits when individuals work together to form common goals that meet the needs of all members.

Nursing - Nursing synthesizes knowledge from both the arts and the sciences to form the theoretical base for the profession. It combines the art of caring and nurturing with scientific principles and skills in providing preventative, therapeutic, and rehabilitative care for individuals and families. The nursing process is used as a basis for providing a systematic decision making approach in providing holistic care to clients in various stages of the life cycle. As nurses increase their levels of expertise, they demonstrate competency in the roles of provider of care, coordinator of care, and member of a profession according to their levels of responsibility.

Vocational nursing - The vocational nurse is an integral component of the health care team. Each nurse provides direct basic care for multiple clients in structured settings and assists in the coordination of care in collaboration with other health care professionals. These nurses recognize the role of nursing research in improving client care. Vocational nurses are accountable for their own actions and must provide a standard of practice that is within legal and ethical parameters. Each nurse must seek opportunities that promote personal and professional growth.

The Teaching-Learning process - Learning is defined as an interactive process demonstrated as a partnership that fosters professional growth. The teaching-learning process must be individualized and collaborative. The faculty must provide a curriculum that is continuously evaluated to meet the ever changing educational and technological needs of society. Faculty members must inspire excellence as they serve as role models and facilitators in providing learning experiences that target the learner's needs. The student must demonstrate responsibility for learning by actively participating in the learning process. Learning experiences proceed on a continuum from simple to complex.

Nursing education - All nursing education consists of nursing theory principles integrated with clinical experiences in varied health care settings. Nursing education empowers students to problem solve and use critical thinking skills to seek solutions to problems. Students from diverse cultural and educational backgrounds must be provided opportunities to develop the knowledge, attitudes, and skills necessary to become competent, caring, and legal-ethical members of the health care team. Quality nursing education must be provided in an environment conducive to helping students achieve their personal and professional goals.

Education as a Lifelong Process - Education is a process that enhances one's knowledge by building on experiences and skills. Therefore, the basic blocks for learning must be formed into a strong foundation so that learning can continue as a lifelong process. As each person acquires skills, knowledge, and legal-ethical growth, their educational goals may be attained for the present, but new ones should be formed for the future. Each person must learn to evaluate their need for continuing education to maintain a lifelong accountability in their educational journey.

ADMISSION TO THE VN PROGRAM

Students desiring admission to the Vocational Nursing program must meet the following requirements:

1. Complete the Temple College admission procedure.
2. Complete the admission procedure for the VN Department:
 - Schedule to take the nursing admission assessment test. This test score is valid for one year. A passing composite score is required in order to be considered for acceptance by the VN program. This nursing admission assessment test is given in November, December and January for the summer class. Check with the Vocational Nursing Office for specific testing dates. Study guides for the nursing admission assessment test are available in the Temple College bookstore. The test is given in the Testing Center, located in One College Centre.
 - Complete an application from the VN Department after taking the pre-entrance test.
 - If you have college credits that apply toward the VN curriculum, you must furnish official transcripts of all course work from these colleges or universities. Biological Science courses must have been taken within the past ten years.
 - If you do not have college course work that applies to the VN curriculum, you must furnish evidence of an official high school transcript showing evidence of graduation or an official
 - General Education Development Equivalency certificate.
3. After satisfactory completion of the above admission process, applicants will be notified by letter of whether or not they were conditionally accepted into the program.
4. After conditional acceptance to the VN program, the following requirements must be completed:
 - A satisfactory criminal background history check (specific instructions will be given). Any healthcare facility associated with Temple College may also require criminal background history checks. Permission to perform the criminal background history check must be given by the student. Failure to give permission could result in dismissal from the program. It may be necessary to dismiss students from a program if they are barred from practicing at any healthcare facility. Future employment and licensing may be affected by the results of a criminal background history check. The Board of Nursing for the State of Texas will also conduct a criminal background history check at the completion of the program. The background history check you will do for us will NOT guarantee you will meet the BON requirements.
 - A current physical examination (within six months prior to beginning the nursing program) verifying good physical and mental health with required immunizations. Note: Students shall receive a complete series of Hepatitis B vaccine prior to the start of direct patient care.
 - Provide written documentation of successful completion of a CPR course designed for health care providers (e.g., **Basic Cardiac Life Support for Health Care Providers** from American Heart Association or **CPR for the Professional Rescuer** from the American Red Cross). No student will be permitted in the clinical setting without current documentation on file (must remain current throughout the VN program).
5. In the event the application is rejected, the applicant may request a meeting with the VN Director. Such a request is submitted in writing and includes reasons why the application should be reviewed.
6. All nursing students will be required to purchase professional liability insurance at the time of registration. Additional expenses incurred as part of the program are the responsibility of the student.

Note: Admission to Temple College does not constitute automatic acceptance into the nursing program. Admission to the nursing program is determined during the early spring for the summer semester. In the case of competitive admissions, requirements over and above the minimum may be necessary.

Applications will not be processed if any of the stated admission requirements are missing or incomplete.

Students seeking admission to the VN program are admitted to the program on the basis of the following criteria, with maximum point totals awarded as indicated:

- Pre-entrance test scores (Up to 5 points)
- Completion of these two courses prior to the close of the application period: (up to 2 points)
 1. BIOL 2404: Intro to Anatomy and Physiology (1 point)
 2. ITSE 1294: Special Topics in Computer Science (1 point)
- Temple College Service Area Residency Status (1 point)

Point totals are then used to rank candidates into priority groupings of I, II, III. Admission will be approved from within the priority groups with all criteria taken into consideration, not point totals alone. Any applicant scoring below the minimum established score on the admission assessment test, or ranking below priority grouping III, will not be considered for admission.

One point will be deducted from an applicant's point total if the applicant has failed any nursing course in another vocational nursing program.

PROMOTION

Once a student is accepted into and begins the VN curriculum, it is expected that the student will continue to progress directly to the next semester's courses. In order to do this, the student must:

1. Have completed all previously required courses with a "C" grade (2.0 based on a 4.0 scale) or better;
 2. Maintain good academic standing (see the College catalog, Minimum Academic standards, Scholastic Probation, & Scholastic Suspension policies);
 3. Meet all general Temple College requirements (be approved for registration).
 4. Failure in any required nursing course indicates the possibility of failure on the board exam.
- Therefore, after a second nursing program failure or withdrawal for any reason, a student may not reapply.

In all nursing courses, the following grading scale will be used.

Numerical Value	Letter Grade	Points
100-93	A	4.0
92-85	B	3.0
84-75	C	2.0
Below 75	F	0

The minimum passing grade in each nursing course is a "C" or 2.0 on the 4.0 scale. Further grading criteria can be found in each course outline.

READMISSION

Students may apply for readmission to the VN program following their withdrawal or dismissal by submitting a new application to the VN Program office. Applicants will be required to complete a re-admission assessment test in order to be considered for acceptance into the nursing program. Students requesting readmission who have successfully completed any nursing courses more than two years prior to the request will be required to repeat the admission process and re-enroll in all nursing program courses. The time from first VNSG classes until successful graduation from the program cannot extend beyond two years. All policies specified by Temple College for readmitting students will apply (see the College catalog section on readmission under the Application for Admission policy). Applicants being readmitted to the first semester of nursing courses will be considered using the same criteria as new applicants. All requests for readmission are determined by the priority criteria as listed below. Applicants being considered for readmission to other semesters will be considered on a space available basis by the VN Department Chairman (See prioritization listing).

The Department Chairman will review the applicant's record and make the recommendations as to placement in the program.

A student who was dismissed for an unsatisfactory grade in a nursing course (class and/or clinical) will be asked to discuss the problems that led to dismissal and actions that have been taken that would enable him/her to reasonably expect success in completing the program, passing the licensing exam, and contributing to the profession of nursing.

After a second nursing program failure or withdrawal, a student is not eligible for readmission. Students who were dismissed for unsafe practice cannot be readmitted to the program.

TRANSFER TO THE TC VN PROGRAM FROM ANOTHER NURSING PROGRAM

Transfer students who have been enrolled in an approved VN level nursing school will be considered by the Department Chairman for admission on a space available basis. Applicants will be required to complete an admission assessment test in order to be considered for transfer into the TC Vocational nursing program. Also, all policies specified by Temple College for accepting transfer students will apply (see the College catalog section on transfer students under Application for Admission and Academic Honors and Standards policies).

Required non-nursing courses will be evaluated for transferability by the Division Director of Student Enrollment Services and

the VN Department Chairman. The student must arrange for all official transcripts to be sent directly to the Admissions and Records office for any non-nursing course they wish to have considered for transfer. In addition, if a course description is not readily available in the Admissions and Records office, the student will be responsible for providing a copy of the appropriate course description prior to the final determination. An official copy of the transcript and course description should also be sent to the VN Department office.

Required nursing courses will be evaluated for transferability by the VN Department Chairman, in association with the Division Director of Student Enrollment Services. The student must arrange for an official transcript to be sent directly to the Admissions and Records office. In addition, the student will be responsible for providing a copy of the course description, syllabus, objectives, and an official transcript to the VN Director. Nursing courses in consideration for transfer from other programs must have been completed within two years of the request for transfer. The time from first transferred VNSG classes until successful graduation from the TC program cannot extend beyond two years. Prior to the final determination, the VN Department Chairman may request the student to provide further information and may consult with specific faculty regarding the acceptability of potential nursing transfer courses into the Temple College curriculum.

Upon final determination of the transferability of any courses, the VN Department Chairman will approve the curriculum plan to be followed by the transfer student. Any student transferring into the nursing program from another nursing program will enter Temple College VN program with only one attempt to complete the program.

PRIORITIZATION LISTING FOR READMISSIONS AND TRANSFERS

Request for readmission or transfer students will be prioritized as follows:

1. First priority: Former Temple College students with a passing grade in previous nursing courses.
2. Second priority: Transfer students with passing grades in previous nursing courses.
3. Third priority: Former Temple College students with a previous nursing course failure.
4. Fourth priority: Transfer students with a previous nursing course failure.

Within each priority group, preference is given based on nursing GPA.

CERTIFICATE OF VOCATIONAL NURSING (TSI WAIVED)

Note: This is a full-time program. All individuals admitted to this program must enroll in a prescribed set of courses for three consecutive semesters. Individuals may not enroll on a part-time student basis.

VOCATIONAL NURSING REQUIREMENTS (47 semester hrs.)

Summer semester

VNSG 1423	Basic Nursing Skills	4
BIOL 2404	Intro to Human Anatomy & Physiology	4
VNSG 1126	Gerontology	1
VNSG 1122	Vocational Nursing Concepts.....	1
VNSG 1160	Clinical – LVN Training I.....	1
VNSG 1136	Mental Health.....	1
	Total	12

Fall semester

VNSG 1330	Maternal-Neonatal Nursing	3
VNSG 2331	Advanced Nursing Skills.....	3
VNSG 1231	Pharmacology.....	2
VNSG 1509	Nursing in Health & Illness II.....	5
VNSG 1560	Clinical – LVN Training II	5
	Total	18

Spring Semester

VNSG 1334	Pediatrics	3
VNSG 1510	Nursing in Health & Illness III.....	5
ITSE 1294	Special Topics in Computer Science	2
VNSG 2561	Clinical – LVN Training III	5
VNSG 1119	Professional Development.....	1
VNSG 1138	Mental Illness.....	1
	Total.....	17
	Total Hours.....	47

RESPIRATORY CARE

The Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care Education (CoARC) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program provides educational experiences and all course work necessary to prepare the student as an advanced respiratory therapist and qualify the graduate for the credentialing exams offered by the National Board for Respiratory Care (NBRC). Students desiring admission into the Respiratory Care Program must first meet the basic entrance requirements for Temple College. They then must file for admission to the Respiratory Care Program.

Program Admission Criteria

- I. A completed portfolio should be submitted to the Respiratory Care Department by the third Monday in June. The portfolio should contain the following:
 - A. Texas Success Initiative scores - all candidates should have passed all three parts of an assessment test by this time in order to be considered for full enrollment.
 - B. Departmental aptitude test: HOBET, or its successor - all candidates should achieve the minimum passing score established by the department for the test.
 - C. Complete a structured tour at the VA and Scott & White hospitals and turn in the appropriate report form.
 - D. Copies of all relevant transcripts: (1) High School, (2) College/University, (3) Military Service schools, (4) other (proprietary schools, etc.)
 - E. Two letters of reference.
 - F. Complete a series of mandated immunizations, including Hepatitis B (the first two inoculations in the series must be completed by the end of June of the year the student seeks admission into the program).
 - G. Complete a physical exam and receive medical clearance to participate in the program.
 - H. Special consideration will be given to those prospective students desiring admission who are transferring from military programs and/or those programs accredited by CoARC.
- II. Interview with the Respiratory Care selection panel. Candidates will be interviewed separately by at least three different panel members.
- III. Letters of notification should be mailed by the close of business on the Friday following the selection process. In the event a candidate is not selected for entry into the program at this time, alternatives will be made available at the candidate's request.

Criminal background checks will be required by clinical affiliated healthcare institutions, and it is the responsibility of the student to pay for and have such a background check performed no more than 30 days prior to the beginning of the first clinical course. Drug screenings may also be required by some affiliates and may be done for cause at any time by Temple College or any health care facility associated with Temple College. Permission for the criminal background check must be given by the student. Failure to give permission will result in the student being ineligible for admission to the program.

PROMOTION

Students must maintain a "C" or better course grade in all respiratory care classes in order to continue in the program on schedule. In all other supporting classes the student must maintain at least an overall "C" (2.0) average. Failure to maintain academic requirements may temporarily or permanently discontinue the student's progress in the program. Re-admission to the program is not guaranteed but depends on the availability of available training slots and resolution of issues related to the non-passing grade at the time the student desires re-entry. Re-admission is also contingent upon review and evaluation of the student's grades, performance and remediation while previously enrolled in the program, as well as work completed since that time. In these the Department Chairman and Faculty will meet to approve the student's readmission into the program and determine needed course requirements.

A grade of "D" in any Respiratory Care course will result in the student having to "Stop Out;" i.e., being dropped from the program until the next year, when the course may be repeated. A particular course may be repeated only once. If a student is unsuccessful the second time they will be dropped from the program permanently. A student may not make more than two D grades in the entire program without being dropped. A grade of "F" will result in the student being dropped from the program without recourse to reapply.

Two fees will be assessed by the program. The first, is incurred in the first semester as part of the cost for RSPT 1410 and is \$60 for access to DataArc, a clinical tracking software package that tracks student activities throughout the program. Liability insurance for clinical practice is purchased through the College at approximately \$28. The cost of this fee is assessed as part of the cost for the first clinical course (RSPT 1360) and covers the student for the rest of the program.

Students must take a comprehensive NBRC-like exit exam as a major curriculum component in order to fully satisfy the requirements for the last clinical course (RSPT 2362). Students will have an additional opportunity to pass the exit examination

if they are unsuccessful on the first administration. When all curriculum requirements are satisfied an Associate of Applied Science Degree is awarded. The student then becomes an advanced respiratory therapist graduate and upon applying to the Texas Department of State Health Services is eligible to be credentialed as a Respiratory Care Practitioner (RCP) once the Certified Respiratory Therapist credential is attained. The graduate should expect to take the CRT exam as soon as possible after graduation. This will enable graduates to sit for the two-part Registry Examination for Advanced Respiratory Therapy Practitioners offered by the NBRC. Upon passing both the Written Registry and Clinical Simulation exams the candidate becomes a Registered Respiratory Therapist (RRT).

Students are encouraged to become student members of the American Association for Respiratory Care, Texas Society for Respiratory Care, and the Association of Respiratory Care Students (a TC student club.) Each of these organizations will aid the student in becoming more familiar with the field of respiratory care.

ASSOCIATE OF APPLIED SCIENCE DEGREE Respiratory Care

PREREQUISITES

ENGL 1301	Composition I.....	3
BIOL 2401	Human Anatomy and Physiology I.....	4
Elective	Social/Behavioral Science	3
	Total	10

FIRST YEAR

Fall Semester

RSPT 1410	Respiratory Care Procedures I.....	4
RSPT 1307	Cardiopulmonary Anatomy and Physiology.....	3
RSPT 1201	Introduction to Respiratory Care	2
BIOL 2402	Human Anatomy and Physiology II.....	4
	Total	13

Spring Semester

RSPT 2317	Respiratory Care Pharmacology.....	3
RSPT 1411	Respiratory Care Procedures II	4
RSPT 1360	Clinical - Respiratory Therapy Technician	3
RSPT 2310	Cardiopulmonary Disease	3
	Total	13

Summer (12 weeks)

RSPT 2660	Clinical - Respiratory Therapy Technician	6
	Total	6

SECOND YEAR

Fall Semester

RSPT 2305	Pulmonary Diagnostics	3
RSPT 2414	Mechanical Ventilation	4
RSPT 2353	Neonatal/Pediatric Cardiopulmonary Care	3
RSPT 2361	Clinical - Respiratory Therapy Technician	3
ENGL 2311	Technical & Business Writing.....	3
	Total	16

Spring Semester

RSPT 2239	Advanced Cardiac Life Support.....	2
RSPT 2230	Exam Preparation	2
RSPT 2425	Cardiopulmonary Diagnostics.....	4
RSPT 2362	Clinical - Respiratory Therapy Technician	3
Elective	Fine Arts/Humanities.....	3
	Total	14
	Total Hours	72

SURGICAL TECHNOLOGY

The Surgical Technology Program is accredited by the Commission Accreditation of Allied Health Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756. The one-year (full-time) Surgical Technology Program provides technical and educational experiences that prepare the graduate for the position as a surgical technologist in the operating room and to meet the eligible criteria to write the national certification examination sponsored by the National Board of Surgical Technology and Surgical Assisting. New classes begin in the summer semester of each year. Applications are processed prior to the actual beginning of the surgical technology program. Admission to the program is based upon completion of all requirements as listed below with student selection according to the HOBET reading and math scores, with emphasis placed on the reading scores.

Criminal background history checks are required before entry into the clinical sites. Drug testing may be administered at any time by Temple College or any health care facility associated with Temple College. The criminal background history check will be at the expense of the student. Failure to meet the criminal background requirements of the clinical sites will result in dismissal from the program.

Updated and supplemental information can be viewed on the Temple College website, www.templejc.edu/dept/SurgTech/SurgTech1.htm.

Students desiring admission to the Surgical Technology Program must complete the following:

1. Complete the Temple College admission procedure.
2. Attend Surgical Technology Information Session (call department for dates and time).
3. Pass the HOBET pre-entrance examination with established departmental minimum scores.
4. Submit a formal application to the program.

Uniforms in the classroom will consist of a Caribbean blue scrub suit with name badge, white below knee-length lab coat with attached ST patch, and professional shoes. A list of anticipated expenditures is provided at the Information Session.

Students will be required to meet the criminal background requirements and submit a physical examination, including immunizations and medical-mandated tests, with medical clearance by a physician to gain entrance to clinical setting and provide patient care. Note: the Hepatitis B series of immunizations must be completed mid- September.

Requirements for graduation include:

1. Complete all Surgical Technology curriculum courses with a grade of "C" or better.
2. Pass the Surgical Technology Exit Examination with grade of "C" or better)
3. Complete program required clinical competencies.
4. Present a current "Health Care Provider" or "Professional Rescuer CPR" certificate.
5. Write the National Certification Examination.

Please refer to on-line Program website at <http://www.templejc.edu/dept/SurgTech/Competencies.htm>

Work Policy Statement- All student activities associated with the curriculum especially while students are completing his or her clinical rotations will be educational in nature. Students will not be receiving an monetary remuneration during this educational experience, nor will he or she be substituted for hired staff personnel with the clinical institution, in the capacity of a surgical technologist.

Students are provided opportunity to join the Association of Surgical Technologists, Inc. Additional information concerning a career as a surgical technologist is available at www.ast.org.

LEVEL I - CERTIFICATE (TSI WAIVED)

Surgical Technology

Summer Entry

First Semester

BIOL	2404	Introduction to Human Anatomy & Physiology	4
SRGT	1301	Medical Terminology.....	3
SRGT	1509	Fundamentals of Perioperative Concepts and Techniques	5

Second Semester (Fall Semester)

First 4 Weeks

SRGT	1505	Introduction to Surgical Technology.....	5
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Last 12 Weeks

SRGT	1541	Surgical Procedures I	5
SRGT	1560	Clinical - Surgical Technology/ Technologist, Introductory	5

Third Semester (Spring Semester)

First 8 Weeks

SRGT	1542	Surgical Procedures II	5
SRGT	1361	Clinical - Surgical Technology/ Technologist, Intermediate	3

Second 8 Weeks

SRGT	1462	Clinical - Surgical Technology/ Technologist, Advanced	4
SRGT	2130	Professional Readiness	1

Total Hours 40



Course Descriptions and Course Numbers

Temple College is a participating institution in the Texas Common Course Numbering System. Courses designed for transfer have a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area. For example, ENGL is the common prefix for English courses, while DRAM is the common prefix for drama/theatre courses. The four-digit number following the prefix identifies specific courses within the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon successfully completing the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken. Thus, General Chemistry I-CHEM 1311 is taken before General Chemistry II CHEM 1312.

Developmental courses not designed for college credit or transfer have a 0 (zero) as the first digit. Courses that are included in a certificate or an Associate of Applied Science degree are technical (terminal) courses and are not intended as transfer courses. The student should consult with the intended transfer institution to determine the transferability of technical courses. Course equivalency guides are available in the Advising Center.

ACCOUNTING

ACCT 2401: Principles of Accounting I – Financial (4:3-3)

Analysis and recording of business transactions; financial statement preparation and analysis; proprietorship, partnership, and corporation accounting. R, M.

ACCT 2402: Principles of Accounting II – Managerial (4:3-3)

Continuation of ACCT 2401. Introduction to budgeting, cost accounting and control with methods of measuring performance, and product pricing. This course is offered in the spring semester. Prerequisite: ACCT 2401 or consent of instructor. R, M.

ANTHROPOLOGY

ANTH 2301: Physical Anthropology (3:3-0)

The primary objective of this course is to provide students with an understanding of the biological diversity of human beings throughout the world. The course gives an overview of human origins and biocultural adaptations. It also introduces methods and theory in the excavation and interpretation of material remains of past cultures. R

ANTH 2302: Introduction to Archaeology (3:3-0)

Archaeology is the study of the material remains of past human behavior. Focus is on the multi disciplinary methodology of archaeology, beginning with an examination of the material remains that archaeologists use. The course demonstrates how archaeologists reconstruct past environments, subsistence, technology, settlement patterns and social organization, and their attempt to explain cultural change through time. Case studies are examined to demonstrate the methodologies that archaeologists actually use to address anthropological questions.

ANTH 2346: General Anthropology (3:3-0)

As the "science of man," anthropology examines human biological and cultural variation, both present and past. The course begins with a foundation in human biology and examines the genetic and cultural causes of diversity. It then follows man's beginnings in Africa to his dominion of the earth, and in the process, examines the development and divergence of cultural systems found throughout the world. R

ANTH 2351: Cultural Anthropology (3:3-0)

The primary objective of this course is to develop students' understanding of the diversity of human cultural systems around the world. The course includes key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

ANTH 2389: Academic Cooperative in Anthropology (3:3-4)

Integrates on-campus study with practical experiences in anthropology/archaeology. In conjunction with class seminars and consultation with the instructor, each student sets specific goals and objectives in the study of anthropology archeology.

ART

Those students planning to pursue a major or minor in art should enroll in the following core courses during their freshman year: ARTS 1303, ARTS 1304, ARTS 1311, ARTS 1312, and ARTS 1316. Departments of Art at many senior institutions also expect students to complete ARTS 1301. Students should consult the catalogs of senior colleges to which they may transfer before planning their freshman year here.

Students interested in enrolling in an art course as an elective, or for personal enrichment, may take individual courses with the consent of the instructor or an advisor.

ARTS 1301: Art Appreciation (3:3-0)

An introduction to the visual arts through an exploration of their purposes and processes. May be taken either year of the curriculum. This course is open to both non-art majors and art majors or minors. Students with little or no background in art are welcome in the course. R, W

ARTS 1303: Art History Survey I (3:3-0)

A historical and thematic examination of painting, sculpture, architecture, and other arts. May be taken in either year of the curriculum. This course is open to both non-art majors and art majors and minors. Students with little or no background in art are welcome in the course. This course offered usually in the fall semester. R, W

ARTS 1304: Art History Survey II (3:3-0)

A further historical and thematic examination of painting, sculpture, architecture, and other arts. May be taken in either year of the curriculum. This course is open to both non-art majors and art majors and minors. Students with little or no background in art are welcome in the course. This course offered usually in the spring semester. R, W

ARTS 1311: Design I (3:2-4)

A studio course concerning the fundamentals of art with emphasis on 2-dimensional concepts. This course offered usually in the fall semester. Lab fee \$24.

ARTS 1312: Design II (3:2-4)

A studio course concerning the fundamentals of art with emphasis on 3-dimensional concepts. This course offered usually in the spring semester. Lab fee \$24.

ARTS 1316: Drawing I (3:2-4)

A studio course investigating a variety of media techniques, descriptive, and expressive possibilities. Offered in the fall and spring semesters. Lab fee \$24.

ARTS 1317: Drawing II (3:2-4)

A further investigation of media techniques, descriptive, and expressive possibilities. Lab fee \$24.

ARTS 2313: Design Communications I (3:2-4) - ILLUSTRATOR

Communication of ideas through processes and techniques of graphic design and illustration using the Macintosh computer. This course will include page layout and illustration created with appropriate software. Lab fee \$24.

ARTS 2314: Design Communications II (3:2-4) - PHOTOSHOP

Communication of ideas through processes and techniques of graphic design and illustration using the Macintosh computer. This course will include techniques of scanning and manipulating images with appropriate software. Lab fee \$24.

ARTS 2316: Painting I (3:2-4)

A studio course exploring the potentials of painting media with emphasis on color and composition. Lab fee \$24.

ARTS 2317: Painting II (3:2-4)

A further investigation of painting with emphasis on individual expression. This course offered usually in the spring semester. Lab fee \$24.

ARTS 2323: Life Drawing I (3:2-4)

A studio course emphasizing structure and action of the human figure. Model fee \$50.

ARTS 2326: Sculpture I (3:2-4)

A studio course exploring sculptural approaches in a variety of media. Lab fee \$35.

ARTS 2327: Sculpture II (3:2-4)

The purpose of Sculpture II is to continue the exploration of the language of 3-dimensional form through hands-on creative studio experiences. Lab fee \$35.

ARTS 2333: Printmaking I (3:2-4)

An introductory studio class in basic printmaking processes and techniques. Printmaking supplies fee \$35.

ARTS 2334: Printmaking II (3:2-4)

A further investigation of printmaking processes and techniques. Printmaking supplies fee \$35.

ARTS 2346: Ceramics I (3:2-4)

An introductory studio course in basic ceramic processes: hand building, throwing, decorating, and firing techniques. Lab fee \$40.

ARTS 2347: Ceramics II (3:2-4)

A further investigation of ceramic processes with an emphasis on throwing, decorating, and firing techniques. Lab fee \$40.

ARTS 2348: Digital Art I (3:2-4)

A studio course which explores the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Lab fee \$24.

ARTS 2349: Digital Art II (3:2-4)

A studio course which uses computer hardware and software as a medium for visual and conceptual expression in the visual arts. Lab fee \$24.

ARTS 2356: Photography I (3:2-4)

This studio course is an introduction to black and white photography as an artistic medium. Learn fundamental photographic theory, methods, materials, and equipment. Student must provide film camera. Photography supplies fee \$35.

ARTS 2357: Photography II (3:2-4)

This studio course offers further investigation into the possibilities of photography as an artistic medium. Student must provide film camera. Photography supplies fee \$35.

BIOLOGY**BIOL 1406: Biology for Science Majors I (4:3-3)**

Considers the basic principles of biology: the nature of science, simple chemistry important in biological systems, cytology, energetics, mitosis and meiosis, patterns of inheritance, DNA and its structure, gene regulation, evolution, populations, and ecology. Usually offered in fall, spring, and first summer semesters. \$24 lab fee. R, W

BIOL 1407: Biology for Science Majors II (4:3-3)

Considers the great diversity of living organisms. A discussion of how living things are classified and of the Five Kingdom scheme leads to an analysis of each of the Kingdoms with special emphasis on the form and function of the most advanced members of the Plant and Animal Kingdoms. Viruses also investigated. This course meets the recommended requirement for BIOL 1424. Usually offered in the spring and second summer semesters. \$24 lab fee. R, W

BIOL 1411: General Botany (4:3-3)

This course emphasizes the form and function and the evolution and ecology of vascular plants, with an emphasis on flowering plants. There is also a brief survey of the plant kingdom. The course prepares the student for upper-level courses in botany. This course meets the recommended requirements for BIOL 1424. Usually offered in the fall semester. No Prerequisite required. \$24 lab fee. R, W

BIOL 1413: General Zoology (4:3-3)

Emphasizes the cytology, morphology, physiology, taxonomy, and ecology of animals. Field trips will be conducted to observe animals in the wild. Usually offered in the spring semester. \$24 lab fee. R, W

BIOL 1424: Systematic Botany (4:3-3)

Emphasis on collection and identification of major plant families of the angiosperms although all vascular plants are considered. Discussion of the classification of plants, including the artificial, natural, and the more recent attempts at phylogenetic classification schemes such as biosystematics; also, the underlying principles of plant nomenclature, the origin of the angiosperms, and the role of herbaria and botanical gardens. Usually offered in the spring semester.

Prerequisite: BIOL 1407 or BIOL 1411 or permission of the instructor. \$24 lab fee. R, W

BIOL 2316: Genetics (3:3-0)

A study of Mendelian, molecular, and population genetics as developed since 1900. The course considers among other topics basic inheritance, transmission of hereditary material, linkage, chromosome mapping, the central role of DNA and its function in the cell, as well as genetics of populations and its importance in evolutionary theory. This is a non-laboratory science course. Prerequisite: BIOL 1406 or permission of the instructor. R, W

BIOL 2401: Anatomy and Physiology I (4:3-3)

The first of two sequential courses in human anatomy and physiology for students majoring in Nursing and certain other allied health fields. Structure and function of the human body are integrated in a systems approach. Function is explained in terms of microanatomy and gross anatomy. In the introduction cell chemistry and cytology are emphasized. Histology, the skin, the skeletal system, and the muscular system are included in the first semester. \$24 lab fee. R, W

BIOL 2402: Anatomy and Physiology II (4:3-3)

The second of two sequential courses in human anatomy and physiology for students majoring in Nursing and certain other allied health fields. The organ systems covered are: nervous, endocrine, circulatory and immunity against disease, respiratory, digestive, urinary, and reproductive. Prerequisite: BIOL 2401, or permission of the instructor. \$24 lab fee. R, W

BIOL 2404: Anatomy and Physiology (4:3-3)

A one-semester course in human anatomy and physiology for students majoring in Licensed Vocational Nursing, Surgical Technology, Respiratory Technology, and Emergency Medical Technology. Lecture and laboratory materials are taught in an integrated approach. This course is offered most semesters and is also offered via internet during some semesters. \$24 lab fee. (This is a one semester condensed course and does not substitute for BIOL 2401 or 2402.)

BIOL 2421: Microbiology for Science Majors (4:3-3)

Morphology and physiology of microorganisms with emphasis in the laboratory on bacteria. Microorganisms of medical, economic and environmental importance are stressed. This course is recommended for students in Nursing and allied health programs. Prerequisite: 3 hours of biological science. \$24 lab fee. R, W

BIOL 2428: Vertebrate Zoology (4:3-3)

An introductory study of the vertebrates with emphasis on natural history and systematics; the ecology, distribution, and morphology are also studied. This course includes field trips for observing and collecting. Usually offered in the fall semester. \$24 lab fee. R, W

BIOL 2470: General Entomology (4:3-3)

A survey of the major orders of insects with emphasis on the taxonomy, morphology, ecology, and life history. Special emphasis will be given to those forms affecting man and domestic animals. Field trips and a collection will be required.

Prerequisite: Four credit hours in Biology or consent of instructor. Usually offered in the summer session. \$24 lab fee. R, W

BIOTECHNOLOGY**BITC 1311: Introduction to Biotechnology (3:3-3)**

An introduction to biotechnology, including career exploration, history and applications of DNA/RNA technology, molecular biology, genomics, proteomics, bioethics, laboratory operations and safe practices. The course is supplemented with laboratory exercises, demonstrations and field trips that emphasize biotechnology applications in a variety of settings.

Prerequisites: College biology course or Advanced Placement biology; BIOL 1406 recommended ; \$24 lab fee, R,W,M.

BITC 2411: Biotechnology Laboratory Instrumentation (4:3-3)

Presentation of the theory, applications, and operation of various analytical instruments used in research and biotechnology laboratories. Students will practice separation and identification techniques, including electrophoresis, spectrophotometry, and chromatography. Laboratories will focus on qualitative and quantitative analyses. Prerequisites: BITC 1311 and CHEM 1311 and CHEM 1111. \$24 lab fee, R, W, M

BITC 1302: Biotechnology Laboratory Methods and Techniques (3:1)

A study of laboratory operations, management, equipment, instrumentation, problem-solving, quality assurance and quality control procedures, laboratory math, and safety practices. Researching information on the computer and data analysis using spreadsheets is also covered. Laboratories involve practice with pH meters, spectrophotometers, electrophoresis, chromatographs, preparation of solutions and dilutions, data analysis and separation techniques.

Prerequisite: BITC 1311. \$24 lab fee, R,W,M

BITC 2431: Cell Culture Techniques (4:3-3)

Theory and applications of cell culture techniques. Laboratory emphasis is on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. Prerequisite: BITC 1311, \$24 lab fee, R, W, M.

BITC 2441: Molecular Biology Techniques (4:3-3)

In depth coverage of the theory and laboratory techniques in molecular biology with an emphasis on gene expression and regulation, transcription, DNA and RNA techniques, and nucleic acids. Prerequisites: BITC 1311 and BITC 2411, \$24 lab fee, R, W, M.

BITC 1250: Special Studies and Bioethical Issues of Biotechnology (2:2-0)

Addresses current events, skills, attitudes, and professional behavior, pertinent to biotechnology and professional development in the field. The course will also explore ethical and legal behaviors in the context of the biotechnology industry. Federal, state, and local regulations will be addressed. Prerequisite: BITC 1311, R,W.

BITC 1445: Medical Biotechnology (4:3-3)

Biotechnology as it applies to medicine and medical research. Includes molecular mechanisms underlying diseases such as cancer, diabetes, heart disease and AIDS. Covers the applications of biotechnology to the diagnosis and treatment of disease, the development of drugs or therapeutic agents. Emphasizes research and medical -related biotechnology methods and procedures. Prerequisite: BITC 1311 . R,W,M; \$24 lab fee.

BITC 2587: Internship - Biotechnology Laboratory Technician (5:0-0-30)

A Capstone work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in a biotechnology laboratory. The student will be supervised by a professional in the assigned laboratory and will be expected to achieve the objectives related to the site. Course is a requirement for the Associate of Applied Science Degree in Biotechnology and the Advanced Technical Certificate in Biotechnology. Prerequisites: BITC 1311, 2411, 1402, 2431, 1445, 1250 and 2401. Students must be in good academic standing (Overall GPA \geq 2.0 and Biotechnology course GPA \geq 2.0) and must submit an application packet to the Department Chair at least 1 semester before the Internship. Final approval for enrollment is required from the Department Chair. Internship sites are limited and enrollment is on a first-come first served basis. This course is full-time, 40 hours per week, for 12 weeks. Liability insurance (fee ~\$20.00), an acceptable criminal background check (applicable fee), hepatitis B vaccinations and health record are required. A survey of the major orders of insects with emphasis on the taxonomy, morphology, ecology, and life history. Special emphasis will be given to those forms affecting man and domestic animals. Field trips and a collection will be required. Prerequisite: One college course in Biology or consent of instructor. Usually offered in the summer session. \$24 lab fee. R, W

ENHANCED SKILLS CERTIFICATE COURSES**BITC 2459: Human Genomics (4:3-3)**

The nature of the human genome, the structure of chromosomes, gene sequencing, gene regulation and the techniques used in genetic analyses. Includes emerging technologies in genomics and their use in medical related research. An advanced course for students who have completed at least an A.A.S. degree in Biotechnology. Prerequisite: Approval of the Biotechnology Department Chair and/or instructor. \$24 lab fee, R, W, M.

BITC 2455: Proteomics (4:3-3)

Current and emerging technologies and techniques for analyzing protein structure and function, gene expression, protein protein interactions and the "proteome." Includes correlation of protein structure and expression to various diseases. Also covers the use of bioinformatics in the analysis of the proteome. Focus includes the role of proteomics in the development of drugs and diagnosis/treatment of disease. The laboratory will explore the technologies used to study the proteome. An advanced course for students who have completed at least an A.A.S. degree in Biotechnology. Prerequisite: Approval of the Biotechnology Department Chair and/or instructor. \$24 lab fee, R, W, M.

BUSINESS COMPUTER INFORMATION SYSTEMS**BCIS 1301: Microcomputer Applications: (3:2-2)**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Lab fee \$24.

BCIS 1316: Computer Programming -BASIC (3:2-2)

Introduction to business programming techniques. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. Lab fee \$24.

BCIS 1405: Business Computer Applications (4:3-2)

This course discusses computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus of this course is on business application of software, including word processing, spreadsheets, databases, presentations graphics and business-oriented utilization of the internet. Lab fee \$24.

BCIS 1420: Introductory C Programming (4:3-2)

Introduction to business programming techniques using the C or C++ language. Includes structured programming methods, designing customized software applications, testing documentation, input specification, and report generation. This course is offered in the spring semester. Lab fee \$24.

BCIS 2390: System Analysis & Design (3:3-1)

Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. Lab fee \$24.

BCIS 2416: Advanced Structured Programming Techniques BASIC (4:3-2)

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design testing, and other topics not normally covered in an introductory information systems programming course. Visual BASIC is the programming language used. Lab fee \$24.

BCIS 2420: Advanced C Programming (4:3-2)

Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. This course is offered in the fall semester and should be taken during the student's second year. Lab fee \$24.

BUSINESS/GENERAL**ACNT 1303: Introduction to Accounting I (3:3-0)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1311: Introduction to Computerized Accounting (3:2-2)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. \$24 lab fee.

POFT 1301: Business English (3:2-2)

Introduction to practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Lab fee \$24.

POFT 1309: Administrative Office Procedures I (3:2-2)

Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab fee \$24.

POFT 1313: Professional Workforce (3:2-2)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Lab fee \$24.

POFT 1380: Cooperative Education – Administrative Assistant and Secretarial Science, General (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

POFT 1429: Beginning Keyboarding (4:3-2)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab fee \$24.

POFT 2312: Business Correspondence and Communication (3:2-2)

Development of writing and presentation skills to produce effective business communications. Lab fee \$24.

POFT 2401: Intermediate Keyboarding (4:3-2)

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Lab fee \$24.

GENERAL BUSINESS**BUSG 1301: Introduction to Business (3:3-0)**

Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 2309: Small Business Management (3:3-0)

Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

BUSINESS**BUSI 1301: Business Principles (3:3-0)**

A course of study of the principles of the modern business world that provides a foundation for further study of other business courses. This course emphasizes the study of economics, global dimensions of business, ethics, forms of ownership, management, marketing, and finance.

BUSI 2301: Business Law (3:3-0)

General principles of law to acquaint the student with the legal environment in which business enterprise operates in its relationship to the whole body of law. Topics include historical and constitutional foundations of law, ethics, courts, court procedures, torts (against both persons and businesses), criminal law, and contracts.

BUSI 2302: Legal Environment of Business (3:3-0)

An application of the general principles of law concerning sound business decisions relation to sales contracts, warranties, commercial paper, secured transactions and bankruptcy, agency and employment discrimination, real property and environmental law, personal property, bailments, and insurance.

BUSINESS/MANAGEMENT

BMGT 1301: Supervision (3:3-0)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1305: Communications in Management (3:3-0)

Basic theory and processes of communication skills necessary for the management of an organization's workforce.

BMGT 1325: Office Management (3:3-0)

Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills.

BMGT 1327: Principles of Management (3:3-0)

Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1341: Business Ethics (3:3-0)

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

BMGT 1382: Cooperative Education I-Business Administration and Management, General (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 1383: Cooperative Education II-Business Administration and Management, General (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

BMGT 2303: Problem Solving and Decision Making (3:3-0)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies and the use of other managerial decision aids.

BMGT 2309: Leadership (3:3-0)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

BMGT 2331: Principles of Quality Management (3:3-0)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

BMGT 2341: Strategic Management (3:3-0)

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment.

BMGT 2382: Cooperative Education III-Business Administration and Management, General (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CHEMISTRY

CHEM 1104: Chemical Calculations (1:1-1)

This course involves chemical calculations with emphasis on computer techniques for collection, storage, graphing, and reporting of data. Interfacing of equipment for processing of data is reinforced through demonstrations and projects. This course is individualized instruction. Offered when sufficient demand exists.

Prerequisites: CHEM 1111, 1311, and permission of the instructor. \$24 lab fee. M

CHEM 1105: Introductory Chemistry Laboratory I (1:0-3)

This course is designed to complement CHEM 1305. The laboratory work involves beginning laboratory techniques, lab safety, fundamental experimental data operations, and fundamental data calculations. Prerequisite: CHEM 1305 or co-requisite CHEM 1305. \$24 lab fee. R, M

CHEM 1111: General Chemistry Laboratory I (1:0-3)

This course is designed to complement CHEM 1311. The laboratory work involves beginning laboratory techniques, lab safety, fundamental experimental data operations, and chemical calculations. Prerequisite: CHEM 1311 or co-requisite CHEM 1311. \$24 lab fee. R, M

CHEM 1112: General Chemistry Laboratory II (1:0-3)

This course is designed to complement CHEM 1312. The laboratory work includes laboratory techniques, qualitative analysis, pH of weak acids and bases, buffer systems, solubility, equilibrium, and chemical calculations. Prerequisites: CHEM 1111 and CHEM 1312 or co-requisite CHEM 1312. \$24 lab fee. R, M

CHEM 1305: Introductory Chemistry I (3:3-0)

This course is designed for students in nursing, respiratory therapy, and similar health care areas. It also serves as a basic introductory course for students not majoring in science who wish to investigate some of the fundamentals of chemistry while meeting a physical science degree requirement. It covers the metric system, fundamental laws and theories, the structure of matter, formula and equation writing, periodic classification, gas laws, acid, bases, salts and solutions. The student should consult with an advisor relative to the use of this course in a degree sequence. R, M

CHEM 1311: General Chemistry I (3:3-0)

CHEM 1311 provides a basis for advanced work in the sciences. Topics covered include fundamental laws and theories, the structure of matter and periodic classification relationships, bonding theory, acids, bases and salts, properties of gases and solutions. Emphasis is placed on chemical calculations. Prerequisite: MATH 0350 or THEA with a score of 270 or ACCUPLACER with a score of 95 or ASSET IA with a score of 43 or COMPASS with a score of 76. R

CHEM 1312: General Chemistry II (3:3-0)

Topics studied include equilibrium systems, electrochemistry, thermochemistry, nuclear chemistry, advanced bonding, kinetics, pH, buffers, and a brief introduction to organic chemistry. Chemical calculations are stressed. Prerequisite: CHEM 1311. R, M

CHEM 1407: Introductory Chemistry II (4:3-3)

This is a continuation of CHEM 1305. Radioactivity and nuclear changes, equilibrium systems, the pH scale, and chemical systems are studied. Most of the semester is devoted to the study of carbon compounds with emphasis on physiological chemistry. Includes a laboratory portion related to the lecture material. The student should consult an advisor on the use of this course in a degree sequence. Prerequisite: CHEM 1305 and CHEM 1105, or CHEM 1311 and CHEM 1111. \$24 lab fee. R, W

CHEM 1408: Introductory Chemistry II (4:3-3) -- Introduction to Bio-Organic Chemistry

This course is the equivalent of CHEM 1407 but with allied health emphasis. Topics include radioactivity, classes of organic compounds and their reactions. Also included is the study of carbohydrates, proteins, lipids, DNA and RNA, and important substances in biological processes. Includes a laboratory portion related to the lecture material. The student should consult an advisor on the use of this course in a degree sequence. Prerequisite: CHEM 1305 and CHEM 1105, or CHEM 1311 and CHEM 1111. \$24 lab fee. R, W

CHEM 2423: Organic Chemistry I (4:3-4)

This course is a systematic study of the aliphatic and aromatic hydrocarbons and their derivatives. Emphasis is placed on synthesis, mechanisms, stereoisomerism and practical applications. Laboratory techniques in synthesis and purification are stressed. Infrared instrumentation is used. This course is designed to satisfy pre-medical, pre-pharmacy, pre engineering, chemistry and other science major requirements. Prerequisites: CHEM 1112 and 1312. \$24 lab fee. R, W

CHEM 2425: Organic Chemistry II (4:3-4)

This course is a continuation of CHEM 2423. Emphasis is placed on spectroscopy, organic reactions and mechanisms, and the study of the aromatic systems. Laboratory techniques in synthesis and qualitative analysis are stressed. Infrared instrumentation is used. Prerequisite: CHEM 2423. \$24 lab fee. R, W

CHILD DEVELOPMENT**CDEC 1303: Families, School and Community (3:3-1)**

Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Lab fee \$24.

CDEC 1311: Educating Young Children (3:3-1)

An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations. Lab fee \$24.

CDEC 1317: Child Development Associate Training I (3:2-2)

Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 1318: Wellness of the Young Child (3:3-1)

Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board of Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of setting with varied and diverse populations. Lab fee \$24.

CDEC 1343: Independent Study in Child Development (3:2-2)

Study of an approved career topic. Research, presentation of findings, and practical applications are emphasized as they relate to the selected topic. This course requires students to participate in 32 hours of relevant field experience. Departmental approval required for this course. Lab fee \$24.

CDEC 1354: Child Growth and Development (3:3-0)

Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Prerequisite: CDEC 1311 or TECA 1311.

CDEC 1356: Emergent Literacy for Early Childhood (3:2-2)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play based integrated curriculum. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 1358: Creative Arts for Early Childhood (3:2-2)

An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 1359: Children with Special Needs (3:3-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 1413: Curriculum Resources for Early Childhood Programs: (4:3-2)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. This course requires students to participate in 32 hours of relevant field experience. Lab fee \$24.

CDEC 1419: Child Guidance (4:3-2)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. This course requires students to participate in 32 hours of relevant field experience. Lab fee \$24.

CDEC 1421: The Infant and Toddler (4:3-2)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques. This course requires students to participate in 32 hours of relevant field experience. Lab fee \$24.

CDEC 2307: Math and Science for Early Childhood (3:2-2)

An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. This course requires students to participate in 16 hours of relevant field experience. Prerequisite: TECA 1311 or CDEC 1311, CDEC 1413, or departmental approval. Lab fee \$24.

CDEC 2315: Diverse Cultural/Multilingual Education (3:2-2)

An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 2322: Child Development Associate Training II (3:2-2)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Must have departmental approval prior to enrolling in this course. In order to pursue CDA credential, the student must be employed in a child care facility. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 2324: Child Development Associate Training III (3:2-2)

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism. Must have departmental approval prior to enrolling in this course. In order to pursue CDA credential, the student must be employed in a child care facility. This course requires students to participate in 16 hours of relevant field experience. Lab fee \$24.

CDEC 2326: Administration of Programs for Children I (3:3-0)

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Must have departmental approval prior to enrolling in this course. Prerequisite: TECA 1311 or CDEC 1311.

CDEC 2328: Administration of Programs for Children II (3:3-0)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. Must have departmental approval prior to enrolling in this course. Prerequisite: TECA 1311 or CDEC 1311.

CDEC 2364: Practicum – Child Development (3:0-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: TECA 1303 or CDEC 1303, TECA 1311 or CDEC 1311, TECA 1354 or CDEC 1354, TECA 1318 or CDEC 1318, CDEC 1356, CDEC 1358, CDEC 1413, CDEC 1419, CDEC 1421 and CDEC 2307, or concurrent enrollment, or approval of department/chair/program advisor.

CDEC 2441: The School Age Child (4:3-2)

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques. Prerequisite: TECA 1311 or CDEC 1311 or concurrent enrollment or approval by department chair/program advisor. This course requires students to participate in 32 hours of relevant field experience. Lab fee \$24.

CHILD DEVELOPMENT**TECA 1303: Families, School, and Community (3:3-1)**

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. This course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations with a minimum of 16 hours of field experience. \$24 lab fee.

TECA 1311: Educating Young Children (3:3-1)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical, and professional responsibilities, and current issues. This course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations with a minimum of 16 hours of field experience. \$24 lab fee.

TECA 1318 Wellness of the Young Child (3:3-1)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. This course requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations with a minimum of 16 hours of field experience. \$24 Lab fee.

TECA 1354: Child Growth and Development (3:3-0)

A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

COMPUTER-AIDED DESIGN**DFTG 1305: Technical Drafting (3:2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Lab fee \$24

DFTG 1309: Basic Computer-Aided Drafting (3:2-4)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Lab fee \$24.

DFTG 1317: Architectural Drafting - Residential (3:2-4)

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Lab fee \$24. Prerequisite: DFTG 1309 and DFTG 1305, or instructor approval.

DFTG 1358: Electrical/Electronics Drafting (3:2-4)

Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Lab fee \$24. Prerequisite: DFTG 1309 and DFTG 1305, or instructor approval.

DFTG 2302: Machine Drafting (3:2-4)

Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes. Lab fee \$24. Prerequisite: DFTG 1309 and DFTG 1305, or instructor approval.

DFTG 2306: Machine Design (3:2-4)

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Lab fee \$24.

DFTG 2308: Instrumentation Drafting (3:2-4)

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices. Lab fee \$24. Prerequisite: DFTG 2319 or instructor approval.

DFTG 2312: Technical Illustration and Presentation (3:2-4)

Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media. Lab fee \$24.

DFTG 2319 Intermediate Computer-Aided Drafting (3:2-4)

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. Lab fee \$24. Prerequisite: DFTG 1309 and DFTG 1305, or instructor approval.

DFTG 2321: Topographical Drafting (3:2-4)

Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Lab fee \$24.

DFTG 2328: Architectural Drafting – Commercial (3:2-4)

Architectural drafting procedures, practices, governing codes, terms, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Lab fee \$24.

Prerequisite: DFTG 2319 or instructor approval.

DFTG 2330: Civil Drafting (3:2-4)

An in-depth study of drafting methods and principles used in civil engineering. Lab fee \$24. Prerequisite: DFTG 2319 or instructor approval.

DFTG 2340: Solid Modeling/Design (3:2-4)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Lab fee \$24. Prerequisite: DFTG 2319 or instructor approval.

DFTG 2380: Cooperative Education-Drafting and Design Technology/Technician, General (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

DFTG 2438: Final Project-Advanced Drafting (4:2-4)

A drafting course in which students participate in a comprehensive project from conception to conclusion. Lab fee \$24.

COMPUTER INFORMATION SYSTEMS**ARTC 1313: Digital Publishing I (3:2-2)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. This course is offered in the fall semester. Lab fee \$24.

ARTC 1325: Introduction to Computer Graphics (3:2-2)

A survey of computer design concepts, terminology, processes, and procedures. Topics include computer graphics hardware, electronic images, electronic publishing, vector-based graphics, and interactive multimedia. Lab fee \$24.

ARTV 1351: Digital Video (3:2-2)

Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation. Student must provide video camera. Lab fee \$24.

CPMT 1303: Introduction to Computer Technology (3:2-2)

A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities. Lab fee \$24.

CPMT 1311: Introduction to Computer Maintenance (3:2-4)

Introduction to the installation, configuration, and maintenance of a microcomputer system. Lab fee \$24.

CPMT 1345: Computer Systems Maintenance (3:2-4)

Functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Lab fee \$24. Prerequisite: CPMT 1311.

CPMT 1404: Microcomputer System Software (4:3-2)

Skill development in the installation, configuration, maintenance and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software and other software affecting the basic operation of a microcomputer system. Lab fee \$24. Prerequisite: ITSC 1305.

CPMT 2402: Home Technology Integration (4:3-2)

Integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring. Lab fee \$24.

CPMT 2445: Computer System Troubleshooting: (4:3-2)

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. Lab fee \$24.

CPMT 2449: Advanced Computer Networking Technology (4:3-2)

Network technology emphasizing network operating systems, network connectivity, hardware, and software. Includes implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. This course is offered in the fall semester. Lab fee \$24.

IMED 1316: Web Design I (3:2-2)

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Lab fee \$24.

IMED 2309: Internet Commerce (3:3-1)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include dynamic data integration, data collection, and on-line transactions. This course is offered in the spring semester. Lab fee \$24. Prerequisite: IMED 2315.

IMED 2311: Portfolio Development (3:2-2)

Preparation and enhancement of portfolio to meet professional standards, development of presentation skills, and improvement of job-seeking techniques. This course is offered in the spring semester. Lab fee \$24.

IMED 2315: Web Design II (3:2-2)

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. Lab fee \$24. Prerequisite: IMED 1316.

IMED 2359: Interactive Web Elements (3:2-2)

Production of projects using current web development tools that may incorporate dynamic data, web graphics, animation, video and audio streaming. Lab Fee \$24.

ITNW 1325: Fundamentals of Networking Technologies (3:3-1)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab fee \$24.

ITNW 1454: Implementing and Supporting Servers (4:3-2)

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Lab fee \$24.

ITNW 1458: Network + (4:3-2)

Assist individuals in preparing for the Computing Technology Industry Association (CompTIA) Network + certification exam and career as a network professional. This course is offered in the spring semester. Lab fee \$24

ITNW 2405: Network Administration (4:3-2)

Topics include network components, user accounts, and groups, network file systems, file system security, and network printing. Lab fee \$24.

ITNW 2413: Networking Hardware (4:3-2)

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. Lab fee \$24.

ITNW 2453: Advanced Routing and Switching (4:3-2)

Implementation, operation, and troubleshooting of switched and routed environments. Emphasizes advanced routing protocols, Multi protocol Label Switching (MPLS), and advanced security. Lab fee \$24. Prerequisite: ITNW 2413.

ITSC 1301: Introduction to Computers: (3:3-1)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Lab fee \$24.

ITSC 1305: Introduction to PC Operating Systems: (3:2-2)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lab fee \$24.

ITSC 1307: UNIX Operating System I: (3:2-2)

Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory systems management concepts. Lab fee \$24.

ITSC 1309: Integrated Software Applications I: (3:2-2)

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation media software. Lab fee \$24.

ITSC 1315: Project Management Software: (3:2-2)

Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools. Lab fee \$24.

ITSC 2486: Internship - Computer and Information Sciences, General: (4:0-20)

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. This may be a paid or unpaid experience. Prerequisite: 24 credit hours of CIS classes. To be taken last semester of degree plan or with prior approval of instructor. This course is offered in the fall and spring semester.

ITSE 1294: Special Topics in Computer Science: Information Technology in Health Care Occupations: (2:1-2)

The student will describe the purpose and value of information technology in a health care setting; demonstrate ability to successfully complete computerized tasks using software available; describe various uses of computers and information technology in health care. (This course is for students whose major is in health occupations.) Lab fee \$24.

ITSE 1311: Beginning Web Programming: (3:2-2)

Skill development in web page programming including mark-up and scripting languages. May include use of XHTML, CGI, JavaScript, and/or ASP. Introduction to structure and object oriented programming design. Lab fee \$24.

ITSE 1329: Programming Logic and Design: (3:3-0)

Problem-solving applying structured techniques and representation of algorithms using design tools. Includes testing, evaluation, and documentation.

ITSE 1331: Introduction to Visual BASIC Programming: (3:2-2)

Introduction to computer programming using Visual BASIC. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input output devices, and files. Lab fee \$24.

ITSE 1350: System Analysis and Design: (3:3-1)

Comprehensive introduction to the planning, design, and construction of computer information systems using the system development life cycle and other appropriate design tools. Lab fee \$24.

ITSE 1356: Extensible Markup Language (XML) (3:2-2)

Introduction of skills and practices related to the Extensible Markup Language (XML). Includes Document Type Definition (DTD), well-informed and valid XML documents, XML schemes, and Extensible Style Language (XSL). Lab fee \$24

ITSE 1402: Computer Programming (4:3-2)

Introduction to computer programming including design, development, testing, implementation, and documentation. This course is offered in the spring semester. Lab fee \$24.

ITSE 1407: Introduction to C++ Programming: (4:3-2)

Introduction to computer programming using C++. Emphasis on the fundamentals of object oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input output devices, and files. This course is offered in the spring semester. Lab fee \$24.

ITSE 2417: JAVA Programming: (4:3-2)

Introduction to object-oriented JAVA programming including the fundamental syntax and semantics of JAVA for applications and web applets. This course is offered in the summer semester. Lab fee \$24.

ITSE 2431: Advanced C++ Programming: (4:3-2)

Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques. This course is offered in the fall semester and should be taken in the student's second year. Lab fee \$24.

ITSE 2449: Advanced Visual BASIC Programming: (4:3-2)

Advanced Visual BASIC programming including file access methods, data structures and modular programming, program testing and documentation. Lab fee \$24.

ITSE 2457: Advanced Object-Oriented Programming: (4:3-2)

Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, polymorphism, and exception handling. This course is offered in the spring semester and should be taken in the student's second year. Lab fee \$24.

ITSW 1301: Introduction to Word Processing (3:2-2)

An overview of the production of documents, tables, and graphics. Lab fee \$24.

ITSW 1304: Introduction to Spreadsheets: (3:2-2)

Instruction in the concepts, procedures, and application of electronic spreadsheets. This course is offered in the spring semester. Lab fee \$24.

ITSW 1307: Introduction to Database: (3:2-2)

Introduction to database theory and the practical applications of a database. This course is offered in the fall semester. Lab fee \$24.

ITSW 1310: Introduction to Presentation Graphics Software: (3:2-2)

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Lab fee \$24.

ITSW 2337: Advanced Database: (3:2-2)

Advanced concepts of database design and functionality. This course is offered in the fall semester. Lab fee \$24.

ITSY 1342: Information Technology Security (3:2-2) Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Lab fee \$24.

ITSY 2301: Firewalls and Network Security (3:2-2)

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. Lab fee \$24.

ITSY 2400: Operating System Security (4:3-2)

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Lab fee \$24.

ITSY 2441: Security Management Practices (4:3-2)

In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. Lab fee \$24.

COMPUTER SCIENCE**COSC 1301: Microcomputer Applications (3:2-2)**

Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. Lab fee \$24.

COSC 1309: Logic Design (3:3-0)

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation and documentation is included.

COSC 1315: Fundamentals of Programming (3:2-2)

Introduction to computer programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Lab fee \$24.

COSC 1436: Programming Fundamentals I (4:3-2)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Lab fee \$24.

COSC 1437: Programming Fundamentals II (4:3-2)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1436. Lab fee \$24.

COSC 2430: Advanced Structured Languages (4:3-2)

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer-programming course. JAVA is the language used. Lab fee \$24.

COSC 2436: Programming Fundamentals III (4:3-2)

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, has tables, trees, and graphs), and algorithmic analysis. Prerequisite: COSC 1437. Lab fee \$24.

CRIMINAL JUSTICE**CJCR 1307: Correctional Systems and Practices (3:3-0)**

Corrections in the criminal justice systems, organization of correctional systems, correctional role, institutional operations, alternatives to institutionalization, treatment and rehabilitation, current and future issues.

CJCR 2324: Community Resources in Corrections (3:3-0)

An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues, future trends in community treatment.

CJLE 2247: Tactical Skills for Police (2:2-0)

Development of proficiency with a range of impact weapons and/or chemical agents and defensive techniques necessary to control violent person.

CJSA 1308: Criminalistics I (3:3-0)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1312: Crime in America (3:3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, prevention of crime.

CJSA 1313: Court Systems and Practices (3:3-0)

The judiciary in the criminal justice system, structure of the American court system, prosecution; right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, sentencing.

CJSA 1317: Juvenile Justice System (3:3-0)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CJSA 1322: Introduction to Criminal Justice (3:3-0)

History and philosophy of criminal justice and ethical considerations, crime defined, its nature and impact, overview of criminal justice system, law enforcement, court system, prosecution and defense, trial process, corrections.

CJSA 1325: Criminology (3:3-0)

Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation.

CJSA 1327: Fundamentals of Criminal Law (3:3-0)

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using Texas statutes as illustrations, criminal responsibility.

CJSA 1342: Criminal Investigation (3:3-0)

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case and trial preparation.

CJSA 1348: Ethics in Criminal Justice (3:3-0)

Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA 1359: Police System and Practices (3:3-0)

The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, current and future issues.

CJSA 1382: Cooperative Education I-Criminal Justice Studies (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CJSA 2300: Legal Aspects of Law Enforcement (3:3-0)

Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, police liability.

CJSA 2382: Cooperative Education II-Criminal Justice Studies (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CRIJ 1301: Introduction to Criminal Justice (3:3-0)

History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.

CRIJ 1306: Court Systems and Practices (3:3-0)

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.

CRIJ 1307: Crime in America (3:3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

CRIJ 1310: Fundamentals of Criminal Law (3:3-0)

Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.

CRIJ 1313: Juvenile Justice System (3:3-0)

A study of the juvenile justice process to include specialized juvenile law, role of juvenile law, role of juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

CRIJ 2301: Community Resources in Corrections (3:3-0)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ 2313: Correctional Systems and Practices (3:3-0)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314: Criminal Investigation (3:3-0)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CRIJ 2323: Legal Aspects of Law Enforcement (3:3-0)

Police authority; responsibilities; constitutional restraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328: Police Systems and Practices (3:3-0)

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police community interaction; current and future issues.

FORS 2440: Introduction to Forensic Science (4:2-2)

Survey of the procedures of crime scene investigation in gathering evidence and applicable scientific technologies that follow established protocols by first responders; a preview of how criminalistics in forensic laboratories will process the gathered evidence presented. Lab fee \$24. R W

FORS 2450: Introduction to Forensic Psychology (4:3-1)

Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators. Lab fee \$24. Prerequisites: Psychology 2301, R, W.

HMSY 1337: Introduction to Homeland Security (3:3-0)

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1339: Homeland Security Emergency Contingency Planning (3:2-2)

Procedures for developing implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry responses, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included. Lab fee \$24.

SLPS 2333: Private Investigation (3:3-0)

The private investigation process. Includes techniques and procedures involved and legal issues applicable to private investigations.

SLPS 2388: Internship – Security and Loss Prevention Services (3:0-17)

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.

DANCE

DANC 1241: Ballet I (2:1-2)

Instruction and participation in ballet technique.

DANC 1247: Jazz I (2:1-2)

Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structured forms of jazz dance style.

DANC 1248: Jazz II (2:1-2)

Instruction and participation in jazz dance technique.

DENTAL HYGIENE

DHYG 1123: Dental Hygiene Practice (1:1-0)

Examination of the dental hygienist's role in practice settings, including dental office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene and the ethical standards established by the dental hygiene profession. Prerequisites: DHYG 2231, DHYG 2361, DHYG 1315, SOCI 1301, ENGL 2311. Corequisites: DHYG 2262, DHYG 1291, and a Fine Arts/Humanities Elective. A grade of "C" or higher is required in all prerequisite and corequisite courses. R, W, M.

DHYG 1207: General and Dental Nutrition (2:2-0)

A study of general nutrition and nutritional biochemistry with emphasis on the effects of nutrition on dental health. Analysis of diet and application of counseling strategies to assist the patient in attaining and maintaining optimum oral health are stressed. Prerequisites: DHYG 1301, DHYG 1431, DHYG 1304, ENGL 1301. Corequisites: DHYG 2201, DHYG 1211, DHYG 1260, DHYG 1239, PSYC 2301. A grade of "C" or higher is required in all prerequisite and corequisite courses. R, W, M.

DHYG 1311: Periodontology (3:3-1)

Study of normal and diseased periodontium to include the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting. Prerequisites: DHYG 1301, DHYG 1431, DHYG 1304, ENGL 1301. Corequisites: DHYG 2201, DHYG 1211, DHYG 1260, DHYG 1207, DHYG 1239, PSYC 2301. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$24 lab fee. R, W, M.

DHYG 1327: Preventive Dental Hygiene Care (3:3-1)

Study of the dental hygienist in the dental health care system and the basic concepts of disease prevention and health promotion. Communication and behavior modification skills are emphasized to facilitate the role of the dental hygienist as an educator. Prerequisites: Formal admission to the program; BIOL 2421, CHEM 1305, CHEM 1105, BIOL 2401, BIOL 2402. A grade of "C" or higher is required in all prerequisite courses. \$24 lab fee. R,W,M.

DHYG 1235: Pharmacology for the Dental Hygienist (2:2-0)

A study of the classes of drugs and their uses, actions, interactions, side effects, contraindications, and oral manifestations with emphasis on dental applications. Prerequisites: DHYG 2201, DHYG 1211, DHYG 1260, DHYG 1207, DHYG 1239, PSYC 2301. Corequisite: DHYG 1319. A grade of "C" or higher is required in all prerequisite and corequisite courses. R, W, M.

DHYG 1239: General and Oral Pathology (2:2-0)

General study of disturbances in human body development, diseases of the body, and disease prevention measures. Emphasis on the oral cavity and associated structures. Prerequisites: DHYG 1301, DHYG 1431, DHYG 1304. Corequisites: DHYG 2201, DHYG 1211, DHYG 1260, DHYG 1207, PSYC 2301. A grade of "C" or higher is required in all prerequisite and corequisite courses. R, W, M.

DHYG 1260: Clinical Dental Hygienist I (2:0-12)

Health-related work-based learning experiences that enable the learner to apply specialized occupational theories, skills, and concepts. This instruction provides detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisites: DHYG 1301, DHYG 1431, DHYG 1304, ENGL 1301. Corequisites: DHYG 2201, DHYG 1211, DHYG 1207, DHYG 1239, PSYC 2301. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$48 clinical fee. R, W, M.

DHYG 1291: Special Topics in Dental Hygiene (2:1-4)

An in-depth study of selected topics that addresses recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the dental health care delivery system and to the professional development of the student. This instruction is designed to serve as a capstone experience offered in the spring semester of the sophomore year. The topic is announced prior to registration. Prerequisites: successful completion of all prior required dental hygiene courses, SOCI 1301, ENGL 2311. Corequisites : DHYG 2262, DHYG 1123, Fine Arts/Humanities elective. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$24 lab fee. R, W, M.

DHYG 1301: Orofacial Anatomy, Histology and Embryology (3:2-4)

A study of histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification. Prerequisite: DHYG 1327. Corequisites: DHYG 1304, DHYG 1431, ENGL 1301. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$30 lab fee. R, W, M.

DHYG 1304: Dental Radiography (3:2-4)

A study of radiation physics, hygiene, and safety theories. Emphasis on the fundamentals of oral radiographic techniques and interpretation of radiographs. Includes exposure of intra-oral and extra-oral radiographs, quality assurance, radiographic interpretation, patient selection criteria, and other ancillary radiographic techniques. Prerequisite: DHYG 1327. Corequisites: DHYG 1301, DHYG 1431, ENGL 1301. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$72 radiology film fee ; R, W, M.

DHYG 1315: Community Dentistry (3:3-1)

Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings. Prerequisites: DHYG 1319, DHYG 1235. Corequisites: DHYG 2231, DHYG 2361, SOCI 1301, ENGL 2311. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$24 lab fee. R, W, M.

DHYG 1219: Dental Materials (2:1-4)

Study of dental materials including the physical and chemical properties and application of the various materials used in dentistry. Student experiences include manipulation of dental materials in the lab setting. Prerequisites: DHYG 2201, DHYG 1211, DHYG 1260, DHYG 1207, DHYG 1239, PSYC 2301. Corequisite: DHYG 1235. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$40 dental materials fee. R, W, M.

DHYG 1431: Pre-clinical Dental Hygiene (4:2-6)

Foundational knowledge and skills of dental hygiene theory and practice. Emphasis on principles, procedures, and professionalism for performing comprehensive oral prophylaxis. Prerequisite: DHYG 1327. Corequisites: DHYG 1301, DHYG 1304, ENGL 1301. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$48 clinical fee; \$30 liability insurance fee. R, W, M.

DHYG 2201: Contemporary Dental Hygiene Care I (2:2-0)

A continuation of the study of dental hygiene theory and practice to include introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques. Prerequisites: DHYG 1301, DHYG 1431, DHYG 1304, ENGL 1301. Corequisites: DHYG 1211, DHYG 1260, DHYG 1207, DHYG 1239, PSYC 2301. A grade of "C" or higher is required in all prerequisite and corequisite courses R, W, M.

DHYG 2231: Contemporary Dental Hygiene Care II (2:2-0)

A continuation of dental hygiene care for the medically or dentally compromised patient with emphasis on advanced instrumentation techniques. Prerequisites: DHYG 1319, DHYG 1235. Corequisites: DHYG 2361, DHYG 1315, SOCI 1301, ENGL 2311. A grade of "C" or higher is required in all prerequisite and corequisite courses. R, W, M.

DHYG 2361: Clinical Dental Hygienist II (3:0-16)

Health-related work-based learning experiences that enable the learner to apply specialized occupational theories, skills, and concepts. This instruction provides detailed education, training and work-based experience and direct patient/client care. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Prerequisites: DHYG 1319, DHYG 1235. Corequisites: DHYG 2231, DHYG 1315, SOCI 1301, ENGL 2311. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$48 clinical fee, \$20 liability insurance fee. R, W, M.

DHYG 2362: Clinical Dental Hygienist III (2:0-12)

Health-related work-based learning experiences that enable the learner to apply specialized occupational theories, skills, and concepts. This instruction provides detailed education, training and work-based experience and direct patient/client care. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, and evaluation are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences.. Course may be repeated if topics and learning outcomes vary. Prerequisites: DHYG 2231, DHYG 2361, DHYG 1315, SOCI 1301, ENGL 2311. Corequisites: DHYG 1123, DHYG 1291, and a Fine Arts/Humanities Elective. A grade of "C" or higher is required in all prerequisite and corequisite courses. \$48 clinical fee, \$20 liability insurance fee. R, W, M.

DIAGNOSTIC MEDICAL SONOGRAPHY

DMSO 1302: Basic Ultrasound Physics (3:3-0-0)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Design of the transducer, ultrasound equipment, and production of the sound beam, controls on the ultrasound equipment to demonstrate adequate sonographic images, fundamentals of pulse-echo ultrasound systems.

Prerequisites: A grade of 2.0 or higher in each of the prerequisites and accepted into the DMS program.

DMSO 1110: Introduction to Sonography (1:1-0-0)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. Prerequisites: A grade of 2.0 or higher in each of the prerequisites and accepted into the DMS program.

DSVT 1103: Introduction to Vascular Technology (1:1-0-0)

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures. Prerequisites: A grade of 2.0 or higher in each of the prerequisites and accepted into the DMS program.

DMSO 1342: Intermediate Ultrasound Physics (3:3-0-0)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 1103, DMSO 1110, DMSO 1302

DMSO 1441: Abdominopelvic Sonography (4:3-3-0)

Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 1103, DMSO 1110, DMSO 1302

DMSO 2441: Sonography of Abdominopelvic Pathology (4:3-3-0)

Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Emphasizes endocavitary sonographic anatomy and procedures including pregnancy. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 1110, DMSO 1441, DMSO 1302, DSVT 1103, and DMSO 1342

DMSO 2351: Doppler Physics (3:3-0-0)

Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 1110, DMSO 1441, DMSO 1302, DSVT 1103, and DMSO 1342

DMSO 1361: Clinical I – Diagnostic Medical Sonography (3:0-16-0)

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: A grade of 2.0 or higher in each of the following DMSO 1110, DMSO 1441, DMSO 1302, DSVT 1103, and DMSO 1342

DMSO 2405: Sonography of Obstetrics and Gynecology (4:3-3-0)

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2441, DMSO 1361, DMSO 2351

DMSO 2363: Clinical II – Diagnostic Medical Sonography (3:0-0-24)

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: A grade of 2.0 or higher in each of the following DMSO 2441, DMSO 1361, and DMSO 2351

DMSO 2442: Sonography of High Risk Obstetrics (4:3-3-0)

Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2405, and DMSO 2363

DMSO 2354: Neurosonology (3:3-0-0)

Normal and pathological neonatal head structures. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2363, and DMSO 2405

DMSO 2366: Practicum I – Diagnostic Medical Sonography (3:0-0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2405, AND DMSO 2363

DMSO 2245: Advanced Sonography Practices (2:2-0-0)

Exploration of advanced sonographic procedures and emerging ultrasound applications.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2353: Sonography of Superficial Structures (3:2-3-0)

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2230: Advanced Ultrasound and Review (2:2-0-0)

Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Review of basic and intermediate ultrasound principles.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2367: Practicum II – Diagnostic Medical Sonography (3:0-0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2245: Advanced Sonography Practices (2:2-0-0)

Exploration of advanced sonographic procedures and emerging ultrasound applications.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2353: Sonography of Superficial Structures (3:2-3-0)

Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2230: Advanced Ultrasound and Review (2:2-0-0)

Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Review of basic and intermediate ultrasound principles.

Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DMSO 2367: Practicum II – Diagnostic Medical Sonography (3:0-0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: A grade of 2.0 or higher in each of the following DMSO 2442, DMSO 2354, and DMSO 2366

DRAMA/THEATRE**DRAM 1120: Theatre Practicum I (1:0-3)**

This is a laboratory course for extensive participation in theatre activities. It consists of work in drama for public presentation, backstage work, use of makeup, properties, lighting, and other facets of technical theatre. An average of three hours each week or a minimum of forty-eight hours of participation during the semester is required. This course may be repeated for credit. Maximum of 4 credits.

DRAM 1121: Theatre Practicum II (1:0-3)

This is a laboratory course for extensive participation in theatre activities. It consists of work in drama for public presentation, backstage work, use of makeup, properties, lighting, and other facets of technical theatre. An average of three hours each week or a minimum of forty-eight hours of participation during the semester is required. This course may be repeated for credit. Prerequisite: DRAM 1120 or permission of the instructor. Maximum of 4 credits.

DRAM 1310: Introduction to Theatre (3:3-0)

A general survey of all phases of theatre with emphasis on the various types and styles of plays, elementary theory, introduction to acting and directing, and introduction to technical production. Designed as a theatre appreciation course for the non-drama major and an introduction to theatre activities for the drama major. R, W

DRAM 1330: Stagecraft I (3:3-2)

An introduction to the fundamentals of technical theatre. Basic techniques of play production including scenery design and construction, make-up, costuming, properties, and lighting.

DRAM 2331: Stagecraft II (3:3-2)

A continuation of DRAM 1330, emphasizing the study and application of visual aesthetics of design.

Prerequisite: DRAM 1330 or permission of the instructor.

DRAM 1341: Make-Up (3:3-2)

The theory and practice of make-up for the stage. Principles of designing and applying make-up for characters in a play. Intensive practical application.

DRAM 1351: Acting I (3:3-0)

A study of characterization and the creation of roles for the stage including study of voice production, study of movement, and practice in scenes from plays. Role playing through improvisations is used as a foundation for the course. R.

DRAM 1352: Acting II (3:3-2)

An extensive study of practical experience in creating characterization. Emphasis on development of vocal and physical skill in acting through performances in solo acting, duet acting, group scenes from plays, and participation in productions staged by the College. Prerequisite: DRAM 1351 or consent of instructor. R, W

DRAM 2336: Voice for the Theatre (3:3-0)

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.

Introduction to the International Phonetic Alphabet. This is the same course as SPCH 1342 but can be taken for Theatre credit. Credit will not be granted for both DRAM 2336 and SPCH 1342. R, W

DRAM 2366: Development of the Motion Picture I (3:3-2)

Analysis of the visual and aural aspects of selected motion pictures. Important classic films will be viewed to illustrate the historical growth and sociological impact of film as an art. R, W

ECONOMICS**ECON 2301: Principles of Macroeconomics (3:3-0)**

This course surveys the American economic system emphasizing the impact of choices made by consumers and firms on the total level of economic activity. Introduces the fundamental economic principles underlying the economic problem; special emphasis on aggregate economic analysis; determinants of policy; inflation and unemployment; economic growth; macroeconomic equilibrium, fiscal policy, monetary policy, government budget deficits and public debt, international trade, money and banking. Specific topics are examined using basic methods of economics.

ECON 2302: Principles of Microeconomics (3:3-0)

This course surveys the American economic system emphasizing choices made by consumers and firms and the impact that those choices have on specific markets in relation to the overall economy. Specific topics include: the economizing problem, production possibilities, international trade, demand and supply, elasticities, analysis of consumer choice, production and cost, wages and employment, interest rates and the markets for capital and natural resources, perfect competition, the monopoly model, monopolistic competition and oligopoly, public finance and public choice, and selected microeconomic applications. Specific topics are examined using basic methods of economics.

EDUCATION**EDUC 1301—Introduction to the Teaching Profession (3:2:2)**

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; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 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; and includes a 30 contact hour lab component, 16 hours of which must be in P-12 schools.

EDUC 2301—Introduction to Special Populations (3:2:2)

An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspective of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; provides students with opportunities to participate in early field observations of P-12 special populations; includes a 30 contact hour lab component, 16 hours of which must be with special populations in P-12 schools. Prerequisite: EDUC 1301. This course usually offered in the spring semester.

EDUCATIONAL PERSONNEL**EDTC 1301: Educational Systems (3:3-0)**

A study of the role and responsibilities of educational personnel with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various codes of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools.

EDTC 1307: Introduction to Teaching Reading (3:3-0)

General principles of reading instruction. Topics include emergent literacy, reading readiness, reading instruction, literacy based environments, and a review of varied materials and techniques for teaching reading.

EDTC 1311: Instructional Practices and Effective Learning Environment (3:3-0)

General principles for selecting developmentally appropriate strategies in core curriculum areas and planning the classroom environment. Topics address methods for supporting instructional planning and implementation of educational goals. Exploration of teamwork skills and methods for providing instructional accommodations and modifications.

EDTC 1313: Educational Software and Technology (3:3-0)

Introduction to the use of educational software, instructional applications, and technology in the educational setting. Evaluate the use of technology for guided practice and self-paced student remediation.

EDTC 2305: Reading Problems (3:3-0)

In-depth coverage of reading difficulties. Emphasis on the theories, strategies, recognition, and remediation of reading problems. Topics include assessment, direct instruction, and motivational/interactive literacy activities.

EDTC 2317: Guiding Student Behavior (3:3-0)

Developmentally appropriate direct and indirect guidance techniques for use in various school environments. Includes identification of causes of inappropriate behavior, establishing and managing routines, the environment's role in promoting positive behavior, promoting self-esteem negotiation/conflict resolution strategies, and enhancing positive self-direction. Emphasizes implementation of a behavior management plan.

EDTC 2364: Practicum Teacher Assistant/Aide (3:1-21)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EMERGENCY MEDICAL SERVICES PROFESSIONS

EMSP 1147: Pediatric Advanced Life Support (1:1-0-0)

A course in the management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. Prerequisites: EMSP 2434, 2430, 2260. Corequisites: EMSP 2143, 2135, 2338, 1149, 2460.

EMSP 1149: Pre-Hospital Trauma Life Support (1:1-0-0)

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. Prerequisites: EMSP 2434, 2430, 2260. Corequisites: EMSP 2143, 2135, 1147, 2338, 2460.

EMSP 1160: Clinical-Emergency Medical Technology/Technician (1:0-0-5)

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. Corequisite: EMSP 1501. \$25 Clinical fee. Approximately \$71 liability insurance fee.

EMSP 1162: Clinical-Emergency Medical Technology/Technician (1:0-0-4)

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: Formal acceptance into EMSP Program, EMSP 1501, 1160. Prerequisite or Corequisite: BIOL 2401 or 2404. Corequisites: EMSP 2348, 1438, 1356. \$50 Clinical fee. Approximately \$71 liability insurance fee if not paid previously during current academic year.

EMSP 1263: Clinical-Emergency Medical Technology/Technician (2:0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2348, 1356, 1438, 1162. Corequisite: EMSP 1355. \$50 Clinical fee.

EMSP 1305: Emergency Care Attendant (3:2-2-0)

First responder course in emergency medical care. Emphasis on requirements of national and state accrediting agencies. No fees, prerequisites or corequisites.

EMSP 1355: Trauma Management (3:2-2-0)

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisites: EMSP 2348, 1356, 1438, 1162. Corequisite: EMSP 1263. \$40 Micro Simulation fee.

EMSP 1356: Patient Assessment and Airway Management (3:2-2-0)

A detailed study of the knowledge and skills required to perform patient assessment and airway management. Prerequisites: Formal acceptance into EMSP Program, EMSP 1501, 1160. Prerequisite or corequisite: BIOL 2401 or 2404. Corequisites: EMSP 2348, 1438, 1162. \$40 Micro Simulation fee.

EMSP 1438: Introduction to Advanced Practice (4:3-2-0)

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisites: Formal acceptance into EMSP Program, EMSP 1501, 1160. Prerequisite or corequisite: BIOL 2401 or 2404. Corequisites: EMSP 1162, 1356, 2348.

EMSP 1501: Emergency Medical Technician-Basic (5:3-8-0)

Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Corequisite: EMSP 1160.

EMSP 2135: Advanced Cardiac Life Support (1:1-0-0)

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. Prerequisites: EMSP 2434, 2430, 2260. Corequisites: EMSP 2143, 2338, 1147, 1149, 2460.

EMSP 2143: Assessment Based Management (1:0-3-0)

Comprehensive, assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special needs patients. Prerequisites: EMSP 2434, 2430, 2260. Corequisites: EMSP 2338, 2135, 1147, 1149, 2460. \$40 Micro Simulation fee.

EMSP 2263: Clinical – Emergency Medical EMT Paramedic (2:0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Current State or National Certification as a paramedic. Corequisites: EMSP 2458. Approximately \$71 liability insurance fee if not paid previously during current academic year.

EMSP 2260: Clinical-Emergency Medical EMT Paramedic (2:0-0-8)

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: EMSP 1355, 1263, 2544. Corequisites: EMSP 2430, 2434. \$50 Clinical fee. Approximately \$71 liability insurance fee if not paid previously during current academic year.

EMSP 2338: EMS Operations (3:2-2-0)

A detailed study of the knowledge and skills to safely manage the scene of an emergency. Prerequisites: EMSP 2434, 2430, 2260. Corequisites: EMSP 2143, 2135, 1147, 1149, 2460.

EMSP 2348: Emergency Pharmacology (3:3-1-0)

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to complement Cardiology, Special Populations, and Medical Emergencies courses. Prerequisites: Formal acceptance into EMSP Program; EMSP 1501, 1160; Prerequisite or corequisite: BIOL 2401 or 2404. Corequisites: EMSP 1438, 1356, 1162.

EMSP 2430: Special Populations (4:3-2-0)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Prerequisites: EMSP 1355, 1263, 2544. Corequisites: EMSP 2434, 2260.

EMSP 2434: Medical Emergencies (4:4-3-0)

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. Prerequisites: EMSP 1355, 1263, 2544. Corequisites: EMSP 2430, 2260. \$40 Micro Simulation fee.

EMSP 2458: Critical Care Paramedic (4:3-4)

Prepares healthcare personnel to function as members of a critical care transport team. Prerequisites: Current State or National Certification as a paramedic. Corequisites: EMSP 2263

EMSP 2460: Clinical-Emergency Medical EMT Paramedic (4:0-0-14)

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: EMSP 2434, 2430, 2260. Corequisites: EMSP 2143, 2135, 1147, 1149, 2338. \$50 Clinical fee. Approximately \$71 liability insurance fee if not paid previously during current academic year.

EMSP 2544: Cardiology (5:4-4-0)

Assessment and management of patients with cardiac emergencies. Includes basic dysrhythmia interpretation, recognition of 12-Lead EKGs for field diagnosis, and electrical and pharmacologic interventions. Prerequisites: EMSP 2348, 1356, 1438, 1162.

ENGINEERING**ENGR 1201: Introduction to Engineering (2:2-0)**

An introduction to engineering and its branches of specialization by examining current practices of the profession. Covers technical areas including computational methods and presentation of problem solutions with emphasis on the computer as an engineering tool. Introduction to MATLAB structured programming. Required for all engineering majors. Recommended for all mathematics and physical science majors. R, W, M

ENGR 1304: Engineering Graphics I (3:2-3)

Study of the basic skills necessary for CAD drawings, including solid modeling. Prerequisite: MATH 1316 and MATH 1348, or MATH 2412; or co-requisite: MATH 1348 or MATH 2412 or permission of the instructor. \$24 lab fee. R, W

ENGR 2301: Engineering Mechanics I - Statics (3:3-0)

A comprehensive study of the engineering methods and applications of equilibrium, including free-body diagrams, force systems, trusses, beams, cables, friction, distributed loads, centroids, and moment of inertia. Vector algebra and calculus are used. Offered when sufficient demand exists. Prerequisites: PHYS 2425 and co-requisite MATH 2414. R, W

ENGR 2302: Engineering Mechanics II - Dynamics (3:3-0)

A study of kinematics and dynamics, including work-energy and impulse-momentum methods, applied to engineering problems involving particles and rigid bodies. Vector algebra and calculus are used. Offered when sufficient demand exists. Prerequisites: ENGR 2301 and co-requisite: MATH 2415. R, W

ENGLISH**ENGL 0301: Basic Writing I (3:3-0)**

This course stresses mastery of fundamentals of language in writing. The course emphasizes mastery of basic grammar and mechanics and basic compositional skills. The construction of well-organized paragraphs will be stressed. Must make a grade of "A" or "B" to attempt next level.

ENGL 0302: Basic Writing II (3:3-0)

This course stresses individual self-expression through language. It provides opportunities for students to express their ideas through written composition. Basic forms of rhetoric are analyzed. This course will focus on the skills needed to write 300-600 word essays. Must make a grade of "A" or "B" to complete the Basic Writing program.

ENGL 0307: English as a Second Language (3:3-0)

This course is a concentrated study of vocabulary, pronunciation, and sentence structure. It includes review of grammatical structure, exposure to common sentence-level grammatical mistakes, and an introduction to the basic principles of composition. The course will emphasize computer-assisted instruction through the Learning Assistance Center.

ENGL 1301: Composition I (3:3-0)

The course consists of an intensive study of the principles of writing, analysis and discussion of expository selections, theme writing, collateral reading, and grammar. WR

ENGL 1302: Composition II (3:3-0)

Emphasis is placed on the careful reading of, critical and analytical writing about, selected literary genre. Research writing is required. Prerequisite is 1301: Composition I or credit for English 1301 by examination. W, R

ENGL 2307: Creative Writing I (3:3-0)

This course offers an introduction to creative writing. It is designed to encourage students to express themselves in positive ways. The course will concentrate on writing short stories, poems, and short narratives. Prerequisite: ENGL 1301, W, R

ENGL 2308: Creative Writing II (3:3-0)

This course offers an opportunity to enhance creative writing skills. The course will focus on writing short stories, poems, and/or longer narratives. Submission procedures for publication will also be covered. Prerequisite: ENGL 2307, R, W

ENGL 2311: Technical and Business Writing (3:3-0)

This course is designed for science, pre-engineering, computer-aided design, computer information systems, entertainment and business software development, child development, dental hygiene, nursing (ADN), general business and management students. The course covers the writing of letters, reports, memoranda, proposals, progress reports, and resumes. The course includes audience analysis and empirical research. The preparation and presentation of oral reports include PowerPoint and/or video presentations. The student will also use word-processing programs. Prerequisite: ENGL 1301 or consent of the instructor. R, W

ENGL 2322: British Literature I (3:3-0)

This course is a survey of English Literature from the Old English Period through the Eighteenth Century. A study of prose and poetry, assigned reading, essays, and tests constitute the work of the course. Research writing is required. Prerequisite: ENGL 1302 or ENGL 2311. R

ENGL 2323: British Literature II (3:3-0)

This course is a continuation of the study of English Literature from the Romantic Period through the Modern Period. A study of prose and poetry, assigned reading, essays, and tests constitute the work of the course. Research writing is required. Prerequisite: ENGL 1302 or ENGL 2311. R

ENGL 2327: American Literature I (3:3-0)

This course is a historical and critical study of the major poetry and prose writers from the Puritan Period to the Civil War. A study of prose and poetry, assigned reading, essays, and tests constitute the work of the course. Research writing is required. Prerequisite: ENGL 1302 or ENGL 2311. R

ENGL 2328: American Literature II (3:3-0)

This course, a continuation of the study of American Literature, is a historical and critical study of the major poetry and prose writers from the Reconstruction Period to the Present. A study of prose and poetry, assigned reading, essays, and tests constitute the work of the course. Prerequisite: ENGL 1302 or ENGL 2311. R

ENGL 2332: World Literature I (3:3-0)

A study of Western World Literature from the Classical Period to the Renaissance. Writing intensive. Prerequisite: ENGL 1302 or ENGL 2311. R

ENGL 2333: World Literature II (3:3-0)

A study of Western World Literature from the Neoclassical Period to the present. Writing intensive. Prerequisite: ENGL 1302 or ENGL 2311. R

ENVIRONMENTAL SCIENCE**ENVR 1101: Environmental Science Laboratory I (1:0-2)**

The laboratory will provide practical exposure to the methods of measurement, analysis and interpretation of environmental data. The student, in addition to doing lab experiments, will be involved in the collection of data from the environment and report preparation. Field trips may be required. Prerequisite: ENVR 1301 or co-requisite ENVR 1301. \$24 lab fee. R

ENVR 1301: Environmental Science I (3:3-0)

This is a one semester course designed for non-science majors, and others who desire a low mathematical view of environmental science. It is a general interest course requiring a minimum of previous science background. The course involves relating scientific knowledge to problems involving energy and the environment and addressing issues that range from local to global effects. Topics include energy resources, water, mineral resources, air and water pollutants, pesticides and other toxic chemicals, solid and hazardous wastes, crowding, land use and abuse, economic considerations and some governmental regulatory agencies. R

FRENCH

FREN 1411: Beginning French I (4:3-2)

Students study the French language and culture. Emphasis is placed on grammar and speaking skills. This is a foundation course in which basic communication skills of the French language are developed. Language Lab will be a part of class instruction.

FREN 1412: Beginning French II (4:3-2)

A continuation of FREN 1411 with increasing emphasis on using French to give and receive non-memorized information. This course teaches the structural patterns necessary to convey messages. Prerequisite: FREN 1411.

FREN 2311: Intermediate French I: Oral Expression, Reading and Composition (3:3-0)

An expansion of the study of structural patterns in French. The course will continue to provide information on the cultural and linguistic elements of French. Students will work on oral expression, reading, comprehension, and composition.

FREN 2312: Intermediate French II: Oral Expression, Reading and Composition (3:3-0)

A continuation of the study of the French language. The course will continue to advance through the study of the cultural and linguistic elements of French. Students will work on oral expression, reading, comprehension, and composition. Prerequisite: FREN 2311 or equivalent.

GEOGRAPHIC INFORMATION SYSTEMS

GISC 1301: Cartography and Geography in Geographical Information Systems (GIS) and Global Positioning System (GPS) (3:2-4)

Introduction to the principles of cartography and geography. Emphasis on global reference systems and the use of satellites for measurements and navigation. Lab fee \$24.

GISC 1311: Introduction to Geographic Information Systems (GIS) (3:2-4)

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography. ArcGIS® software will be used. Lab fee \$24.

GISC 1321: Introduction to Raster-Based Geographic Information Systems (GIS) (3:2-4)

Instruction in GIS data sets including raster-based information such as images or photographs, acquisitions of such data, and processing and merging with vector data. Lab fee \$24.

GISC 1391: Special Topics in Cartography (3:2-4)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relative to the professional development of the student. Lab fee \$24.

GISC 2301: Data Acquisition & Analysis in Geographic Information Systems (GIS) (3:2-4)

Study of the management of geographic information, system life cycles, and costs and benefits. Includes institutional issues such as data providers, data management, combination of attribute and graphical data, information storage and access, Texas and national standards for spatial data; and applications of GIS for data modeling and analysis. Lab fee \$24. . Prerequisite: GISC 1301, GISC 1311, or instructor's approval.

GISC 2311: Geographic Information Systems (GIS) Applications (3:2-3)

Application of GIS technology to real workplace applications from public and private sector. Completion of Global Positioning Systems (GPS) fieldwork required for lab exercises. Lab fee \$24. Prerequisite: GISC 1301, GISC 1311, or instructor's approval.

GISC 2320: Intermediate Geographic Information Systems (GIS) (3:2-4)

This course focuses on the study of spatial data structures and the display, manipulation, and analysis of geographic information. Students will study the technical aspects involved in spatial data handling, analysis and modeling. Instruction will include theories and procedures associated with the implementation and management of GIS projects. A variety of GIS software packages will be used in the laboratory. Lab fee \$24. Prerequisite: GISC 1301, GISC 1311, or instructor's approval.

GISC 2380: Cooperative Education – Cartography (3:1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: GISC 1301, GISC 1311, or instructor's approval.

GEOG 1302: Cultural Geography (3:3-0)

Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living and map concepts.

GEOG 1303: World Regional Geography (3:3-0)

A study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

GEOG 2312: Economic Geography (3:3-0)

Analytical study of the historical development of particular economic distributions as they relate to social, cultural, political, and physical factors. Includes critical inquiry into the reasons for location of various types of economic activity, production, and marketing. (Also known as ECON 2311)

GEOG 2389: Academic Cooperative (3:2-4)

An instructional program designed to integrate on-campus study with practical hands-on experience in geography. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. \$16 Lab fee.

GEOLOGY**GEOL 1103: Physical Geology Laboratory (1:0-3)**

This course is designed to complement GEOL 1303. The laboratory includes investigation of current and past geologic events as well as identification of the different rock types. Laboratory examinations and experiments as well as computer modeling and simulations will be used. Some field trips may be required. Prerequisite: GEOL 1303 or co-requisite: GEOL 1303. \$24 lab fee. R, W

GEOL 1104: Historical Geology Laboratory (1:0-3)

This course is designed to complement GEOL 1304. This course will present a study of the geologic history and evolution of the earth to the present. The course involves laboratory examinations and experiments, as well as, computer modeling and simulations. Some field trips may be required. Prerequisite: GEOL 1103 and GEOL 1304 or co-requisite: GEOL 1304. \$24 lab fee. R, W

GEOL 1303: Physical Geology (3:3-0)

Principles of physical geology. This course studies the earth's composition, structure, and resources. Also examined are the internal and external processes that change and shape the planet we live on. R, W

GEOL 1304: Historical Geology (3:3-0)

This course will present a study of the geological history and evolution of the Earth. The course focuses on the relationship between geologic events throughout Earth's history and the evolution of its plants and animals. Prerequisite: GEOL 1303, R, W

GEOL 1305: Environmental Geology (3:3-0)

This course studies the earth as a habitat. The main focus is on the interrelationships between humans and the environment with emphasis placed on the geological aspect. Some topics to be included are water resources, mass wasting, geology and climate interactions, soil resources, mineral and energy resources, and pollution. Environmental law and land use planning may also be studied. Prerequisite: GEOL 1303. R, W

GOVERNMENT**GOVT 2301: American Government I (3:3-0)**

This course surveys the origin and development of the U.S. and Texas Constitutions, federalism, interstate relations, political parties, interest groups, political campaigns, and elections. Meets Texas teacher certification requirement. GOVT 2301 and GOVT 2302 are separate courses and neither is prerequisite for the other. Either may be taken first or both may be taken in the same semester. R, W

GOVT 2302: American Government II (3:3-0)

Primary emphasis is on the legislative, executive, and judicial systems of local, state, and federal governments as established in the Texas and U.S. Constitutions. Included are the bureaucracy and selected problems in making public policy. Meets Texas teacher certification requirement. GOVT 2301 and GOVT 2302 are separate courses and neither is prerequisite for the other. Either may be taken first, or both may be taken in the same semester. R, W

GOVT 2304: Introduction to Political Science (3:3-0)

A survey of the development, philosophies, and methodologies of the political discipline. Topics covered will include: theory and theory building, research techniques and sources, constitutional law, comparative government, international relationships, political socialization, political behavior, public administration, and political philosophy. This course will not satisfy the Government class requirement for graduation. It is highly recommended for potential government and social science majors. R, W, M-College Algebra

HEALTH PROFESSIONS

This course is an overview of the roles of various members of the health care system, educational requirements, employment opportunities and issues affecting the delivery of health care. This course is intended for individuals who are either entering the health care field for the first time, already in the work force but are transitioning into the health field, and those who are moving into Health Care Administration. It is being offered as an Internet and Hybrid course.

HPRS 1201: Introduction to Health Professions (2:2 – 0)

Discuss the roles of various health care professionals in the current health care delivery system; outline the educational background methods of credentialing and licensing requirements of health care professions on a state and national level; identify legal and ethical issues affecting the practice of health care professionals; define professionalism and the rights and responsibilities of being a health care professional.

HISTORY

HIST 1301: United States History I (3:3-0)

A general survey of the United States from the period of discovery through the Reconstruction. Requirement for Associate in Arts Degree and teacher certification. R,W.

HIST 1302: United States History II (3:3-0)

A continuation of History 1301. The history of the United States since the Reconstruction to the present time. Requirement for Associate in Arts Degree and teacher certification. R,W.

HIST 2301: Texas History (3:3-0)

This course gives a rapid survey of the history of Texas. Topics stressed include: European approach to Texas, Spanish and French rivalry, exploration and settlement by the Spanish, the coming of the Anglo-Americans, relations with Mexico, Texas Revolution, Republic, annexation, statehood, reconstruction, recovery and development with special emphasis on Texas in the 20th Century. R, W

HIST 2311: Western Civilization I (3:3-0)

A general survey of western civilization from prehistoric times to 1600. R, W

HIST 2312: Western Civilization II (3:3-0)

A general survey of western civilization from 1600 to the present. R, W

HUMANITIES

HUMA 1301: Introduction to the Humanities I (3:3-0)

An exploration of human values significant to western civilization, incorporating influences of Asian and African cultures through great works of philosophy, architecture, literature, music and the visual arts from prehistory to the twentieth century. Interdisciplinary, multi-perspective assessment of factors critical to the formulation of values of the individual and society. R, W

HUMA 1302: Introduction to the Humanities II (3:3-0)

A continuation of HUMA 1301 focusing on the students' directed studies of two or more cultural systems through the application of principles and skills found in the several humanities disciplines. Emphasis will be placed on the diversity of ethnic and national cultures represented in America today. R, W

HUMAN RESOURCES

HRPO 1311: Human Relations (3:3-0)

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301: Human Resources Management (3:3-0)

Behavioral and legal approaches to the management of human resources in organizations.

HRPO 2307: Organizational Behavior (3:3-0)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

MARKETING

MRKG 1302: Principles of Retailing (3:3-0)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

MRKG 1311: Principles of Marketing (3:3-0)

Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 1313: Public Relations (3:3-0)

Exploration of the theories, techniques, and processes of public relations including means of influencing methods of building good will, analysis of media, obtaining publicity, and implementation of public relations programs.

MRKG 2349: Advertising and Sales Promotion (3:3-0)

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

MATHEMATICS

Any student enrolled in a mathematics course at Temple College will be eligible to attend a mathematics lab. The main campus lab will be open at least 20 hours each week and will be staffed by the lab director, regular math faculty members and peer tutors. Labs in Taylor and Cameron will be open a limited number of hours as posted at those facilities. Lab attendance of at least one hour per week will be required for students enrolled in Math 0310 and Math 0330. These students may also meet lab attendance requirements by attending other sessions instituted by the College as approved by the chair of the Mathematics Department.

While every effort has been made to align our pre-requisites with the majority of major receiving institutions, it is ultimately the learner's responsibility to be aware of his/her institution's particular pre-requisites.

MyMathLab is used in most classes.

MATH 0310: Pre-Algebra I (3:3-1)

This is a pre-algebra course. It covers fractions, decimals, ratio and proportion, percent, geometric facts, statistical graphs, signed numbers, and a brief introduction to linear equations. Students will review the elements of the assessment test, as well as topics such as applications of mathematics, and math anxiety. Lab required. This course uses MyMathLab.

Prerequisite: THEA-Math score under 206 or ACCUPLACER score under 42 or ASSET score under 30 or COMPASS score under 23. \$15 Lab Fee.

MATH 0330: Introduction to Algebra I (3:3-1)

This course covers topics from the first year of algebra: operations with signed numbers, solving linear equations, graphing lines, exponent rules, operations with polynomials, factoring, solving linear systems, and an introduction to solving quadratic equations. Lab required. This course uses MyMathLab. Prerequisite: grade of A or B in MATH 0310 or MATH 0320 or an adequate, non-passing placement test score, specifically, ASSET score of 30 or COMPASS score of 23 or ACCUPLACER score of 42 or THEA score of 206. \$15 Lab fee.

MATH 0350: Intermediate Algebra (3:3-0)

This course prepares students for Math 1314 and Math 1324. This course covers topics from the second year of algebra: exponent rules, fractional exponents, operations with polynomials, factoring, operations with rational expressions, operations with radicals, solving linear and quadratic equations and inequalities, graphing lines and parabolas, graphing linear inequalities, and solving systems of linear equations and inequalities. This course may also introduce students to conics and to functions including exponential and logarithmic functions. Students may be required to use a calculator. This course uses MyMathLab. Prerequisite: A or B in MATH 0330 or MATH 0340 or ASSET EA score of 38 or COMPASS score of 39 or ACCUPLACER score of 63 or THEA-Math score of 230. \$15 Lab Fee.

MATH 1314: College Algebra (3:3-0)

This course explores the properties of several common types of functions along with their graphs. Functions include polynomial, rational, exponential, logarithmic, and inverses. This course covers methods of solving systems of equations, linear programming, and matrices. Students may be required to use a calculator. This course uses MyMathLab. Prerequisite: MATH 0350 or THEA score of 270 or ACCUPLACER score of 95 or ASSET IA score of 43 or COMPASS score of 76 or Texas Success Initiative exempt (ACT, SAT, TAKS). \$15 Lab Fee.

MATH 1316: Plane Trigonometry (3:3-0)

This course consists of a study of trigonometric functions, trigonometric identities, radian and degree measure, graphs of trigonometric functions, trigonometric equations, solutions of triangles, inverse trigonometric functions, and vectors. Students will be required to use a calculator. Prerequisite: MATH 1314 or THEA-Math score of 270 or ACCUPLACER score of 95 or ASSET IA score of 43 or COMPASS score of 76 or Texas Success Initiative exempt (ACT, SAT, TAKS). \$15 Lab Fee.

MATH 1324: Mathematics for Business and Social Science I (3:3-0)

This course covers linear and quadratic functions, matrices, linear programming, compound interest, and probability and descriptive statistics. Students will be required to use a calculator. Prerequisite MATH 0350 or THEA-Math score of 270 or ACCUPLACER score of 95 or ASSET IA score of 43 or COMPASS score of 76. \$15 Lab Fee.

MATH 1325: Mathematics for Business and Social Science II (3:3-0)

This course includes topics in functions and relations, coordinate geometry, slopes, limits and continuity, derivatives and differentiation, maxima and minima, anti-derivatives, summations and integration, and applications of polynomial and transcendental calculus, including functions of two variables. Students will be required to use a calculator. Prerequisite: MATH 1324 or MATH 1314. (MATH 1314 is acceptable, but not preferable.) \$15 Lab Fee.

MATH 1332: Contemporary Mathematics I (3:3-0)

This course consists of a study of linear and exponential growth, descriptive statistics, personal finance, and other applications of simple modeling. It emphasizes using critical thinking to make decisions based on information. Some sections will be designated as technical sections and place emphasis on technology applications. Students may be required to use a calculator. This course uses MyMathLab. Prerequisite: MATH 0350 or a score of 270 on THEA-Math test or ACCUPLACER score of 95 or ASSET IA score of 43 or COMPASS score of 76 or Texas Success Initiative exempt (ACT, SAT, TAKS). \$15 Lab Fee.

MATH 1333: Contemporary Mathematics II (3:3-0)

This course is a continuation of MATH 1332. Topics may include geometry, right triangle trigonometry, and sampling theory. The emphasis will be on mathematically based critical thinking. Students may be required to use a calculator. This course uses MyMathLab. Prerequisite: MATH 0350 or a score of 270 on THEA-Math test or ACCUPLACER score of 95 or ASSET IA score of 43 or COMPASS score of 76 or Texas Success Initiative exempt (ACT, SAT, TAKS). \$15 Lab Fee.

MATH 1348: Analytic Geometry (3:3-0)

This course includes the study of Cartesian and polar coordinates, graphs of functions and relations, algebraic solutions of systems of relations and functions, parametric equations, vectors and direction cosines. Vector concepts are an integral part of this course. Students may be required to use a calculator. Prerequisite: MATH 1314 and MATH 1316. \$15 Lab Fee.

MATH 1350: Fundamentals of Mathematics I (3:3-0)

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314. \$15 Lab Fee.

MATH 1351: Fundamentals of Mathematics II (3:3-0)

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving. Prerequisite: MATH 1314. \$15 Lab Fee.

MATH 2305: Discrete Mathematics (3:3-0)

This course includes topics in mathematical logic and induction, relations and functions, basic counting techniques, graphs and trees, and applications to computing devices. Students may be required to use a calculator. Prerequisite: MATH 2412.

MATH 2318: Linear Algebra (3:3-0)

Systems of linear equations, vector spaces, linear dependence, bases, and dimensions; inner product, matrices and determinants, and permutations. Students may be required to use a calculator. Prerequisite: MATH 2413.

MATH 2320: Differential Equations (3:3-0)

Differential equations of first, second, and higher order, solution in series, applications, and Laplace transformations. Students may be required to use a calculator. Prerequisite: At least six semester hours of calculus.

MATH 2342: Elementary Statistical Methods (3:3-0)

This course includes topics from probability and statistics. Emphasis is on the use of various distributions, measurements, sampling methods, hypothesis testing, and written analysis of results. Regression analysis is included. Students will be required to use a calculator and/or a computer. This course uses MyMathLab. Prerequisite: MATH 1314 or MATH 1324. R, W

MATH 2412: Pre-calculus Math (4:4-0)

This course includes an integrated treatment necessary for calculus. Topics include trigonometric functions, trigonometric identities, radian and degree measure, graphs of trigonometric functions, trigonometric equations, solutions of triangles, inverse trigonometric functions, vectors (parametric and polar representations are included), conic sections, sequences and series, and mathematical induction. Students may be required to use a calculator. This course uses MyMathLab. Prerequisite: MATH 1314 or permission of the department chair.

MATH 2413: Calculus I (4:4-0)

This course includes limits and continuity, differentiation of algebraic functions, various applications of the derivatives, maxima and minima, differentials and anti-differentiation, mean value theorem for derivatives, integration, the definite integral, differentiation and integration of transcendental functions, and L' Hospital's rule. Students may be required to use a calculator. Prerequisite: MATH 2412 or MATH 1348 or permission of the department chair. (MATH 1348 and MATH 2413 may be taken simultaneously.)

MATH 2414: Calculus II (4:4-0)

This course covers formal integration by various techniques, calculus of polar and parametric forms, Taylor polynomials, sequences and series, power series, and applications of the definite integral. Students may be required to use a calculator. Prerequisite: MATH 2413.

MATH 2415: Calculus III (4:4-0)

This course involves multivariable calculus with applications, three-dimensional analytic geometry, partial differentiation including maxima and minima, multiple integrals, and calculus of vector functions. This course may include calculus of vector fields. Students may be required to use a calculator. Prerequisite: MATH 2414.

MUSIC

MUSI 1116: Elementary Sight Singing and Ear Training I (1:1-2)

Aural training in the recognition of scales, intervals, triads, harmonic cadences, rhythmic patterns, and meters. Singing of intervals and simple melodies.

MUSI 1117: Elementary Sight Singing and Ear Training II (1:1-2)

A continuation of MUSI 1116 with advanced exercises in the hearing and singing of music. Prerequisite: MUSI 1116 or permission of the instructor.

MUSI 1171: Student Recital (1:0-3)

Recital attendance credit for music majors and minors. Required of all music majors and minors. This course may be repeated for credit. Maximum of 4 credits.

MUSI 1263: Improvisation I (2:2-1)

Materials and practices for improvisation or extemporaneous playing and /or singing.

MUSI 1264: Improvisation II (2:2-1)

Materials and practices for improvisation or extemporaneous playing and/or singing. Prerequisite: MUSI 1263

MUSI 1301: Fundamentals of Music I (3:3-0)

A basic introduction to the elements of music. Study includes the staff, clefs, rhythms, key signatures, scales, and chords. Introductions to sight singing, ear training, and keyboard skills. The course is for non-music majors and for music majors or minors with little or no background in music.

MUSI 1306: Music Appreciation (3:3-0)

A non-technical approach to the enjoyment of music with emphasis on intelligent listening procedures of classical, pop, and rock music. Introduction to the cultural periods, major composers, and elements of music. For non-music majors or minors.

MUSI 1308: Music Literature I (3:3-2)

For music majors, music minors, and honors students. A survey of musical forms and cultural periods as illustrated in the literature of major composers. R, W

MUSI 1309: Music Literature II (3:3-2)

A continuation of MUSI 1308. For music majors, music minors, and honors students. R, W

MUSI 1310: American Music (3:3-0)

Provides students an in-depth view of different musical styles evident in America. Styles such as rock, pop, soul, jazz, musical theater, and "new age" music are possible topics. Extensive listening in and outside of class provides further exposure and understanding of popular music and its relationship with the music industry. Open to any student.

MUSI 1311: Music Theory I (3:2-2)

A course in the elements of music for music majors and minors. Review of the fundamentals of rhythm, melody, and harmony including study of the staff, clefs, key signatures, scales, time signatures, and notation. Part writing of figured bass exercises and melody harmonization requiring the principal triads. Prerequisite: MUSI 1301 or permission of the instructor.

MUSI 1312: Music Theory II (3:2-2)

Continuation of MUSI 1311. Part writing of figured bass exercises and melody harmonization requiring all diatonic triads, the dominant seventh and supertonic seventh chords, and non-harmonic tones. Prerequisite: MUSI 1311

MUSI 2116: Advanced Sight Singing and Ear Training I (1:1-2)

Singing modulations to closely related keys: modal melodies. Aural study of compound intervals, melodic and harmonic modulation, and all diatonic seventh chords. Prerequisite: MUSI 1117.

MUSI 2117: Advanced Sight Singing and Ear Training II (1:1-2)

Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. Prerequisite: MUSI 2116

MUSI 2311: Music Theory III (3:2-2)

Analysis and part writing of materials involving altered chords, sevenths, and modulations. Prerequisite: MUSI 1312.

MUSI 2312: Music Theory IV (3:2-2)

Continuation of MUSI 2311. Completion of the study of music elements from the standard practice period. Survey of 20th Century techniques. Prerequisite: MUSI 2311

ELECTRONIC MUSIC

MUSC 1327: Audio Engineering I (3:2-2)

Overview of the recording studio. Topics include basic studio electronics and acoustic principles, wave form analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation, and an overview of mixing and editing. Open to all students.

MUSI 1390: Electronic Music I (2:2-1)

An introduction to MIDI and its applications. Use of computer, MIDI interface, synthesizers, drum machine and digital audio in developing musical projects. Competency developed with music sequencing and graphics software. Open to all students.

ENSEMBLES

All ensembles are open to all students regardless of major. Performing ensembles serve three distinct purposes: (1) they provide music majors with the ensemble participation necessary for successful completion of their music degree; (2) they provide those not majoring in music an enjoyable outlet, the experience of self-expression, and the social development that results from participation in a group activity; (3) they serve as valuable public relations agents for the College, and for this reason, students have the opportunity to travel and perform at a variety of functions. A great way to get involved at Temple College is to become a member of one of the performing ensembles.

All music majors and minors are required to participate in a minimum of one major ensemble during each semester they are in residence.

All ensembles may be repeated for credit. Maximum of 8 credits each.

VOCAL ENSEMBLES

MUEN 1141-1001: Show Choir (1:0-5)

Open to any student by audition only. Rehearsal and performance of popular songs and music of the Broadway stage. Extensive performance opportunities including song and dance combinations. Maximum of 8 credits

MUEN 1141-1002: Adult Show Choir (1:0-5)

Open to any adult by audition only. Rehearsal and performance of popular songs and music of the Broadway stage. Extensive performance opportunities including song and dance combinations. Maximum of 8 credits

MUEN 1142: Chorale (1:0-5)

Open to any student by audition only. Designed to give participants a more challenging, stylized choral experience. Performs a wide variety of literature (including instrumental-choral), emphasizing the more difficult choral works. Presents concerts on campus and at various functions in the area. Maximum of 8 credits

MUEN 1143: Swing Choir (1:0-5)

Open to any student by audition only. Rehearsal and performance of vocal swing/jazz including music from the 1930's through present. Will perform on and off campus. Maximum of 8 credits

INSTRUMENTAL ENSEMBLES

MUEN 1121: Symphonic Band (1:0-5)

Open to any instrumentalist by audition only. Performs a wide range of literature from popular selections to the more advanced works for wind ensemble. Presents concerts on campus and at various functions in the area. Maximum of 8 credits

MUEN 1122: Jazz Orchestra (1:0-5)

Open to any instrumentalist by audition only. Offers students an intensive study and experience with jazz and other big band literature. Travels in the Central Texas area presenting concerts at high schools, civic functions, etc. Maximum of 8 credits

MUEN 1123: Orchestra (1:0-5)

Open to any instrumentalist by audition only. Gives players the opportunity to perform in a large orchestral ensemble. Performs in a wide variety of music from popular to more serious orchestral literature. Presents concerts on the TC campus. Maximum of 8 credits

MUEN 1124: Jazz Ensemble (1:0-5)

Open to any instrumentalist by audition only. Offers students experience in big band styles and jazz improvisation. Presents concerts on campus and throughout the community. Maximum of 8 credits

MUEN 1131: Chamber Ensemble (Mixed) (1:0-2)

Rehearsal and performance of chamber music literature for small groups, including strings, woodwinds, brass, piano, and voice. Will perform on and off campus. Maximum of 8 credits

MUEN 1132: Chamber Ensemble (Piano) (1:0-2)

Required for all piano majors or piano emphasis students. A study of piano technique and literature with a participation in ensemble performances. Maximum of 8 credits

MUEN 1133: Chamber Ensemble (String) (1:0-2)

Open to any string player. No audition required. Gives string players experience in playing chamber orchestra literature. Presents concerts on campus and accompanies other campus ensembles in major musical works. Maximum of 8 credits

MUEN 1134: Chamber Ensemble (Woodwind) (1:0-2)

Rehearsal and performance of chamber music for woodwinds, with emphasis on the development of the literature from 1700 to the present. Maximum of 8 credits

MUEN 1135: Chamber Ensemble (Brass) (1:0-2)

Rehearsal and performance of chamber music for brass instruments, with attention focused on the development of the literature from 1550 to the present. Maximum of 8 credits

MUEN 1136: Chamber Ensemble (Percussion) (1:0-2)

Rehearsal and performance of chamber music for percussion, with emphasis on Twentieth Century literature. Maximum of 8 credits

MUEN 1137: Chamber Ensemble (Low Brass) (1:0-2)

Rehearsal and performance of chamber music for low brass instruments. Maximum of 8 credits

MUEN 1138: Chamber Ensemble (Flute) (1:0-2)

Open to any student by audition only. Rehearsal and performance of chamber music for flute. Maximum of 8 credits

MUEN 1139: Chamber Ensemble (Guitar) (1:0-2)

Offers the guitarist the opportunity to rehearse and perform with other guitarists. This ensemble presents concerts throughout the school year on and off the TC campus. For beginners to advanced players. Maximum of 8 credits

MUEN 1140: Jazz Combo (1:0-2)

The jazz combo is a small select instrumental group that performs compositions from a variety of jazz styles such as samba, bossa nova, swing, bebop, and fusion. Students will also study the historical development of jazz and the fundamentals of improvisation, interpretation, and performance of jazz. Maximum of 8 credits

MUEN 2131: Collegium Musicum (1:0-2)

Collegium Musicum is a chamber ensemble devoted to the rehearsal and performance of early music with emphasis on historical accuracy of style, instruments, and other musical considerations. The ensemble concentrates on western art music of the Middle Ages, Renaissance, and Baroque eras, although art music of other regions and folk music may also be included. Maximum of 8 credits

MUSICAL THEATRE/OPERA**MUSI 1159: Musical Theatre I (1:0-5)**

Open by audition to all students. Considers stage movement, use of voice in musical theatre, spoken dialogue, and musical theatre acting. Culminates in public performance of a complete musical. This course may be repeated for credit. Maximum of 2 credits.

MUSI 1258: Opera Workshop (2:0-3)

Required of all voice concentrates and open by permission to all other students by audition; will consider the development and use of the voice in theatre; culminates in some variety of opera scenes or short opera for public performance. This course may be repeated for credit. Maximum of 4 credits.

APPLIED MUSIC

Class or private study is available to all students of the College on both beginning and advanced levels of instruction. Lessons are offered in brass, guitar, organ, percussion, piano, strings, voice, and woodwinds.

Detailed requirements in the technique and repertoire for each of the course numbers may be obtained from the Fine Arts Division Office or the applied instructors.

Students who register for private instruction in voice, piano, or instruments must understand that all private instruction is scheduled TBA ("to be arranged"), meaning that the day and time for lesson(s) each week is "to be arranged" with the teacher of that applied area. Consequently, the student must contact the teacher to arrange his lesson time(s) during the first week of the semester. Class instruction is scheduled in regular class periods.

All music majors are required to take two-hours credit in their principal instrument. Music minors are required to take one-hour credit in their principal instrument. No student is allowed to take more than four hours of applied music in any one semester.

The organizational structure of the applied music division allows the student to receive instruction and progress on a level that is consistent with their musical goals. Specifically, non-music majors will be allowed to progress under less rigid standards than music majors.

MUSI 1181: Piano Class I (1:0-2)

Beginning instruction in keyboard for the music major/minor whose principal instrument is other than keyboard and for the beginning non-music major/minor who wants to begin learning basic piano skills.

MUSI 1182: Piano Class II (1:0-2)

A continuation of MUSI 1181.

MUSI 2181: Piano Class III (1:0-2)

Continuation of Class Piano I and II, with emphasis on scales and arpeggios (hands together), harmonization, sight reading, score reading, ensemble, and simple accompanying.

MUSI 2182: Piano Class IV (1:0-2)

Continuation of Keyboard Skills I with further study given to scales (to include chromatic), arpeggios, broken chords, score reading, solo and ensemble performance, and accompanying.

PRIVATE INSTRUCTION**VOICE - R**

MUAP: 1181, 1182, 2181, 2182 (1:0.5/0)

MUAP: 1281, 1282, 2281, 2282 (2: 1/0)

PERCUSSION

MUAP: 1157, 1158, 2157, 2158 (1:0.5/0)

MUAP: 1257, 1258, 2257, 2258 (2: 1/0)

PIANO

MUAP: 1169, 1170, 2169, 2170 (1:0.5/0)

MUAP: 1269, 1270, 2269, 2270 (2:1/0)

JAZZ PIANO

MUAP: 1171, 1172, 2171, 2172 (1:0.5/0)

MUAP: 1271, 1272, 2271, 2272 (2:1/0)

BRASS**TRUMPET**

MUAP: 1137, 1138, 2137, 2138 (1:0.5/0)

MUAP: 1237, 1238, 2237, 2238 (2: 1/0)

FRENCH HORN

MUAP: 1141, 1142, 2141, 2142 (1:0.5/0)

MUAP: 1241, 1242, 2241, 2242 (2: 1/0)

TROMBONE

MUAP: 1145, 1146, 2145, 2146 (1:0.5/0)

MUAP: 1245, 1246, 2245, 2246 (2: 1/0)

BARITONE/TUBA

MUAP: 1149, 1150, 2149, 2150 (1:0.5/0)

MUAP: 1249, 1250, 2249, 2250 (2: 1/0)

WOODWINDS**FLUTE**

MUAP: 1117, 1118, 2117, 2118 (1:0.5/0)

MUAP: 1217, 1218, 2217, 2218 (2: 1/0)

OBOE

MUAP: 1121, 1122, 2121, 2122 (1:0.5/0)

MUAP: 1221, 1222, 2221, 2222 (2: 1/0)

CLARINET

MUAP: 1129, 1130, 2129, 2130 (1:0.5/0)

MUAP: 1229, 1230, 2229, 2230 (2: 1/0)

SAXOPHONE

MUAP: 1133, 1134, 2133, 2134 (1:0.5/0)

MUAP: 1233, 1234, 2233, 2234 (2: 1/0)

BASSOON

MUAP: 1125, 1126, 2125, 2126 (1:0.5/0)

MUAP: 1225, 1226, 2225, 2226 (2: 1/0)

STRINGS**VIOLIN**

MUAP: 1101, 1102, 2101, 2102 (1:0.5/0)

MUAP: 1201, 1202, 2201, 2202 (2: 1/0)

VIOLA

MUAP: 1105, 1106, 2105, 2106 (1:0.5/0)

MUAP: 1205, 1206, 2205, 2206 (2: /0)

CELLO

MUAP: 1109, 1110, 2109, 2110 (1:0.5/0)

MUAP: 1209, 1210, 2209, 2210 (2: 1 /0)

BASS

MUAP: 1113, 1114, 2113, 2114 (1:0.5/0)

MUAP: 1213, 1214, 2213, 2214 (2: 1/0)

BASS-ELECTRIC

MUAP: 1115, 1116, 2115, 2116 (1:0.5/0)

MUAP: 1215, 1216, 2215, 2216 (2: 1/0)

GUITAR-CLASSICAL

MUAP: 1161, 1162, 2161, 2162 (1:0.5/0)

MUAP: 1261, 1262, 2261, 2262 (2: 1/0)

GUITAR-ELECTRIC

MUAP: 1187, 1188, 2187, 2188 (1:05/0)

MUAP: 1287, 1288, 2287, 2288 (2: 1/0)

ASSOCIATE DEGREE NURSING

RNSG 1110: Introduction to Community-Based Nursing (1:1-0)

Overview of the delivery of nursing care in a variety of community-based settings; application of systematic problem solving processes and critical thinking skills focusing on the examination of concepts and theories relevant to community based nursing; and development of judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2402, RNSG 1309, RNSG 1201, RNSG 1360, RNSG 1205. Corequisites: PSYC 2314, RNSG 1431, RNSG 1361, RNSG 1146. R, W, M.

RNSG 1146: Legal and Ethical Issues for Nurses (1:1-0)

Study of the laws and regulations related to the provision of safe and effective professional nursing care; attention given to the development of a framework for addressing ethical issues; and topics to include confidentiality, The Nursing Practice Act, professional boundaries, ethics, and health care legislation. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2402, RNSG 1201, RNSG 1205, RNSG 1309, RNSG 1360. Corequisites: PSYC 2314, RNSG 1431, RNSG 1361, RNSG 1110. R, W, M.

RNSG 1201: Pharmacology (2:2-0)

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, ITSE 1294, PSYC 2301. Corequisites: BIOL 2402, RNSG 1309, RNSG 1360, RNSG 1205. R, W, M.

RNSG 1205: Nursing Skills I (2:1-4)

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures based on the nursing process. Topics include knowledge, judgment, psychomotor and communication skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, ITSE 1294, PSYC 2301. Corequisites: BIOL 2402, RNSG 1309, RNSG 1201, RNSG 1360. \$64.00 Simulation Fee. R, W, M.

RNSG 1309: Introduction to Nursing (3:3-0)

Overview of nursing, nursing process, and the role of the associate degree nurse as a provider of holistic care, coordinator of care, and member of a profession. Topics include knowledge, judgment, communication, skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, ITSE 1294, PSYC 2301. Corequisites: BIOL 2402, RNSG 1201, RNSG 1360, RNSG 1205. R, W, M.

RNSG 1360: Clinical-Nursing I-Registered Nurse Training (3:0-12)

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, ITSE 1294, PSYC 2301. Corequisites: BIOL 2402, RNSG 1309, RNSG 1201, RNSG 1205. Approximately \$20 liability insurance fee. R, W, M.

RNSG 1361: Clinical-Nursing II-Registered Nurse Training (3:0-14)

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2402, RNSG 1309, RNSG 1201, RNSG 1360, RNSG 1205.

Corequisites: PSYC 2314, RNSG 1431, RNSG 1146, RNSG 1110. R, W, M.

RNSG 1262: Clinical-Nursing III-Registered Nurse Training (2:0-6)

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2421, PSYC 2314, RNSG 1431, RNSG 1146, RNSG 1361, RNSG 1110.

Corequisite: RNSG 2213. R, W, M.

RNSG 1431: Principles of Clinical Decision-Making (4:3-4)

Examination of selected principles related to the continued development of the professional nurse as a provider of holistic care, coordinator of care, and member of a 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 disorder, and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2402, RNSG 1309, RNSG 1201, RNSG 1360, RNSG 1205. Corequisites: PSYC 2314, RNSG 1361, RNSG 1146, RNSG 1110. \$64 Simulation Fee. R, W, M.

RNSG 1447: Concepts of Clinical Decision-Making (4:3-4)

Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making, for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework.

Prerequisites: A grade of "C" or higher in each of the following courses: RNSG 2213, RNSG 1262. Corequisites: ENGL 1301, RNSG 2201, RNSG 2360, 3 credits Fine Arts/Humanities elective. \$64 Simulation Fee. \$40 assessment test fee. R, W, M.

RNSG 2201: Care of Children and Families (2:2-1)

Study of concepts related to the roles of the nurse in the provision of holistic nursing care for children and their families, emphasizing clinical decision-making, knowledge, judgment, communication, skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: RNSG 2213, RNSG 1262. Corequisites: ENGL 1301, RNSG 1447, RNSG 2360, 3 credits Fine Arts/Humanities elective. \$16.00 lab fee. R, W, M.

RNSG 2221: Management of Client Care (2:2-0)

Exploration of leadership and management principles applicable to the role of the nurse as a provider of holistic care, coordinator of care, and member of a profession. Includes application of clinical decision-making, knowledge, judgment, communication, skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: ENGL 1301, 3 SCH Fine Arts/Humanities, RNSG 1447, RNSG 2201, RNSG 2360. Corequisites: ENGL 2311, RNSG 2441, RNSG 2361, RNSG 1251. R, W, M.

RNSG 2213: Mental Health Nursing (2:2-1)

Principles and concepts of mental health, psychopathology, and treatment modalities and the role of the nurse related to the holistic nursing care of clients and their families utilizing the nursing process. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2421, PSYC 2314, RNSG 1431, RNSG 1146, RNSG 1361, RNSG 1110. Corequisite: RNSG 1262. \$16 lab fee. R, W, M.

RNSG 1251: Care of the Childbearing Family (2:2-1)

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: ENGL 1301, 3 semester credit hours in Fine Arts Humanities, RNSG 1447, RNSG 2360, RNSG 2201. Corequisites: ENGL 2311, RNSG 2441, RNSG 2361, RNSG 2221. \$16 lab fee. R, W, M.

RNSG 2441: Advanced Concepts of Clinical Decision-Making (4:3-3)

Application of advanced concepts and skills for development of the professional nurse's roles in complex client/nursing situations. Emphasis on clinical decision-making for clients in medical surgical settings experiencing health problems involving cardiovascular disorders, neurologic disorders, liver, biliary and pancreatic disorders, renal and urinary disorders, Hematologic disorders, and cancer. Focus given to knowledge, judgment, skills, and professional values within a legal ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: 3 SCH Fine Arts/Humanities, RNSG 1447, RNSG 2360, RNSG 2201. Corequisites: ENGL 2311, RNSG 2361, RNSG 1251, RNSG 2221. \$48 lab fee. \$40 exit exam fee. R, W, M.

RNSG 2360: Clinical-Nursing IV –Registered Nurse Training (3:0-14)

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: RNSG 2213, RNSG 1262. Corequisites: ENGL 1301, 3 SCH Fine Arts/Humanities elective, RNSG 1447, RNSG 2201. Approximately \$20 liability insurance fee. R, W, M

RNSG 2361: Clinical-Nursing V –Registered Nurse Training (3:0-14)

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: ENGL 1301, 3 SCH Fine Arts/Humanities, RNSG 1447, RNSG 2201, RNSG 2360. Corequisites: ENGL 2311, RNSG 2441, RNSG 2221, RNSG 1251. R, W, M

LVN BRIDGING PROGRAM**RNSG 1162: Clinical-Nursing-Registered Nurse Training (1:0-4)**

This course 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 professionals. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, BIOL 2402, BIOL 2421, ITSE 1294, PSYC 2301, PSYC 2314 and VNSG 1323. Corequisite: RNSG 2307. R, W, M. Approximately \$20 liability insurance fee. R,W,M.

RNSG 2307: Transition to Nursing Practice (3:3-1)

Introduction to selected concepts related to the role of the associate degree nurse as a provider of care, coordinator of care, and member of a profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: A grade of "C" or higher in each of the following courses: BIOL 2401, BIOL 2402, BIOL 2421, ITSE 1294, PSYC 2301, PSYC 2314 and VNSG 1323. \$16 lab fee. Corequisite: RNSG 1162. R,W,M.

VOCATIONAL NURSING LEVEL I

VNSG 1122: Vocational Nursing Concepts (1:1-0)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Corequisites: VNSG 1126, 1136, 1160, 1423, BIOL 2404.

VNSG 1126: Gerontology (1:1-0)

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward the holistic care of the elderly in a diverse population. Corequisites: VNSG 1122, 1136, 1160, 1423, BIOL 2404.

VNSG 1136: Mental Health (1:1-0)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Corequisites: VNSG 1122, 1126, 1160, 1423, BIOL 2404.

VNSG 1160: Clinical-LVN Training I (1:0-6)

This course 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 professionals. Approximately \$20 per year liability insurance fee. Corequisites: VNSG 1122, 1126, 1136, 1423, BIOL 2404.

VNSG 1423: Basic Nursing Skills (4:3-4)

Mastery of entry level nursing skills and competencies to a diverse population for a variety of healthcare settings. Utilization of the nursing process as the foundation for all nursing interventions to meet the holistic healthcare needs. Laboratory experiences are required. \$64 Simulation Fee. Corequisites: VNSG 1122, 1126, 1136, 1160, BIOL 2404.

LEVEL II

VNSG 1330: Maternal-Neonatal Nursing (3:3-0)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. \$16 lab fee. Prerequisites: VNSG 1122, 1126, 1136, 1160, 1423, BIOL 2404. Corequisites: VNSG 1231, 1509, 1560, 2331.

VNSG 1231: Pharmacology (2:2-1)

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process in providing holistic care. \$16 lab fee. Prerequisites: VNSG 1122, 1126, 1136, 1160, 1423, BIOL 2404. Corequisites: VNSG 1330, 1509, 1560, 2331.

VNSG 1509: Nursing in Health & Illness II (5:5-0)

Introduction to common health problems of culturally diverse clients requiring medical and surgical interventions during various stages of the life cycle. Prerequisites: VNSG 1122, 1136, 1336, 1160, 1423, BIOL 2404. Corequisites: VNSG 1231, 1330, 1560, 2331.

VNSG 1560: Clinical-LVN-Training II Nurse (5:0-25)

This course 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 professionals. Prerequisites: VNSG 1122, 1126, 1136, 1160, 1423, BIOL 2404. Corequisites: VNSG 1231, 1330, 1509, 2331.

VNSG 2331: Advanced Nursing Skills (3:2-2)

Mastery of advanced level nursing skills and competencies to a diverse population in a variety of healthcare settings utilizing the nursing process as a problem solving tool. Laboratory experiences are required. \$32 Simulation fee. \$40 assessment test fee. Prerequisites: VNSG 1122, 1126, 1136, 1160, 1423, BIOL 2404. Corequisites: VNSG 1231, 1330, 1509, 1560.

LEVEL III

VNSG 1119: Professional Development (1:1-0)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisites: VNSG 1231, 1330, 1509, 1560, 2331. Corequisites: VNSG 1138, 1334, 1510, 2561, ITSE 1294.

VNSG 1138: Mental Illness (1:1-0)

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Prerequisites: VNSG 1231, 1330, 1509, 1560, 2331. Corequisites: VNSG 1119, 1334, 1510, 2561, ITSE 1294.

VNSG 1334: Pediatrics (3:3-0)

Study of childhood growth and development, diseases and childcare from infancy through adolescence. Focus is on the care of the well and the ill child utilizing the nursing process in providing family centered holistic nursing care. Prerequisites: VNSG 1231, 1330, 1509, 1560, 2331. Corequisites: VNSG 1119, 1138, 1510, 2561, ITSE 1294.

VNSG 1510: Nursing in Health and Illness III (5:5-1)

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical problems of culturally diverse clients including concepts of mental illness. Content incorporates knowledge necessary to make the transition from the student role to the roles of the graduate vocational nurse as an integral component of the multi-disciplinary healthcare team. \$16 lab fee. \$40 exit exam fee. Prerequisites: VNSG 1231, 1330, 1509, 1560, 2331. Corequisites: VNSG 1119, 1138, 1334, 2561, ITSE 1294.

VNSG 2561: Clinical-LVN-Training III (5:0-25)

This course 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 professionals. Prerequisites: VNSG 1231, 1330, 1509, 1560, 2331. Corequisites: VNSG 1119, 1138, 1334, 1510, ITSE 1294. VNSG 1323. \$16 lab fee. Corequisite: RNSG 1162. R.W.M.

PHILOSOPHY**PHIL 1301: Introduction to Philosophy (3:3-0)**

A study of universal philosophical problems and their solutions with a view toward developing clear thinking about knowledge, belief, and value. About one half of this course will focus on the student's critical thinking skills.

PHIL 1304: Introduction to World Religions (3:3-0)

A study of the origins and development, sacred writings, beliefs, ethics, and practices of the major world religions-Hinduism, Buddhism, Taoism, Confucianism, Islam, Judaism and Christianity. Attention will also be given to the impact of these faiths upon the current world scene.

PHIL 1316: History of Religions I (3:3-0)

A study of the history and literature of the Hebrew people during the Old Testament period with emphasis upon the development of their social, political and religious institutions and ideas.

PHIL 1317: History of Religions II (3:3-0)

A study of the history and literature of the Christian movement during the New Testament period with emphasis upon the origins, development, and expansion of its religious institutions and ideas.

PHIL 2303: Introduction to Logic (3:3-0)

Introduction to the basic principles of logical reasoning, including fundamentals of sentential logic, traditional syllogistic logic, and the contrasting procedures of induction, probability and the scientific method.

PHIL 2306: Introduction to Ethics (3:3-0)

Introduction to classical and contemporary ethical theories and principles. Includes critical analysis of contemporary and historical moral problems facing individuals and society. Course may emphasize particular applications.

PHIL 2307: Introduction to Social and Political Philosophy (3:3-0)

The course critically examines the issues and problems concerning the organization of societies and government as well as their attendant relationships to the environment. It also employs videos, class discussion, and narrative to discuss the central problems associated with the social, ecological and political relationships of human kind.

PHYSICAL EDUCATION

All activities offered at Temple College are divided into three categories: the regular physical education program; recreational sports; and intercollegiate athletics for both men and women. The regular program of instruction offered by the College is basically designed to offer activities that will not only satisfy graduation requirements, but will be of carry-over value and of recreational interest to the student. This program also carries service courses that may be taken as an elective for the non-major or as a part of required courses towards a major in Physical Education.

Other courses are taught for students pursuing majors in related fields.

The recreational sports program is designed to offer additional activities for students other than those obtained in the regular program of college courses. The recreational sport facilities include an indoor swimming pool, gymnasium, fitness center with a cardio room and weight room, and racquetball courts. Further information regarding these facilities may be obtained at the Fitness Center.

Intercollegiate athletics are offered to both men and women. The women's intercollegiate competition is centered around tennis, basketball, volleyball, and softball. The men's program includes the sports of basketball, tennis, and baseball. Students participating in the intercollegiate program should register for intercollegiate athletics under the activity program.

PHED 1301: Introduction to Physical Fitness and Sport (3:3-0)

This course is designed to provide a comprehensive, introductory course on the foundations of physical education and sport. It will acquaint students with the specialized areas of study, career opportunities and the latest thinking and research in the field. Emphasis is placed on the role of Physical Education and sport as a whole and the contribution it makes to society.

PHED 1304: Personal/Community Health I (3:3-0)

This course is designed to help improve the health of the students as well as presenting techniques of improvement of total community health. It strives to bring about an inculcation of proper health skills and attitudes by presenting facts and fallacies about health and proper procedures in combating health problems.

PHED 1306: First Aid (3:3-0)

This course is designed to familiarize the student with the methods, techniques and procedures necessary in caring for injuries. Students may receive certification in Red Cross First Aid. Lab Fee: \$20

PHED 1308: Sports Officiating I. (3:3-0)

A course designed to study the rules, rule interpretations and mechanics of officiating, and to develop skills and knowledge required in the officiating of volleyball and basketball.

PHYSICAL EDUCATION ACTIVITY COURSES (1:0-3)

A fee of \$8 is charged for each Health and Physical Education Activity course in which a student is enrolled. (Courses in each activity area must be taken in sequence.)

PHED 1101: Intercollegiate Athletics I**PHED 1102: Intercollegiate Athletics II****PHED 1103: Intercollegiate Athletics III****PHED 1104: Intercollegiate Athletics IV****PHED 1105: Intercollegiate Athletics V****PHED 1106: Intercollegiate Athletics VI****PHED 1107: Beginning Volleyball****PHED 1108: Intermediate Volleyball****PHED 2107: Advanced Volleyball I****PHED 2108: Advanced Volleyball II****PHED 1111: Softball I****PHED 1122: Softball II****PHED 2111: Softball III****PHED 2122: Softball IV****PHED 1112: Jogging/Walking/Fitness****PHED 2112: Advanced Jogging/Walking/Fitness****PHED 1113: Weight Training I****PHED 1114: Weight Training II****PHED 2113: Weight Training III****PHED 2114: Weight Training IV****PHED 1115: Basketball I (Men)****PHED 1116: Basketball II (Men)****PHED 2115: Basketball III (Men)****PHED 2116: Basketball IV (Men)****PHED 1117: Basketball I (Women)****PHED 1137: Basketball II (Women)****PHED 2117: Basketball III (Women)****PHED 2137: Basketball IV (Women)****PHED 1118: Baseball (Men)****PHED 1120: Beginning Golf (Coed)****PHED 1121: Intermediate Golf (Coed)****PHED 2120: Advanced Golf I (Coed)****PHED 2121: Advanced Golf II (Coed)****PHED 1123: Beginning Tennis (Coed)****PHED 1124: Intermediate Tennis (Coed)****PHED 2123: Advanced Tennis I (Coed)****PHED 2124: Advanced Tennis II (Coed)****PHED 1126: Beginning Bowling (Coed)**

(Bowling Fee \$60)

PHED 1127: Intermediate Bowling (Coed)

(Bowling Fee \$60)

PHED 2126: Advanced Bowling I (Coed)

(Bowling Fee \$60)

PHED 2127: Advanced Bowling II (Coed)

(Bowling Fee \$60)

PHED 1141: Beginning Aerobics**PHED 1142: Intermediate Aerobics****PHED 2141: Advanced Aerobics I****PHED 2142: Advanced Aerobics II****PHED 1143: Physical Conditioning I****PHED 1144: Physical Conditioning II****PHED 2143: Physical Conditioning III****PHED 1147: Ballet for Physical Education****PHED 1149: Ballet Folklorico for Physical Education**

PHYSICS

PHYS 1103: Stars and Galaxies Laboratory (1:0-2)

This course is designed to complement PHYS 1303. The course consists of an observational approach to what can be found and measured in the universe outside of our solar system. Students will be involved in taking observations, collecting data and preparation of written reports. Binoculars, different types of telescopes and other instrumentation will be used. For transferability, contact a program advisor. Prerequisite: PHYS 1303 or co-requisite: PHYS 1303. \$24 lab fee. R

PHYS 1104: Solar System Laboratory (1:0-2)

This course is designed to complement PHYS 1304. This course consists of an observational approach to what can be found and measured in our solar system. Students will be involved in gathering observations, data collection and preparation of written reports. Binoculars, different types of telescopes and other instrumentation will be used. For transferability, contact a program advisor. Prerequisite: PHYS 1304 or co-requisite: PHYS 1304. \$24 lab fee. R

PHYS 1303: Stars and Galaxies (3:3-0)

This course is designed for those students who desire to know more about the universe. The course is based on the study of stars, galaxies and the universe outside of our solar system. The subject matter will be presented in a descriptive manner, with minimal mathematical application. Mastery of this course will give the student a good understanding of how our universe is structured and its progression. For transferability, contact a program advisor. R

PHYS 1304: Solar System (3:3-0)

This course is designed for those students who desire to know more about our solar system. The course is based on the study of our sun, the planets within our solar system and other cosmic entities. The origin of the solar system will also be investigated. The subject matter is presented in a descriptive manner with a minimal degree of mathematical applications. For transferability, contact a program advisor. R

PHYS 1401: College Physics I (4:3-3)

This is an algebra based physics course with an emphasis in trigonometry. Topics include mechanics, heat and thermodynamics. Laboratory exercises emphasize measurements, concepts, and the experimental basis of physics. Laboratory portion is integrated with lecture portion. Prerequisite: MATH 2412. \$24 lab fee. R, W

PHYS 1402: College Physics II (4:3-3)

This is an algebra based physics course with an emphasis in trigonometry and is a continuation of PHYS 1401. Topics include electricity, magnetism, light, optics, and modern physics. Laboratory exercises emphasize measurements, concepts, and the experimental basis of physics. Laboratory portion is integrated with lecture portion. Prerequisite: PHYS 1401. \$24 lab fee. R, W, M

PHYS 1405: Elementary Physics I (4:3-3)

This is the first semester physics course designed for non-science majors who need a science laboratory course. The subject matter is presented in a descriptive manner with a low mathematical overview of physics. The student will be introduced on a conceptual level to the principles of mechanics, properties of matter, heat, sound and other related topics. For transferability, contact a program advisor. \$24 lab fee. R, W

PHYS 1407: Elementary Physics II (4:3-3)

This is the second course physics designed for non-science majors and is a continuation of PHYS 1405. The subject matter is presented in a descriptive manner with a low mathematical overview of physics. The student will be introduced on a conceptual level to the principles of electricity, magnetism, light, atomic and nuclear physics, relativity, astrophysics and other related topics. For transferability, contact a program advisor. Prerequisite: PHYS 1405. \$24 lab fee. R, W

PHYS 2425: University Physics I (4:3-3)

This is the a calculus-based physics course. Topics include mechanics, heat and thermodynamics. Laboratory exercises emphasize measurements, concepts, and the experimental basis of physics. Laboratory portion is integrated with lecture portion. Co-requisite: MATH 2413. \$24 lab fee. R, W

PHYS 2426: University Physics II (4:3-3)

This is a calculus-based physics course and is the continuation of PHYS 2425. Topics include electricity, magnetism, light optics, and modern physics. Laboratory exercises emphasize measurements, concepts, and the experimental basis of physics. Laboratory portion is integrated with lecture portion. Prerequisite: PHYS 2425 and co requisite: MATH 2414. \$24 lab fee. R, W

PSYCHOLOGY**PSYC 2301: General Psychology (3:3-0)**

A survey of principles, theories and concepts governing human behavior. Designed to introduce the student to the broad field of psychology. Includes principles of learning, motivation, perception, emotion, personality theory, and adjustment. R

PSYC 2302: Applied Psychology (3:3-0)

Survey of the applications of psychological knowledge and methods in such fields as business industry, education, medicine, law enforcement, social work, and government work. Prerequisites: PSYC 2301. R

PSYC 2308: Child Psychology (3:3-0)

The study of the relationship of the physical, emotional, social, and mental factors in the growth and development of children. Prerequisite: PSYC 2301 or consent of instructor. R

PSYC 2314: Lifespan Growth and Development (3:3-0)

A study of the physical, mental, emotional, moral, and social development of the individual from conception to death. Prerequisite: PSYC 2301 or consent of instructor. R

PSYC 2315: Psychology of Adjustment (3:3-0)

A study of the adjustment problems of normal people. Application of techniques of control of stress and anxiety arising from personal conflicts in home, school, and society. R

PSYC 2319: Social Psychology (3:3-0)

A study of social interaction with emphasis on the principles and theories of dealing with others. Encompasses real-life problems such as prejudice, discrimination, attitudes, social perception, impression formation and knowing ourselves. Prerequisite: PSYC 2301 or consent of instructor. R

READING**READ 0301: Introduction to College Reading Techniques (3:3-0)**

This course provides instruction in basic college reading, study, and literal comprehension skills. Special emphasis is placed on vocabulary building, main ideas and supporting details in short reading passages, text book chapter reading, transitions and patterns of organization, and critical reading techniques. Computer laboratory exercises will supplement reading assignments. Students must make a grade of "A" or "B" to attempt the next course.

READ 0302: College Reading Techniques (3:3-0)

This course applies skills gained in READ 0301, Introduction to College Reading Techniques, to advanced reading and study activities. The course provides instruction in comprehension, vocabulary, listening, general study skills, perceptual accuracy, visual efficiency, and reading rate. Modified individualized instruction with accents of personalization is based on a diagnosis of reading levels and needs. Each student is encouraged to improve overall reading effectiveness. Students must make a grade of "A" or "B" to complete the Basic Reading program.

RESPIRATORY CARE**RSPT 1201: Introduction to Respiratory Care (1:2-2)**

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control and cardiopulmonary resuscitation (CPR). Lab Fee \$24

RSPT 1307: Cardiopulmonary Anatomy and Physiology (3:3-0)

An introduction to the anatomy and physiology of the cardiovascular, renal, and pulmonary system. Includes the terminology used in respiratory physiology. Prerequisite: BIOL 2401.

RSPT 2317: Respiratory Care Pharmacology (3:1-2)

A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and physiological interactions. Prerequisite: RSPT 1307. Lab Fee \$12

RSPT 1360: Clinical - Respiratory Therapy Technician (3:0-16)

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: RSPT 1410. Liability Insurance approximately \$28.

RSPT 1410: Respiratory Care Procedures I (4:3-3)

Provides students with the essential knowledge of the equipment and techniques used in the treatment of pulmonary disease and their clinical application. The following areas are discussed in depth: oxygen therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture, and interpretation. Lab Fee \$24 DataArc Fee \$60.

RSPT 1411: Respiratory Care Procedures II (4:3-3)

Provides students with the essential knowledge of airway care and mechanical ventilation. Airway care includes indication, techniques, equipment, and hazards and complications. Mechanical ventilation includes indication, initiation, modes, clinical application, management, complications, and weaning. Prerequisite: RSPT 1410. Lab Fee \$24

RSPT 2230: Exam Preparation (2:2-0)

Comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

RSPT 2239: Advanced Cardiac Life Support (2:2-0)

A comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.

RSPT 2305: Pulmonary Diagnostics (3:2-2)

The theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography. Prerequisite: RSPT 2310. Lab Fee \$24

RSPT 2310: Cardiopulmonary Disease (3:3-0)

A discussion of the pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisite: RSPT 1307

RSPT 2353: Neonatal/Pediatric Cardiopulmonary Care (3:3-2)

A study of acute care, monitoring and management as applied to the neonatal and pediatric patient. Lab Fee \$12

RSPT 2361: Clinical - Respiratory Therapy Technician (3:0-16)

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.

RSPT 2362: Clinical - Respiratory Therapy Technician (3:0-16)

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.

RSPT 2414: Mechanical Ventilation (4:3-2)

Preparation to conduct the therapeutic procedures to achieve adequate, spontaneous, and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indications, complications, and physiologic effects/principles of mechanical ventilation. Prerequisite: RSPT 1411. Lab Fee \$16

RSPT 2425: Cardiopulmonary Diagnostics (4:3-3)

A study of physical, radiologic, hemodynamic, laboratory, nutritional, and cardiopulmonary diagnostic assessment of the pulmonary patient. Prerequisite: RSPT 2305. Lab Fee \$24

RSPT 2660: Clinical - Respiratory Therapy Technician (6:0-16)

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. This is a 12 week course during the summer. Prerequisite: RSPT 1360.

SOCIOLOGY**SOCI 1301: Introductory Sociology (3:3-0)**

It is the aim of this course to give the students an understanding of the culture and the institutions with which they live and to familiarize them with the social processes of society. R, W

SOCI 1306: Social Problems (3:3-0)

Survey and analysis of current social problems. R, W

SOCI 2301: Marriage and the Family (3:3-0)

A sociological analysis of marriage and family relationships based on concepts introduced in SOCI 1301. Areas explored are courtship practices, marriage and family patterns and the family in transition. Prerequisite: SOCI 1301 or approval of instructor. R, W

SOCI 2336: Criminology (3:3-0)

Social dimensions of deviant and criminal behavior; scope of crime; theories of crime and other socially deviant behavior; the role of the police and court system; group and community oriented programs (i.e. rape crisis, battered spouses' centers, and child abuse); study of programs of prevention, control and treatment. R, W

SOCI 2389: Academic Cooperative in Sociology (3:3-4)

Integrates on-campus study with practical experiences in a social science context. In conjunction with class seminars and consultation with the course instructor, each student sets specific goals and objectives in the study of human social behavior and/or social institutions. Prerequisite: SOCI 1301. R, W

SOCIAL WORK**SOCW 2361: Introduction to Social Work (3:3-0)**

Explores the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. Introduces the purpose and function of professional organizations, current issues confronting the social work profession, and knowledge of populations targeted for social services. R, W

SOCW 2362: Social Welfare as a Social Institution (3:3-0)

An introduction to the study of modern social work, underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives. Explores the current social welfare system and relevant social legislation.

SPANISH

SPAN 1300: Beginning Spanish Conversation I (3:3-0)

This class offers the student opportunities to practice basic conversational skills on topics important to social and career situations through basic practice in comprehension and production of the spoken language. Most of the situations presented in this class can be handled using the present tense or conversational future. This is a good course for students who have been out of a language classroom for a few years, or for those who want to sharpen their listening and speaking skills. Prerequisite: two years high school, or equivalent.

SPAN 1310: Beginning Spanish Conversation II (3:3-0)

This class offers the student opportunities to practice conversational skills learned in 1300 and adds situations which necessitate the use of the past tenses through basic practice in comprehension and production of the spoken language. Prerequisite: SPAN 1300 or equivalent.

SPAN 1411: Beginning Spanish I (4:3-2)

This course teaches fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structure, and culture. The present tense verb forms and the conversational future will be practiced throughout the course. The past preterite tense is introduced at the end of the course. This is a course for true beginners and for those who have had only minimal exposure to the language.

SPAN 1412: Beginning Spanish II (4:3-2)

This course continues with the presentation of the fundamental skills in listening comprehension, speaking, reading, and writing learned in 1411 or other basic classes. It guides the student through an increasing use of the past tenses in the semester. This course teaches the structural patterns necessary to convey messages about the past and how to relate them to the present and the future. Much of the reading material will be from Spanish language news sources on the Internet. The student will acquire cultural knowledge through the use of current, real world standard Spanish usage. Prerequisite: SPAN 1411 or equivalent.

SPAN 2306: Intermediate Spanish Conversation (3:3-0)

This class presents opportunities for conversation at the intermediate level through basic practice in comprehension and production of the spoken language. Prerequisite: SPAN 1310 or equivalent.

SPAN 2311: Intermediate Spanish I (3:3-0)

This course emphasized conversation, vocabulary acquisition, reading composition, and culture through review and application of skills in listening comprehension, speaking, reading, and writing. This course provides a study of structural patterns in the Spanish language with emphasis on the contrastive patterns between English and Spanish. The cultural units and readings and listening materials will vary each semester. Prerequisite: SPAN 1412 or equivalent.

SPAN 2312: Intermediate Spanish II (3:3-0)

This course emphasizes conversation, vocabulary acquisition, reading composition, and culture through review and application of skills in listening comprehension, speaking, reading, and writing. This course provides a study of structural patterns in the Spanish language with emphasis on the contrastive patterns between English and Spanish. The cultural units and readings and listening materials will vary each semester. Prerequisite: SPAN 2311 or equivalent.

SPAN 2313: Spanish for Native Speakers I (3:3-0)

This class emphasizes vocabulary acquisition to help students build the modern vocabulary necessary for participating in the global Spanish community through basic practice in the production of the spoken language. This class will also help native speakers develop the listening skills necessary for determining the need for written accent marks on words.

SPAN 2315: Spanish for Native Speakers II (3:3-0)

This class is a continuation of Spanish 2313 through basic practice in the production of the spoken language. Students will have an opportunity to hear and interact with people from various areas of the Spanish speaking world through the use of the Internet and live interviews. Prerequisite: SPAN 2313 or equivalent.

SPAN 2316: Career Spanish I (3:3-0)

This class presents vocabulary and practice situations that will be encountered in the workplace through basic practice in the production of the spoken language. This course can be offered to a group of students with similar career goals. Prerequisite: SPAN 1412 or SPAN 2313 or equivalent.

SPAN 2317: Career Spanish II (3:3-0)

This is a continuation of SPAN 2316 through basic practice in the production of the spoken language. The focus of the course is to prepare the student to be able to handle conversations with people from around the Spanish speaking world. Prerequisite: SPAN 2316

SPAN 1100: Beginning Spanish Conversation I (1:1-0)

This course is designed to teach people how to be able to get the information necessary for filling out common business forms. The course deals with the differences that prove problematic for English speakers such as correctly identifying the main surname. Prerequisite: one year of high school Spanish or equivalent.

SPAN 1110: Beginning Spanish Conversation II (1:1-0)

This course is designed to give the student the basic conversational and reading skills needed for traveling in a Spanish-speaking country. Prerequisite: SPAN 1411 or equivalent or experience with the language.

SPEECH

SPCH 1311: Introduction to Speech Communication (3:3-0)

An introduction to the theories and practice of oral communication. Emphasis is on the importance of both listening and speaking to help the student develop skills necessary for communication in interpersonal, small group and public speaking situations. R,W

SPCH 1315: Public Speaking (3:3-0)

Research, composition, organization, and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques.
(Formerly SPEECH 1663) R,W

SPCH 1318: Interpersonal Communication (3:3-0)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. R, W

SPCH 1321: Business and Professional Communication (3:3-0)

Theories and practice of speech communication as applied to business and professional situations. Emphasis is on the importance of both listening and speaking to help students develop skills necessary for communication in interpersonal, small group, and public business interactions. R,W

SPCH 1342: Voice and Diction (3:3-0)

Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation. Introduction to the International Phonetic Alphabet. This is the same course as DRAM 2336 but can be taken for Speech credit. Credit will not be granted for both SPCH 1342 and DRAM 2336. R, W

SPCH 2333: Discussion and Small Group Communication (3:3-0)

Discussion and small group theories and techniques as they relate to group process and interaction. R, W

STUDY SKILLS

STSK 0305: Master Student for TSI (Texas Success Initiative) (3:3-0)

This course is aimed at improving the student's basic skills. It includes student evaluation of study habits; application of effective time management practices; and practice in such essential mechanics as note taking, reading, review, and preparation for examinations. Students also gain skills designed to improve the consultations they have with their college instructors.

STSK 0306: Master Student for College Success (3:3-0)

This course is aimed at improving the student's basic skills. It includes student evaluation of study habits; application of effective time management practices; and practice in such essential mechanics as note taking, reading, review, and preparation for examinations. Students also gain skills designed to improve the consultations they have with their college instructors.

SURGICAL TECHNOLOGY

SRGT 1301: Medical Terminology (3:3-0)

Study of the basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health field.

SRGT 1505: Introduction to Surgical Technology (5:5-0-0)

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technical sciences, and patient care concepts. Prerequisite: SRGT 1509. A 4-week course.

SRGT 1509: Fundamentals of Perioperative Concepts and Techniques (5:3-6-0)

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. \$150 sterile supply pack fee. Student must successfully perform a videotaped practicum demonstration with an 80% proficiency in order to pass this course. A 12-week course.

SRGT 1541: Surgical Procedures I (5:5-0-0)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: SRGT 1505. An 8-week course.

SRGT 1542: Surgical Procedures II (5:5-0-0)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: SRGT 1505. An 8-week course.

SRGT 1560: Clinical – Surgical Technology/Technologist, Introductory (5:0-0-18)

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. Basic level surgical technology competencies are evaluated. Approximately \$20.00 liability fee. A 12 week course. Prerequisite: SRGT 1505, SRGT 1509.

SRGT 1361: Clinical – Surgical Technology/Technologist, Intermediate (3:0-0-11)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Intermediate level surgical technology competencies are evaluated. An 8-week course. Prerequisite: SRGT 1560.

SRGT 1462: Clinical – Surgical Technology/Technologist, Advanced (4:0-0-13)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Advanced level surgical technology competencies are evaluated. An 8-week course. Prerequisite: SRGT 1361.

SRGT 2130: Professional Readiness (1:1-0-0)

Exploration of issues and situations faced as surgical technologists. Topics may include job-seeking skills and written professional portfolios, pros/cons of malpractice insurance, reality shock of employment, coping with issues of death and dying, organ procurement issues, and preparation for national certification. A capstone experience may be included. Prerequisite: SRGT 1541: SRGT 1542. An 8-week course.

SURVEYING**SRVY 1301: Introduction to Surveying (3:2-4)**

An overview of the surveying profession. The history of surveying and its impact on the world. Review the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on the surveying procedures and the limitation of errors. Calculation to determine precision and error of closure. Lab fee \$24.

SRVY 1315: Surveying Calculations (3:3-0)

An introduction to the mathematics used in surveying and mapping, including algebra, plane trigonometry, and plane, solid and analytical geometry.

SRVY 1319: Introduction to Geographic Information Systems (GIS) (3:2-4)

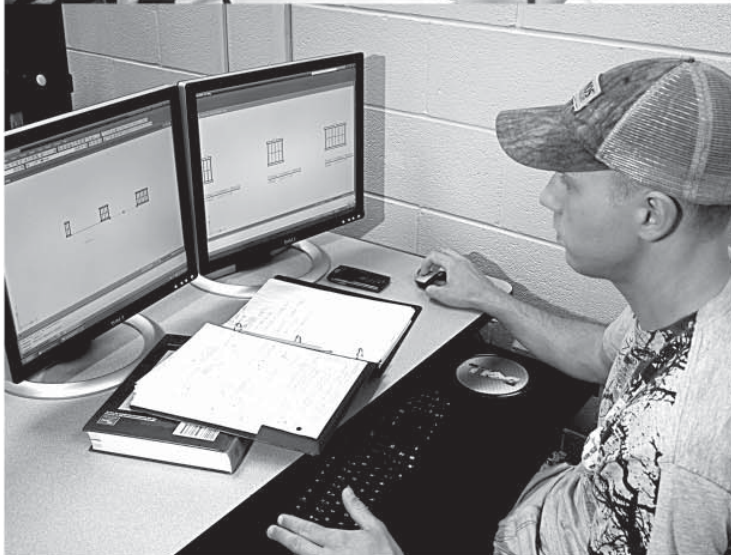
A study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, use and client requirements, and prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems. Lab fee \$24.

SRVY 2305: Geographic Information Systems Applications (3:2-4)

A hands-on course with computer applications providing additional conceptual understanding of geographical information systems and practical applications using a variety of Geographical Information System software. Lab fee \$24.

SRVY 2309: Computer Aided Mapping (3:2-4)

An intermediate to advanced level course designed to teach the student how to produce a survey map using appropriate software and coordinate geometry. Production of survey maps and plats, civil engineering design drawings and topographic maps utilizing coordinate geometry. Lab fee \$24.



COLLEGE PERSONNEL

Note: The personnel and positions listed are correct at time of printing, but are subject to change during the year.

PRESIDENT'S OFFICE

GLEND A O. BARRON..... President

B.S.Ed., University of Houston

M.Ed., McNeese State University

Ph.D., University of Texas at Austin

DONNA DOBSON..... Assistant to the President and Board of Trustees

COLLEGE COMMUNICATIONS

SUSAN HOWE Director, College Communications

B.J., The University of Texas at Austin

LINDA BARNES..... Secretary, Director of College Communications

A.A., Temple Junior College

B.A., University of Mary Hardin-Baylor

SHARON DRAHN Graphics Specialist

B.F.A., University of Mary Hardin-Baylor

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTER

SAMUEL CHUCK MCCARTER..... Executive Director

B.A., University of North Texas

M.A., University of North Texas

Ed.D., University of North Texas

Sheila Bullock..... Secretary, EWCHEC

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

PAUL FOUTZ SACS Liaison

B.S., Southwest Texas State University

M.S., Southwest Texas State University

Ph.D., The University of Texas at Austin

INTERCOLLEGIATE ATHLETICS

DANNY SCOTT Director, Athletics

B.S., Southwest Texas State University

M.Ed., Southwest Texas State University

ALANA JONES..... Secretary, Health and Physical Education

LARRY HENNIG Coach, Softball/Health and Physical Education

A.A., McLennan Community College

B.A., Sam Houston State University

M.Ed., Tarleton State University

KIRBY JOHNSON Coach, Men's Basketball/Health and Physical Education

B.S., Texas Tech University

M.Ed., Texas Tech University

GLENN RICHARD KING Coach, Tennis

B.S., Southern Illinois University

M.Ed., North Texas State University

Post Graduate Work, The University of Texas at Austin

CRAIG McMURTRY Coach, Baseball

MARY REESE Coach, Volleyball/Health and Physical Education

A.A.S., Temple College

B.S., Prairie View A&M University

KIMBERLY KAY SEBEK Coach, Women's Basketball/Health and Physical Education

A.A., Tyler Junior College

B.S. Ed., University of Alabama - Birmingham

M.S.Ed. The University of Texas at Tyler

PAMELA LEE Director of Recreational Sports and Wellness/

B.S., Niagara University

Health and Physical Education

M.A., Sam Houston State University

NANCY RHUDY Secretary, Recreational Sports and Wellness

EDUCATIONAL SERVICES

MARK SMITH Interim Vice President of Educational Services,

B.A., William Carey College

Chief Academic Officer

M.B. A., William Carey College

Post Graduate Work, A.B.D., Capella University

JUDY DOHNALIK Office Manager, Educational Services, Board Recorder

A.A.S., Houston Community College System

JIMMY ROBERTS Director, Institutional Effectiveness, Research and Planning

B.A., McNeese State University

M.Ed., Texas A&M University

Additional Graduate Work, Lamar University, The University of Texas-Austin, University of Mary-Hardin Baylor

ANJANETTE MESECKE Director, Special Projects/QEP Coordinator

B.A., University of Mary Hardin-Baylor

M.A., University of Mary Hardin-Baylor

KATHRYN NORRIS Director, Dual Credit

B.S., Troy State University

M.S., Tarleton State University

DISTANCE EDUCATION

MARK SMITH Associate Vice President, Distance Education

B.A., William Carey College

M.B. A., William Carey College

Post Graduate Work, A.B.D., Capella University

BRIAN ST. AMOUR Director, Distance Education

A.S., Vermont Technical College

B.S., Trinity College of Vermont

M.B.A., Capella University

SALLY TIETJE.....Coordinator, VCT
 A.A.S., Temple College
 B.A., Oklahoma State University
 M.S.W., Washington University

CAMERON EDUCATION CENTER

JOHN BICKNELLDirector, Cameron Center
 B.A., University of Arkansas
 M.Ed., University of Arkansas
 Ed.D., University of Arkansas
 National Certified Counselor
 National Certified Career Counselor

JOHN DEMSKYOffice Manager, Cameron Center
 B.A., The University of Texas at Austin
 B.S., The University of Texas at Austin

TEMPLE COLLEGE TAYLOR CENTER

CHARLOTTE HERRONOffice Manager, Taylor Center
 B.S., Sam Houston State University

THERESA THIGPEN.....Secretary, Taylor Center

TARA MINOR.....Coordinator, Student and Enrollment Services, Taylor Center
 B.B.A., Texas A&M University

KIMBERELY TOWNSENDTechnician, Admissions and Records

ELEANOR CAINCustodian, Taylor Center

TEXAS BIOSCIENCE INSTITUTE

DANIEL SPENCER.....Director, Texas Bioscience Institute (T.B.I.)
 A.S., Illinois Valley Community College
 B.A., Augustana College
 M.S.H.P., Southwest State University
 Ed.D., Baylor University

ALICIA MCQUEEN.....Administrative Assistant
 A.A.S., Temple College

KATIE BURROWS.....Department Chair, Biotechnology
 B.S., University of Oklahoma
 M.S., Creighton University
 M.B.A., Baylor University

JESSICIA DICINICoordinator, T.B.I.
 A.A.S., Central Texas College
 B.A., Tarleton State University

COMMUNITY SERVICES AND BUSINESS TRAINING DIVISION

GRACIE CONNER	Division Director, Community Services and Business Training
B.S., Texas Tech University	
Post Graduate Work, Baylor University, Hardin-Simmons University	
KATHY BRANDNER	Director, Workforce Development
B.A., The University of Puget Sound	
TYLER SMITH	Director, Workforce Development
B.S., Southern Illinois University	
LARESA TRUSTY	Coordinator, Grants and Contracts
A.A.S., Temple College	
B.S., Texas A&M	
EMERITA ALMODOVAR	Secretary, Community Education
LANELL MIKESKA	Secretary, Community Education

FINE ARTS DIVISION

THOMAS FAIRLIE	Division Director, Fine Arts
B.E., University of Toledo	
M.M., University of Louisville	
RACHEL REYNOLDS	Administrative Assistant, Fine Arts
TIMOTHY J. KIDDER, SR.	Technical Director, Performing Arts

PERFORMING ARTS DEPARTMENT

COLIN MASON	Department Chair, Performing Arts
B.M., San Diego State University	
M.M., Northern Arizona University	
D.M.A., The University of Texas at Austin	
ALLEN ALFORD	Speech
B.A., Texas A&M University	
M.A., University of Houston	
Ph.D., Louisiana State University	
RADHA BEERAM	Humanities
B.A., SRI Venkateswara University	
M.A., SRI Venkateswara University	
Ph.D., SRI Venkateswara University	
BRENT COLWELL	Band Director/Music
B.M., Southwestern Oklahoma State University	
M.S., Southern Oregon State University	
MARY FAIRLIE	Music
B.A., University of Toledo	
M.M., Hardin-Simmons University	
VACANT	Music

DEBRA KIRKLAND Speech
 B.A.A.S., Stephen F. Austin State University
 M.S., University of North Texas

BENJAMIN M. IROM..... Music
 B.A., University of California at Santa Cruz
 M.A., University of California at Los Angeles
 D.M.A., The University of Texas at Austin

TERI JOHNSON Music
 B.M., University of Missouri
 M.M., Converse College

SANDRA MILLER..... Speech/Technical Theatre
 B.S., Kansas Newman College
 M.A., Emporia State University
 Post Graduate Work, Pittsburg State University

GARY B. SMITH Music
 A.A., Mt. San Antonio College
 B.M., California State University
 M.A., California State University
 Post Graduate Work, The University of Texas at Austin

VISUAL ARTS DEPARTMENT

MICHAEL DONAHUE Department Chair, Visual Arts
 A.A., Lee Junior College
 B.F.A., Stephen F. Austin State University
 M.A., Stephen F. Austin State University
 M.F.A., Stephen F. Austin State University
 Post Graduate Work, The University of Texas at Austin
 Texas Piper Professor Award for Teaching Excellence, 1993

DAVID HANSEN Photography
 B.S., Southwest Texas State University

MARIANNE MCGRATH..... Visual Arts
 B.A., University of Colorado at Boulder
 M.F.A., University of Texas at Austin

HEALTH PROFESSIONS DIVISION

LINDA LEE OGBURN-RUSSELL Associate Vice President, Health Professions
 B.S.N., Medical College of Virginia
 M.S.N., The University of Texas at Austin
 Ph. D., The University of Texas at Austin

LYNDA YOST..... Administrative Assistant, Health Professions

NEIL B. COKER Director, S.T.A.R. Programs
 B.S., Texas A&M University
 Paramedic Certification, The University of Texas/Southwestern Medical Center

BIOTECHNOLOGY DEPARTMENT

KATIE BURROWS Department Chair, Biotechnology
 B.S., University of Oklahoma
 M.S., Creighton University
 M.B.A., Baylor University

DENTAL HYGIENE DEPARTMENT

NORMA MAEDGEN Department Chair, Dental Hygiene
 A.S., Fones School of Dental Hygiene
 B.B.A., Southwestern University
 M.H.S.M., University of Mary Hardin-Baylor
 Ph.D., Texas A&M University

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 B.J., The University of Texas at Austin

JOSIE RODRIGUEZ Secretary, Dental Hygiene

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 A.A.S., Hudson Valley Community College
 B.S., University of North Carolina
 M.S. Boston University

MELISSA MACHALEK Dental Hygiene
 A.A.S., Wharton County Junior College
 B.S., Texas A&M Corpus Christi

ANDREA MADDUX Dental Hygiene
 B.S., School of Dental Hygiene Baylor University

EMERGENCY MEDICAL SERVICES PROFESSIONS DEPARTMENT

JEFFREY DAVID FRITZ Department Chair, Emergency Medical Services Professions
 B.S., Texas A&M University
 Paramedic Certification, Texas A&M University
 Post Graduate Work, Sam Houston State University

MARLYN GREEN Secretary, Respiratory Care/EMS

DIANE SIMPSON QUINTANILLA Clinical Coordinator, Emergency Medical Services Professions

JOHNNA RISTER Emergency Medical Services Professions
 A.A.S. Temple College
 Paramedic Certification, Temple College

RESPIRATORY CARE DEPARTMENT

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 A.A.S., Southwest Texas State University
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 Ed.D., Baylor University

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 Certificate of Completion, Midland College
 A.A.S., Odessa College

DAVID FRY Respiratory Care
 A.A.S., Temple College
 B.S., East Texas State University
 Post Graduate Work, Northeastern University

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 A.S., Angelo State University
 B.S., University of Mary Hardin-Baylor
 Certified Nurse Operating Room (CNOR)

ROSEMARY LAWS Secretary, Surgical Technology
 A.A., Temple College

SHEILA DAVIS Surgical Technology
 A.A., High-Tech Institute Online

DIAGNOSTIC MEDICAL SONOGRAPHY

WALTER STEVEN TRAWICK Director, Medical Sonography/Ultrasound
 B.A., University of Phoenix
 M.B.A., University of Phoenix
 M.A., University of Phoenix

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 B.J., The University of Texas at Austin

NURSING DIVISION

ASSOCIATE DEGREE NURSING DEPARTMENT

KAREN ROBINSON Department Chair, Associate Degree Nursing
 B.S., Michigan State University
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 M.S.N., The University of Texas at Austin

CAROL CUMMINGS Associate Degree Nursing
 B.S.N., University of Mary Hardin- Baylor
 B.S., University of Mary Hardin-Baylor
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 Diploma in Nursing, Hermann Hospital School of Nursing
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VOCATIONAL NURSING DEPARTMENT

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ROSLYN JOHNSON Vocational Nursing
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TAYLOR VOCATIONAL NURSING

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 A.A.S. Excelsior College

JAMES PINKERTON..... Instructor, Vocational Nursing, Taylor
 B.S.N., George Mason University
 M.S.N. George Mason University

THERESA THIGPEN..... Secretary, Vocational Nursing, Taylor

LEARNING RESOURCES DIVISION

KATHY FULTON Division Director, Learning Resources
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LIBRARY SERVICES

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 B.S., University of Minnesota
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 M.L.S., The University of Texas at Austin

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MEDIA CENTER

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 M.S., Illinois State University

ANITRA HICKS Secretary, Media Center

LIBERAL ARTS DIVISION

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 M.Ed., The University of Texas at Austin
 Ph.D., The University of Texas at Austin
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 M.Ed., The University of Texas at Austin
 Ph.D., The University of Texas at Austin
 Post Graduate Work, University of Texas at Austin

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 B.A., University of Illinois
 M.A.T., University of Illinois
 Post Graduate Work, University of Arizona, Rice University,
 The University of Texas at Austin, Texas Tech University, Universidad de Costa Rica

DANIEL BUTTERWORTH English
 B.A., Bethany College
 M.A., Texas Tech
 Ph.D., Texas Tech

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 B.A., University of North Texas
 M.L.A., Southern Methodist University

SUSAN DEAN English
 B.A., Sam Houston State University
 M.A., Texas A&M University

ELAINE HERRICK English
 B.A., Jacksonville State University
 B.S., Jacksonville State University
 M.Ed., University of West Georgia
 Ed.S., University of West Georgia
 Post Graduate Work, University of Southern California,
 University of Mary Hardin-Baylor

LINDSAY ILLICH English
 B.A., Texas A&M University
 M.A., Texas A&M University
 Ph.D., Texas A&M University

KERRY LAIRD English
 B.A., Sul Ross State University
 M.A., Sul Ross State University

C. RILEY OWENS English
 B.A., Howard Payne College
 M.S., Baylor University

JOANNA SCOTT English
 A.A., Temple Jr. College
 B.A., Southwest Texas State University
 M.A., Southwest Texas State University

MICHELLE WALTERS English
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SOCIAL AND BEHAVIORAL SCIENCES DEPARTMENT

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 M.A., Southwest Texas State University

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B.S., Oklahoma State University
M.Ed., Mississippi State University
M.S., University of Central Texas
Ed.D., Mississippi State University
Post Graduate Work, Abilene Christian University, University of
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The University of Texas at Austin

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B.S., University of Houston
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Ph. D., Texas A&M University

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Ph. D., Texas A&M University

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Post Graduate Work, University of Arizona,
University of North Texas

DOUGLAS HALES History

B.S., West Texas A&M University
M.A., West Texas A&M University
M.A., Texas Tech University
Ph.D., Texas Tech University

TRACY LONG Government

B.A., Texas Tech University
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B.A., Chestnut Hill College
M.A., The College of William and Mary
Ph.D., George Washington University

ALEXANDRA SHIU Economics

B.B.A., Baylor University
M.S., Baylor University
Ph.D., Baylor University

SHANNON SINEGAL Government

B.A., University of Louisiana
M.A., University of New Orleans

SHARON WARDEN Sociology

B.A., Baylor University
M.A., Baylor University

MICHAEL WHITE History

B.S., Eastern New Mexico University
M.Ed., University of Arkansas

DERRICK WILLIS Philosophy

B.A., Morgan State University
M.A., Duquesne University

MATHEMATICS, SCIENCES, AND PHYSICAL EDUCATION DIVISION

PAUL FOUTZ	Division Director, Mathematics, Sciences and Physical Education SACS Liaison
B.S., Southwest Texas State University	
M.S., Southwest Texas State University	
Ph.D., The University of Texas at Austin	
CYNTHIA MARTINEZ	Interim Division Director, Mathematics, Sciences, and Physical Education
B.A., Angelo State University	
M.Ed., The University of Texas at Austin	
SUSAN CLOWERS	Administrative Assistant, Mathematics, Sciences, and Physical Education

BIOLOGY DEPARTMENT

TERRY AUSTIN	Department Chair, Biology
B.S., Midwestern State University	
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Post Graduate Work, University of North Texas	
CRAIG BURNSIDE	Biology
B.S., Rutgers University	
M.S., University of Texas Arlington	
Ph.D., University of Texas Arlington	
KIMBERLEY CLAWSON	Biology
B.S., University of Texas at Austin	
M.S. Tarleton State University	
Postgrad Certificate Michigan State University	
EDWARD MORGAN	Biology
B.A., University of Arkansas	
M.S., Northeast Louisiana State University	
Ph.D., University of Southwest Louisiana	
JASON LOCKLIN	Biology
A.A., Temple College	
B.S., Southwest Texas State University	
M.S., Southwest Texas State University	
RALPH HICKS	Biology
A.A., Temple College	
B.S., Sam Houston State University	
M.S., Texas A&M	
Post Graduate Work, Texas A&M	
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Ph.D., University of Texas at Austin	
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B.S., Universidad Autonoma Metropolitana	
M.S., University of North Texas	
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CHEMISTRY AND PHYSICAL SCIENCE DEPARTMENT

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HEALTH AND PHYSICAL EDUCATION DEPARTMENT

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 B.S., Niagara University
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KIRBY JOHNSON Health and Physical Education/Men's Basketball Coach
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 M. Ed., Texas Tech University

MARY REESE Health and Physical Education/Coach, Volleyball
 A.A.S., Temple College
 B.S., Prairie View A&M University

KIMBERLY KAY SEBEK..... Health and Physical Education/Women's Basketball Coach
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 A.A., Temple Junior College
 B.A., Sam Houston State University
 M.A., Baylor University

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STUDENT AND ENROLLMENT SERVICES DIVISION

JAN SALZMAN Division Director, Student and Enrollment Services
 B.A., Stephen F. Austin State University
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SUZANNE BRUNSON Teams Coordinator

PAM LOW Learning Specialist
 B.A., Illinois State University

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 B.A., Colorado State University
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 A.A.S., Temple College
 B.A., Huston-Tillotson College
 M.A., Prairie View A&M University

ADMISSIONS AND RECORDS

CAREY ROSE	Director, Admissions and Records
B.S., Park University	
M.S., Troy State University	
TONI CUELLAR	Associate Director, Admissions and Records
B.A., University of Mary Hardin Baylor	
M.S., Tarleton University at Central Texas	
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JAMILA ASHBURN	Specialist, Admissions and Records
KELLY BRADLEY	Specialist, Admissions and Records
DAWN DITTO	Technician, Admissions and Records
EVA GARCIA-OLIVARRI	Specialist, Admissions and Records
A.A.S., Temple Junior College	
VICKI HANAWAY	Specialist, Admissions and Records
A.A.S., Temple College	
CHERRY MCBRIDE	Specialist, Admissions and Records
A.A.S., Temple College	
BENITA WRIGHT	Specialist, Admissions and Records
A.A.S., Temple Junior College	

ADVISING CENTER

AMY FLINN	Director, Advising
B. A., St. Mary's University	
J.D., The University of Texas	
PAM PANZANI	Academic Advisor
B.A., University of California Davis	
MELODIE RAMIREZ	Academic Advisor
B.S., University of Texas at Austin	

FINANCIAL AID

FRED PENA	Director, Financial Aid
B.A., University of Texas at Brownsville	
INGEBORG SCHEY	Assistant to the Director, Financial Aid
B.A., Iowa State University of Science and Technology	
M.S., Iowa State University of Science and Technology	
BARRY CULWELL	Advisor, Financial Aid
A.A.S., Temple College	
PATRICIA GOODMAN	Advisor, Financial Aid
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RACHAE OLLISON	Specialist, Financial Aid
ALISA QUINTERO	Advisor, Financial Aid
A.A., Temple College	

LINDA WARFIELD Office Assistant, Financial Aid

SUSAN HEAD Call Center, Financial Aid

TESTING CENTER

ANNA MACHALEK Director, Testing Center

A.A.S., Temple Junior College

B.G.T., University of Mary Hardin-Baylor

ANGELITA YBARRA Specialist, Testing

A.A.S., Temple Junior College

A.A.S., Temple Junior College

TRIO DEPARTMENT

TINA MARSH Director, TRIO

B.A., The University of Texas-El Paso

M.S., Capella University

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TECHNOLOGY DIVISION

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B.S., Angelo State University

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BUSINESS/GENERAL AND BUSINESS/MANAGEMENT DEPARTMENT

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B.S., Angelo State University

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B.A.A.S., Southwest Texas State University

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A.A.S., Temple College

B.A., University of Mary Hardin-Baylor

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COMPUTER-AIDED DESIGN DEPARTMENT

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TAWNY LAMB Computer Information Systems
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EDUCATION DEPARTMENT

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CRIMINAL JUSTICE DEPARTMENT

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B.A., Baylor University
M.C.J., Tarleton State University
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POLICE ACADEMY

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ACADEMIC AND COMMUNITY INITIATIVES

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RITA JOHNSON Office Coordinator, Evaluation and Assessment/Tech-Prep

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GENERAL LEDGER ACCOUNTING SERVICES

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JANICE MANGUM Coordinator, Asset Management
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STUDENT AND REVENUE ACCOUNTING SERVICES

DIANNE McCCLURE	Director of Student and Revenue Accounting Services
A.A., Temple Junior College	
B.B.A., University of Mary Hardin-Baylor	
M.B.A., Tarleton State University	
LISA MESECKE	Coordinator, Student Accounts
A.A.S., Temple Jr. College	
LUCILLE CHUPIK	Specialist, Accounting Services
DEBORAH ERCHULL	Specialist, Accounting Services
WARREN HILLMAN	Specialist, Accounting Services

PHYSICAL PLANT

SKEET POWELL	Director of Facilities, Construction/Facilities Planning
CHARLOTTE BALES	Events Coordinator/Office Manager, Physical Plant
MICHAEL HAAS	Mechanic, Maintenance
DAVID SIMEK	Master Trade Foreman, Carpenter
LAMONT STOKES	Master Trade Specialist, Plumbing
HOLLY THORNAL	Master Trades Foreman
REID LEWIS	Horticulturist
BARBARA ELLIOTT	Lead Custodian
LINDA BAUMGARTNER	Custodian
HERMINA CABRERA	Custodian
ELEANOR CAIN	Custodian, Taylor
GAVINA MENDOZA	Custodian
CONNIE MENDOZA	Custodian
JEANETTE NOEL	Custodian
VACANT	Grounds
GEORGE DAVIS	Grounds
KENNETH FURST	Grounds
LARRY WILEY	Grounds
JACK EDWARDS	Carpenter

PURCHASING DEPARTMENT

DEBORAH SVAJDA	Director, Purchasing
A.A., Temple Junior College	

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A.A., Emporia State University

ELIZABETH ARNOLD.....Coordinator, Accounts Payable
A.A.S., Temple Junior College

CATHERINE DAVIS.....Specialist, Accounts Payable

LUCILLE CHUPIKSpecialist, Purchasing

INFORMATION SERVICES DIVISION

GARY JACKSON.....Associate Vice President of Finance, Information and
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A.A.S., Temple College

JOE TEAKELLDirector, Web Applications & Systems
B.S., Sam Houston State University
M.S., Tarleton State University

DONNIE CARPENTER.....Director, Special Projects
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NELL DEES.....Database Administrator
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Cisco Certification

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DINH LAM.....Analyst I, Telecom
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BRANDEN SEIDELTechnician II, Computer Support
A.A.S., Temple College

ROBERT CULLENTechnician II, Computer Support
A.A.S., CLC-Manassas

CHARLES TEAKELL	Database Analyst II
A.A.S., Temple College	
Computer Systems Information Certification	
MARY MARTINEZ	Specialist, Help Desk
A.A.S. Temple College	
TINA LYONS	Database Analyst I
A.A.S., Temple College	
A.A.S., Temple College	
HOLLY ROBERTS	Assistant, Computer Lab
A.A.S., Temple College	
CATHY COE	Computer Hardware Lead
LEONARD EVANS	Coordinator, Logistics and Auxillary Services
A.A.S, Trident Technical College	
HOLLY BROWN	Specialist, Mail Room
A.A., Temple College	
B.B.A., University of Mary Hardin-Baylor	
ELISEO ARRIAGA	Mail Courier
A.A., Penn Valley Community College	

RESOURCE MANAGEMENT DIVISION

RANDOLPH P. BACA	Associate Vice President, Resource Management
Dual B.B.A., University of New Mexico, Albuquerque	
M. S., Tarleton State University	
PHR Certification	
ROBIN SAMMONS	Generalist, Human Resources
A.A.S., Temple College	

CAMPUS POLICE

DAVID BLANKEMEIER	Chief of Police - Campus Safety
A.A.S., Temple Junior College	
A.A.S., Temple Junior College	
B.A.S., Southwest Texas State University	
ANTHONY CHUDEJ	Sergeant
HARVEY TODD BAILEY	Police Officer
MARY DIXON	Police Officer
TROY HESS	Police Officer
TINA HODON	Police Officer
MICHAEL MARKUM	Police Officer
ALBERT MANIGO	Police Officer
GEORGE LYONS	Parking Attendant

HUMAN RESOURCES

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 M.S., Tarleton State University
 PHR Certification

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BOOKSTORE

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 B.S., Edinboro University
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 Administration Certification, Southwest Texas State University
 Executive Director, Temple College Foundation

SHERIE GARRETT Coordinator, Temple College Foundation

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EMERITI

K. LOUISE BARTEK	Nursing	1988-2001
ROSE ANNE BRASHER.....	Director of Library Services.....	1956-1995
LEIGH BOYD	Division Director, Liberal Arts	1988-2005
BETTY I. BUFORD	Psychology	1974-1989
ESTHERBELL CAESAR	English	1972-2001
WELDON G. CANNON.....	History	1967-1991
STANLEY W. CHURCHILL	Dean, Vocational and Technical Education	1967-1988
GLADYS COBB	Nursing	1996-2001
A. D. COURTNEY.....	Medical Record Technology.....	1973-1986
ROWE ANN DURANT.....	Mathematics.....	1966-1986
HARRY C. FARRELL, JR.....	Dean of College	1961-1981
MARY D. FARRELL.....	History	1966-1986
ODIE FAULK	History	1991-1995
MARVIN FELDER.....	President	1973-1995
PERCY A. FRANCIS	Vice President for Business Services.....	1973-1993
ANN FRAZIER	Computer Information Systems	1961-1988
ANNETTA GRIFFIN	Chemistry.....	1964-1991
DOROTHY HARRISON	Business Administration.....	1973-1987
GWEN HAUKE	Vice President of Educational Services.....	1970-2004
PRISCILLA HEARD	Music	1974-1988
BILL HERMON	Business and Management	1968-2001
MELVA HOBBS	Business Administration.....	1967-1996
PATRICIA BELL-LANFORD	English	1989-2001
RONALD RAY LANFORD	Director, Distance Education	1986-2006
VIRGINIA LEAK.....	Nursing	1980-2007
CAROL JEAN LEWIS	Business Administration.....	1979-1992
WILMA LEWIS	English	1964-1991
BENJAMIN LILES.....	Biology	1994-2004
KENT MACDOUGALL	Mathematics	1975-2008

BOBBIE MARSHALL	Sociology	1970-1994
MARY ALICE MARSHALL	Music	1958-1973
WILLIAM MATUSH	Director of Student Union	1968-1988
JOHN MEHARG	Economics	1964-1996
MARLIN MOSLEY	Business	1999-2007
ANNE P. NEWTON	Biology	1947-1994
GLENDIA PARKER	Nursing	1976-2006
WALT PAUL	Vice President for Academic and Student Affairs	1974-1996
CAROL REINKING	Surgical Technology	1983-2008
ROBERT SCHLIEKER	Chemistry	1969-2001
CHARLES SCHLIEPER	Electronics Technology	1979-1996
KAY SCHLIEPER	Computer Information Systems	1980-2000
DANNY J. SCOTT	Health and Physical Education	1965-1996
JANICE SHANAHAN	Nursing	1987-1992
ELIZABETH SILVERTHORNE	English	1966-1979
CHARLOTTE SIMPSON	Mathematics	1986-2000
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PATRICIA SMITH	Director, Workforce Development	1978-2005
SHIRLEY SOMMER	Business Administration	1968-1996
AMY SMITH	Art	1985-2007
CHARLES STOUT	Dean of Public and Corporate Services	1963-2000
SARAH NELL SUMMERS	Music	1983-2007
WAYNE TOONE	Theatre/Speech	1975-1996
JAMES VAN NESS	Dean of Instruction	1982-2000
FRANK WARREN	Manufacturing Technology	1977-1998
BILLYE WEAVER	Department Chair, Medical Lab Technology	1983-2005
GLENN WEBSTER	Radio and TV	1967-1991
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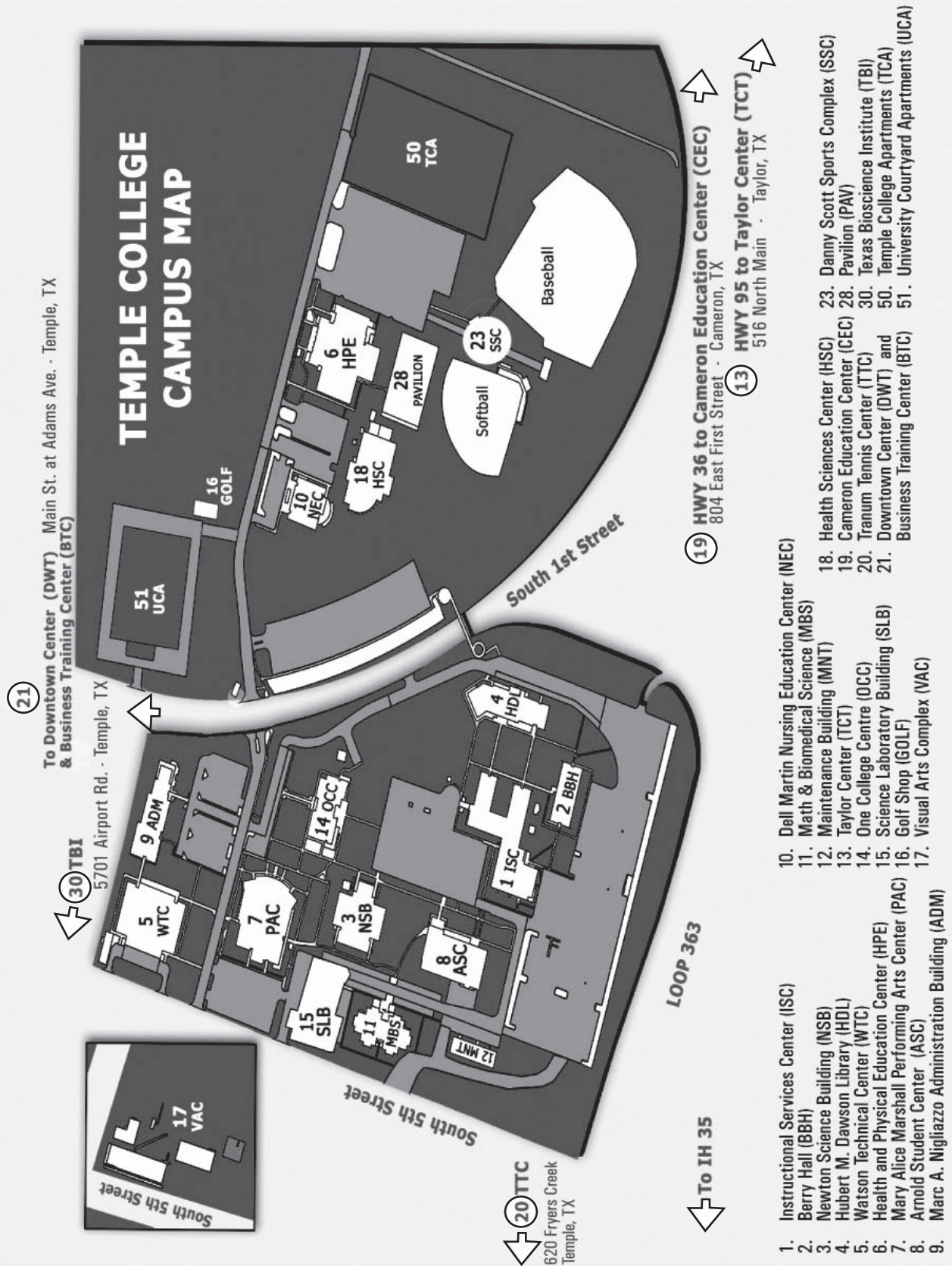
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