

# Grayson County College

*2011-2012 General Catalog*



# Grayson County College

## 2011-2012

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

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This catalog does not constitute a contract between Grayson County College and the student. The programs, policies, statements, fees, and/or courses contained herein are subject to continuous review and evaluation. Grayson County College reserves the right to make changes at any time without notice. Check the college website which usually contains the most current information.

This catalog provides information on the academic programs, policies, and admission procedures of Grayson County College for the 46th annual session. This catalog is for information purposes and is subject to change.

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# General Information

## Vision

Grayson County College is a premier learning college that transforms individuals, builds communities, and inspires excellence.

## Affiliation and Accreditation

Grayson County College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate Degrees. Persons should contact the Commission only if there is evidence that appears to support a significant non-compliance with a requirement or standard.

Other affiliations and accreditations include: The Texas Association of Public Junior Colleges, the National League for Nursing Accreditation Commission, the Commission on Accreditation of Dental and Dental Auxiliary Education Programs, American Dental Association, The National Accrediting Agency for Clinical Laboratory Sciences, the College Reading and Learning Association, and the Northern Texas Junior College Athletic Conference. The College has also been approved by the Coordinating Board, the Texas College and University System, the Board of Nursing for the State of Texas. The Southern Association accreditation makes possible the transfer of Grayson County College credits not only to Texas colleges and universities, but also to colleges and universities across the nation as well.

## Philosophy

Grayson County College, as the community's college, embraces lifelong learning focused on educational, cultural, social and public service activities designed to tangibly enrich the individual and our community.

## Mission

The mission of Grayson County College is to cultivate student success and community building in North Texas by:

- Recognizing our interdependence with various communities
- Providing a broad and dynamic curriculum to support university transfer, career technical education, developmental, and community education
- Developing innovative curricula and services facilitated by appropriate technology
- Creating a supportive learning environment
- Promoting diversity and cultural enrichment
- Supporting economic development
- Committing to an institutional effectiveness process for continuous improvement in the pursuit of excellence

## Purpose

According to Texas Education Code 130.003 (e) the purpose of each public community college shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;



4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Work force development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the College District's Board.

### **Statement of Non Discrimination/Equal Opportunity Policy**

With respect to the admission and education of students; with respect to the availability of student loans, grants, scholarships and job opportunities; with respect to the employment and promotion of teaching and non-teaching personnel; and with respect to the student and faculty activities conducted on the premises owned or occupied by the College, Grayson County College shall not discriminate either in favor of or against any person on account of race, creed, color, gender, national origin, age, religion, or disability. GCC does not discriminate on the basis of sex in the educational programs or activities it operates. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights. Title IX Coordinator is the Vice President of Student Services, Administrative Services Building, 6101 Grayson Drive, Denison, Texas 75020, 903-463-8714.

### **Declaración Sobre el Plan de Acción de Igualdad de Oportunidad**

Respecto a la admisión y de la educación de los alumnos, respecto a la utilidad de préstamos, dones, becas y oportunidades de trabajo para los alumnos; respecto al empleo y a la promoción del cuerpo de empleados sea profesores o cualquier empleado; y respecto a las actividades de profesores o de alumnos que toman lugar en los terrenos ocupados por Grayson County College, dicho College no discriminará ni en favor ni en contra de cualquier persona a causa de su raza, creencia, color, sexo, origen nacional, edad, religión o inhabilidad.

Grayson County College no discrimina en las bases de sexo ni en los programas educativos ni en las actividades que le ofrece al público. Se puede informarse acerca del propósito de Title IX y de como se implementan las reglas con el Director de Title IX o con la Oficina de Derechos Legales. El Director de Title IX es el Vicepresidente de Servicios Estudiantiles, en el Edificio de Servicio Administrativo, 6101 Grayson Drive, Denison, Texas 75020, 903-463-8714.

### **Disabilities Services**

The College is committed to meeting the special needs of disabled students and coordinates with agencies such as Texas Department of Assistive and Rehabilitative Services and Texas Department of Human Resources to provide appropriate accommodations.

Students with documented disabilities should contact the Disabilities Services Coordinator in the Success Center to preferably before classes start or as early in the semester as possible. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, taped textbooks, scribes, special/modified equipment, and other appropriate services.

## Family Rights & Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1974, Federal Law 93-380, information classified as “Directory Information” may be released to the general public without the consent of the student.

Directory information is defined as:

1. Student name
2. Student address
3. Telephone listing
4. Email address
5. Photograph / visual likeness
6. Dates of attendance
7. Most recent previous educational institution attended
8. Other information including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry.

The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated. The Registrar is located in the Admissions Office, Administrative Services Building, Main Campus.

Access to Public Information: Requests for Public information should be made in writing and delivered to the Public Information Officer via fax, email, US mail or in person. GCC uses its fiscal year, September 1-August 31, for tracking requests.

## Grayson County College Foundation, Inc.

*Supporting Excellence in Community College Education*

### **Vision**

The Grayson County College Foundation strives to secure philanthropic and external sources of support for Grayson County College.

### **Mission**

The Grayson County College Foundation serves Grayson County College through the development of public understanding and philanthropic support. The Foundation encourages mutually beneficial relationships between the College and its various constituencies.

### **Purpose**

The GCC Foundation exists to bridge a gap between the needs and the resources of Grayson County College. The Foundation is a non-profit, tax exempt Texas corporation established in 1991 to raise funds to provide assistance to GCC students for scholarships; to encourage gifts for facilities and equipment; to develop private funding sources for new programmatic ventures; and to communicate the needs of the College to business, educational, cultural, governmental and other constituencies so that friendships and long-term relationships can be established and sustained. The Foundation seeks to secure financial support for the College, which is ordinarily beyond the scope of tax-based funding, thus providing a margin of excellence for the College.

The Foundation may receive designated or unrestricted gifts and grants to be used for approved purposes at Grayson County College. The Foundation may also hold funds in endowment for the College. Gifts to the Foundation are tax-deductible to the extent of limits set by law.

The Grayson County College Foundation, Inc. was incorporated in March, 1991, as a 501 (c) 3, nonprofit, tax-exempt entity formed solely for the purpose of support of Grayson County College.

## ***The Foundation Scholarship Program***

GCC student scholarships are funded through the Grayson County College Foundation from tax-deductible contributions made by individuals (area residents, GCC alumni, GCC faculty/staff), organizations, businesses and charitable foundations. Foundation scholarships are available to qualified students who meet the admission and financial aid requirements of the College. The GCC Foundation Scholarship Committee meets shortly after the “priority consideration deadline” (March 15) each spring to review scholarship applications that have been properly completed and submitted through the GCC Office of Financial Aid. Basic eligibility criteria set by the GCC Foundation Scholarship Committee are a minimum 2.5 GPA and minimum part-time enrollment/full-time enrollment preferred. Annual award amounts are determined based on these criteria. A scholarship donor may establish limited additional awarding criteria, such as financial need, extenuating circumstances, academic standing, intended major of study, geographic location of residence or high school attended, etc.

## **HOW TO MAKE A SCHOLARSHIP CONTRIBUTION**

There are several ways to make a tax-deductible scholarship contribution. Scholarships may be funded through gifts of cash, by Visa/MasterCard, through gifts of real-estate or securities, by making the College the beneficiary of a life insurance policy, by bequest or through a variety of planned giving vehicles. In order to claim a tax deduction on a scholarship donation, the donor may not select the recipient, and the selection criteria for recipients must be broad-based. If you are interested in learning more about planned giving opportunities, contact the GCC Foundation Office for a free copy of our *Guide to Giving* booklet.

### ***Viking Scholarship Fund***

Donors may make a one-time or annual gift, in any amount, which will be pooled with contributions from others and awarded to GCC students with financial need or extenuating circumstances.

### ***Annually-Funded “Sponsored” Scholarships***

A donor may establish one or more named scholarships, which range from \$250-\$1,750 per year. Award funds must be submitted to the GCC Foundation prior to the beginning of the academic year. \*NOTE: 100% of annual award funds are made available to the scholarship recipient and may be used for tuition, fees or textbooks/supplies purchased through the Campus Bookstore.

### ***Permanently-Endowed Scholarships***

Donors may establish a permanently endowed scholarship fund through the GCC Foundation, with a minimum endowment level of \$5,000 (See Chart, below). The funds are invested by the Foundation and once the principal cash balance has been funded and invested the annual interest earnings from the endowment generate the annual scholarship awards. \*NOTE: At this time, the GCC Foundation awards 5% of each endowment level. When the principal cash balance reaches the next endowment level, the annual GCC student scholarship award is subsequently increased.

Following is a chart with examples of endowment levels, as well as the annual awards generated through endowed scholarship funds:

<b>Level</b>	<b>Endowment</b>	<b>Annual Award</b>
Gold	\$35,000	\$1,750
Valhalla (Full-Tuition)	\$25,000	\$1,250
Dean's Honor	\$15,000	\$750
Leadership	\$10,000	\$500
Distinguished Achievement	\$7,000	\$350
Achievement	\$5,000	\$250

The Grayson County College Foundation awards approximately \$250,000-\$300,000 in scholarship assistance for GCC students each academic year. Foundation scholarships are funded primarily through charitable contributions from individuals, organizations, businesses, industries and foundations.

### ***Ray & Mary Morrison Transfer Student Scholarship Fund***

In 1999, Mr. and Mrs. Ray Morrison of Denison, TX established a scholarship fund, which provides scholarship awards for qualified graduates of a Grayson County high school, or for students who have graduated from Grayson County College, who wish to continue their education at a four-year college or university. Available funds are determined by annual earnings on the endowment. Applicants must have resided in Grayson County for a minimum of three years prior to application, must hold a minimum 2.80 GPA, and must plan to enroll as a full-time student at their transfer school. Contact the GCC Foundation Office for more information, or to request a Transfer-Student application

### **Endowments that Provide Scholarship and Awards for GCC Students**

Dr. Ramon Alemán Memorial Scholarship  
Altrusa International, Inc., of Sherman Scholarship  
C. Rachel Anders Dental Assisting Scholarship  
Dr. Pamela Anglin Achievement Scholarship  
Win Bayless Nursing Scholarship  
Ruth Bell “Lady Vikings” Award  
Joann Bennett Memorial Scholarship Fund  
Orvetta & Gene Biddle Scholarship  
Irma Blackburn Memorial Scholarship  
Raymond A. Blalack & Mary Elizabeth Blalack Scholarship Fund  
B.K. & Betty Bledsoe Scholarship Fund  
Joann Bohm Adair Scholarship  
Isabel Shaw Bomba Memorial Scholarship  
Sharon Broiles Memorial Scholarship  
Mavis Broomfield Scholarship in Dental Assisting  
Giles & Carol Ann Brown Scholarship  
Bruns Scholarship  
Stella Bryant Memorial Scholarship  
Dr. Dale & Jackie Butler Nursing Scholarship  
Mary A. Carter, Jessica Elaine Carter & Jesse B. Carter, Jr. Valhalla Scholarship  
Betty Jo Caywood Scholarship  
Robert L. Cherry Memorial Scholarship in Criminal Justice  
Children of GCC Employees Scholarship Fund  
Jimmy & Leesa Choate Scholarship  
Dr. John Chumbley Family Scholarship  
Churches of Christ of Grayson & Fannin Counties Scholarship Fund  
Confrerie des Chevaliers du Tastevin Scholarship in Viticulture & Enology  
Betty Cox International Student Scholarship  
Criminal Justice Achievement Scholarship  
Whitney McKinney Curtis Memorial Scholarship  
CWL Scholarship Fund for Continuing Education  
Denny Dallas Leadership Scholarship  
T.A & Mary E. Dickson Scholarship  
Shep & Bonner Dorset Memorial Scholarship  
Linda Adams Ellis Achievement Scholarship  
Robert E. B. Fielder Memorial Scholarship

Juliette Rathbone Finch Art Scholarship  
 Barry & Laura Fontaine Valhalla Scholarship  
 T. O. Fulce Memorial Scholarship in Paramedicine  
 Porfirio & Margarita Garcia/J.I. Caswell Memorial Scholarship  
 Bruce & Dickie Gerig Scholarship  
 GNSA Memorial Scholarship in Nursing  
 Everett & Joanne Grantham Scholarship  
 Grayson County Sheriff's Posse  
     Woody Blanton Memorial Scholarship  
     Dr. Don Freeman Memorial Scholarship  
     C.J. Cordell Memorial Scholarship  
     Jim Cantrell Scholarship  
 Dorothy Marie & Gus Green Valhalla Scholarship  
 Susie V. Guess Memorial Scholarship  
 Fred & Mae Guilloud Scholarships  
 Mary Spears Gurak Memorial Scholarship  
 E. Peter Haas, Jr. Memorial Scholarship for Viticulture & Enology  
 Mary Ellen Hall Memorial Scholarship  
 Ronald & Jeanie Hardin Scholarship  
 Captain H. T. Hastings Charitable Endowed Scholarship Fund  
     (for Aviation & Space Science Majors)  
 Duchess Hatley Nursing Instruction Award  
 Herrera-Nicholl Memorial Scholarship  
 Audra M. "Tooter" Herriage Memorial Scholarship  
 Dale & Margaret Ann Hill Scholarship  
 William H. Hill Memorial Leadership Scholarship  
 Independent Bank Endowed Scholarship  
 Glen D. Jaco Memorial Scholarship  
 Jennings Scholarship Fund  
 Rubin Jones Memorial Scholarship  
 L. C. & Ellen Kemp Memorial Scholarship  
 Lester & Stella Kestell Memorial Scholarship in Nursing  
 Chuck Kraemer Scholarship Fund  
 Jack & Virginia Kretsinger Memorial Scholarship in Nursing  
 Martha Lattimore Scholarship Fund for Viticulture & Enology  
 Preston & Thelma Lawrence Scholarship  
 Lough Management, Inc./Jim & Delinda Lough Scholarship  
 Shauney Lucas Memorial Scholarship  
 Cecil Joe Matthews Memorial Scholarship  
 Billy Mayo/Rubin Jones Memorial Scholarship Fund  
     (for children of J&J employees/retirees—apply through J&J)  
 McFatrige Family Scholarship  
 Jim & Jacqueline Mehaffey Valhalla Scholarship  
 R. C. & Pauline Eppler Mehaffey Valhalla Scholarship  
 Dennis P. Meurer Scholarship in Nursing  
 Juanita Milner Memorial Scholarship  
 Ray & Mary Morrison Scholarship Fund  
 Dr. Mary L. Moses Scholarship Fund for Health Sciences  
 John Mumm Memorial Scholarship  
 Percy W. & Pauline H. Neblett Scholarship  
 Dan O'Dea Memorial Scholarship in Musical Arts  
 Mary Lois O'Neal Art Scholarship

Gary & Sue Paikowski Scholarship  
Ruben Anderson Parker, Jr. Scholarship in Nursing Education  
Dr. John & Nelda Partin Dramatic Arts Scholarship  
Dr. Martha Payne Leadership Scholarship in Office & Computer Technology  
Ruth Pierce Memorial Scholarship  
Mary Ann Pittman Memorial Scholarship  
Ron Plyler Memorial Scholarship  
Dr. Roger Alex Powell, Jr. Academic Scholarship  
Roger Alex, Jr. & Patsy Kemp Powell Academic Scholarship  
Roger Alex, Sr. & Doris Johnson Powell Memorial Scholarship  
Lisa L. Powell Endowed Scholarship for Visual Arts  
Dr. Bryce R. & Bobbye J. Putman Medical Scholarship  
PVES/Douglas Q. Martin Memorial Scholarship  
Elias & Hanna Regensburger Foundation Scholarship Fund  
Roy & Evelyn Renfro Scholarship  
Dr. Roy & Helen Renfro Scholarship  
Dr. Roy A. Riddels Memorial Leadership Scholarship  
Opal M. Roether Scholarship in Education  
Cynthia Arden Sanders Memorial Scholarship  
Bob & Lola Sanford Endowed Scholarship  
Dr. Alan & Barbara Scheibmeir Scholarship  
Charles & Darlene Schweizer Valhalla Scholarships  
Mabel & Thomas E. Sears Memorial Scholarship  
Sherman Radiology Associates Scholarship for Nursing  
Siebman Achievement Scholarship  
Clara Blackford Smith and W. Aubrey Smith Scholarship Fund  
Scott B. Smith Memorial Scholarship  
Charles A. & Charlotte R. Spears Memorial Scholarship  
C. W. Stafford Achievement Scholarship for DAAC Students  
Ellen M. Talbott Memorial Scholarship  
Tee Gee Scholarship  
Texas Star Bank Scholarship Fund  
Stephen & Rhonda Thornhill Scholarship  
Blake Utter Achievement Scholarship  
Priscilla Smith Vandygriff Scholarship  
Marvin L. VanNatta Memorial Scholarship  
Buddy Wagner Scholarship  
Jeffrey Kent Wattman Memorial Scholarship  
Mary Louise Dusek Wedel Scholarship in Visual Arts  
Dr. Truman & Edna Wester Presidential Scholarship  
Rachel Katherine Wieser Memorial Nursing Scholarship  
Bill Wilcox Scholarship  
Peggy Munson Wilcox Valhalla Scholarship  
Petronilla M. Wilde Memorial Scholarship for Nursing Students  
Q.D. & Ruby Jo Williams Scholarship  
Gloria & Wendell Williams Scholarship  
Wilson N. Jones Community Foundation Scholarship in Nursing  
Joe Wolfe Memorial Scholarship  
Captain Arthur Plato Wright Memorial Scholarship  
Wysong Scholarship Fund  
(apply through GCC Nursing Program)

## HOW TO APPLY FOR FOUNDATION SCHOLARSHIPS

Applicants may view a complete list of available scholarships and obtain all required application/financial aid documents by visiting the college's website: [www.grayson.edu](http://www.grayson.edu), from any area high school counselor's office, or by contacting the GCC Foundation Office: (903) 463-8716.

NOTE: Even though a scholarship applicant may be notified that they have been selected as the recipient of a scholarship award, no funds will be transmitted unless the recipient's file is complete in the GCC Office of Financial Aid and unless the recipient meets the basic eligibility criteria for their respective scholarship award.

Students may receive a foundation scholarship for a maximum of two (2) consecutive years. The following required financial aid documents must be completed/submitted to the GCC Office of Financial Aid each year before scholarship funds can be transmitted.

- General Scholarship Application (Priority consideration deadline: March 15)
- NOTE: Must attach copy of high school or college transcript or GED certificate to scholarship application, along with an essay and letter(s) of recommendation.
- FAFSA/Pell Grant Application process must be completed
- Students able to establish that they do not qualify for Pell will not be required to complete the FAFSA Application, but must complete the process by providing the GCC Office of Financial Aid with proof of ineligibility for Pell funds:
  - Proof of a Bachelors Degree
  - F1 or F2 student visa - J1 or J2 exchange visitor visa - G series visa or family income of \$70,000 or more. If you are exempt from completing the FAFSA, documentation must be provided to prove exemption, i.e.: previous year tax return & W-2's or Visa

Foundation scholarship awards range from \$250-\$1,750 per year. The maximum GCC scholarship award (which includes all scholarships awarded by the college) for any individual recipient is \$875 per semester and may be used for payment of tuition, fees, textbooks and classroom supplies only, unless otherwise stated. Scholarship funds are to be used during the award semester; remaining balances will not carry forward to the following award year, nor may remaining funds be transferred to another school. In order to be considered for all scholarships for which you might be eligible, please indicate the following information on your General Scholarship Application:

- Academic year for which you are applying (ie: 2011-2012)
- Number of credit hours you plan to enroll in each fall/spring semester (cannot exceed 65 total credit hours at Grayson)
- Area in which you plan to major
- High school from which you graduated
- High school/college GPA

Institutional and GCC Foundation scholarship awards may not exceed the cost of education. A Grayson County College scholarship may be reduced or rescinded if the total amount of aid exceeds the total cost of education. Recipients must meet the basic eligibility criteria set for their respective scholarship before award funds can be transmitted.

### Basic Eligibility Criteria

Recipient must have a minimum 2.5+ GPA (on a 4.0 scale), unless otherwise stated

Recipient must enroll full-time (minimum of 12 credit hours each fall/spring semester), unless otherwise stated

Award funds are applied to the recipient's account in the GCC Business Office (50:50 - fall/spring semester), and are available for payment of tuition, fees, textbooks and necessary class-

room supplies purchased through the Campus Bookstore while attending Grayson County College. Unused award funds at the end of each semester are retained by the GCC Foundation to be used for future recipients. Applicants who submit their scholarship application by March 15 will be placed in a pool for priority consideration; any applications received after the priority deadline will be held, and scholarships may be awarded to “late applicants” based on remaining funds available. Note: GCC Foundation scholarship applicants should not exceed the maximum of 65 credit hours at Grayson County College.

## Equipment and Facilities

The Grayson County College Foundation encourages gifts and grants for facilities and equipment relating to the educational purposes of Grayson County College which are not provided adequately through tax-based funding.

## Programs

The Grayson County College Foundation solicits gifts and grants for new programmatic ventures, evolving academic programs, professional development of faculty and administrative staff, and other educational enrichment activities which are beyond the scope of tax-based funding.

### *Grayson County College Foundation Board of Directors (2011)*

Nancy Anderson	John Spears
Sharon Brazeal	Brad Underwood
Bobby Brown, Trustee Rep.	Janet Ventura
Ronnie Cole	Janis Walters
Lana Caswell Garcia	John Wilcox
Mary Knox	Linda Wood
Susie Munson	Susie Viars-Thomas, Faculty Rep.

### *Grayson County College Foundation Advisory Board*

David Bayless, Jr.	Warren Jamieson	Jim Mehaffey
Millard Brent	Martha Lattimore	Lola Sanford
Steve Cook	Jim Lindsey	Charles Schweizer
Joe Fallon	Tim McGraw	Sue Smith
	Ben McKinney	

### *Grayson County College Foundation Ex-Officio Members*

Giles Brown, Treasurer	Alan Scheibmeir, President of the College
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### *Posthumous Members*

Martha Dollarhide	Pat Richardson
Margaret Ann Hill	Burney Robinson
Ray Morrison	Charlotte Spears

### *Grayson County College Foundation Staff*

Dr. Roy Renfro (903) 463-8717 renfro@grayson.edu	Tina Dodson (903) 463-8716 dodson@grayson.edu	Cynthia Perez (903) 463-8621 perez@grayson.edu
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## Small Business Development Center

The Small Business Development Center is a non-profit professional management counseling service funded by Grayson County College and the United States Small Business Administration that works to enhance the economic development of the north Texas area. The SBDC offers free individual counseling to small business owners/managers and others who desire to start their own business. Areas of counseling include new business start-up, market identification, cash flow analysis, inventory control, general management and more. Low cost workshops, conferences, seminars, and courses are geared to the specific needs of small business engaged in retail, wholesale, manufacturing and service operations. In addition to offering public programs, the SBDC works with organizations to develop and conduct specialized programs adapted to address specific needs and conducted at convenient times and locations. The Grayson County College SBDC's services are completely confidential and available to all Grayson and Fannin County residents. SBDC offices are located on the main campus and at the Rayburn Collegiate Center in Bonham.

## Campus Phone Numbers

### *Services*

Admissions Information.....	903-463-8604
Assessment Information.....	903-463-8724
Campus Police.....	903-463-8619
Career Development.....	903-463-8695
Counseling/Degree Information.....	903-463-8695
Financial Aid Information.....	903-463-8794
New Student Orientation.....	903-463-8695
Public Information.....	903-463-8628
Residence Halls.....	903-463-8793
Scheduling Assistance.....	903-463-8695
Tutoring.....	903-463-8751

### *Offices*

Academic Studies.....	903-463-8610
Admissions.....	903-463-8604
Annual Giving.....	903-463-8716
Applied Sciences.....	903-463-8782
Athletics.....	903-463-8645
Business Office.....	903-463-8795
Campus Police.....	903-463-8619
Center for Workplace Learning.....	903-463-8765
Continuing Education.....	903-463-8765
Counseling Center.....	903-463-8695
Developmental Studies.....	903-463-8736
Rayburn Collegiate Center, Bonham.....	903-415-2562
Financial Aid.....	903-463-8794
GCC Foundation.....	903-463-8716/903-463-8621
Job Placement.....	903-463-8613
Library.....	903-463-8637
Main Campus Central Number.....	903-465-6030
Nursing Program, LVN.....	903-415-2507
Nursing Program, RN.....	903-463-8782
Public Information.....	903-463-8628
Rayburn Collegiate Center, Bonham.....	903-415-2562

Registrar .....	903-463-8604
Small Business Development Center.....	903-463-8787
South Campus, Van Alstyne.....	903-415-2500
Student Services.....	903-463-8695
Success Center .....	903-463-8724
Tech Prep.....	903-463-8654
Testing Center.....	903-463-8724
Workforce Education .....	903-463-8771

# Financial Information

## Tuition and Fees

TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

## Semester Tuition Charges for Academic Courses

In-District Resident	\$42 per semester hour
Out-of-District Resident	\$74 per semester hour
Non-Resident of Texas	\$123 per semester hour with a minimum of \$200 per semester

## Required Fees

Student Services Fee .....	\$2.00 per semester hour
General Use Fee .....	\$8.00 per semester hour
** Facility Use Fee .....	\$4.00 per semester hour

\*\* Facility Use Fee charge is based on course location.

## Lab Fees

Specific courses require an additional lab fee. Please consult the Schedule of Classes each semester for a listing of courses and the corresponding lab fees.

## Other Fees, As Applicable

ID Card ( <i>per semester</i> ) .....	\$ 2.00
Matriculation Fee ( <i>per semester, non-refundable</i> ) .....	10.00
Late Registration Fee .....	75.00
International Student Application/Evaluation Fee .....	100.00
Returned Check Fee .....	25.00
Reinstatement Fee .....	50.00
Third Attempt "Rider 50" Tuition ( <i>per credit hour</i> ) .....	50.00
Private Music Instruction	
Half hour per week per semester .....	165.00
One hour per week per semester .....	330.00
American College Testing Program (ACT) Test .....	19.00
General Education Development (GED) Test .....	65.00
College Level Examination Program (CLEP) Test .....	135.00
English Essay .....	20.00

Assessment of basic skills fee may be charged at the time of registration.

## Tuition and Fees for Auditing Courses

Tuition and fees for auditing a course are the same as those paid by students registering for credit. The deadline for auditing a class is the census date for the class. Students must complete audit forms in the Office of Admissions and Records to audit a course. If paperwork is not submitted by census date, the student will receive a grade in the course, and the course and grade will appear on the student's transcript.

## Payment of Tuition and Fees

All tuition and fees must be paid by payment deadlines. A student is not officially enrolled until payment is made in full.

### *Excessive Credit Hours*

Texas Education Code Section 54.068 stipulates that the State of Texas will not provide funds to state institutions of higher education for excess semester credit hours earned by a resident undergraduate student. Since funding will not be provided by the State, and as permitted by State law, certain state institutions of higher education will charge tuition at the non-resident rate to students that exceed the semester credit hour limit of their program.

- Effective with students initially enrolling in the fall 1999 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student at any public Texas institution of higher education that exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled.
- Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student at any public Texas institution of higher education that exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled.
- For purposes of excess hours, resident undergraduate student includes a non-resident student who is permitted to pay resident tuition.

Students could be impacted by this law and should be aware of the impact of taking courses in excess of their degree program, and if they plan to transfer to other institutions of higher education in Texas.

### *Third Attempt “Rider 50” Tuition*

Students of GCC are charged a higher tuition rate for each course they repeat for three or more times at a rate of \$50 per credit hour. The “third attempt” course tuition rate applies to the majority of credit courses counting each time a student has taken a course since fall 2002. “Third attempt” tuition does not apply to developmental education courses and repeatable courses.

A student enrolled in his/her last semester at GCC taking a course required for graduation will not be charged the higher rate even though the course has been taken three or more times. The qualifying student should apply for graduation before the beginning of their last semester in the Office of Admissions and Records. The student must notify the Office of Admissions and Records of their final semester of attendance before graduation and which course(s) is the repeated, required course to avoid the higher “third attempt” course tuition rate.

### *Returned Check Policy*

A \$25.00 returned check fee is charged for each check returned by the bank. A stop-payment is considered the same as a returned check. All returned checks and returned check fees *must be paid by cash, cashier’s check, MasterCard or Visa*. Students are notified of returned checks by certified mail. If the returned check is not redeemed by the deadline specified in the letter, the student is withdrawn from classes for that term and a hold is placed on the student’s record. Subsequent reinstatement for that term can be granted only through a successful appeal to the Admissions Committee and requires a \$50.00 reinstatement fee.

### *Financial Obligations*

Until all financial obligations to the College have been satisfied, a hold is placed on a student’s records which bars the student from registering or having an official transcript issued.

### *Residency Requirements for Tuition Purposes*

To be considered a Texas resident, students must clearly establish residence in Texas for the 12 months preceding their enrollment. Documentation of Texas residency may be required in addition to the application for admissions.

1. An in-county student is an individual who is a resident of Texas (as defined by the Texas Education Code, Section 54.075) and who resides in Grayson County on the census date of the term.
2. An out-of-county student is a resident of Texas (as defined by the Texas Education Code, Section 54.075) who resides outside of Grayson County on the census date of the term.
3. An out-of-state student is an individual who has not resided in Texas for 12 months preceding registration. Anyone who enrolls as a non-resident of Texas is presumed to remain in that classification as long as he/she continues as a student. Most students on temporary visas will also be classified as nonresidents for tuition purposes. Contact the Admissions and Records Office for visas eligible for in-state residency.

NOTE: Oklahoma residents are classified as non-residents but are eligible to receive a waiver of non-resident tuition and will be charged out-of-district rates, upon providing the same documentation as required of Texas residents.

The responsibility for registering under the proper residency classification is that of the student, and any question concerning the student's right to classification as a resident of Grayson County must be clarified prior to enrollment at Grayson College. Changes of address affecting residency should be reported promptly to the Admissions and Records Office. The Admissions and Records Office handles all residency appeals. The residency appeal and supporting documentation is the responsibility of the student.

### *Documents to Support Residency*

Documentation of Texas residency may be required in order to pay in-state tuition. Generally, the following documents may be used in meeting residency requirements:

- Texas public, private, home school or high school transcript (if enrolled the last 12 months) showing three years of attendance and a graduation date.
- Letter of employment on company letterhead (verifying one year of employment).
- Proof of paying in-state tuition at a Texas public institution of higher education during the previous fall or spring semesters.

### *Waiver for Property Ownership*

Persons who own property in Grayson County and reside outside the taxing district may be eligible for an ad-valorem waiver. Contact the Admissions and Records Office for information.

### *Tuition Rebates for Certain Undergraduates*

First-time students entering Texas public institutions of higher education may be eligible for a \$1,000 tuition rebate after earning a baccalaureate degree from a public Texas university. To be eligible for the rebate, a student must be a Texas resident and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree in the catalog under which they graduated. Community college students hoping to qualify for the rebate should check with academic advising at the university where they plan to transfer to be sure the courses they are taking will apply to the university degree program they are pursuing. For specific eligibility information, contact the Counseling Services office at GCC.

## **Refund Policy**

### *Withdrawal from the Institution or Reduction of Credit Hour Load*

It is the responsibility of the student to complete the steps necessary to officially withdraw from college. Students may add and drop classes, as well as withdraw from the college by visiting Counseling Services or the Admissions and Records Office. In addition, students may withdraw by phone with the Admissions and Records or Counseling Services offices.

Students enrolled in semester credit hour courses who officially withdraw their semester credit hour load at Grayson County College shall have tuition and required fees refunded according to the following schedule. Refunds for courses with unique scheduling will be processed according to state guidelines. Specific dates for all semesters are located in the Semester Calendar in the Schedule of Classes. Minimester and eight-week semester refund schedules are also listed in the Schedule of Classes.

**Fall or Spring Semester:**

Prior to the first class day .....	100%
During the first fifteen class days.....	70%
During the sixteenth through twentieth class days.....	25%
Thereafter .....	None

**Summer Session:**

Prior to the first class day .....	100%
During the first five class days .....	70%
During the sixth or seventh class day.....	25%
Thereafter .....	None

For purpose of the refund policy, a class day is defined as a day during which college classes are conducted. The count begins with the first day classes are held during the term and includes each consecutive class day thereafter. The count is not based on the number of times a particular class has met. The first class day and other important dates are listed in the Schedule of Classes each semester.

Tuition and fees paid directly to the institution by a sponsor, donor, loan or scholarship shall be refunded to the source rather than directly to the student.

As per federal guidelines regulating the refund of Title IV (financial aid) programs, all refunds due to the Title IV Programs shall be refunded as follows:

- a. Federal Family Education Loan Programs (FFEL)
- b. Federal Pell Grant
- c. Federal Supplemental Educational Opportunity Grant (FSEOG)
- d. Other Title IV Programs
- e. Other state, private, or institutional student financial assistance programs.

Effective July 1, 2000 students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid.

A portion may be returned to the student only after the appropriate amounts have been allocated to the Title IV Programs. No refund to a Title IV Program shall exceed the award from that program.

Refunds are processed as soon as possible. No refunds can be made until after the third week of classes to allow all checks to clear the banks. Refund checks are usually mailed within four weeks following the end of the refund period.

## Housing

Students interested in economical housing might consider the residence halls at Grayson College. Each residence hall has a common lounge area for entertaining guests, as well as private lounge/television rooms on each floor. Telephone outlets, television cable services, and wireless Internet access are available. Each hall has a centrally located laundry facility. All residence halls have live-in supervisors and other staff. Students living in the residence halls must purchase a meal plan.

Please note that residence halls are closed during the Christmas break. Residents should plan ahead for alternative living arrangements for this period.

The resident housing program at Grayson College strives to promote the services necessary for students to live happily and comfortably in a group environment. Residence Hall living provides an atmosphere in which students may develop socially as well as intellectually.

An application and additional information concerning room and meals may be obtained by contacting the Residence Hall Coordinator.

Residence Hall Office  
Grayson County College  
6101 Grayson Drive  
Denison, TX 75020  
(903) 463-8793

## Financial Aid

The Office of Financial Aid is available to help eligible students meet the cost of attending college. The primary responsibility of financing an education rests with students and their families; however, scholarships, grants, loans, work opportunities, and other financial benefits are available to students who qualify for these programs. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. Processing time is six to eight weeks, so students should apply as early as possible. It is recommended that the application be completed so that all forms can be turned in to the Office of Financial Aid by the following dates:

Fall semester — June 1  
Spring semester — October 1  
Summer terms — April 1

## ***Satisfactory Academic Progress Policy for Financial Aid (SAP)***

### *Return to Title IV Funds / Department of Education*

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Standard of Satisfactory Academic Progress, which applies to all applicants/recipients of financial aid. All students are held accountable to the GCC Standard of Satisfactory Progress.

- Your satisfactory academic progress will be determined at the end of the spring mini-mester of the award year, if you are enrolled in a two-year degree program. Otherwise, it will be determined at the end of each term, i.e., winter mini-mester, spring mini-mester, summer. It is important for you to be aware of how this evaluation relates to your Title IV Aid, and differs from the academic requirements for continued attendance and earning a degree. Although standards may differ somewhat among schools, all schools are required to include certain components as detailed below.
- Each student is responsible for withdrawal from their classes if they do not plan to attend. Do not assume you will be purged for nonpayment or nonattendance. A student may owe a repayment if they enrolled and did not withdraw from classes prior to the first class day. It is suggested that students maintain documentation indicating their withdrawal date.

- Satisfactory Progress = GPA + Completion + Time Frame

At Grayson County College there are three standards for satisfactory progress:

1. Grade Point Average (GPA)
2. Successful Completion of Courses
3. Time frame.

All three standards must be met for satisfactory progress to be maintained. If a student is applying for federal assistance Satisfactory Progress will be analyzed and determined even for periods of enrollment that federal assistance was not received.

1. **GRADE POINT AVERAGE:** Students enrolled in college-level course work must maintain a cumulative GPA of at least 2.0. Grades of A, B, C, D, and F contribute toward the cumulative GPA. Grades of P, I, U, AU, S and Z do not contribute. Developmental courses do not produce a GPA. (Note: Federal regulations allow students to enroll in classes in their degree plan with a limited amount of developmental course-work. However, students cannot receive Title IV-federal assistance for more than 30 attempted semester hours of developmental classes.)

Students who do not have a Grayson County College academic history (first time college enrollment or incoming transfer students) will be assumed to be making satisfactory progress at the time of first enrollment at Grayson County College.

2. **COMPLETION OF COURSES:** Students must earn at least 66.67% of all courses attempted at GCC. Grades of A, B, C, D, P, and S are treated as successfully completed and earned. Grades of F, W, and I are not. Both developmental and college level course work are included in Completion of Courses. All repeat courses are included in attempted credits, and any courses with passing grades are treated as earned. Transfer credits that are transferred back as a result of transient study, do not count toward making up shortages in earned credits for the completion ratio. Courses taken on an audit basis and/or continuing education classes do not count when determining enrollment status for financial aid, nor are they considered as courses earned for purposes of determining your completion ratio.

\*Withdrawals, drops, repeated courses and transfer hours are counted toward the total hours attempted each semester as it relates to the 150% rule regarding attempted hours. Developmental courses do not count toward the 150% limitation since these classes are not considered a part of the degree plan.

3. **TIME FRAME:** Federal regulations require a maximum time frame for completion of a degree or certificate not to exceed 150% of the normal requirements of the program. Students pursuing a two-year program of study (Associate Degree) or a one-year program of study (certificate) may not receive financial aid for more than 150% attempted credit hours of the outlined degree requirement as stated in the Grayson County College General Catalog. Attempted credit hours include transfer credits.

Students who exceed the time frame semester-hour limit will be ineligible for financial aid effective immediately for any future semesters. Developmental courses do not count toward the 150% limitation since these classes are not included in the degree plan.

If during a SAP evaluation, it is determined that a student cannot mathematically complete the program of study within 150% of the program's credit hour requirements, the student will be suspended. The student may file an appeal.



## *Suspension / Failure to Maintain Satisfactory Progress*

**FINANCIAL AID SUSPENSION:** For students pursuing a two-year degree, the evaluation of SAP occurs at the end of the spring mini-mester. For students pursuing a program that is less than two-years, the evaluation of SAP occurs at the end of each term (Winter mini-mester, Spring mini-mester, and Summer). A student will be placed on Financial Aid Suspension if the evaluation determines that the cumulative grade point average is less than 2.0 and/or the cumulative completion rate is less than 66.67%.

**ACADEMIC APPEAL PROCEDURE:** A student who has lost financial aid eligibility, due to special circumstances where the student failed to meet the requirements may submit one appeal. Examples of special circumstances are: medical problems, death in family, curriculum changes, etc. The appeal must be submitted in writing to the Office of Financial Aid Appeals Committee. The Committee has the ability to approve or disapprove an appeal. The Committee will notify the student in writing with the results of the hearing. A student whose appeal is denied may submit a second-level written appeal to the Director of Financial Aid. The Director's decision will be final and will be reported to the student in writing.

Students who have submitted an appeal and have been approved will be notified by mail of the stipulations that must be completed in order to regain eligibility for Title IV Financial Aid. The student transcript will be re-evaluated at the end of the semester.

- If the stipulations of the appeal are met the student will be removed from suspension status.
- If the stipulations of the appeal are not met by the student: the student is automatically placed on suspension status.

Students on Financial Aid Suspension may continue to enroll at Grayson County College at their own expense. Students may regain their eligibility for financial aid by attending the equivalent of a half time semester (6 credit hours) at their own expense at GCC regaining a current GPA of 2.0 while meeting all SAP requirements. Students are responsible for notifying the Office of Financial Aid when they believe they have regained eligibility for Title IV assistance.

**150% HOUR LIMITATION APPEAL PROCEDURE:** If a student changes his/her declared major, graduates with a degree or a certificate, and is pursuing a second degree, or if his/her cumulative hours meet or exceed 150% of the hours required for the declared major, then a student will be placed on 150% suspension. To appeal a 150% suspension, the student must obtain a new degree plan from a GCC counselor to determine what portion of the previous coursework will meet the requirements for the "new" degree. After a degree audit has been completed, a new count of credits will be determined based upon the credits completed that satisfy requirements in the new major. For example, if a student has completed 30 credits but only 15 credits (including transfer credits) will satisfy requirements in the new major, then the count of the attempted credits will be reset to 15. The student will have a new maximum of additional credits to complete the new major. Students are allowed ONE (1) 150% HOUR LIMITATION APPEAL. The student must enroll in courses that count toward the degree, and the student will only be given financial aid for those credits.

## *General Information*

**Students who receive benefit of Academic Fresh Start at GCC:** All attempted hours excluding developmental classes will be counted toward the 150% maximum for those students who apply and receive approval for Fresh Start from GCC's Registrar's office. Students are responsible for notifying the Office of Financial Aid that Fresh Start has been approved. Failure to notify the Office of Financial Aid may result in an overpayment of Title IV assistance for which they were not entitled. Repayment is student's responsibility.

**Repeated Courses and Courses Dropped before the official census date:** Credits that have been retaken will be considered toward the 150% maximum. Classes that are dropped before the institution's official census date will not count toward the 150% maximum nor will they be considered as a part of the required completion of courses enrolled for the given semester.

**Students who withdraw completely from their classes or receive all F's and/or a combination of F's, W's, or I's:** Federal regulations require the institution to calculate a Return to Title IV (R2T4) for all students who are within this category. Students will be notified by mail of the amount of unearned aid that must be returned to either GCC and/or the Department of Education. A student has the ability to request their instructor(s) to provide the last date of attendance to the Director of Financial Aid by e-mail or ascertain with their instructor the official attendance dates are on the official class roll that is submitted to the Office of Admission. On receipt of the last date of attendance from the instructor the R2T4 will be recalculated. Students will not be able to receive an official transcript nor additional Title IV assistance until this is paid in full. Any student who is within this category and has enrolled early for the following semester will be purged from their classes if the classes have been paid with Title IV Aid (grants or loans). Once the R2T4 has been paid in full or payment arrangements have been made the student may enroll during the regular registration period.

**Establishing Your Aid in the Office of Financial Aid:** Each student seeking federal and/or state financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and/or parents are encouraged to obtain a PIN number to sign the FAFSA electronically. Failure to sign the application electronically may delay the processing of your application. Grayson County College's school code is 003570. To complete the FAFSA electronically; go to GCC's web-site at [www.grayson.edu-page/financial aid/FAFSA](http://www.grayson.edu-page/financial%20aid/FAFSA). Computers with internet access are located in the Grayson County College library or outside the Office of Financial Aid.

Student files that are selected for the verification process or that have questionable data, will be required to complete a current year Verification worksheet. Income tax returns for the preceding year along with W-2's/1099's will be required for the student and spouse if married, if the student is dependent a tax return and W-2's/1099's are required from the parent(s). A Verification form may be obtained from the Office of Financial Aid or downloaded from GCC's website—Financial Aid—Financial Aid Forms.

Title IV and Loan funds are mailed or Direct Deposited to our eligible students. Direct Deposit account activation is available through the students' Campus Connect account.

To verify you have been awarded aid, please review Campus Connect by accessing GCC's website at [www.grayson.edu](http://www.grayson.edu).

For more information about requirements, qualifications, and application deadlines, contact the Office of Financial Aid or visit our website at [www.grayson.edu](http://www.grayson.edu).

**Federal Pell Grant:** The Federal Pell Grant Program was designed to provide more students the opportunity to attend college. Grants are based upon financial need and are awarded to eligible students enrolled in approved degree or certificate programs. The length of these grants is generally limited to the time required to complete an undergraduate course of study.

**Academic Competitiveness Grant:** An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to half-time students who are U.S citizens, eligible for a Federal Pell Grant, and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program is available for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award in addition to the student's Pell Grant award.

**Federal Supplemental Education Opportunity Grants (FSEOG):** A limited number of students who demonstrate financial need and whose circumstances justify financial assistance in addition to the Pell Grant may be eligible for this grant. Students must be enrolled for at least six semester hours of college credit course work or the equivalent per semester.

**TEXAS Grant (Toward Excellence, Access, & Success):** These grants, are awarded based on eligibility, financial need and availability of funds. The purpose of the TEXAS Grant program is to provide a grant to enable well-prepared eligible students to attend a public, nonprofit institution of higher education in Texas.

**Texas Public Educational Grants (TPEG):** These grants are awarded based on financial need and availability of TPEG funds. Students must be enrolled for at least three semester hours of college credit course work or the equivalent during each semester. Summer students (or continuing students who declare their intent to enroll in GCC in the following Fall semester), must enroll in at least three semester hours during a nine-week term or four semester hours during a six-week term.

**Leveraging Educational Assistance Partnership Program (LEAP):** These grants are based upon the financial need of the student, who must be enrolled for at least six semester hours of college-credit course work or the equivalent per semester. Awards to students are based on available funding.

**HOPE Scholarship Tax Credit:** The HOPE Scholarship tax credit is available to eligible students during their first two years of postsecondary education. To be eligible, a student must be enrolled in a degree, certificate, or other program leading to a recognized educational credential (i.e. associate's degree, law enforcement certificate, etc.). The student must be enrolled at least half-time (6 semester hours). Additionally, the taxpayer claiming the credit must have an adjusted gross income of less than \$50,000 (joint filers, less than \$100,000) to claim the tax credit. The credit may be claimed for each qualifying student claimed on the tax return. For more information, please contact the local IRS Office or your tax advisor.

The amount of the HOPE tax credit is reduced by other grants and scholarship aid received. This includes scholarship funds excluded from an individual's gross income, as well as federal grant aid such as Pell Grants. In order to receive the tax credit, eligible students will claim the exemption when they file their federal income tax forms each year. The Office of Financial Aid can provide limited information on this program. For more information, please contact the local IRS office or your tax advisor.

Beginning in 2008, the following changes apply to the Hope and lifetime learning (education) credits. For more information, see chapters 2 and 3 in IRS [Publication 970](#).

**Income limits for credit reduction increased:** For 2008, the amount of your Hope or lifetime learning credit is phased out (gradually reduced) if your modified adjusted gross income (AGI) is between \$48,000 and \$58,000 (\$96,000 and \$116,000 if you file a joint return). You cannot claim an education credit if your modified AGI is \$58,000 or more (\$116,000 or more if you file a joint return).

**Hope credit:** Beginning in 2008, the maximum amount of Hope credit you can claim is \$1,800 (\$3,600 if a student in a Midwestern disaster area) per student. The amount of the credit for each eligible student is the sum of:

- 100% of the first \$1,200 (\$2,400 if a student in a Midwestern disaster area) of qualified education expenses you paid for the eligible student, and
- 50% of the next \$1,200 (\$2,400 if a student in a Midwestern disaster area) of qualified education expenses you paid for that student.

## Financial Information

### Loans

Grayson County College has implemented policy that allows GCC students to obtain no more than two loans to complete their education at GCC. A student may receive a freshman level loan when the hours earned are 0 – 30, maximum loan eligibility is \$3500.00. A student may receive a sophomore level loan when the hours earned are 31- or more, maximum loan eligibility is \$4500.00. All loans are based on student eligibility and policy.

### Recipients of Veterans Educational Benefits

If you are a veteran, spouse of a veteran or a dependent of a veteran and you are receiving VA Educational Benefits, please check with your Financial Aid Advisor before completing the loan process.

### Federal Direct Loan Programs

**Federal Subsidized Loan.** This program is available to qualified students based upon financial need. Loan limits are published on the GCC website or available in the Office of Financial Aid. The interest rate is determined by the federal government. The borrower is not responsible for interest while enrolled in school at least half-time. Repayment begins six months after the student graduates, drops below half-time, or leaves school.

**Federal Unsubsidized Loan.** These programs are not based upon financial need and thus are available to students who may not be eligible for the Subsidized loan or other types of financial aid. Students may borrow under either the Subsidized or Unsubsidized loans or both, but may not exceed the Federal Stafford Loan limits listed on the GCC website. Interest rate is determined by the federal government, and borrowers are always responsible for interest.

**Federal Parental Loans to Undergraduate Students.** This loan is available to qualified parents of dependent students who may borrow up to the cost of education for the students attendance in college. Interest rate is variable, not to exceed 10 percent and payments begin within 60 days of the final disbursement.

### Student Employment

All students employed in the work-study program are required to complete an application for employment and must submit to a background check. Work Study positions are primarily on campus with some community service positions as tutors in the public school systems of Grayson County and in libraries. Applications may be picked up in the Office of Financial Aid or downloaded from Financial Aid Home page.

**Federal Work Study Program.** The College provides a limited number of work opportunities for students through the federally funded College Work Study Program. The primary purpose of this program is to provide part-time employment for students attending GCC. It is designed for those students who demonstrate financial need and who need these earnings to continue to pursue their studies.

**State Work Study Program.** This program provides a limited number of work opportunities for eligible students who are Texas residents and enrolled in at least six semester hours of college credit course work.

Return to Title IV (R2T4). As per federal guidelines regulating the return of Title IV (financial aid) programs, all returns due to the Title IV Programs shall be returned in the following order:

- a. Federal/Stafford Direct Loans
- b. Federal Pell Grant
- c. Federal Supplemental Educational Opportunity Grant (FSEOG)

- d. Other Title IV Programs
- e. Other state, private, or institutional student financial assistance programs.

Students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, may be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid. If a student owes a repayment to the Department of Education (DOE) the student may call DOE Collections at 1-800-621-3115. If a student owes a repayment to GCC, the student may call GCC's Business Office at 903-463-8602.

### *Tuition Rebates for Certain Students*

Students who are pursuing a baccalaureate degree from a Texas public four-year university may qualify to receive up to a \$1,000 rebate of tuition paid at the time that they receive their baccalaureate degree. To be eligible, a student must meet all of the following criteria:

1. Enrolled for the first time in college in the fall 1997 semester or later
2. Must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university before graduation
3. Must have been a resident of Texas at all times while pursuing degree
4. Must have attempted all course work at a Texas public institution
5. Must have been entitled to pay resident tuition at all times while pursuing the degree
6. Must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated
7. Must apply for the rebate prior to receiving their baccalaureate degrees on forms provided by the school.
8. Student is solely responsible for enrolling only in courses that will qualify them for the rebates.

### *Rehabilitation Assistance*

The Department of Rehabilitative Services (DARS) offers assistance with tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the student with disabilities has been approved by the appropriate representative of the commission. Through this state agency, other rehabilitation services are available to assist students with disabilities to become employable. Applications for assistance must be submitted to the local DARS office.

### **Scholarships**

Scholarship application and information may be printed from the internet by accessing [www.grayson.edu](http://www.grayson.edu) and visiting the financial aid home-page. Please note that all scholarship recipients are required to complete the FAFSA. GCC's school code is 003570. Priority deadline for scholarships: March 15th prior to the upcoming award year.

Listed are some of the scholarships available from GCC.

**Athletic Scholarships.** Full and partial in basketball, baseball, and softball. Recipients are selected by college coaches.

**Fine Arts Scholarships.** Available to students in Music, Theatre, and Visual Arts; recipients are selected by the Academic Studies Division.

**Honors College Scholarships.** Available for containing GCC students enrolled or planning to enroll in the Honors College. Honors College requirements are for students to maintain a 3.2 cumulative GPA, take one honors section per long semester, and to participate in some form of service learning for one hour per week during long semesters. These scholarships are awarded at the end of spring semester for the following academic year.

### *Exemptions*

Access this link, <http://www.collegefortexans.com/cfbintofa.cfm?Kind=E>, for a review of State Exemptions. A few of the exemptions that are processed and available at GCC have been listed below:

#### **Hazelwood Tuition Exemption.**

Veterans, who, at the time of entry into the U.S. Armed Forces:

- Are Texas residents,
- Designated Texas as Home of Record, or
- Entered the service in Texas.
- Have served at least 181 days of active military duty, as indicated as “net active service” (the sum of 12(c) and 12(d)) on the DD214),
- Have received an honorable discharge or separation or a general discharge under honorable conditions,
- Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as Chapter 33, for term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant),
- Are not in default on a student loan made or guaranteed by the State of Texas, and
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its costs), unless the college’s governing board has ruled to let veterans receive the benefit while taking non-funded courses.

Children and spouses of veterans who, at the time of entry into the U.S. Armed Forces:

- Are Texas residents,
- Designated Texas as Home of Record, or
- Entered the service in Texas.
- Have a parent or is the spouse of a veteran of the U. S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness,
- Have no federal veteran’s education benefits, or have federal veterans education benefits dedicated to the payment of tuition and fees only; such as: Chapter 33, for the term or semester enrolled that do not exceed the value of Hazelwood benefits (Pell and SEOG Grants are not relevant), and
- Are residents of Texas as of the term or semester in which they enroll.
- The benefit may not be used for correspondence courses unless the courses are part of the student’s degree plan.

## Legacy Program

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

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

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

Veterans' spouses are not eligible to receive a transfer of unused hours.

**Valedictorian Exemption.** Available to all Texas public high school valedictorians.

**Early High School Graduate Tuition Exemption.** For students who are Texas residents and completed the requirements for graduation from a public high school. Contact high school counselor for further information.

**Tuition and Fee Exemptions for TANF Students.** Student must enroll in college within 12 months of his/her last date of high school graduation, graduated from a public high school in Texas, and during the last year in high school received financial assistance under Chapter 31, Human Resources Code (TANF) for not less than 6 months. The student must be less than 22 years of age at the time of enrollment in college.

**Tuition Exemptions.** Are available for blind or deaf students, dual credit students, children of disabled firemen, peace officers, custodial employees of the Department of Corrections, and Game Wardens. Certificates of exemption must be presented at the time of enrollment.

Additional information required: satisfactory progress, pro-rata refunds, and applications for all financial aid and scholarships may be obtained by contacting the Office of Financial Aid or accessing the financial aid home-page at [www.grayson.edu](http://www.grayson.edu) and clicking on the Financial Aid link. To review the status of your file or the amount of your awards and cost, visit Campus Connect to review your account by accessing Grayson County College web at [www.grayson.edu](http://www.grayson.edu).

Grayson County College's Office of Financial Aid accepts no responsibility for billings, refund checks or any correspondence from this office that is sent to incorrect address or difficulties caused by the postal service or other delivery methods.

Office of Financial Aid  
Grayson County College  
6101 Grayson Drive  
Denison, TX 75020  
(903)463-8794

## Veterans Administration Benefits

Grayson County College provides a Veterans Affairs Office to assist the enrollment of veterans, war orphans, war widows, and totally disabled veterans, their wives and children. This office serves as a liaison between Grayson County College and the Veterans Administration and is located in the Administrative Services Building. Advisement for all veterans programs is available in Counseling Services. Please contact the Veterans Affairs Counselor or check the website for information concerning the required documents.

Requirements to receive maximum education assistance varies depending upon program eligibility. Students should consult the Veterans Affairs Office or website prior to enrollment.

Tutorial service is available to veterans and other eligible persons. Arrangements for this service are made in the Tutoring and Disability Services office.

The Veterans Administration requires veterans and other eligible persons to define and follow predetermined degree plans as reflected in the College Catalog.

In order to receive VA educational assistance payments for those courses taken at Grayson County College which are part of another institution's degree plan, students must ascertain that those courses are listed on that institution's letter of acceptance with degree plan stated.

The official college transcript will provide a final record of the credits attempted by the veteran each semester. Official drop dates are published in the Schedule of Classes. The last date of attendance in a course which was dropped will be determined from the date submitted at the office of Admissions and Records. Final grades are submitted by the faculty and maintained on permanent file in the Office of Admissions and Records.

Veterans Administration rules require that the College interrupt training and report the names of veterans who are placed on scholastic suspension and those who are not making satisfactory progress.

A veteran who applies for admission to Grayson County College must submit official transcripts from all previous colleges attended. If any such credit earned is applicable toward the degree plan of the student, it will be approved by the appropriate academic dean.

### *Minimum Standards of Progress for Students Receiving VA Educational Benefits*

#### **Semester Hour Degree or Certificate Programs**

##### Satisfactory Progress:

A student who is receiving VA educational benefits must maintain a cumulative grade point average (GPA) of 2.00 or higher to be considered making satisfactory progress.

##### Probation:

A student who fails to achieve a cumulative GPA of 2.00 or higher after one semester shall be placed on probation.

##### Unsatisfactory Progress:

A student on probation who fails to achieve a current GPA of 2.00 or higher at the end of the first probationary period shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress.

A student who fails to achieve a cumulative GPA of 2.00 or higher at the end of the second consecutive probationary period shall be reported to the Veterans Administration Regional Office as making unsatisfactory progress. The student will be evaluated for satisfactory progress at the end of each semester completed.



# General Academic Policies

## Admission Requirements

The College reserves the right to require vaccinations, physical examinations, and admission examinations at the student's expense.

In order for students to charge tuition, books, or dorm to federal financial aid programs, all application materials and all required transcripts must be submitted to the Admissions and Records Office by the priority dates published in the schedule of Classes. Failure to meet these deadlines will result in delays in receiving the aid.

Students may be admitted to Grayson County College by one of the following methods:

1. **U.S. High School Graduate.** A graduate of an accredited U.S. high school who has never attended an accredited college or university must submit an official transcript from the U.S. high school showing the date of graduation. The high school must be accredited by the Texas Education Agency, the Southern Association of Colleges and Schools or the equivalent accrediting agency for other states and regions. (A graduate of a non-accredited or foreign high school must apply for admission by Individual Approval.)
2. **Individual Approval.** An individual eighteen years of age or older who does not have a U.S. high school diploma or G.E.D. or who is a graduate of a non-accredited or foreign high school may apply for admissions on individual approval. International students with an F-1 visa are admitted on the basis of their TOEFL or ELS scores. TOEFL scores must be no more than five years old to be valid. Students admitted under this policy are not eligible for Title IV benefits without passing ATB test scores. Anyone admitted without a GED or high school diploma will be strongly encouraged to complete the GED during the first year of his/her enrollment at Grayson County College.

3. **Transfer from Another U.S. College:**

During their initial term at GCC, transfer students who desire admission must provide official transcripts from all colleges attended on or before the census date. A hold will be placed if transcripts are not received by the census date. Students applying as a transfer must have transferable college credit from a U.S. accredited college. Developmental courses and continuing education courses are not considered transferable.

THEA, Compass, Accuplacer, or Asset test scores must be submitted prior to registration. Transfer students must follow Texas Success Initiative policies for demonstrating college readiness.

Students who have been suspended for any reason from another college will not be eligible for admission at Grayson County College until they are eligible to return to their previous college or they obtain approval for admission from their Instructional Dean, Director of Counseling Services, or the Director of Admissions and Records.

Grayson County College accepts college level credits from regionally accredited institutions provided that the courses were completed successfully.

When transfer students apply for graduation, the Office of Admissions and Records, with assistance from Instructional Deans, determines whether or not transferred courses meet degree requirements.

4. **GED Admission.** An applicant who has passed the GED test may be admitted to Grayson County College by providing the Admissions and Records Office with a copy of the test scores or GED certificate.
5. **High School Students.** To be eligible for concurrent high school and college enrollment, high school students must:

- (a) Juniors must have passed sections of the THEA, THEA Quick Test, or other approved test corresponding to college course skill intensities. Seniors must have demonstrated college readiness skills with exit-level TAKS scores, THEA, or other approved assessment.
- (b) Students from high schools as well as home schools must provide an official transcript which verifies grade level and academic history after graduation has been posted.

Prospective concurrently-enrolled high school students must demonstrate college readiness skills based on scores on the exit-level TAKS test, ACT, SAT, Texas Higher Education Assessment (THEA), Compass, Accuplacer, or Asset. Dual credit high school students may concurrently enroll at GCC only in courses intensive in skill areas for which the students demonstrate college readiness scores.

6. **Readmission.** Applicants seeking readmission to Grayson County College, having not attended the previous 12 months must reapply through the Admissions and Records Office. Applicants who have attended any other colleges since their last enrollment at Grayson County College must submit official transcripts from those colleges along with scores from a state-approved assessment.
7. **Some specialized programs have additional admission requirements which are listed in the program descriptions under each division.**
8. **Admission Requirements for Non-Citizen Students**

It is the goal of Grayson County College to make educational opportunities available to all students who can benefit from its programs. With such a goal, however, is the commensurate responsibility to make every effort to assure that students can function within the institution with a reasonable chance for success. The purpose of the admissions requirements for international students, therefore, is to recognize the difficulties students educated in a non-English speaking culture might have, and to establish guidelines designed to afford international students a reasonable assurance that they can function within an English speaking institution of higher learning.

The following requirements apply to students who are not U.S. citizens:\*

1. **Legal Immigrant:** Submit 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-L issued by the Immigration and Naturalization Service and to all non-citizen applicants who do not qualify for admission as Immigrant or Refugee.
  - A. Application for Admission.
  - B. Non-refundable \$100 US Application/Evaluation Fee.
  - C. Deposit at Grayson County College of sufficient funds to cover anticipated tuition/fees and room/board expenses (\$12,500.00 US).
  - D. Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on paper-based testing (or 61 Internet-based IBT).

The following exceptions apply to the English proficiency requirement:

Students from Australia, New Zealand, the British Isles, and the English speaking provinces of Canada are exempt. Students from other countries where English is the primary language of instruction and the language spoken at home and by the indigenous population may petition for an exception.

Students who have earned a baccalaureate degree from a regionally accredited United States college or university are exempt.

Students who have earned a high school diploma from a United States high school and have passing scores on a state-approved assessment are exempt.

- E. **Transcripts: Entering Freshman:** Certified English translation of high school transcript showing completion of secondary school.
  - Transfer from Foreign College or University:** Certified English translation of transcript and/or syllabus reflecting course work and/or program completed at college or university outside of U.S. Grades received must reflect satisfactory performance.
  - Transfer from U.S. College or University:** Official transcript from each college or university attended reflecting student is in good standing.
  - F. A physician's report or health certificate (in English or with English translation) certifying that the person has no contagious diseases and is in good physical condition; if applicant is taking medication routinely, the medication and the reason for taking it will be listed.
  - G. All international students must submit proof of medical insurance.
  - H. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.
  - I. Application and documents must be submitted at least thirty (30) days prior to registration.
  - J. While GCC will comply with all policies and procedures of the Student Exchange Visitor Information System (SEVIS) of the Immigration and Naturalization Service, the ultimate responsibility that all regulations are met lies with the student.
4. **Alien Concurrent Enrollment:** Alien students enrolled at an area college or university must submit all items except financial statement and deposit. Permission for Alien Concurrent Enrollment form must be completed by international student advisor of the other institution specifying course(s) to be taken.

\*A \$100 international application/evaluation fee will be required of all noncitizens without a I-551.

## Admission Requirements for All Students

All materials required for admission to Grayson County College should be on file in the Admissions Office prior to registration. A new or transfer applicant whose file is incomplete at the time of registration will be allowed 30 days to enroll under a conditional status for one semester pending completion of the admission file. A student who does not submit required transcripts before the census date of the first semester of enrollment will be placed on hold and all future registrations and financial aid will be blocked until the admission file is complete. Books and financial aid cannot be applied to a student's account until their admissions file is complete and all required documentation is received. A readmission applicant will not be allowed to re-enroll if the admission file was incomplete during the previous enrollment. No student is permitted to re-enroll or receive official transcripts until all admission requirements have been met.

Correspondence pertaining to admission should be addressed to Office of Admissions and Records, Grayson County College, 6101 Grayson Drive, Denison, Texas 75020.

Please refer to assessment requirements for other factors that affect registration.

## Admission Procedure

Applicants must complete the following steps to begin taking credit classes at GCC.

1. Complete the GCC application and submit admission requirements as listed above.
2. Enroll in GCC College 101 from the GCC website.
3. Determine your TSI (Texas Success Initiative) status and schedule an assessment if required. All GCC students, unless exempt or TSI waived, must take an approved test for TSI before enrolling. Results of these tests will not be a condition of admission but will be used for placement purposes. See the Texas Success Initiative Requirements section of the catalog for additional information.

4. Meet with an advisor to discuss academic plan.
5. Select/schedule classes on line
6. Pay for classes by the deadline listed in your Campus Connect

Note: Admission to GCC does not guarantee enrollment into workforce programs that maintain additional entrance requirements.

## Admission Requirements for Health Science Students

1. Application — Application forms for individual programs must be completed and submitted with high school or college transcripts or copy of GED scores to specific program directors. Applicants must be eligible for admission to GCC.
2. Testing — Acceptable scores on assessment of basic skills as required by the College and individual programs.

### After Acceptance to individual programs students must submit:

1. Physical statement and negative tuberculosis test
2. Current CPR certification (American Heart or Red Cross Health Care Provider level).
3. Documentation of required immunizations.
4. Prior to clinical course rotations, students must pass a drug screen and criminal background check (at the student's expense and completed as scheduled through a GCC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GCC Health Science policy.

## Assessment for All Students

Because Grayson County College wants students to experience academic success, new students are asked to take reading, writing, and mathematics assessments to determine levels of college readiness and, if necessary, to place students in courses designed to prepare students for college. In accordance with the Texas Success Initiative, students are required to take a state-approved assessment prior to enrollment at GCC or to demonstrate college readiness with performance on the ACT, SAT, or TAKS test. Students who enroll in Level 1 Certificate programs are assessed in reading and mathematics on the workplace-oriented Work Keys test (see next section). The Texas Higher Education Assessment (THEA), given several times during the year, requires advance registration with payment of the \$29 test fee. Grayson County College also administers the THEA Quick Test and the Compass test to better suit students' enrollment and retesting needs. A schedule of days when the THEA Quick Test is administered is available in the Testing Center and on the GCC home page. The test fee for the THEA Quick Test is \$39, which includes a \$10 reservation fee, and test scores are available electronically in about a week. Degree-seeking students who need test results within one or two days take the computerized COMPASS test, a state-approved assessment test. Because scores are available within 48 hours, the COMPASS fee is \$40. A limited number of assessment vouchers may be available to students qualifying for financial aid. Students with a disability are not exempt from Texas Success Initiative assessment requirement but may receive testing accommodations with appropriate documentation. Assessment scores do not affect admission to the College but are used in the advisement process for course selection. Students demonstrating weak basic skills on a state-approved assessment will receive an individualized Academic Success Plan, which describes the options available for each student to demonstrate college readiness in reading, writing, and math. Test scores needed to demonstrate college readiness are:

### THEA/THEA

Quick Test	220-5 (Writing/Essay)	230 (Reading and Math)	
COMPASS	59-5 (Writing/Essay)	81 (Reading)	39 (Algebra)
ASSET	40-5 (Writing/Essay)	41 (Reading)	38 (Intermediate Algebra)
ACCUPLACER	80-5 (Sent. Skills/Essay)	78 (Reading)	63 (Elementary Algebra)

Currently, students are exempt from the assessment requirements if they meet one of the following criteria. Students must present proof of exemption at the time of registration.

- Associates or Bachelors degree or higher from an accredited institution.
- College credit hours within the past five years from a private or an out-of-state public institution with grades of A, B, or C in approved courses in all three skill areas.
- Eligible test scores indicated below:

<u>ACT</u> (within 5 yrs)	<u>COMPOSITE</u> 23	<u>MATH</u> 19	<u>ENGLISH</u> 19
<u>SAT</u> (within 5 yrs)	<u>COMPOSITE</u> 1070	<u>MATH</u> 500	<u>CRITICAL RDG</u> 500
<u>TAKS Exit-Level Test</u> (within 3 yrs and on first attempt in each subject)	<u>ELA</u> 2200	<u>MATH</u> 2200	<u>ESSAY</u> 3 or 4

Assessment waivers are available to students who meet one of the following criteria.

- Personal enrichment students enrolling in one to two courses on the personal enrichment list for a maximum of two semesters.
- Temporary private or out-of-state college transfer students enrolled at their other institution the previous full semester and planning to return after one semester at GCC or temporary private or out-of-state college transfer student dually enrolled at GCC and an out-of-state or private institution, but not seeking a degree from GCC. Students must demonstrate enrollment at other school during the previous long semester each time they register at GCC.
- Students enrolled in one-year certificate programs (15-42 credits). Certificate programs offer an assessment alternative, WorkKeys. Please note that some academic courses on some certificate plans require students to demonstrate college readiness before enrolling in those courses. See an advisor or counselor for programs that qualify.
- Students who are serving on active duty as a member of the armed forces or U.S. reserve component and have been serving during the past three years preceding enrollment. Please note that some academic courses require students to demonstrate college readiness before enrolling in them.
- Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as members of the armed forces of the United States or the Texas National Guard or service or from a U.S. reserve component. Please note that some academic courses require students to demonstrate college readiness before enrolling in them.

## Academic Success Plan

College Readiness for reading, writing, and math can be demonstrated with EITHER:

- Passing scores on THEA, THEA Quick Test, Compass (all given at GCC) or Accuplacer and ASSET for reading, writing, or math
- A grade of A, B, or C in an exit-level course (Math 0330, Reading 0320, Engl 0320)

When you are “college ready” in all three areas, you will have completed Texas Success Initiative requirements and will no longer be required to enroll in developmental classes. Students with lower-range initial scores on any placement test are required by state law to retest one time to meet TSI requirement in addition to completing their exit-level course with an A, B, or C.

Readiness for College Algebra, Math 1314: A score of 270 on the THEA demonstrates readiness for College Algebra. Students scoring between a 230 and a 270 are strongly encouraged to take Math 0330 before taking Math 1314.

## Placement in Classes

The developmental classes listed below are listed in sequence. The beginning level courses have a lower level of difficulty than the advanced courses. If you are not “college ready” in reading, writing, or math, your advisor will “place” you in a level where you will be learning new material (or reviewing material that you may have studied several years ago and have forgotten). Each course listed below requires one semester to complete. “Completion” means that you have earned a grade of C or higher.

To ensure that you are enrolled in the correct level of developmental course, your developmental professors may give you an in-class placement test during the first week of classes. Your professors will notify you if you need to change your schedule. If you have any questions about being in the appropriate level of course, talk to your professor during the first week of class.

You are required to enroll in developmental courses every semester until you demonstrate college readiness in all three skill areas. We require this because we want you to have the skills you need to stay in college and make good grades in your courses until you have met your personal goals for a college education. Students are limited by the state to a maximum of 27 hours of developmental coursework (including W's and F's), so be sure to study conscientiously in every developmental course.

## Attendance

You are required to attend your developmental classes. If you do not attend your developmental classes, in accordance with the course’s attendance policy, you may be dropped from that course by your instructor and will be considered out of compliance with your Academic Success Plan. Your Academic Success Plan may have allowed you to enroll in academic courses requiring a skill area that is being supported by your developmental course work. Students who are out of compliance with their Academic Success Plan will be required to enroll in appropriate self-paced developmental classes to regain compliance that semester and re-establish that academic support; failure to do so will result in being barred from future enrollment in academic course work until the TSI/College-Readiness requirements are met in appropriate skill areas (or, under special situations, permission is granted by the Assistant Dean of Academic Studies).

## Retesting

You may retest every 30 days; however, we recommend that you work closely with developmental professors to determine when you are prepared to pass on the retest. Students who would like to take the regularly scheduled statewide THEA test may sign up for it on the Internet at [www.thea.nesinc.com](http://www.thea.nesinc.com). If you are preparing to retest you may want to try the free practice test on-line at [www.thea.nesinc.com](http://www.thea.nesinc.com).

Check with the GCC Testing (903-463-8724) for information about scheduling a test date.

MATH			
Score Range 1	Score Range 2	Score Range 3	Score Range 4
THEA 100-160 Compass Pre-Algebra 0-27	THEA 161-179 Compass Pre-Algebra 28-44	THEA 180-210 Compass Algebra 0-25	THEA 211-229 Compass Algebra 26-38
<b>Math 0300</b> When 0300 is completed, Math 0310, Math 0320, & Math 0330	<b>Math 0310</b> When 0310 is completed, Math 0320 and Math 0330	<b>Math 0320</b> When 0320 is completed, Math 0330	<b>Math 0330</b> Exit-level course. Grade A or B mean College Ready

READING			
Score Range 1	Score Range 2	Score Range 3	Score Range 4
THEA 100-199 Compass 0-43	THEA 200-229 Compass 44-80	Completion of Reading 0310 with grade of C or higher	No Range 4 for Reading
<b>Read 0300</b> When 0300 is completed, Reading 0310 & 0320	<b>Read 0310 and Retest.</b> When 0310 is completed, Read 0320 if retest is <u>not</u> passing.	<b>Read 0320</b> Portfolio completion at exit level required to exit.	
WRITING			
Score Range 1	Score Range 2	Score Range 3	Score Range 4
THEA 100-199 Compass 0-35/1-4 essay	THEA 200-219 Compass 36-58/5 essay	Completion of English 0310 with grade of C or higher	No Range 4 for Writing
<b>English 0300</b> When 0300 is completed, English 0310 & 0320	<b>English 0310</b> When 0310 is completed, English 0320 if retest is not passing.	<b>English 0320</b> Portfolio completion at exit level required to exit.	

Students placed into reading and/or writing will work on completing assignments within an individualized portfolio system.

## Advising

Grayson County College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to scheduling classes in Campus Connect. The Student Service office is open day and evening to students with questions about course transfer, degree planning, transcript evaluation, other college catalogs and other facets of college life. New students are encouraged to participate in New Student Orientation and College 101, offered by Student Services.

Professionally trained counselors and advisors are available to all students and are prepared to assist with career planning, vocational interest tests, college information, college orientation, advising and evaluation of degree audit, transcript transfer evaluation, veterans' educational benefits counseling, and personal counseling.

The following students are required to receive academic advising:

1. Students who are entering GCC for the first time. New students should contact the Student Services office for orientation and degree requirements.
2. Students who have not met assessment requirements.
3. Students who are required to be enrolled in developmental courses.
4. Students who are on academic probation and/or students who are returning from academic suspension.
5. Students who desire to change an academic major, update degree audit, or transfer institution.
6. Students who are military veterans eligible for veteran's educational benefits. (Eligible students should see the VA Advisor located in the Student Services Office.)

Faculty advisors are assigned to all students each semester. Advisors assist students with career options, academic requirements, transcript evaluation, and campus and community support services. Advising activities are designed to assist students in the successful completion of their

needs and goals. Students who need additional career assistance should seek assistance from the Office of Students Services. Student Services offers information, assistance, and guidance and all services are provided free of charge to current students, alumni, and community agency referrals.

## ACT WorkKeys Center

Grayson County College is a licensed WorkKeys Center through the American College Testing Program. The WorkKeys Center provides skills assessment, instructional support and job analysis services to secondary and post-secondary institutions, business, and industry in Grayson, Cooke, and Fannin counties. Testing Services in the Success Center, Main Campus, administers the WorkKeys assessments. The WorkKeys tests are national tests designed specifically for vocational-technical education and workforce training. New students enrolling in GCC's certificate programs take WorkKeys' Reading for Information and Applied Mathematics to identify potential skill areas requiring support while they take classes in their programs. The Center for Workplace Learning can arrange job profiling for business and industry, and the Success Center and the Center for Workplace Learning partner up to provide the instructional and training components of WorkKeys.

## Academic Fresh Start

1. Students may, at the time of their application for admission to Grayson County College, file for Academic Fresh Start in the Admissions and Records Office. All academic course credits or course grades earned exactly ten or more years prior to the starting date of the semester in which the applicant seeks to enroll will not be considered in the calculation of the grade point average.
2. A student will forfeit the use of all credits earned prior to enrollment under the Academic Fresh Start Policy. Courses taken prior to this time will not be used in the calculations of the student's grade point average.
3. The student's record will be inscribed with the notation "Academic Fresh Start Granted (date)."
4. Policies concerning Academic Fresh Start are applicable only to Grayson County College. They do not pertain to financial aid history or accumulated award limits. Other colleges may not recognize the reprieve.
5. To request Academic Fresh Start a student must submit a completed application for admission, a written petition for Academic Fresh Start, and all transcripts or prior college or university work to the Admissions, Records Office prior to admission.

## Testing Service

The Testing Center provides testing services to meet a wide range of needs. The Testing Center assesses students' basic skills for planning successful academic programs. Assessment services include the THEA, THEA Quick Test, and computerized COMPASS for degree majors; Work Keys for certificate majors; and the Wonderlic Ability-to-Benefit Test for students admitted to the College by individual approval. As a support to classroom instruction, the Testing Center administers make-up examinations, distance learning course examinations (Internet, correspondence), certification examinations, and advanced placement examinations (CLEP). Testing services are extended to the community through the periodic administration of THEA and ACT examinations (on published dates) and the weekly administration of the GED (on most Tuesdays). Testing Services are located in the Success Centers on the Main and South Campuses.



## Dual Credit

The Dual Credit program at Grayson County College allows high school junior and senior students to earn high school and college credits simultaneously. Through dual credit agreements, the College and the public school districts in Grayson and Fannin Counties have selected courses that meet both high school and College learning objectives. Depending upon the school district, these classes are offered at local high schools, at the GCC extension center in Bonham, the South Campus in Van Alstyne, and on the main Grayson County College campus. Students interested in participating in this program must meet Texas Success Initiative assessment requirements appropriate for each course or demonstrate college readiness with ACT, SAT, or TAKS scores. To enroll in these classes, students must complete a GCC application, register, and pay tuition and fees for the courses. Students are also required to purchase course textbooks. Interested students should contact their high school counselors or principals, attend a GCC Dual Credit Parents' Night, or contact the Office of Admissions and Records. Students must meet eligibility requirements set by their high schools to ensure that they receive high school credit for particular courses.

## Graduation Requirements

### *Associate Degree Requirements*

To graduate from Grayson County College with an Associate degree, students must:

1. Complete an Application for Graduation form in the Admissions Office and submit along with the official Degree Audit, including the advisor's signature. It is the responsibility of the student to know the application deadline as published in the schedule of classes.
2. Complete the 60-72 semester hours credit as required for the respective Associate of Science or Associate of Applied Science degree plan.
3. Have an overall Grayson County College grade-point average of 2.00.
4. Have earned at least 25% of the total required semester hours at Grayson County College.
5. Have earned at least fifteen (15) semester hours in General Education Core courses for an Associate of Applied Science Degree and at least forty-four (44) semester hours in General Education Core courses for an Associate of Science Degree.
6. Successfully demonstrate college readiness in reading, writing, and math.
7. Submit course substitutions to the Admissions Office. These substitutions must be approved by the division deans.
8. Complete Capstone requirement for an Associate of Applied Science.

For graduation purposes, students may use degree plan requirements of the catalog in effect when first enrolled at Grayson County College, or any subsequent catalog in effect when they were enrolled, provided that it is dated no more than five years previous to the graduation date on the Application for Graduation, and the major has not changed.

### *Certificate Requirements*

To receive a certificate from Grayson County College, students must:

1. Complete an Application for Graduation form in the Admissions Office and submit along with the official Degree Audit, including the advisor's signature. It is the responsibility of the student to know the application deadline as published in the schedule of classes.
2. Satisfactorily complete the courses in the certificate program with a 2.00 grade point average.
3. Successfully complete fifteen (15) credit hours in residence at Grayson County College.
4. Students receiving Exit Point I and II certificates must have taken WorkKeys or other approved assessment. Students receiving Exit Point II certificates of 43 hours or more cumulative credits must have passing THEA scores or the equivalent.
5. Complete Capstone requirement.

### *Graduation with Honors*

To be graduated with honors, a student must have a cumulative grade point average of 3.7 based on GCC hours only.

\*Cum Laude 3.70-3.84 GPA

\*Magna Cum Laude 3.85-3.99 GPA

\*Summa Cum Laude 4.00 GPA

To be graduated with honors, a student receiving a Certificate of Completion must make a grade of “A” for all courses in the program.

### *Graduation Requirements for Health Science Students*

1. A grade of “C” or better in each major course.
2. A GPA of 2.00.

## **Academic Regulations**

### *Credit for Courses*

Credit is granted on the basis of semester hours at Grayson County College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester or equivalent. Two hours of laboratory work are usually considered to be the equivalent of one hour of lecture.

### *Credit for Transfer Courses*

Credit for courses in which a passing grade (“D” or better) has been earned may be transferred to the college from colleges and universities accredited through regional associations. Appropriate Grayson County College personnel will complete course-by-course evaluations as needed for degree or program planning. See the Counseling Office for a degree audit once all official transcripts have been received.

Individual courses transferred will not be posted to the student’s record. Official transcripts from all higher education institutions must be on file in the Registrar’s Office. Generally, the college will not accept junior and senior level coursework as transfer credit unless there is an approved articulation agreement with the specific four-year college or university.

### *Credit for Foreign Courses*

Students requesting credit for such coursework must first apply for admission to GCC and enroll in courses. To receive transfer credit from foreign institutions, students must bring an official copy of their college transcript and a certification and translation report from WES, AACRAO, or FCSA to the GCC Admissions Office. Certification and translation services other than WES, AACRAO, or FCSA will not be accepted. The cost for certification and translation must be paid by the student.

When students provide their transcripts, the report from WES, AACRAO, or FCSA, and any course descriptions and syllabi to the admissions office in a timely manner, GCC will determine the total number of semester transfer credits by the end of the first semester of enrollment at GCC. To avoid additional costs and delays in posting information, students are encouraged acquire these materials promptly. Grayson County College does not accept foreign coursework for courses in English and speech.

For the purpose of the Texas Success Initiative, students who have completed the equivalent of a U.S. associates or bachelors degree from an accredited college or university outside the United States are exempt from placement testing. In order to receive this exemption, students must present a certified, translated copy of their foreign credential, which must be completed by WES, AACRAO, or FCSA along with an official college transcript. Foreign students who have not

completed a degree are required to assess on THEA or Compass before enrolling in courses that lead to an associate degree. Students enrolling in certificate programs must complete the required placement testing for the certificate they are seeking.

### *Resolution of Transfer Disputes*

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

- (1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
- (2) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
- (3) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

### *Student Classification*

**Academic Level.** Students are classified as freshmen, sophomore or special students according to the amount of work they have completed. A freshman is one who has completed less than thirty semester hours of college credit; a sophomore is one who has completed at least thirty but less than sixty semester hours of college credit. A student who has earned sixty or more semester hours is classified as a special student.

### *Student Load*

**Academic Load.** In the long terms (fall or spring), students who are enrolled for twelve or more semester hours are considered full-time students. In each of the summer sessions, students who are enrolled in six or more semester hours are considered full-time students.

**Long Sessions.** The normal load during the regular semester is six (6) academic courses or from fourteen to eighteen semester hours. Credit hours taken during a 1st Half-Session and 2nd Half-Session are added to classes taken during the Long session to determine academic loads. Students who wish to enroll in nineteen or more credit hours must obtain the permission of either the Director of Counseling Services, Dean of Academic Instruction, or the Director of Admissions and Records.

**Summer Session.** The normal load during each term of the summer session is six semester hours. The maximum load for a six-week term is seven semester hours. Students may not earn in excess of fourteen semester hours during the two-term summer session, including summer evening sessions.

**Summer Evening Session.** The normal load for the eight-week term is two academic courses. Students who wish to take additional courses may do so upon approval of either the Director of Counseling Services, Dean of Academic Studies, or the Director of Admissions and Records.

**Mini Session.** Students cannot enroll in more than one course during the minimesters. The minimester course does not count toward academic load for a fall or spring session.

**Mid Term Session.** The normal load for the eight-week term is two academic courses. However, the normal load during the regular long semester is six (6) academic courses or from fourteen to eighteen semester hours. Credit hours taken during a 1st Half-Session and 2nd Half-Session are

added to classes taken during the Long session to determine academic loads. Students who wish to enroll in nineteen or more credit hours must obtain the permission of either the Director of Counseling Services, Dean of Academic Instruction, or the Director of Admissions and Records.

### *Auditing a Course*

When space is available, persons wishing to audit a course may do so by completing an application and meeting the admission criteria stated in the Admissions section of the Catalog. Full tuition will be charged for auditing a course. Auditors must complete the Request for Audit form in the Admissions office on or before the official census date published in the Schedule of Classes. After the official census date, a student's audit status may not be changed. Students auditing courses will receive grades of AU (Audit).

### *Class Attendance*

Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student.

Instructors are required to include in their syllabi the attendance policy for the course(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

**Students enrolled in developmental courses face additional consequences for poor attendance. See the Attendance section of the Academic Success Plan on page 37.**

### *Student Absences on Religious Holy Days*

Grayson County College will allow students who are absent from class for the observance of a religious holiday to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The form for requesting absence for holy days may be obtained from the Vice President for Student Services.

"Religious holy day" denotes a holy day observed by a religion whose places of worship are exempt from property taxation under section 11:20, Tax Code.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

### *Dropping a Class*

A class drop means that a student has dropped one or more classes but remains enrolled in other classes for the term. During periods of early registration, students who enroll on-line using Campus Connect may also drop one or more classes via the same method. After the deadline for schedule changes passes, all drops must be handled in person in the Admissions and Records office. Students cannot drop classes on-line after the end of schedule changes for the semester. No drop requests will be accepted after the drop deadline for the semester and the student will receive the grade earned thus far according to the course requirements. The Office of Admissions and Records does not accept drop deadline appeals. Contact the Admissions and Records office for more information.

## *SB 1231 State of Texas Limit on Drops (ONLY affects drops occurring after census date)*

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit 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 drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions 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 before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

### *Withdrawing from College*

A withdrawal indicates a student is no longer enrolled in any courses at the College for the term. During periods of registration, students who enroll on-line using Campus Connect may also withdraw from school via the same method. Following registration, all students needing to withdraw from school must do so in Counseling Services, or by phone with the Admissions and Records Office or Counseling Services.

Grayson County College will no longer utilize the grades of WP or WF. Students who withdraw prior to the semester drop deadline will receive a W. The Office of Admissions and Records does not accept withdrawal date deadline appeals.

Merely discontinuing class attendance does not constitute withdrawal from school. Students who do not officially withdraw may be given grades of “F” at the discretion of the instructor.

### *Change of Schedule*

During periods of registration, students who have registered on-line using Campus Connect may change their schedules via the same method. Students cannot change their schedule or drop a class on-line through Campus Connect after the schedule change deadline. All students who wish to change their schedules must do so before the end of the schedule change period published in the schedule of classes. After the deadline, classes are dropped in Student Services until the drop deadline for the semester. Classes dropped on or before the official census date of the term will not appear on the student’s transcript.

### *Credit Award Program*

The credit award program is a means by which students may be awarded college credit for past experience or education that is equivalent to courses offered at Grayson County College. The learning must be applicable to the student’s educational goals. Credit may be awarded by the following methods:

1. CLEP
2. ADVANCED PLACEMENT EXAM
3. DEPARTMENTAL EXAM
4. INTERNATIONAL BACCALAUREATE
5. CLOCK HOUR CONVERSION
6. TECH PREP
7. MILITARY TRAINING
8. DANTES
9. PROFESSIONAL CERTIFICATION

Students seeking credit award for tests other than those listed above should check with the Admissions and Records Office. A student may not receive credit award for courses in which

he/she has enrolled at GCC or any other regionally accredited institution. A maximum of 24 credit hours may be earned through credit award. Credit award is accomplished on a course by course basis. A grade of “P” will be given for the courses earned through credit award. No grade points are associated with the grade of “P.” Though credit award may count toward hours needed for graduation at GCC, other institutions are not obligated to accept the credit awarded because each institution sets its own policy regarding tests and scores accepted for credit award. Accordingly, students transferring credit awarded at other institutions must meet GCC credit award requirements for the credit to be posted at GCC. International students may not apply credit award towards the 12-hour enrollment requirement according to the Department of Homeland Security.

### Military Service Credit Award

GCC awards up to two (2) course credit in Physical Education for all honorably discharged veterans who completed two years of service in the Armed Forces or was discharged because of a disability. GCC requires proof of duration of military service and discharge status in order to award the credits. Additionally, up to 12 course credits for military training or coursework may be applied to satisfy elective course requirements outside the student’s major or minor if the student meets the conditions set above.

### Mirror Course Credit Award

GCC offers “mirror courses” that allow enrollment into a regular academic credit class through the Continuing Education (CE) department. No formal college admission process is required. Students earn a grade of either “S” for satisfactorily passing course requirements or a “U” for unsatisfactory (failing the class), but receive no academic credit for these mirror courses. However, academic credit may be sought under the following conditions:

1. The course in which the student enrolled is equivalent to or the same course taught for credit.
2. The student has successfully completed at least 6 credit hours of academic coursework at the time of application for converting the mirror course to credit.
3. The request is made no more than 3 years from the start of the semester in which the mirror course was taken.
4. Credit may not be granted for courses that have an unmet TSI requirement.

The student’s transcript will reflect “P” in the pass/fail grade for satisfactorily completing the course. This course will not be calculated in the student’s GPA.

No more than nine credit hours of mirror coursework may be converted to credit.

### AP Credit Award—Grayson County College (Updated Spring 2008)

AP Test	Minimum Score Requirement	Course(s) Credited
Art History	3 4 or 5	Arts 1303 Arts 1303 & 1304
Biology	3 4 or 5	Biol 1306/1106 Biol 1306/1106 & Biol 1307/1107
Calculus AB	3	Math 2413 Calculus I
Calculus BC	3	Math 2413 and 2414 Calculus II
Chemistry	3 4 or 5	Chem 1311/1111 Chem 1311/1111 & Chem 1312/1112
Computer Science A	3 4 or 5	Cosc 1336 Cosc 1336 & Cosc 1337

AP Test	Minimum Score Requirement	Course(s) Credited
Computer Science AB	3 4 or 5	Cosc 1336 & 1337 Cosc 1336, 1337, & 2336
Economics (Micro)	3	Econ 2302 Micro Economics
English Literature	3 4 or 5	English 1301 Engl 1301 & Engl 1302
English Language	3 4 or 5	English 1301 Engl 1301 & Engl 1302
Physics B	3 4 or 5	Phys 1301/1101 Phys 1301/1101 & Phys 1302/1102
Physics C	3 4 or 5	Phys 2325/2125 Phys 2325/2125 & Phys 2326/2126
Psychology	3 or higher	Psyc 2301
Spanish Language	3 4 5	Span 1411 Spanish I Span 1411 & 1412 Spanish I and II Span 1411, 1412 & 2311 (Spanish I, II, and III)
Spanish Literature	3 4 5	Span 2311 Spanish III Span 2311 & 2312 Spanish III and IV Span 2311, 2312, & 2321 (Spanish III & IV and Spanish Lit. I)
Statistics	3 or higher	Math 2342
Studio Art (Drawing Portfolio)	3 or higher	Arts 1316
U. S. Government & Politics	3	Govt 2305 U. S. Government
U. S. History	3 4 or 5	Hist 1301 Hist 1301 & Hist 1302

### *CLEP Testing Policy*

GCC is an open CLEP testing facility. Students who believe they possess the knowledge and skills essential in certain courses or programs offered by GCC may challenge these by examination through CLEP. GCC students and others in the community interested in taking a CLEP test should contact the GCC Testing Center for information.

### **International Baccalaureate Diploma**

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. Texas institutions of higher education must award 24 hours of course specific college credit in subject-appropriate areas on all IB exams with scores of 4 or above as long as the incoming freshmen have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma. Students bringing in an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, no Texas public university or college shall be required to accept in transfer or toward a degree program more than sixty-six (66) semester credit hours of lower division academic credit.

<b>GCC Credit for International Baccalaureate Diploma</b>			
<b>IB Examination</b>	<b>Score</b>	<b>GCC Course</b>	<b>Credit Hours</b>
<b>BIOLOGY (SL)</b>	4, 5, 6 or 7	BIOL 1306/1106	4
<b>BIOLOGY (HL)</b>	4, 5, 6 or 7	BIOL 1306/1106 & 1307/1107	8
<b>BUSINESS &amp; MANAGEMENT</b>	4, 5, 6 or 7	BUSI 1301	3
<b>CHEMISTRY (SL)</b>	4, 5, 6 or 7	CHEM 1311/1111	4
<b>CHEMISTRY (HL)</b>	4, 5, 6 or 7	CHEM 1311/1111 & 1312/1112	8
<b>COMPUTER SCIENCE</b>	4, 5, 6 or 7	COSC 1300	3
<b>ECONOMICS (SL)</b>	4, 5, 6 or 7	ECON 2301 & 2302	6
<b>ECONOMICS (HL)</b>	4, 5, 6 or 7	ECON 2301 & 2302	6
<b>ENGLISH (SL)</b> Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
<b>ENGLISH (HL)</b> Language A1 or A2	4, 5, 6 or 7	ENGL 1301 & 1302	6
<b>GEOGRAPHY</b>	4, 5, 6 or 7	GEOG 2312	3
<b>GREEK, CLASSICAL</b>	4, 5, 6 or 7	LANG 1411	8
<b>HISTORY OF THE AMERICAS (HL)</b>	4, 5, 6 or 7	HIST 1301 & 1302	6
<b>LATIN (SL)</b>	4, 5, 6 or 7	LANG 1411 and 1412	8
<b>LATIN (HL)</b>	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
<b>MATHEMATICS (HL)</b>			
Mathematics (HL)	4, 5, 6 or 7	MATH 1314 & 1316	6
Mathematics with Further Mathematics	4, 5, 6 or 7	MATH 1314, 1316 & 2342	9
Mathematical Methods	4, 5, 6 or 7	MATH 2513	5
Mathematical Studies	4, 5, 6 or 7	MATH 1425	4
<b>MODERN LANGUAGES</b> <b>Language A1 or A2 (SL)</b>			
French	4, 5, 6 or 7	LANG 1411 & 1412	8
German	4, 5, 6 or 7	LANG 1411 & 1412	8
Portuguese	4, 5, 6 or 7	LANG 1411 & 1412	8
Russian	4, 5, 6 or 7	LANG 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
<b>Language A1 or A2 (HL)</b>			
French	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Portuguese	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Russian	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14



IB Examination	Score	GCC Course	Credit Hours
<b>Language B (SL)</b>			
French	4, 5, 6 or 7	LANG 1411 & 1412	8
German	4, 5, 6 or 7	LANG 1411 & 1412	8
Portuguese	4, 5, 6 or 7	LANG 1411 & 1412	8
Russian	4, 5, 6 or 7	LANG 1411 & 1412	8
Spanish	4, 5, 6 or 7	SPAN 1411 & 1412	8
<b>Language B (HL)</b>			
French	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
German	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Portuguese	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Russian	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
Spanish	4, 5, 6 or 7	SPAN 1411, 1412, 2311 & 2312	14
<b>Language AB Initio</b>			
French	4, 5, 6 or 7	LANG 1411	4
German	4, 5, 6 or 7	LANG 1411	4
Portuguese	4, 5, 6 or 7	LANG 1411	4
Russian	4, 5, 6 or 7	LANG 1411	4
Spanish	4, 5, 6 or 7	SPAN 1411	4
<b>MUSIC</b>	4, 5, 6 or 7	MUSI 1306 & 1311	6
<b>PHILOSOPHY</b>	4, 5, 6 or 7	PHIL 1301	3
<b>PHYSICS (SL)</b>	4, 5, 6 or 7	PHYS 1301/1101	4
<b>PHYSICS (HL)</b>	4, 5, 6 or 7	PHYS 1301/1101 & 1302/1102	8
<b>PSYCHOLOGY</b>	4, 5, 6 or 7	PSYC 2301	3
<b>SOCIAL &amp; CULTURAL ANTHROPOLOGY</b>	4, 5, 6 or 7	ANTH 2351	3
<b>THEATRE ARTS</b>	4, 5, 6 or 7	DRAM 1310	3
<b>VISUAL ARTS</b>	4, 5, 6 or 7	ARTS 1301	3

## Grading and Academic Standing

### *Grade Reports and Transcripts*

Final grades are available to students through Campus Connect. A transcript of college work is an official copy of the student's permanent record listing all course work at the College and bearing the signature of the Registrar. Students may obtain copies of their official by following the steps listed online in the GCC MyPage Student Portal under the Admissions Tab. Official transcripts will not be released to students with academic or financial holds until such holds are cleared.

### *Grades and Grade Points*

Grayson County College uses the following system:

- A — The student demonstrates mastery of course content and meets course objectives. The grade of A is an exceptional grade attained by students demonstrating exceptional performance of college-level work.

- B — The student demonstrates mastery of course content and meets selected objectives. The grade of B is an above-average grade attained by students demonstrating above average performance of college-level work.
- C — The student demonstrates acceptable competency in course work and meets selected course objectives. The grade of C is an average grade attained by students demonstrating average performance of college-level work. Students with concurrent enrollment for high school and college credit must maintain a minimal grade of C in the course.
- D — The student demonstrates minimal performance in course work and does not meet course objectives. The grade of D is considered unsatisfactory in a student's major field of study, and this grade generally does not transfer.
- F — Failure. No credit is given for the grade of F.
- I — Incomplete. An "I" grade indicates incomplete coursework. It may be awarded only when approximately 80% or more of the course is completed and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the student's GPA. The time limit for removing the "I" is no later than the end of the next long semester, but may be set for a shorter length of time by the professor by recording it on the Incomplete form. An "I" grade not removed by the end of the time limit specified on the Incomplete form will be changed to an "F." Grades of "I" are updated to a letter grade when the professor notifies the records office about the grade update before the "F" deadline.

Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. In fact, students completing an "I" are discouraged from repeating the same course in a subsequent semester. However, if a student wants to audit or retake a course to complete course requirements, full tuition and fees must be paid. (Students who retake a course will receive a grade for the second attempt unless they drop before the deadline. Students who retake a course but do not fulfill the requirements for the "I" contract on the initial course attempt will receive an "F" as the grade for the initial attempt.) All drops and withdrawals related to repeating courses may count towards the 6-drop limit.

Students initiate the grade of "I" by initiating the paperwork in the Records and Admissions office and by taking the paperwork to the professor. The Incomplete form and accompanying paperwork must be submitted with the "I" request to the department chair and dean. "I" requests not approved by the appropriate department chair and dean will not be accepted.

- W — Withdrew from course.
- P — Passing.
- S — Satisfactory. Used for non-degree courses.
- U — Unsatisfactory. Used for non-degree courses.
- AU — Audit. Used for audited courses.

### *Value of Grade Points*

Grade points are granted on all college-level courses on the basis of the value in semester hours of the course and the grade made in the course as follows:

- A 4 grade points per semester hour
- B 3 grade points per semester hour
- C 2 grade points per semester hour
- D 1 grade point per semester hour
- F 0 grade points per semester hour

In determining grade-point averages, all hours where grade points are given will be considered in computing grade-point averages.

## *Grade Point Determination*

The grade-point average (GPA) is computed by dividing the total number of quality points earned by the total number of quality hours attempted. Grades of I, W, P, S, U AU and Z are excluded from GPA calculation.

## *Scholastic Standards*

**Good Standing:** A student will be considered in good academic standing with a cumulative grade-point average (GPA) of 2.00 or higher.

**Academic Probation:** A student will be placed on academic probation when the cumulative GPA falls below 2.00.

**Academic Suspension:** A student who is on academic probation will be suspended for one long semester when the cumulative GPA remains below 2.00. However, a student may enroll in summer school or minimesters in order to improve the GPA to the required 2.00 to be in good standing.

A student on suspension has the right to appeal to the Director of Counseling Services, Dean of Academic Instruction, Vice President of Instructional Services, or the Director of Admissions and Records for readmission. After remaining out of school for one long semester, a student may be readmitted on academic probation.

**Academic Dismissal:** Students who experience their third academic suspension will be dismissed from Grayson County College. Students who are academically dismissed cannot enroll in courses at Grayson County College for a period of three years. In addition, departments have the prerogative to permanently dismiss students from particular programs of study based on departmental guidelines. Students who are academically dismissed are afforded due process rights as outlined in the student grievance procedures (FLD).

## **President's and Dean's Lists**

The GCC President's and Dean's lists are awarded at the end of the fall and spring semester to students who have demonstrated outstanding achievement in their coursework. Students must be enrolled in at least 12 hours at GCC during the fall or spring semester. Developmental courses, incomplete courses, credit awards and courses with "W" or "P" grades are not counted in the full-time determination for the honor.

The President's list will be awarded to students earning a 4.0 GPA. The Dean's list will be awarded to students earning a 3.75 to 3.99 GPA.

## **Registration**

Registration dates and times are published in the Schedule of Classes available from the Admissions and Records Office and the online college calendar. All tuition and fees must be paid by payment deadlines. Payment may be made by cash, check, payment plan, MasterCard, Visa, or Discover cards. Students who have financial or academic holds on their records will not be allowed to register until the hold is cleared by the appropriate office.

### *Registration Options 1 and 2*

**Option 1:** Students enrolling in college-level courses are required to pre-assess on a state approved skills assessment.

**Option 2:** Students enrolling in Level 1 Certificate programs will not be required to pre-assess on a state-approved skills assessment unless they plan to enroll in courses not listed on their certificate plan or in academic courses that require students to demonstrate college readiness prior to enrolling. Students entering certificate programs will be required to take the WorkKeys Test and have their reading and math skills assessed within the first semester of attendance.

## Admission and Records Office

The Office of Admission and Records assists prospective, current and former students. Students can contact this office for assistance with admission applications and requirements, registration, graduation, incomplete contracts, audit forms, add/drop courses, withdrawal forms, credit awards, residency appeals and transcripts.

### *Student Self-Service Verification of Enrollment*

This program provides students with online access to enrollment verification services from the National Student Clearinghouse. By using a link on the college website, students can achieve the following:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, employment agency or other student service providers.
- View enrollment information that may have been provided to a student service provider.

To print an enrollment verification, go to [www.grayson.edu](http://www.grayson.edu). Click on the MyPage Portal. Login to the portal and enter Campus Connect. Follow the instructions for printing an enrollment verification.

Students may contact the National Student Clearinghouse directly at 703.742.7791 or [www.studentclearinghouse.org](http://www.studentclearinghouse.org) for further questions concerning their enrollment verifications.

### *Verification of Student Degrees*

Grayson College has partnered with the National Student Clearinghouse to provide degree verifications. Students, employment agencies, credit issuers and other student service providers can contact the National Student Clearinghouse directly to receive degree verification at 703.742.7791 or [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

### *Self-Service Transcript Requests*

Complete instructions on requesting official transcripts are found on the admissions tab of the MyPage Portal. Students with portal access request transcripts through Campus Connect in the MyPage Portal. Former students without portal access request transcripts through [www.get-mytranscript.com](http://www.get-mytranscript.com).

# Student Services and Activities

## Success Centers

The Success Centers on the Main and South Campuses offer a wide range of services to students and community members. Testing services include the THEA, THEA Quick Test, COMPASS, Work Keys, NET, and CLEP exams, as well as make-up and distance education tests. Testing services also provide GED, ACT, and THEA assessments for community members. Testing services on the Main and South Campuses vary; call 903-463-8724 (Main Campus) or 903-415-2509 (South Campus) to check on services available at each location. Testing schedules are available on the GCC web page.

In addition, the Success Centers provide many learning support services, including Media Centers (see “Success Media Center), disabilities services, tutoring and the Super Student programs, learning strategy referrals, workshops, seminars, and additional course materials. Students with documented disabilities request accommodations through the disabilities services coordinator (903-463-8751), who then assists students in accessing approved accommodations. The ASC on the Main Campus is open during the fall and spring semesters from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. Hours vary at the South Campus. Summer hours vary at both locations.

## *Tutoring Program*

Grayson County College offers free peer tutoring services to students enrolled in regular college credit programs and a “Super Student” program for students enrolled in selected sections of mathematics courses. Peer tutors are trained and supervised by professional staff in the Success Centers on the Main and South Campuses. For information, please call 903-463-8751. Grayson County College’s peer tutoring program is accredited through the College Reading and Learning Association.

## *Success Media Center*

The Success Media Center offers various individualized learning opportunities. Students enrolled in developmental and freshman level reading, writing, and math courses access the video and computer instruction components required to fulfill the lab component of their lecture courses. Under instructor guidance, students enrolled in developmental reading, writing, math, and learning skills lab classes complete college readiness requirements. The Center is open during the regular semesters Monday through Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 2 p.m. Summer hours vary.

Business, health science, and technical students access multimedia materials to improve foundation skills and work-related competencies. Additionally, individuals from the community seeking workforce training may vary job-related software through Continuing Education courses. Visit the Center for Workplace Learning for more information, call 903-463-8765, online at [www.cwlgcc.org](http://www.cwlgcc.org) the GCC homepage.

## **Adult Basic Education/GED Program**

Grayson County College is the fiscal agent for an adult education program provided through a partnership with the Texas Education Agency. Funded by federal and state grants, these free classes are offered in a variety of locations in the following four counties – Grayson, Fannin, Hunt, and northern Cooke. Both day and evening classes are available for students ages eighteen and above. The classes meet throughout the calendar year, including the summer months.

Highly qualified and caring teachers assist students achieve their personal educational and/or employment goals. By utilizing a student centered approach to learning, the classes are tailored

to each student's learning style. Students progress at their own rate and can attend more than one class. Flexible scheduling around work hours or other commitments is available at some locations, as well as distance education assistance.

The components of this adult program include the following:

- Refresher classes to prepare for college, skills training, or employment advancement
- GED preparation, including writing a two page essay
- English language classes for all levels of adult learners
- Basic to advanced instruction in reading, math, and language
- Transition programs to college or work
- Basic computer skills, including accessing the internet
- Counseling referrals for college enrollment and tuition assistance
- Workplace focused instruction for area businesses
- Distance education by internet or DVD to supplement classroom hours

Please call 903-463-8784 for class information. For information about the GED test call 903-463-8724.

## Athletics

Grayson County College provides a varied athletic program for all its students. Intercollegiate competition is held in men's and women's basketball, baseball, and softball. Recreational competition is sponsored in basketball and flag football. Both men and women participate in recreational sports.

## Center for Workplace Learning

The Center for Workplace Learning (CWL) represents all continuing education activities at Grayson County College. The purpose is to provide customer-centered, community connected and quality-driven workplace learning solutions to provide the Texoma region with a globally competitive workforce. We strive to promote partnerships between education, industry and government to provide world-class education and training opportunities throughout the Texoma region. Customized training classes for business and industry as well as scheduled continuing education courses are offered year-round through the CWL at Grayson County College.

## Counseling Services

Professionally trained counselors and academic advisors are available to assist students in achieving success. Counselors and advisors assist students with career planning and placement, as well as academic concerns. Licensed Professional Counselors are available to support and assist current students with individualized counseling. Counselors provide short-term personal counseling and make referrals when needed.

### *College 101: Orientation*

College 101 is available for prospective, new and transfer students interested in attending Grayson County College. The program is designed for students graduating from high school, brushing up skills, changing careers, or developing personal interests. College 101 assists in making the transition to college.

To be released for on line scheduling of classes, some students are required to attend College 101. The following categories of students should be prepared to attend:

- All students who have stopped out of GCC for more than 3 years will be required to participate in College 101.

- All new students to GCC
- All transfer students regardless of the number of hours. All transfer students must see an academic advisor to initiate transfer credit evaluation and have a degree audit uploaded in Campus Connect. The policy requires all transfer students who may be on probation at another college to visit an academic advisor prior to enrolling at GCC.
- All High School Students desiring to enroll in dual credit courses or any other college course.
- All probation/suspended students who have never attended College 101.

All students who have earned an Associate of Science, Associate of Applied Science or Bachelor's Degree or higher will be exempt from participating in College 101.

### *Career Planning and Placement*

Grayson County College offers students the opportunity to engage in career assessments and computerized career guidance programs which assist them in choosing a college major and making career decisions. The College provides career planning and job search services free of charge to students, former students, and those in the process of enrolling. The Career Placement office provides opportunities for students to learn job search skills, such as resume and cover letter writing, and how to interview for a job.

### *Academic/Vocational Advising*

Advising is available to assist students in reaching their goals through developing and following sound academic or vocational plans. Although students are assigned academic advisors in their major areas, professional counselors and advisors are available to provide additional assistance when necessary.

### *Retention Services and Activities*

Students are provided with information, tools, resources, and support systems that facilitate educational persistence and success.

### *Personal Counseling*

The counseling program is designed to support and assist students when personal issues impact their college experience. Personal counseling is available by appointment, or on a walk-in basis for urgent needs.

### *Veterans Services*

Grayson County College provides a Veterans Affairs Office to assist the enrollment of veterans, war orphans, war widows, and totally disabled veterans, their wives and children. This office serves as a liaison between Grayson County College and the Veterans Administration and is located in the Administrative Services Building. Please contact the Veterans Affairs Counselor or check the website for information concerning the required documents.

All students are strongly encouraged to visit the Counseling Services Office as part of their college experience.

## **ESL Support**

Grayson offers ESOL classes in conversation, reading, and writing/grammar for non-native English speakers. Designed to help students improve their English for greater success in home, school, and work environments, ESOL courses can be taken prior to or concurrent with other college coursework. Students are placed at the beginning, intermediate, or advanced level based on their language skills.

Along with specialized ESOL classes and labs, the College offers support services to non-native English speaking students to improve their access to and success in academic and vocational coursework. The Foreign and ESOL Student Advisor assists ESOL students with applying to college, establishing residency, and registering for classes. Staff also mentor ESOL students each semester they are enrolled—helping them attain their personal and educational goals. Such assistance includes referring them to campus and community services as needed (tutoring, financial aid, child care, JTPA, etc.).

## Honors College

The Honors College at Grayson County College seeks to promote excellence in education through learning-centered honors sections of core courses and participation in the cultural, social, and public service activities of the campus and community. To graduate from the Honors College students are required to maintain a 3.2 cumulative GPA, take at least 12 credit hours of honors courses with the grade of B or better, and to participate in some form of service learning for 1 hour/week during long semesters. Scholarships for Honors College students are awarded at the end of spring semester for the following academic year to continuing GCC students that apply using the form on the college's homepage.

## Honors Sections

Honors sections are active learning classes of core courses that promote student engagement through participation in the classroom. These sections are open to all students, but enrollment is capped at 25 so that collaboration and communication can more easily occur than in an larger sections of the same course.

## Library

The Grayson County College Library is a member of BARR, a four-library consortium whose members include Grayson County College, Denison Public Library, Sherman Public Library, and Austin College. Currently enrolled GCC students are eligible to obtain a BARR library card. All BARR cardholders have lending privileges at each of the libraries and a courier service delivers books among the libraries. The BARR online catalog can be accessed from the library link on the college web site.

To provide access to many electronic databases and the Internet, an open computer lab is available to GCC students and the public. The full text databases are also available from every computer on the campus network as well as from home. Ask the library staff for more information. Software loaded on these computers includes Microsoft Office and Internet Explorer. The library also participates in TexShare, and is a member of AMIGOS, which provides OCLC access.

Circulating books are checked out for two weeks. Video cassettes and DVDs are available for circulation and are checked out for a three-day period.

The library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. During the fall and spring semesters, the library is also open from 1:00 p.m. to 4:00 p.m. on Sunday. The library is “open stack” and students are encouraged to browse. New books are shelved in the area near the circulation desk for easy inspection by faculty and students.

The mission of the Grayson County College Library is to meet the appropriate informational needs of both the individual and the community, and to provide quality services and materials. The library is committed to cooperating with other information agencies whenever possible, and to continuous improvement.



## **Public Safety & Campus Police**

Campus peace officers have all of the powers, privileges and immunities afforded state peace officers and have jurisdiction on all properties that are owned by or under the control of Grayson County College. The Public Safety & Campus Police Office is located between the BSM and Viking Resident Hall on the college's main campus. Students and employees who operate a motor vehicle on college property are required to register their vehicle with the police office and place a valid parking permit on the vehicle. Any person desiring a copy of the college's Crime Awareness and Security Bulletin may obtain a copy in the police office. The bulletin contains information related to campus crime statistics, crime reporting procedures, crime prevention techniques and other information mandated by the Crime Awareness and Campus Security Act of 1990. The Public Safety and Police Office is a service oriented organization and offers non-traditional law enforcement services. For a complete description of services offered, contact the Public Safety and Police Office at extension 8619 or in an emergency, always call 911.

## **Recruiting**

Enrollment advisors, located in the Administrative Services building, are available to provide necessary information and forms to current and prospective students about all programs offered at GCC. They provide tours of the campus, dorms and programs for groups and individuals. Prospective students can request information by emailing [recruiting@grayson.edu](mailto:recruiting@grayson.edu) or calling 903-465-6030. An enrollment advisor will reply to their requests, answer questions, assist with enrollment information, and/or send requested information.

## **Student Government Association**

The Grayson County College Student Government Association is the student organization that acts as an advisory group to the administration of the college. The Student Government Association serves to unify clubs and organizations and their activities. It is composed of appointed officers. The Student Government Association sponsors various activities and helps arrange the social calendar for the year. The Director of Student Life is the advisor.

## **Student Life**

The purpose of Student Life is to engage students in meaningful activities, events and organizations that will increase student retention and improve class completions. The activities, programs and services offered by Student Life are available to all students, administrators, faculty and staff. The Student Life Office is located on the 2nd floor of the Life Center.

## **Eligibility for Activities**

The eligibility of any student participating in the intercollegiate program will be determined according to the regulations and policies set in scholarship requirements at Grayson County College and the Northern Texas Junior College Athletic Conference.

Any student who has been enrolled during five or more semesters in the College may lose eligibility in any College-sponsored activity.

## Student Rights and Responsibilities

Students who conduct themselves with proper consideration for the rights and works of their associates and who have serious purposes in attending college will have no difficulty in adjusting themselves to student life at Grayson County College.

Regulations of the College forbid the use or possession of alcoholic liquors or narcotics, or the appearance of the student on the campus under the influence of either.

**HAZING:** The College prohibits hazing. Hazing means any intentional, knowing, or reckless act on or off campus directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding in, or maintaining membership in any organization whose members are or include other students.

Please refer to the Policies & Procedures Manual located on the Grayson County College website for further explanation of students rights and responsibilities.

## Student Organizations

### Baptist Student Ministry

Exists to provide a fellowship for students interested in developing and strengthening their religious life. Participation is open to all students on campus.

### Care Center

The Care Center provides emergency financial assistance to students.

### Criminal Justice Club

The purpose of this organization shall be to encourage and foster organized education, training and competition in Criminal Justice including the shooting sports among students, faculty and staff of Grayson County College. This purpose specifically includes the training and fielding of teams in local and intercollegiate competitions as well as promoting within the college community an increased knowledge of the criminal justice system and the safe handling and proper care of firearms and the skills of marksmanship.

The objective of this organization shall be to develop and promote among the college community in general, and the competitive individuals and teams in particular, the characteristics of self-discipline, mental control, self-reliance, honesty, sportsmanship and team play.

### Cultural Diversity Club

The purpose of the organization is "to bring cultural awareness to all GCC students, faculty, staff and the GCC community."

### DAAC

To inform students on the issues related to drug and alcohol abuse and also to encourage interest and involvement in the DAAC program.

### Delta Phi Delta

Delta Phi Delta is an art organization which encourages and promotes the production and appreciation of the visual arts through workshops, exhibitions, and art related activities. Membership is open to all GCC students interested in fostering the arts on campus and in the community.

## **Delta Psi Omega**

Delta Psi Omega is a national fraternity for students involved in dramatic arts and promotes fellowship among students interested in theatre on both local and national levels. Membership is open to all GCC students with interest in the Fine Arts.

## **Dental Assisting Student Association**

The Dental Assisting Student Organization is an association focused on the enhancement of student's knowledge in the field of Dental Assisting. The goal is to promote participation and leadership in the profession of dentistry and in the American Dental Assistants Association. Membership is limited to full-time students enrolled in the Dental Assisting Certificate Program.

## **Fellowship of Christian Athletes**

Exists to provide a fellowship (huddle group) for athletes and coaches interested in developing their religious life. FCA is open to all students on campus.

## **Grayson Nursing Students Association**

This association is the local organization with affiliation in the Texas and National Student Nurses' Associations. Its purpose is to provide the basic background needed for participation and leadership in the professional association. Membership is limited to students enrolled in the Associate Degree Nursing Program.

## **Medical Lab Technician Association**

The MLT Association mission is to enhance the quest for knowledge through participation in professional society activities and to promote an interest in and gain knowledge of regulatory agencies associated with the medical technicians field. Membership is limited to students enrolled in the Medical Laboratory Technology Program.

## **Men of Distinction Program**

Men of Distinction is designed to recruit and retain all Grayson County College gentlemen with the intent on helping them achieve their educational goals and challenge their potential to inspire to do great things in the community and the world.

## **Mu Alpha Theta**

Mu Alpha Theta is an organization whose purpose is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Prospective members must have had at least one mathematics course at or above the College Algebra level, a 3.5 GPA overall in all two-year mathematics courses at or above the College Algebra level, and a 3.3 cumulative GPA in all courses.

## **Paramedic Student Association**

The purpose of the organization is to promote interest in the field of Emergency Medical Services, to provide fellowship among students and faculty, to represent student needs and wants in regard to EMS education and to provide a forum for the presentation of innovative ideas to benefit the college community.

## **Phi Theta Kappa**

Phi Theta Kappa is the international honor society of two-year colleges. Offering opportunities for scholarship, leadership, fellowship and service, the Society also promotes the exchange of ideas and personal enrichment through fellowship with other scholars. Eligibility requirements in the Omicron Psi chapter of Phi Theta Kappa include current enrollment and a minimum GPA of 3.5 after at least 12 hours of college credit earned at Grayson.

## Psychology

The Psychology Club exists to provide an entertaining and inspirational atmosphere in which all students can further their knowledge and interest in psychology. The club members attend scheduled events, participate in stimulating discussions and presentations, and promote psychology as a social science.

## Sigma Kappa Delta

National English Honor Society for students in two-year colleges. Students who join Tau Alpha's community of readers and writers inherit a strong tradition. Aristotle, a scientist during the Ancient Greek era, studied literature to gain wisdom. John Milton, a seventeenth-century Cambridge graduate, studied science to impart wisdom through poetry. Among GCC's Tau Alphans stand majors in academic studies, applied sciences, education, and fine arts along with those who plan to earn a bachelor's degree in English. What have they in common? They join Aristotle and Milton in their love of literature. In addition, they seek leadership opportunities, enjoy Tau Alpha's festive events with fellow students and English instructors, receive lifelong recognition for academic excellence, and qualify to apply for SKD scholarships and to attend regional and national conferences. To join, candidates must earn a 3.0 grade point average in 12 or more hours of college with a B or better in at least one college English course.

## Student Ambassador Program

The Grayson County College Student Ambassador Program provides an opportunity for students representing various disciplines at our college to develop leadership and public relations skills while providing a service to GCC.

## Veteran Student Association

The purpose of this organization is to provide a supportive, inspirational and informational atmosphere in which veteran students can gather to: further their skills in attaining academic success, gain knowledge of benefits and services available as veterans and students, and to form relationships with others with shared experiences.

## Vocational Nursing Students' Association

The Vocational Nursing Students' Association seeks to help further knowledge in the field of vocational nursing. This club participates in many campus activities and programs. Membership in this organization is limited to vocational nursing majors.

## Welding Technology Association

This association is the local organization with affiliation in the American Welding Society. Its purpose is to develop and enhance leadership skills that will promote the field of welding.

## Preparatory Programs for College

Preparing for college is a process that should begin by the eighth grade. Although Grayson County College does not require specific high school courses for admission into the college, many colleges and universities do include preparatory programs as a condition of admission. Since many of Grayson County College's students transfer to such colleges and universities, completion of the following college preparatory coursework is encouraged.

Core Curriculum	Credits	College Preparation Courses
English Language Arts	4	English I-IV
Mathematics	2	Algebra I Geometry
Science	2	Courses to be selected from State Board of education-approved courses, excluding applied and introductory courses. Appropriate courses include: Physical Science Biology I and II Chemistry I and II Physics I and II
Social Studies	4	United States History (1) United States Government (1/2) World History Studies (1) World Geography (1) Economics (1/2)
Foreign Language	3	Levels I-III proficiency of the same language
Health	1/2	1/2 credit minimum
Fine Arts	1/2	1/2 credit minimum
Physical Education	1 1/2	1 1/2 credits
Computer Science	0-1	Demonstrated proficiency at Level I

In addition to the above general requirements, students are encouraged to select a specific course of study. The following chart indicates suggested additional courses to fulfill the requirements for general college and Tech-Prep preparation. These courses are endorsed by the Texas Higher Education Coordinating Board.

	College Preparation Track	College Tech-Prep Track
English Language Arts	College Board Advanced Placement English Literature and Literature and Composition could be substituted for English IV.	Substitutions for English IV as required for a specific Tech-Prep program (e.g., Research/Technical Writing, Business Communications, Introduction to Speech Communications, Public Speaking).
Mathematics	Two (2) additional credits including Algebra II and Precalculus (or Trigonometry and either Elementary Analysis or Analytic Geometry).	A minimum of one additional credit as required by a specific Tech-Prep program, or Algebra II, Precalculus, Trigonometry, Elementary Analysis, Analytic Geometry, or Advanced Mathematics for business. An additional (4th) math credit may be required.
Science	One additional credit from Physical Science, Biology I and II, Chemistry I and II, or Physics I and II.	A minimum of one additional credit may be required for a specific Tech-Prep program.
Fine Arts	1/2 credit minimum	As appropriate.
Specialty	NA	A specified coherent sequence of technology courses required for a specific Tech-Prep program.
Electives	2 1/2	As appropriate.

# Grayson County College Degrees/Certificates and Majors

Associate of Applied Science (AAS)		Minimum Hours Required
Accounting	ACCT	62
Air Traffic Controller	AVIM	60
Business and Management	BMGT	62
Child Development	CDE	62
Collision Repair Technology	CRT	65
Computer Aided Drafting & Design Technology (CADD)	DRAF	64
Computer Maintenance and Networking Technology	CMNT	64
Computer Software & Systems Technician	CSST	62
Criminal Justice	CRIJ	66
Culinary Arts	CHEF	70
Dental Assisting	DNTA	64
Drafting/Computer Aided Drafting	DRAF	64
Drug and Alcohol Abuse Counseling	CADA	66
Heating, Air Conditioning, and Refrigeration Technology	RAC	65
Hospitality Management	HAMG	67
Medical Laboratory Technology	MLT	72
Microcomputer Multi-Media Specialist	MCMMS	65
Nursing, Registered	NURS	72
Office and Computer Technology	OCT	60
Paramedicine	EMTP	65
Radiologic Technology	RADR	72
Viticulture and Enology	VIEN	61
Welding	WELD	68
<b>Associate of Arts in Teaching (AAT) Education</b>		
8-12 Certification; EC-12 Other than Special Education		63
4-8 Certification; EC-12 Special Education Certification		63
EC-6 Certification		64
<b>Associate of Science (AS)</b>		
Arts	ARTS	65
Biology	BIOL	62
Business Administration	BUAD	64-66
Chemistry	CHEM	65
Computer Science/Computer Information Systems	CSCI	63
Theatre	THEA	64
Engineering	ENGR	65-66
Economics	ECON	61
English	ENGL	65
Forensic Science	FORS	64
General Studies	GNED	62
Geology	GEOL	62
Mathematics	MATH	62
Music	MUSI	66
Physical Education	PHED	62
Pre-Health	HSED	64
Physics	PHYS	63
Psychology	PSYC	62
Sociology	SOCI	62
Spanish	SPAN	62
University Transfer Program	UNIV	62
University Transfer Program to BSN	UNIBSN	64

<b>Certificate of Completion (CERT)</b>		
Accounting	ACCTC	32
Air Traffic Controller	AVIMC	28
Basic Mechatronics Technician	MTC	16
Business and Management		
Business Foundation	BFNDC	15
Business—General Management	BMGTC	32
General Banking Level I	BANKGC	22
Bank Operations Level II	BANKOC	42
Child Development	CDEC	29
Collision Repair Technology		
Basic Collision Helper	CRTHC	16
Basic Collision Apprentice	CRTAC	33
Computer Aided Drafting & Design Technology (CADD)		
Computer Aided Drafting Technician	CADC	32
Drafting Assistant	DASTC	16
Computer Maintenance and Networking Technology		
Computer Network Administrator	CNAC	40
Computer Network Technician	CNTC	40
Computer Support Technician	CPMTC	18
Information Technology Core Curriculum	CMITC	18
Cosmetology		
Cosmetology	COSMC	42
Cosmetology Instructor	COSMIC	25
Cosmetology Nail Technician	COSMNC	16
Cosmetology Skin Care Spec—Aesthetician/Esthetician	COSMSC	22
Criminal Justice		
Law Enforcement	CRJJC	37
Crime Scene Investigation	FORSC	29
Culinary Arts	CHEFC	35
Dental Assisting	DENTC	42
Drafting (See CADD Technology)		
Drug & Alcohol Abuse Counseling	CADAC	29
Emergency Medical Services/Paramedicine	EMTPC	42
Heating, Air Conditioning, and Refrigeration Technology		
Installer	RACIC	15
Technician	RACTC	32
Hospitality Management		
Hospitality Management	HAMGC	40
Restaurant Management	HAMGR	40
Microcomputer Applications		
Microcomputer Multi-Media Specialist	MCMMSC	30
Office and Computer Technology		
Accounting Office Support	AOSC	36
Administrative Assistant	AASTC	42
Applications Software Specialist	CASC	30
Medical Administrative Assistant	MAAC	42
Police Academy	PACDC	25
Viticulture & Enology		
Enology	VIENEC	17
Viticulture	VIENVC	17
Vocational Nursing	VOCNC	46
Welding		
Structural Welder	WELAC	16
Combination Welder	WELBC	32
Combination Welder	WELBC	32



## Marketable Skills Awards

Business and Management Marketing Award	BMGTMS	9
Child Development Associate Award	CDECMS	9
Emergency Medical Services (EMT Basic) Award	EMTBMS	9

**MAJOR:** A major is defined as a subject area of specialization consisting of selected courses within a field of study.

## Online Learning Opportunities

Grayson County College acknowledges the changing environments in which students learn and strives to provide enriched educational experiences and opportunities. Internet-based courses, both fully-online and hybrid, offer students an alternative to the traditional classroom by providing convenient ways to earn college credit off-campus. Distance Learning students use their personal computers for course content, discussions, exams, and communication with instructors and classmates. Students enrolled in fully-online and hybrid courses may visit the campus for orientation, conferences with the instructor, and some exams. Instructors are available for telephone and personal conferences and may also be contacted via email.

Hybrid courses blend traditional face-to-face in-class sessions with web-based activities. To be a hybrid course, at least 50% of the content is delivered via the Internet. Both fully-online and hybrid courses offer the same quality and learning experiences and require the same time commitment as traditional, face-to-face courses but with added flexibility. Full college credit is awarded upon successful completion of internet-based courses and credit hours are equivalent to those offered on campus.

Please visit our website at [www.grayson.edu](http://www.grayson.edu) for our latest schedule of fully-online and hybrid courses. Fully-online courses will include *INT* or similar designation in the section number. Hybrid courses will contain *HYB* or similar designation in the section number.

Please note that some fully-online courses require on-campus or proctored testing. Consult the schedule of classes or course syllabus for complete details.

### Getting Started

To take a fully-online or hybrid course, students will need a computer with Internet access. If applicable, additional hardware and/or software requirements will be listed in the syllabus.

Students will be able to access their online courses the same day classes begin on campus. Instructors are available for telephone and personal conferences and may also be contacted via email.

### College Support for Online Learners

#### *Academic Advising*

For help with individual learning plans, course selection, prerequisites, transfer credits, and more, call 903-463-8695. For more information or for a schedule of hours, please visit <http://www.grayson.edu/website/ApplyNow/academicCounseling.aspx>.

#### *Bookstore*

Order your books by telephone at 903-463-8631 or purchase your materials in person at the College Bookstore.

#### *Counseling*

Assistance is available in the areas of career guidance, time management, test anxiety, study skills, or personal problems interfering with your academic progress. For an appointment, call 903-463-8695.

### *Financial Aid*

Grants, student loans, and scholarships are available to assist eligible students with college expenses. Call 903-463-8794 or visit <http://www.grayson.edu/website/ApplyNow/financialAidOpportunities.aspx>.

### *Helpdesk*

Assistance is available to answer questions about your course, help you contact your instructor, and provide course navigation instructions. In addition, technical assistance is available to help work through any technology-related barriers that may come up during the online experience. Call 903-463-8788 or email [distance@grayson.edu](mailto:distance@grayson.edu). Additional information is available by clicking on the Help Desk icon at [www.grayson.edu](http://www.grayson.edu).

### *Library*

The Grayson College Library provides online access to a variety of databases that can be accessed off-campus. Those databases are available at: <http://www.grayson.edu/Website/CollegeResources/electronicDatabases.aspx>.

### *Orientation*

The Grayson College Library hosts several Blackboard orientation sessions at the beginning of each semester for students who can come to the campus. Login information, various help documents, and instructional/technical support can be found by clicking on the Help Desk icon on the Grayson homepage at [www.grayson.edu](http://www.grayson.edu). In addition, students can call 903-463-8788 or email [distance@grayson.edu](mailto:distance@grayson.edu) for additional assistance.

### *Tutoring*

Our tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. We offer tutoring services by email, phone, or on the campus. For more information, call 903-463-8751.

## **Grayson County College Graduate Guarantee**

### *Transfer Guarantee*

Grayson County College guarantees that courses taken at the College, selected from an official degree plan, will transfer to any selected public-supported college or university in Texas. When a student and an authorized counselor or division dean signs a document listing the student's course of study for a program, this document is considered an official degree plan. If a student takes courses accordingly, and he/she is not accepted at the public-supported college or university, Grayson County College will offer to the student, from curriculum as shown in the appropriate edition of the College Catalog, alternate courses that are acceptable, without the cost of tuition/fees to the student.

The College will make this guarantee for all new college students who file an official degree plan with the College Counseling Services Center.

The College will make this guarantee for all presently enrolled students after an authorized counselor or division dean reviews an up-to-date transcript and develops an official degree plan, presented by the student to the College Counseling Services.

In the event of a dispute over the transferability of a Grayson County College course at a state-supported college or university, the student must notify Grayson County College. If the College cannot resolve the dispute with the college or university, then Grayson County College will provide the student — within one year from the time of the dispute — alternate and appropriate courses without the cost of tuition/fees.

## *Employment Guarantee*

If an Associate of Applied Science (A.A.S.) graduate or graduate of a certificate program is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree or certificate programs, the graduate will be provided up to 9 tuition/fee-free credit hours of additional skill training by Grayson County College (GCC) under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The student must earn his/her degree/certificate in an occupational program listed in Grayson County College's catalog as of 1993 spring semester or later.
2. The graduate must have completed the A.A.S. degree or certificate at GCC (with a majority of credits being earned at GCC) and must have completed the degree/certificate within a four-year time span.
3. The student must be employed full-time within 6 months after graduation in an occupation directly related to the specific program completed at Grayson County College.
4. The employer must certify in writing that the student lacks the entry-level job skills identified as such by Grayson County College for the program in which he/she is enrolled. The employer must specify the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, division dean, and appropriate faculty member will develop a written educational plan for retraining.
6. Retraining will be limited to 9 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

## **Dual Opportunities Agreement**

Grayson County College has Dual Opportunity Agreements with Collin County Community College in the following areas:

- Fire Science
- Marketing
- Music/Commercial Music
- Respiratory Care

## **Wireless Access**

Grayson College has implemented wireless hotspot access at many locations around the main campus, including the residence halls. Individuals may access the wireless network by using a laptop, notebook, or PDA equipped with a wireless network card supporting either the 802.11B or 802.11G standards.

## **Tech Prep**

Tech Prep is an initiative of the state and federal government, and is endorsed by the college to encourage cooperative efforts between secondary and post-secondary institutions to provide articulated career pathways to employment for students exiting from these institutions. A Tech Prep articulated career pathway is a six-year plan of courses, beginning with grade nine in the secondary school and continuing through the two-year associate degree program in the community college. Tech Prep programs are designed to prepare a high quality workforce that meets current and future regional labor market demands by ensuring that students exit high school and/or community college with marketable skills and the credentials to pursue higher education.

Grayson County College is actively involved in developing and providing Tech Prep associate degree programs in cooperation with the area independent school districts. Tech Prep programs that are currently implemented include Accounting, Business & Management, Child Development, Collision Repair Technology, Computer Aided Drafting & Design, Computer Maintenance, Computer Software & Systems Technology, Criminal Justice, Drug & Alcohol Abuse Counseling, Heating, Air Conditioning & Refrigeration Technology, Medical laboratory Technology, Microcomputer Multimedia Specialist, Nursing, Office & Computer Technology, and Welding Technology.

Other technical programs will be added to this list as the articulation agreements are developed.

Additional information on Tech Prep is available from the offices of appropriate department chairs, the Dean of Workforce Education, or the Texoma Tech Prep office.

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

- Pick a career path from one of the occupational clusters while in high school.
- Register while in high school to take Tech Prep course work.

Criteria for the award of articulated credit through a high school Tech Prep program:

- Students must earn at least a grade of “B” in the courses articulated.
- Notify Grayson County College Tech Prep office, Advising or Admissions that the student has earned Tech Prep Credit in high school.
- College credit for articulated course(s) will be posted with a grade of “P” to the student’s college transcript after the 12<sup>th</sup> class day of the student’s first semester at Grayson County College.

Tech Prep credit must be finalized no later than two years after high school graduation. If you have any questions or would like more information about receiving this articulated credit, please contact the Admissions Office or the Texoma Tech Prep Office.

## Academic Studies Division

Academic Studies is made up of fine arts, literature and languages, social and behavioral sciences, natural sciences, mathematics, physical education, and developmental studies. Objectives of the division include developing in students an appreciation of the creative process, the ability to think critically, the ability to communicate effectively, a desire for lifelong learning, and a humanitarian passion for truth and reason.

Courses offered in the division are designed primarily for transfer. Many courses such as art, music, language, philosophy, humanities, theatre, and a variety of workshops serve a dual purpose. They are available for students planning to transfer to a university, and are also available to members of the community who wish to broaden their educational experience.

Most students who take courses in the Division of Academic Studies are planning to transfer to a university. A goal of the College is to assure the transferability of its courses; however, because of the diversity of the population served by the College, a community-based institution, students planning to transfer courses to a university or four-year college should take the responsibility of discussing their plans with a counselor from their university-of-choice and a counselor on campus.

## Workforce Education Division

The Workforce Education Division consists of three departments: Health Science, Career and Technology and Workforce Development.

### Health Science Department

#### *Philosophy and Purpose*

The philosophy and purpose of the Health Science Division reflect not only those of the College, but also focus on the specific areas of knowledge required for Associate Degree Nursing, Vocational Nursing, Dental Assisting, Medical Laboratory Technology, Drug and Alcohol Abuse Counseling, Emergency Medical Services, and Radiologic Technology. Through specifically designed curricula, students may be able to write the applicable examinations for registry, licensure or certification required by each health-related occupation. After successful completion of all requirements, graduates are readily employable.

### Career and Technologies Department

Curricula in the Career and Technologies Department meet the needs of four groups of students:

1. Students who plan to transfer to senior colleges or universities at the end of two years to receive a baccalaureate degree.
2. Students in Industrial Technologies who will seek employment after 2 years of study.
3. Students in certificate programs who will seek employment at the end of one semester or 1-year of study.
4. Students already employed who are seeking possible promotional opportunities to comply with their employer's training requirements.

The Career and Technologies Department will provide basic instruction and adequate pre-employment training for students preparing for positions in industry that require high degrees of skill and technical knowledge.

### Associate of Science Degree Core Curriculum Requirements

Students earning an Associate of Science Degree at Grayson County College must complete GCC Core Curriculum requirements in addition to major courses and electives in their particular area of interest.

Category	Course Choices	Required Hours
Oral Communications	SPCH 1311, 1315, 1321	3
Written Communications	ENGL 1301 and 1302	6
Mathematics	MATH 1314, 1316, 1324, 1332, 1342, 2413	3
Natural Sciences	BIOL 1306/1106, 1307/1107, 1414, 2301/2101, 2302/2102, 2321/2121, 2404 CHEM 1311/1111, 1312/1112, 1406 GEOL 1301/1101, 1303/1103, 1304/1104, 1305/1105 PHYS 1301/1101, 1302/1102, 1303/1103, 1304/1104, 1315/1115, 2325/2125, 2326/2126	8
Visual & Performing Arts	ARTS 1301, 1303, 1304 DRAM 1310 MUSI 1306, 1307	3
Humanities	ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2351 HUMA 1301, 1302 PHIL 1301, 1304, 2306, 2321 SPAN 2321	3
History	HIST 1301, 1302, 2301, 2327, 2328	6
Government	GOVT 2305 and 2306	6
Social & Behavioral Science	CRIJ 1301, 1307 ECON 2301, 2302 GEOG 1303 PSYC 2301, 2306, 2314 SOCI 1301, 1306, 2306 TECA 1354	3
Institutional Option	EDUC 1300, PSYC 1300 COSC 1301, 1336 BCIS 1332, 1305	3
	Total	44

Specific courses may not transfer to senior institutions to satisfy core curriculum requirement. Students planning to transfer should consult the senior institution's catalog for core requirement and course transferability. Advisors in the GCC Academic and Technical Divisions, as well as the Counseling Services staff can assist students in this endeavor.

**Note:** Many four-year colleges and universities require a foreign language as part of their degree plan. SPAN 1411, 1412, 2311, 2312, 2321, and 2322 meet transfer requirements for foreign language.

*Associate of Applied Science Degree Core Curriculum Requirements*

Students earning an Associate of Applied Science Degree at Grayson County College must complete fifteen semester hours of a general education core. The core courses are distributed as follows:

<b>Category</b>	<b>Course Choices</b>	<b>Required Hours</b>
Oral Communication	SPCH 1311, 1315, or 1321	3
Written Communication	ENGL 1301	3
Natural Science/ Mathematics	BIOL 1306/1106, 1307/1107, 1414, 2301/2101, 2302/2102, 2321/2121, 2404 CHEM 1311/1111, 1312/1112, 1406 GEOL 1301/1101, 1303/1103, 1304/1104, 1305/1105 MATH 1314, 1316, 1324, 1332, 1342, 2413 PHYS 1301/1101, 1302/1102, 1303/1103, 1304/1104, 1315/1115, 2325/2125, 2326/2126	3
Social Science/ Behavioral Science	CRIJ 1301, 1307 ECON 2301, 2302 GOVT 2305, 2306 HIST 1301, 1302, 2327, 2328 PSYC 2301, 2306, 2314 SOC 1301, 1306, 2306 TECA 1354	3
Fine Arts/Humanities	ARTS 1316, 1317, 1325, 2311, 2316, 2317, 2323, 2324, 2346, 2347, 2366, 2367 DRAM 1310, 1330, 1341, 1351, 1352, 2331, 2336, 2351 ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2351 HUMA 1301, 1302 MUSI 1301, 1306, 1307, 1311, 1312, 2311, 2312 PHIL 1301, 1304, 2306 SPAN 1411, 1412, 2311, 2312, 2321	3
	Total	15

Associate of Arts in Teaching Core Curriculum Requirements

Category	Course Choices	Required Hours
Oral Communication	SPCH 1311 or 1315, 1321	3
Written Communication	ENGL 1301, 1302	6
Mathematics	MATH 1314, 1316, 1332, 1342, 2413	3
Natural Sciences	BIOL 1306/1106, 1307/1107, 2301/2101, 2302/2102, 2321/2121, 2404 CHEM 1311/1111, 1312/1112, 2323/2123, 2325/2125, 1406 GEOL 1301/1101, 1303/1103, 1304/1104, 1305/1105 PHYS 1301/1101, 1302/1102, 1303/1103, 1304/1104, 1311/1111, 1315/1115, 2325/2125, 2326/2126	8
Visual & Performing Arts	ARTS 1301, 1303, 1304 DRAM 1310 MUSI 1306, 1307	3
Humanities	ENGL 2307, 2322, 2323, 2327, 2328, 2332, 2333, 2351 HUMA 1301, 1302 PHIL 1301, 1304, 2306, 2321	3
History	HIST 1301, 1302	6
Government	GOVT 2305, 2306	6
Social & Behavioral Sciences	GEOG 1303 PSYC 2301, 2314 SOCI 1301 TECA 1354	3
Institutional Option	EDUC 1300 or PSYC 1300 COSC 1301, 1336 BCIS 1332, 1305	3
	Total	44

General Information



# GRAYSON COUNTY COLLEGE CURRICULUM

## Accounting

### Associate of Applied Science

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACCT 2401 Principles of Accounting I or ACNT 1303 and 1304 Intro to Acct I & II .....	4	ACCT 2402 Principles of Accounting II .....	4
Humanities Core .....	3	MRKG 1311 Principles of Marketing .....	3
BUSI 1301 Business Principles .....	3	BMGT 1327 Principles of Management .....	3
ITSW 1304 Intro to Spreadsheets .....	3	ECON 2301 Prin of Economics (MACRO) .....	3
BUSG 1304 Intro to Financial Advising .....	3	BMGT 1305 Comm in Management .....	3
	16		16

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1331 Federal Income Tax: Ind.....	3	ACNT 2309 Cost Accounting .....	3
SPCH 1311 or SPCH 1321 Speech .....	3	ECON 2302 Prin of Economics (MICRO) .....	3
Mathematics Core .....	3	BUSG 2305 Business Law/Contracts .....	3
ENGL 1301 Composition & Rhetoric I .....	3	ACNT 2302 Accounting (CAPSTONE) .....	3
ACNT 1313 Computerized Accounting .....	3	Computer Science Elective .....	3
	15		15

Students may substitute alternate courses or choose electives under the direction of the division dean. To graduate, students must demonstrate college readiness in reading, writing, and math, as specified in the College's Developmental Education Plan.

Capstone Requirement: All students must complete the required capstone course Accounting (ACNT) 2302 to satisfy the requirements for a Capstone experience. The capstone course may not be substituted.

## Accounting

### 1-Year Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACCT 2401 Principles of Accounting I or ACNT 1303 and 1304 Intro to Acct I & II .....	4	ACCT 2402 Principles of Accounting II .....	4
BMGT 1327 Principles of Management .....	3	ECON 2301 Prin of Economics (MACRO) .....	3
BUSI 1301 Business Principles .....	3	MRKG 1311 Principles of Marketing .....	3
BMGT 1305 Comm in Management .....	3	ITSW 1304 Intro to Spreadsheets .....	3
BUSG 1304 Intro to Financial Advising .....	3	ACNT 1313 Computerized Accounting .....	3
	16		16

Students may substitute alternate courses or choose electives under the direction of the division dean.

Capstone Requirement: All students must complete the required departmental comprehensive written and practical competency exam prior to graduation to satisfy the requirements for a Capstone experience.

## Accounting Office Support

(Offered through the Office & Computer Technology Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFI 1301 Computer Applications I.....	3	ITSW 1304 Intro to Spreadsheets .....	3
POFT 1301 Business English .....	3	ACNT 1304 Intro to Accounting II.....	3
POFT 2303 Speed and Accuracy Building .....	3	ACNT 1313 Computerized Acct Apps .....	3
POFI 2301 Word Processing .....	3	ITSW 1307 Introduction to Database .....	3
POFT 2331 Administrative Systems.....	3	POFT 2312 Business Correspondence .....	3
ACNT 1303 Introduction to ACCT I .....	3	POFT 1313 Professional Development (Capstone).....	3
	18		18

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a “C” or better. The capstone course may not be substituted.

## Administrative Assistant

(Offered through the Office & Computer Technology Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFT 1301 Business English .....	3	POFT 2312 Business Communications.....	3
POFI 2301 Word Processing .....	3	POFI 1301 Computer Applications I.....	3
POFT 2303 Speed/Accuracy Building .....	3	ACNT 1304 Introduction to Accounting II .....	3
ACNT 1303 Introduction to Accounting I.....	3	POFT 2331 Administrative Systems.....	3
	12	ITSW 1307 Introduction to Database .....	3
			15
Third Semester			
Subject	Semester Hours		
ITSW 1304 Intro to Spreadsheets .....	3		
ITSC 2321 Integrated Software Apps II .....	3		
POFT 1313 Professional Development (Capstone) .....	3		
ACNT 1313 Comp Accounting App .....	3		
Elective .....	3		
	15		

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a “C” or better. The capstone course may not be substituted.

## Air Traffic Control

### Associate of Applied Science

<b>FRESHMAN YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
AVIM 1571 Air Traffic Basics.....	5	AVIM 1471 Clearance Delivery/ Flight Data...	4
AVIM 1572 Control Tower Operator Prep ..	5	AVIM 1472 Local Control.....	4
AVIM 1271 Ground Control.....	<u>2</u>	AVIM 1171 Non-Radar Control .....	1
	12	AVIM 1272 Radar Control.....	2
		AVIM 2171 Basic Applications .....	<u>1</u>
			12
<b>Third Semester</b>			
<b>Subject</b>	<b>Semester Hours</b>		
AVIM 2471 Advanced Applications (Capstone)	<u>4</u>		
	4		
<b>SOPHOMORE YEAR</b>			
<b>Fourth Semester</b>		<b>Fifth Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
ENGL 1301 Comp & Rhet I.....	3	ENGL 2311 Technical Writing .....	3
SPCH 1311, 1315, or 1321 .....	3	BCIS 1305 Business Computer Apps .....	3
MATH 1314 College Algebra .....	3	Fine Arts/Humanities Core .....	3
Natural Science Core with Lab .....	4	Elective .....	4
Social/ Behavioral Science Core.....	<u>3</u>	Elective .....	<u>3</u>
	<u>16</u>		<u>16</u>

Capstone Requirement: All students must complete the required capstone course, AVIM 2471 – Advanced Applications to satisfy the requirements for a capstone experience. The capstone course may not be substituted.

### Certificate Program

<b>FRESHMAN YEAR</b>			
<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
AVIM 1571 Air Traffic Basics.....	5	AVIM 1471 Clearance Delivery/ Flight Data...	4
AVIM 1572 Control Tower Operator Prep ..	5	AVIM 1472 Local Control.....	4
AVIM 1271 Ground Control.....	<u>2</u>	AVIM 1171 Non-Radar Control .....	1
	12	AVIM 1272 Radar Control.....	2
		AVIM 2171 Basic Applications .....	<u>1</u>
			12
<b>Third Semester</b>			
<b>Subject</b>	<b>Semester Hours</b>		
AVIM 2471 Advanced Applications (Capstone)	<u>4</u>		
	4		

Grayson County College is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award Associate of Science and Associate of Applied Science degrees. L-3 Communications (Link Simulation & Training) is not accredited by the Commission on Colleges and the accreditation of Grayson County College does not extend to or include L-3 Communications (Link Simulation & Training) or its students. Although Grayson County College accepts certain course work in transfer toward a credential from L-3 Communications (Link Simulation & Training) or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Grayson County College. This decision is made by the institution subsequently considering the possibility of accepting such credits.

# Applications Software Specialist

(Offered through the Office & Computer Technology Program)

## Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFT 2303 Speed/Accuracy Building .....	3	ITSC 2321 Integrated Software Apps II .....	3
POFT 1301 Business English .....	3	POFT 2312 Bus Correspondence .....	3
POFI 2301 Word Processing .....	3	ITSW 1307 Introduction to Database .....	3
ITSW 1304 Introduction to Spreadsheets .....	3	POFT 1313 Professional Development (Capstone).....	3
ARTC 1325 Intro to Computer Graphics .....	3	POFI 1301 Computer App.....	3
	<u>15</u>		<u>15</u>

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a “C” or better. The capstone course may not be substituted.

## Arts

### Associate of Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Arts 1311 .....	3	Arts 1312 .....	3
Arts 1316 .....	3	English 1302 .....	3
English 1301 .....	3	History 1302 .....	3
History 1301 .....	3	Arts 2323 .....	3
Institutional Option Core .....	3	Mathematics Core .....	3
Arts 1301 .....	3	Humanities Core .....	3
	<u>18</u>		<u>18</u>

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Arts 1303 or 1304.....	3	Humanities Core .....	3
Arts 23XX Art Elective.....	3	Arts 23XX Art Elective.....	3
Social/Behavioral Science Core.....	3	Natural Science Core .....	4
Natural Science Core .....	4	Government 2306 .....	3
Government 2305 .....	3	Oral Communications Core.....	3
	<u>16</u>		<u>16</u>

\*Any combination of two of these courses will satisfy the degree requirements.

## Banking Operations

*(Offered through the Business & Management Department)*

These two certificates are designed to prepare students for employment in the various aspects of the banking industry. The certificates may also be used by people in the banking industry to hone or expand required skills.

### General Banking Certificate—GCC

ACCT 2401 Principles of Accounting.....	4
BUSG 2309 Small Business Management .....	3
MRKG 1311 Principles of Marketing.....	3
BNKG 1366 or 1391 Special Topics in Banking..	3
INSR 1351 Essentials of Risk Management .....	3
AGMG 1311 Introduction to Agribusiness .....	3
BNKG 1303 Principles of Bank Operations	
(Capstone) .....	3
	<u>22</u>

Enroll in BNKG 1303 during the semester you plan to complete the certificate.

### Bank Operations Certificate—GCC

Completion of General Banking Certificate .....	22
Plus	
ACCT 2402 Principles of Accounting II .....	4
BNKG 1443 Law and Banking Applications .....	4
BMGT 1305 Business Communications .....	3
BUSI 1311 or MRKG 2333 Principles of Selling..	3
BUSG 1303 Principles of Finance or	
MRKG 1302 Principles of Retailing.....	3
BNKG 1340 Money and Banking (Capstone) .....	3
	<u>20</u>
Total for both certificates.....	42

Enroll in BNKG 1340 during the semester you plan to complete the certificate.

## Biology

*Associate of Science Degree*

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Biology 1306.....	3	Biology 1307.....	3
Biology 1106.....	1	Biology 1107.....	1
Institutional Option Core .....	3	Mathematics 2413.....	4
Chemistry 1311 .....	3	Chemistry 1312 .....	3
Chemistry 1111 .....	1	Chemistry 1112 .....	1
*Elective.....	1		
	<u>15</u>		<u>15</u>

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Government 2305 .....	3	Government 2306 .....	3
Chemistry 2323 .....	3	Chemistry 2325 .....	3
Chemistry 2123 .....	1	Chemistry 2125 .....	1
Social/Behavioral Science Core.....	3	Visual/Performing Arts Core.....	3
Humanities Core .....	3	Oral Communication Core .....	3
History 1301 .....	3	History 1302 .....	3
	<u>16</u>		<u>16</u>

\*Students are encouraged to select electives that meet the graduation requirement of the senior institution

## Business Administration

### Associate of Science Degree

(Transfer curriculum for Business and Accounting majors)

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301 .....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
MATH 1324 or 2413 .....	3 or 4	MATH 1325 or 2414* .....	3 or 4
BUSI 1301 .....	3	Natural Science Core .....	4
Natural Science Core .....	4	COSC 1301, 1336, or BCIS 1332* .....	3
	16-17		16-17

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACCT 2401 .....	4	ACCT 2402 .....	4
ECON 2301 .....	3	ECON 2302 .....	3
Visual/Performing Arts Core .....	3	GOVT 2306 .....	3
GOVT 2305 .....	3	Oral Communication Core .....	3
BCIS 1305 .....	3	Humanities Core .....	3
	16		16

\*All students must meet with a counselor or academic advisor to determine which courses will transfer to the 4-year school of their choice.

Please note: Universities that have adopted the Business field of study require computer programming knowledge for the junior level business core. Students who have never taken a computer programming course are encouraged to take COSC 1336 or BCIS 1332.

## Business and Management

### Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1303 Accounting .....	3	ACNT 1304 Accounting .....	3
BUSI 1301 Business Principles .....	3	BMGT 1305 Communications in Management .....	3
BUSG 1304 Intro. Fin. Advising (Personal) .....	3	BMGT 1327 Principles of Management .....	3
BMGT 2309 Leadership .....	3	ECON 2301 Economics .....	3
ITSC 1309 Integrated Software I .....	3	COSC 1102 Internet Research Essentials .....	1
	15	SPCH 1321 Bus & Professional Comm .....	3
			16

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
BUSG 2305 Business Law .....	3	ECON 2302 Economics .....	3
MRKG 1302 or MRKG 1311 Marketing .....	3	ENGL 1301 English .....	3
HRPO 2301 Human Resources Management .....	3	Mathematics/Natural Science Core .....	3
BUSG 2309 Small Business Management .....	3	Humanities Core .....	3
ACCT 2402 .....	4	BMGT 2370 Business & Society (Capstone) .....	3
	16		15

Capstone Requirement: All students must complete the required capstone course Business (BMGT) 2370 to satisfy the requirements for a Capstone experience. The capstone course may not be substituted.

# Business and Management Marketable Skills Award

(Offered through the Business & Management Program)

## Certificate Program

Subject	Semester Hours
MRKT 1302 Principles of Retailing .....	3
MRKT 1311 Principles of Marketing .....	3
MRKT 2333 Principles of Selling .....	3
	9

# Business Foundation

(Offered through the Business & Management Program)

## Certificate Program\*

Subject	Semester Hours
ACNT 1303 Accounting .....	3
BUSI 1301 Business .....	3
BUSG 1304 Business .....	3
BMGT 2309 Business .....	3
ITSC 1309 Computer Science .....	3
Certificate Capstone Exam .....	—
	15

Capstone Requirement: All students must complete the required departmental comprehensive written and practical competency exam prior to graduation to satisfy the requirements for a Capstone experience.

\*This is semester one of the Business and Management Associate of Applied Science Degree Plan.

# Business—General Management

(Offered through the Business & Management Program)

## Certificate Program\*

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1304 Accounting .....	3	BUSG 2305 Business .....	3
BMGT 1305 Business .....	3	MRKG 1302 or 1311 .....	3
BMGT 1327 Principles of Management .....	3	HRPO 2301 Business .....	3
ECON 2301 Economics .....	3	BUSG 2309 Business .....	3
COSC 1102 Computer Science .....	1	ACCT 2402 .....	4
SPCH 1311 or 1321 .....	3	Capstone Exam .....	—
	16		16

Courses except for accounting may be taken in any order.

Capstone Requirement: All students must complete the required departmental comprehensive written and practical competency exam prior to graduation to satisfy the requirements for a Capstone experience.

\*This certificate is the second and third semester course work of the Business and Management Associate of Applied Science Degree Plan.

# CADD Technology

## Computer Aided Drafting & Design Technology

Associate of Applied Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DFTG 1309 Basic Computer-Aided Drafting.....	3	DFTG 2331 Adv Tech in Arch Design .....	3
DFTG 1317 Architectural-Residential.....	3	DFTG 1433 Mechanical Drafting.....	4
DFTG 2330 Civil Drafting.....	3	DFTG 2319 Intermediate Computer-Aided.....	3
DFTG 1405 Technical Drafting.....	4	English 1301 Comp & Rhet I .....	3
Social/Behavioral Science.....	3	Speech 1311, 1315, or 1321 .....	3
	16		16

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DFTG 2402 Machine Drafting .....	4	DFTG 2338 Final Project-Advanced.....	3
DFTG 2417 Descriptive Geometry.....	4	DFTG 2350 Geometric DIM & TOL .....	3
DFTG 2432 Advanced Computer-Aided.....	4	DFTG 1445 Parametric Modeling.....	4
INMT 1443 CAD/CAM.....	4	Math 1314 College Algebra.....	3
	16	Humanities/Fine Arts.....	3
			16

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

## Computer Aided Drafting Assistant

*(Offered through the Computer Aided Drafting & Design Technology Program)*

### Certificate Program

Subject	Semester Hours
DFTG 1309 Basic Computer-Aided Drafting .....	3
DFTG 1317 Architectural-Residential .....	3
DFTG 2330 Civil Drafting.....	3
DFTG 1405 Technical Drafting .....	4
Social/Behavioral Science .....	3
	16

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

## Computer Aided Drafting Technician

*(Offered through the Computer Aided Drafting & Design Technology Program)*

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DFTG 1309 Basic Computer-Aided Drafting.....	3	DFTG 2331 Adv Tech in Arch Design .....	3
DFTG 1317 Architectural-Residential.....	3	DFTG 1433 Mechanical Drafting.....	4
DFTG 2330 Civil Drafting.....	3	DFTG 2319 Intermediate Computer-Aided.....	3
DFTG 1405 Technical Drafting.....	4	English 1301 Comp & Rhet I .....	3
Social/Behavioral Science.....	3	Speech 1311, 1315, or 1321 .....	3
	16		16

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.



## Chemistry

### Associate of Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Chemistry 1311 .....	3	Chemistry 1312 .....	3
Chemistry 1111 .....	1	Chemistry 1112 .....	1
Mathematics 2413 .....	4	Mathematics 2414 .....	4
History 1301 .....	3	History 1302 .....	3
Intuitional Option Core .....	3	Oral Communications Core .....	3
	17		17

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Chemistry 2323 .....	3	Chemistry 2325 .....	3
Chemistry 2123 .....	1	Chemistry 2125 .....	1
Humanities Core .....	3	Visual/Performing Arts Core .....	3
Social/Behavioral Science Core .....	3	Government 2306 .....	3
Physics 2325 .....	3	Physics 2326 .....	3
Physics 2125 .....	1	Physics 2126 .....	1
Government 2305 .....	3		
	17		14

## Child Development

### Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 1319 .....	3	CDEC 2326 .....	3
CDEC 1323 .....	3	CDEC 1359 .....	3
TECA 1354 .....	3	TECA 1303 .....	3
TECA 1311 .....	3	Natural Science/Mathematics Core .....	3
ENGL 1301 .....	3	Elective* .....	3
	15		15

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 2328 II .....	3	CDEC 2336 .....	3
TECA 1318 .....	3	CDEC 2304 .....	3
Social/Behavioral Science Core .....	3	CDEC 1313 .....	3
Fine Arts/Humanities Core .....	3	CDEC 2264Capstone .....	1
Elective* .....	3	Oral Communication Core .....	3
	15	Elective* .....	3
			16

\*All students must meet with an advisor to determine which courses will transfer to the 4-year school of their choice

## Child Development

(Offered through the Education Department)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 1313 .....	3	CDEC 2264 .....	2
CDEC 1323 .....	3	CDEC 1319 .....	3
TECA 1354 .....	3	CDEC 1335 .....	3
TECA 1311 .....	3	CDEC 1359 .....	3
TECA 1318 .....	3	TECA 1303 .....	3
	15		14

## Child Development Associate Training—Marketable Skills Award

(Offered through the Education Department)

### Certificate Program

Subject	Semester Hours
CDEC 1317 .....	3
CDEC 2322 .....	3
CDEC 2324 .....	3
	9

## Collision Repair Technologies

Associate of Applied Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ABDR 1519 Basic Metal Repair .....	5	ABDR 1555 Minor Metal Repair .....	5
ABDR 1431 Basic Refinishing.....	4	ABDR 1558 Intermediate Refinishing .....	5
DFTG 1405 Technical Drafting.....	4	WLDG 1430 Intro to Gas Metal Arc (MIG) .....	4
ABDR 1307 Auto Body Welding .....	3	Natural Science/Mathematics* .....	3
	16		17

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ABDR 1411 Msmt & Repair Procedures .....	4	ABDR 1453 Fiberglass Repair.....	4
ABDR 2502 Mechanical & Electrical Systems .....	5	BUSG 2309 Small Business Mgmt.....	3
SPCH 1311, 1415, or 1321 .....	3	Humanities/Fine Arts Elective* .....	3
Social/Behavioral Science* .....	3	ABDR 2355 Estimating.....	3
	15	ENGL 1301 Composition & Rhetoric I .....	3
			16

\*Check with Advisor.

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

**Collision Repair Technologies Basic Collision Apprentice**  
*(Offered through the Collision Repair Technologies Program)*  
*Certificate Program*

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ABDR 1519 Basic Metal Repair .....	5	ABDR 1555 Minor Metal Repair .....	5
ABDR 1431 Basic Refinishing.....	4	ABDR 1558 Intermediate Refinishing .....	5
		ABDR 1411 Msmt & Repair Proc .....	4
		ABDR 2502 Mech & Elec Systems .....	5
		ABDR 1453 Fiberglass Repair.....	4
		ABDR 2355 Estimating.....	3
	9	<b>Any 2 of these courses .....</b>	<b>8-10</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
ABDR 1555 Minor Metal Repair .....	5	ABDR 1555 Minor Metal Repair .....	5
ABDR 1558 Intermediate Refinishing .....	5	ABDR 1558 Intermediate Refinishing .....	5
ABDR 1411 Msmt & Repair Proc .....	4	ABDR 1411 Msmt & Repair Proc .....	4
ABDR 2502 Mech & Elec Systems .....	5	ABDR 2502 Mech & Elec Systems .....	5
ABDR 1453 Fiberglass Repair.....	4	ABDR 1453 Fiberglass Repair.....	4
ABDR 2355 Estimating.....	3	ABDR 2355 Estimating.....	3
<b>Any 2 not yet completed .....</b>	<b>8-10</b>	<b>Any 2 not yet completed .....</b>	<b>8-10</b>

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

**Collision Repair Technologies Basic Collision Helper**  
*(Offered through the Collision Repair Technologies Program)*  
*Certificate Program*

First Semester	
Subject	Semester Hours
ABDR 1519 Basic Metal Repair.....	5
ABDR 1431 Basic Refinishing .....	4
	9
Second Semester	
Subject	Semester Hours
ABDR 1555 Minor Metal Repair .....	5
ABDR 1558 Intermediate Refinishing.....	5
ABDR 1411 Msmt & Repair Proc.....	4
ABDR 2502 Mech & Elec Systems .....	5
ABDR 1453 Fiberglass Repair .....	4
ABDR 2355 Estimating.....	3
<b>Any 2 of these courses.....</b>	<b>7-10</b>

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Computer Maintenance and Networking Technology

Associate of Applied Science Degree

(Tech Prep)

The Associate of Applied Science Degree prepares students for an exciting career in computer maintenance and networking. Students will study computer hardware, software, and electronics. Emphasis will be placed on the operation, installation, and administration and servicing of Windows 7, Windows XP, Vista, UNIX, and LINUX. This degree plan also prepares the students so that they may obtain A+ and Network+ certifications, and Microsoft System Administration certification.

Tech Prep: This degree is a Tech Prep program participant. High school students may obtain college credit for approved courses taken during high school.

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301 Composition & Rhetoric I .....	3	ITSC 2339 PC Help Desk.....	3
CPMT 1303 Intro to Computer Technology.....	3	CPMT 2350 Cert Prep.....	3
Elective* .....	3	CPMT 1345 Computer Sys Maintenance .....	3
ITNW 1325 Networking Fundamentals .....	3	ITSC 1309 Integrated Software Applications .....	3
CPMT 1311 Intro to Computer Maintenance .....	3	Elective* .....	3
	15	MATH 1332 or 1314.....	3
			18

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSY 1300 Fund of Information Security .....	3	CPMT 2345 System Troubleshooting.....	3
ITNW 1351 Fundamentals Wireless.....	3	CPMT 1349 Networking Technology .....	3
Speech Core .....	3	Elective* .....	3
Elective* .....	3	ITSC 1416 LINUX .....	4
Humanities/Fine Arts.....	3	Social/Behavioral Science.....	3
	15		16

Degree: Associate of Applied Science Degree in Computer Maintenance and Networking Technology.

Capstone Experience: Graduation with the Associate of Applied Science Degree requires the successful completion of a comprehensive exit exam administered by the Computer Maintenance and Networking Technology Department.

\*Approved Electives: ITNW 1308, ITNW 1354, ITNW 2305, ITSC 1305, ITSW 1307, EECT 1303, CPMT 2388, CPMT 2389, CPMT 2688, COSC 1336, IMED 1316, IMED 2315.

# Computer Network Administration

## Certificate Program

This certificate prepares the student to pass the Microsoft Certified System Administrator exams. The certificate covers basic networking fundamentals, LINUX, Microsoft Professional, and server. The student will also be qualified to take the A+ and Network+ exams.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSY 1300 Fund of Info Sec.....	3	CPMT 2350 Industry Cert Preparation .....	3
CPMT 1311 Intro to Computer Maint.....	3	CPMT 1345 Computer Sys Maint .....	3
ITNW 1325 Fund Networking Tech .....	3	ITSC 2339 PC Help Desk.....	3
CPMT 1303 Intro to Computer Technology.....	3	ITSC 1416 Linux OS .....	4
	12		13

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CPMT 2345 System Troubleshooting.....	3	CPMT 1349 Computer Network .....	3
ITNW 1354 Servers .....	3	ITNW 2305 Network Administration.....	3
ITNW 1308 Client Operating Sys.....	3		
	9		6

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Computer Network Technician

## Certificate Program

This certificate prepares the student to pass the Network+ exam. This certificate covers basic networking fundamentals, LINUX, Microsoft NT, Windows 7, XP & VISTA. The student will also be qualified to take the A+ exam at the end of the 2nd semester.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EECT 1407 Convergence Technology.....	4	CPMT 2350 Industry Cert Preparation .....	3
CPMT 1311 Intro to Computer Maint.....	3	CPMT 1345 Computer Sys Maint .....	3
ITNW 1325 Fund networking Tech .....	3	ITSC 2339 PC Help Desk.....	3
CPMT 1303 Intro to Computer Technology.....	3	ITSC1416 Linux OS I.....	4
	13		13

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CPMT 2345 System Troubleshooting.....	3	CPMT 1349 Networking Technology .....	3
ITNW 1354 Imp and Supporting Servers.....	3	ITNW 2305 Network Administration.....	3
ITSY 1300 Information Systems .....	3		
	9		6

Capstone experience: Graduation with this certificate requires the successful completion of COMPTIA's Network+ exam or a comprehensive exit exam administered by the Computer Maintenance and Networking Technology faculty.

Certificate: Computer Network Technician Certificate

## Computer Science/Computer Information Systems

Students completing this program should be able to transfer to many Bachelor of Science programs in Computer Science, Computer Information Systems, and Computer Engineering with minimum difficulty. Students are urged to contact the appropriate department at the prospective university for specific transfer requirements.

### Associate of Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1336.....	3	COSC 2330.....	3
MATH 1314 (or highest level possible) .....	3	*Approved COSC, BCIS, or MATH Elective .....	3
ENGL 1301 .....	3	ENGL .....	3
HIST 1301.....	3	HIST 1302.....	3
Humanities Core .....	3	SPCH 1311, 1315, or 1321 .....	3
	<u>15</u>		<u>15</u>

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305 .....	3	GOVT 2306 .....	3
COSC 1337.....	3	COSC 2336.....	3
COSC 2425.....	4	*Approved Natural Science Elective.....	4
*Approved Natural Science Elective.....	4	*Approved COSC, BCIS, or MATH Elective .....	3
Visual Performing Arts Core.....	3	Social/Behavioral Science Core.....	3
	<u>17</u>		<u>16</u>

\*All CS elective courses must be approved by Computer Science Advisor or Department Chair.

## Computer Software and Systems Technician

Students completing the Associate of Applied Science degree in Computer Software and Systems Technician are prepared through lecture and hands-on laboratory work to seek employment as a computer systems or software programming technician.

Students intending to pursue a Bachelor of Science degree at a four year institution should enroll in the Associate of Science program in Computer Science/Computer Information System.

### Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1336 Programming Fundamentals I .....	3	COSC 2330 Adv Structured Languages .....	3
MATH 1314 (or highest level possible) .....	3	*Approved CS Elective.....	3
English 1301 Composition & Rhetoric I.....	3	*Approved CS Elective.....	3
CPMT 1311 Computer Maintenance.....	3	CPMT 1345 Computer Sys Maintenance .....	3
Humanities/Fine Arts Core.....	3	SPCH 1311, 1315, or 1321 .....	3
	<u>15</u>		<u>15</u>

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSC 1407 UNIX or ITSC 1416 Linux.....	4	ITNW 1325 Networking Technology.....	3
COSC 1337 Programming Fundamentals II.....	3	COSC 2336 Programming Fundamentals III.....	3
*Approved CS Elective.....	3	ITSC 1491 (CAPSTONE) .....	4
*Approved CS Elective.....	3	*Approved CS Elective.....	3
Social/Behavioral Science Core.....	3	*Approved CS Elective.....	3
	<u>16</u>		<u>16</u>

Capstone Requirement: All students must complete the required capstone course ITSC 1491 to satisfy the requirements for a Capstone experience. The capstone course may not be substituted.

\*All CS elective courses must be approved by Computer Science Advisor or Department Chair.

## Computer Support Technician

### (A+ Certification Training)

#### Certificate Program

The Computer Support Technician Certificate is a one-year program which prepares students for a career in the computer servicing industry. This program provides a comprehensive preparation for the A+ EXAM, an internationally recognized credential for computer maintenance technicians. This program includes lecture and “hands-on” training so the student fully understands all concepts.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CPMT 1303 Intro to Computer Technology.....	3	CPMT 2350 Certification Preparation.....	3
CPMT 1311 Computer Maintenance.....	3	CPMT 1345 Systems Maintenance.....	3
ITNW 1325 Fund of Networking Tech.....	3	ITSC 2339 PC Help Desk.....	3
	9		9

Capstone experience: Graduation with this certificate requires the successful completion of COMPTIA's A+ exam, or a comprehensive exit exam administered by the Computer Maintenance Technology faculty.

Certificate: Computer Support Technician Certificate

## Cosmetology

#### Certificate Program

The Cosmetology Program is a one-year certificate program which prepares students with professional skills for hair styling, manicures, pedicures, skincare, hair shaping, chemical reformation, principles of hair coloring, and other related courses. Upon completion of the program students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed hairdressers.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CSME 1401 Orientation.....	4	CSME 1447 Skin Care/Facials & Theory.....	4
CSME 1405 Fundamentals.....	4	CSME 1451 Artistry of Hair, Theory, Practice.....	4
CSME 1310 Intro to Hair Cutting/Theory.....	3	CSME 1453 Chemical Reformation.....	4
CSME 1443 Manicuring and Theory.....	4	CSME 2401 Principles of Hair Coloring.....	4
	15		16

  

Third Semester	
Subject	Semester Hours
CSME 2439 Advanced Hair Design.....	4
CSME 2343 Salon Development.....	3
CSME 2441 Preparation for TCC Exam.....	4
	11

Upon completion of 42 semester hours of Cosmetology courses and completion of 1500 clock hours, the student will be issued a certificate of completion and become eligible to apply for the Cosmetology State Board Exam.

Capstone Experience: Pass CSME 2441 with at least 70% and a mock Cosmetology State Board Exam.

## Cosmetology—Esthetician and Skin Care Specialist

### Certificate Program

The Esthetician is a nine-month certificate program which prepares students with professional skills for skin care and other related courses. Upon completion of the program, students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed Esthetician and Skin Care Specialists.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CSME 1348 Principles of Skin Care.....	3	CSME 1545 Facial/Esthetics Technology II.....	5
CSME 1547 Skin Care, Facials, & Theory.....	5	CSME 2431 Facial/Esthetics Technology III.....	4
CSME 1521 Facial/Esthetics Technology.....	5		
	13		9

Upon completion of 22 semester hours of Esthetician courses and completion of 750 clock hours, the student will be issued a certificate of completion and become eligible to apply for the Esthetician State Board Exam.

Capstone Experience: Pass CSME 2431 with at least 70% and a mock Esthetician State Board Exam.

## Cosmetology—Instructor

### Certificate Program

The Instructor Program is a nine-month certificate program which prepares licensed cosmetologists with professional skills for teaching. Upon completion of the program, students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed instructors.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CSME 1535 Orientation.....	5	CSME 2415 Cosmetology Instructor III.....	4
CSME 1434 Cosmetology Instructor I.....	4	CSME 2444 Cosmetology Instructor IV.....	4
CSME 2414 Cosmetology Instructor II.....	4	CSME 2445 Theory & Clinical Operations.....	4
	13		12

Upon completion of 25 semester hours of Instruction courses and completion of 750 clock hours, the student will be issued a certificate of completion and become eligible to apply for the Instructor State Board Exam.

Capstone Experience: Pass CSME 2445 with at least 70% and a mock Instructor State Board Exam.



# Cosmetology—Nail Technician

## Certificate Program

The Nail Technician Program is a five-month certificate program which prepares students with professional skills for manicure, pedicure, nail structure and growth, advanced nail techniques, and other related courses. Upon completion of the program, students will be awarded certificates of graduation and then be eligible to apply for the State Board Examination. Students who successfully complete the state exam will then become licensed nail technicians.

<b>First Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>
CSME 1430 Orientation .....	4
CSME 1431 Principles of Nail Technology.....	4
CSME 1441 Principles of Nail Technology II.....	4
CSME 1443 Manicuring & Theory.....	4
	16

Upon completion of 16 semester hours of Nail Technician courses and completion of 600 clock hours, the student will be issued a certificate of completion and become eligible to apply for the Nail Technician State Board Exam.

Capstone Experience: Pass CSME 1443 with at least 70% and a mock State Board Exam.

# Criminal Justice Technology

## Associate of Applied Science Degree

The U.S. Bureau of Labor Statistics research indicates a dramatic increase in criminal justice jobs in the last ten years. Opportunities will continue to grow as communities add police officers and more prisons are built to relieve overcrowding. Majoring in Criminal Justice will help prepare you to become a police officer, sheriff's deputy, or a state police officer. Employment opportunities also exist serving as a corrections officer, probation officer, parole officer, federal law enforcement, and the corporate world of loss prevention.

The Criminal Justice Department at Grayson County College counts among its graduates all the above positions plus many others. Day, evening, and Internet courses are offered in the new Criminal Justice Center.

### FRESHMAN YEAR

<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
CRIJ 1301 Intro to Criminal Justice .....	3	CRIJ 2301 or 1313 Resources or Juv Sys .....	3
CRIJ 2323 Legal Aspects of Law Enforcement.....	3	CRIJ 1306 Court Sys & Practices .....	3
COSC 1301 Intro to Computer Science .....	3	CRIJ 1307 Crime in America .....	3
ENGL 1301 Composition & Rhetoric I .....	3	HIST 1301 US History I .....	3
Math/Science* .....	3	ENGL 1302 Composition & Rhetoric II .....	3
	15		15

### SOPHOMORE YEAR

<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
CRIJ 2328 Police Sys & Practices.....	3	CJSA 2334 Contemporary Issues.....	3
CRIJ 2314 Criminal Investigation.....	3	CRIJ 2313 Correctional Sys & Practices .....	3
CRIJ 1310 Fund of Criminal Law .....	3	GOVT 2306 State & Local Govt .....	3
GOVT 2305 Govt of the United States .....	3	SPCH 1311, 1315, or 1321 .....	3
SOCI 1301 Introductory Sociology .....	3	HIST 1302 US History II.....	3
PSYC 2301 General Psychology .....	3	ELECTIVE .....	3
	18		18

\*Math 1314, 1316, 1324/Natural Science Core

# Criminal Justice Technology

## Certificate Program

### Law Enforcement Certificate

Any four CRIJ/CJSA classes plus completion of the Police Academy.

Four CRIJ/CJSA courses.....	12
CJLE 1506 Basic Peace Officer I .....	5
CJLE 1512 Basic Peace Officer II .....	5
CJLE 1518 Basic Peace Officer III .....	5
CJLE 1524 Basic Peace Officer IV.....	5
CJLE 1329 Basic Peace Officer V.....	3
CJLE 1211 Basic Firearms .....	2
	<hr/> 37

Capstone Requirement: All students must pass the Texas Commission on Law Enforcement Officer Standards and Education Basic Peace Officer Exam.

Students who desire Associate of Applied Science Degree, see degree requirements.

## Certificate Program

### Crime Scene Investigation

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FORS 2440 Intro to Forensic Science .....	4	FORS 2450 Intro to Forensic Psychology.....	4
CRIJ 1301 Intro to Criminal Justice.....	3	CRIJ 2323 Legal Aspects of LE.....	3
CRIJ 1310 Fundamentals of Criminal Law.....	3	CRIJ 2314 Criminal Investigation.....	3
CJSA 1308 Criminalistics I.....	3	CJSA 2323 Criminalistics II .....	3
	<hr/> 13		<hr/> 13

### Summer Semester

Subject	Semester Hours
CJSA 1393 Special Topics (Capstone) .....	3

TSI requirement for the GCC Crime Scene Investigation Certificate; must pass reading and writing, math recommended.

Capstone Experience: Successful completion of CJSA 1393.

# Culinary Arts

*(Offered through the Hospitality/Culinary Arts Program)*

## Associate of Applied Science Degree

Students that complete the Culinary Arts program at Grayson County College will be trained in many different hands on food preparation. These skills will assist our students for careers and advancement in the food service industry.

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CHEF 1305 Sanitation and Safety.....	3	HUMA 1301 or 1302.....	3
HAMG 1321 Introduction to Hospitality Industry.....	3	*CHEF 1301 Basic Food Preparation .....	3
HAMG 1340 Hospitality Legal Issues .....	3	HAMG 1319 Computers in Hospitality .....	3
ENGL 1301 Composition & Rhetoric I .....	3	HAMG 1324 Hospitality Human Resources .....	3
Math/Science .....	3	*RSTO 1325 Purchasing for Hospitality Operation .....	3
IFWA 1310 or BIOL 1322 Nutrition .....	3	*CHEF 1302 Principles of Healthy Cuisine .....	3
	18		18

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
*CHEF 2302 Saucier.....	3	ECON 2301 Principles of Economics (MACRO) .	3
*CHEF 2331 Advanced Food Preparation .....	3	*CHEF 1345 International Cuisine.....	3
HAMG 2301 Principles of Food and Beverage .....	3	*CHEF 1310 Garde Manager.....	3
*PSTR 1301 Fundamentals of Baking .....	3	*CHEF 1314 A La Carte Cooking.....	3
*RSTO 1304 Dining Room Service .....	3	SPCH 1311 or 1321 Communication.....	3
SOCI 1301 Introduction Sociology.....	3	*CHEF 1164 Practicum or Field Experience .....	1
	18		16

\*Completion of CHEF 1305 with a grade of “B” or higher and a valid Servsafe certification is a prerequisite for all other CHEF, PSTR & RSTO courses.

Capstone Requirement: All students must pass the required Departmental comprehensive written and practical exam with a grade of “C” or better, prior to graduation, in order to satisfy the capstone experience.

# Culinary Arts

*(Offered through the Hospitality/Culinary Arts Program)*

## Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
*CHEF 1301 Basic Food Preparation .....	3	*CHEF 1345 International Cuisine.....	3
CHEF 1305 Sanitation and Safety.....	3	*CHEF 1314 A La Carte Cooking.....	3
HAMG 1321 Introduction to Hospitality Industry.....	3	HAMG 1319 Computers in Hospitality .....	3
HAMG 1340 Hospitality Legal Issues .....	3	*CHEF 1164 Practicum or Field Experience .....	1
*RSTO 1325 Purchasing for Hospitality Operation .....	3	*CHEF 2331 Advanced Food Preparation .....	3
IFWA 1310 or BIOL 1322 Nutrition .....	3	*RSTO 1304 Dining Room Service .....	3
	18		16

\*Completion of CHEF 1305 with a grade of “B” or higher and a valid Servsafe certification, or concurrent enrollment in CHEF 1305, is a prerequisite for all other CHEF, PSTR & RSTO courses.

Capstone Requirement: All students must pass the required Departmental comprehensive written and practical exam with a grade of “C” or better, prior to graduation, in order to satisfy the capstone experience.

## Dental Assisting

The Dental Assisting Program is accredited through the American Dental Association. It is designed to prepare the student to function effectively as an integral member of the dental health care team. Throughout the program, the student will participate in classroom instruction, laboratory procedures, and supervised clinical experiences in order to learn the basic functions required of a Dental Assistant. During the ten and one-half months of educational training, students will learn the techniques of:

- Exposing and processing dental radiographs (x-rays) to include digital and panoramic radiography;
- Obtaining impressions of the oral cavity for fabrication of study models, occlusal guards, and custom trays;
- Implementing the standard precautions of infection control protocol;
- Assisting the dentist(s) in various esthetic and restorative techniques; and
- Performing the basic procedures of dental office management.

In preparation for graduation and employment, the student must take the following exams:

Registered Dental Assisting Review and Exam

Nitrous Oxide Inhalation Sedation Monitoring Review and Exam

Upon successful completion of the program, the graduate will be awarded a Certificate of Completion, and will be eligible to take the examination given by the Dental Assisting National Board, Inc. to become a Certified Dental Assistant.

## Admission Criteria for Selection & Acceptance

### *Physical and Mental Performance Requirements*

- In order to accomplish the objectives of the dental assisting program, students must be able to meet the following performance requirements:
- Visual acuity with/without corrective lenses.
- Physical ability to stand for prolonged periods of time when needed, and move from room to room or maneuver in limited spaces.
- Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, providing oral hygiene instructions, and giving general instructions to patients. Ability to write legibly and correctly in patient's chart for legal documentation.
- Manual dexterity to use sterile techniques, prepare and transfer dental materials, and transfer instruments.
- Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

### *Minimum Admission Requirements*

1. Admission to Grayson County College.
2. Attendance at a DNTA Information meeting (call for dates and time).
3. High School transcript or GED.
4. Transcript(s) from all Colleges or Universities attended.
5. GPA (cumulative) of at least 2.0 or higher from completed college courses
6. THEA or COMPASS test scores for assessment purposes.

The Dental Assisting Certificate Program curriculum balances academic and technical courses to include hands-on, supervised clinical rotations in a variety of settings to optimize the student's experience(s) within the dental profession. The entry date for the Dental Assisting Certificate Program is the Fall semester of each year. Applications should be submitted to the Dental Assis-

ing Program Director by June 15 for acceptance and for late consideration by August 15. Transcript(s) and THEA or COMPASS scores should be included with the application. Applications will be taken until the class is filled. Class size is limited by the availability of clinical facilities.

There are no pre-requisite courses however, due to the intensity of the program it is strongly recommended that potential students take General Psychology 2301 and English 1301 prior to starting the program.

Attendance at an informational meeting is required. Specific questions will be answered at those meetings.

### *Required Documents*

The following documents must be submitted to the Health Science Program Assistant to be considered for selection to the program:

1. Completed Health Science program application (circle DNTA).
2. High school transcript or record of GED completion.
3. THEA or COMPASS test scores for assessment purposes. Students must take all three sections and have passed the Reading and Writing sections or have received TSI exempt scores on the ACT, SAT, or TAKS.
4. Transcript(s) from all colleges or universities attended with a cumulative GPA of 2.0 or higher from college courses completed.
5. Documentation of required immunizations/dental examination. Immunizations: tetanus/diphtheria, measles, mumps, and rubella, varicella (chicken pox), hepatitis A series, hepatitis B series, and TB skin test.
6. Proof of attendance at a DNTA meeting.

### *Selection and Acceptance*

1. The number of students given admission to the Dental Assisting Program is limited to the number of available clinical facilities. If the number of qualified applicants exceeds the number of class openings, applicants who have completed the required academic course (PSYC 2301 and ENGL 1301), and submitted a complete application will be evaluated first. Qualified applicants are those who meet the admission criteria.
2. Selections made by the Dental Assisting Admissions Committee will be based on the following system:

Point(s) for the completion of the required academic courses, General Psychology and Composition and Rhetoric I with a grade of 'C' or better.

A in course = 4 points

B in course = 3 points

C in course = 2 points

D in course = 1 point

High School transcript or record of GED completion	1 points
THEA or COMPASS test scores	2 points
College and/or university transcripts (all previously attended)	2 points
Immunizations:	
Tetanus/diphtheria	2 points
MMR (measles, mumps, and rubella)	2 points
Varicella (chicken pox)	2 points
1st Hepatitis A	2 points
2nd hepatitis A	2 points

1st Hepatitis B	2 points
2nd Hepatitis B	2 points
3rd Hepatitis B	2 points
TB skin test	2 points
Proof of attendance at a DNTA Information Meeting	1 point
Total number of points possible:	<b>Maximum 32 points</b>

Those with the greatest number of points will be accepted first. When the class is filled, additional qualified applicants will be placed on a waiting list. If vacancies occur, the applicants with the next highest scores will be accepted. Applicants may increase their points by taking any of the above courses while waiting to be accepted into the Program as a full-time student.

- The major clinical components of the program, DNTA 1460 and DNTA 2360 (Clinical I and II), are offered in the Spring semester and Summer I session. Students will be assigned clinical rotations based on availability of openings. Students may be required to commute to an affiliate location outside of Grayson County if there are not enough local facilities available.
- Applicants will be notified regarding selection or non-selection by July 15.
- Students who withdraw from the Program (do not enroll in the next scheduled course) must reapply to reenter the Program providing they were not administratively withdrawn for disciplinary reasons.
- Applications from students who reapply to the program and express intent to repeat all courses will be processed in accordance with the Dental Assisting Program admission policy for new students.

### *Final Acceptance Requirements*

All selected applicants must attend a scheduled orientation day prior to the respective Fall semester. Those students who do not attend the Orientation Day will be dropped from the selection list.

All students will be required to participate in clinical experiences in clinical facilities. Thus, the following required documents are necessary to fulfill contractual agreements with these facilities and must be submitted September 1st:

- Proof of current CPR certification
- Required immunizations (hepatitis A & B series are required to be completed by the beginning of the spring semester)
- Drug screening test and criminal background check.
- Students must pass a drug screen and criminal background check (at the student's expense and completed as scheduled through a GCC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GCC Health Science policy.

*Certificate of Dental Assisting*

<b>First Semester</b>			
Subject		Semester Hours	
PSYC 2301 General Psychology.....		3	
ENGL 1301 Composition and Rhetoric I .....		3	
		<u>6</u>	

  

<b>Fall Semester</b>		<b>Spring Semester</b>	
Subject	Semester Hours	Subject	Semester Hours
DNTA 1345 Preventive Dentistry .....	3	DNTA 1241 Dent. Laboratory Procedures .....	2
DNTA 1305 Dental Radiology .....	3	DNTA 1251 Office Management .....	2
DNTA 1311 Dental Science.....	3	DNTA 1347 Advanced Dental Science .....	3
DNTA 1415 Chairside Assisting .....	4	DNTA 1349 Dent. Radiology in the Clinic .....	3
DNTA 1301 Dental Materials .....	3	DNTA 1353 Dental Assisting Applications.....	3
	<u>16</u>	DNTA 1460 Clinical—Dental Assisting.....	<u>4</u>
			17

  

<b>Summer I Semester</b>	
Subject	Semester Hours
DNTA 2360 Clinical—Dental Assisting/Asst. ....	3
	<u>3</u>

**Dental Assisting**

*Associate of Applied Science Degree*

<b>Fall Semester</b>		<b>Spring Semester</b>	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301 Comp & Rhetoric I .....	3	ENGL 1302 Comp & Rhetoric II .....	3
SPCH 1321 Business & Prof Communication .....	3	BIOL 2404 Survey of Human A&P.....	4
SOCI 1301 Introductory Sociology .....	3	MATH 1314 College Algebra.....	3
HIST 1301 US History .....	3	PSYC 2301 General Psychology .....	3
	<u>12</u>	HIST 1302 US History or .....	3
		HIST 2328 Mexican-American History II .....	<u>3</u>
			17

  

<b>Fall Semester</b>		<b>Spring Semester</b>	
Subject	Semester Hours	Subject	Semester Hours
DNTA 1345 Preventive Dentistry .....	3	DNTA 1241 Dent. Laboratory Procedures .....	2
DNTA 1305 Dental Radiology .....	3	DNTA 1251 Office Management .....	2
DNTA 1311 Dental Science.....	3	DNTA 1347 Advanced Dental Science .....	3
DNTA 1415 Chairside Assisting .....	4	DNTA 1349 Dent. Radiology in the Clinic .....	3
DNTA 1301 Dental Materials .....	3	DNTA 1353 Dental Assisting Applications.....	3
	<u>16</u>	DNTA 1460 Clinical—Dental Assisting.....	<u>4</u>
			17

  

<b>Summer Semester</b>	
Subject	Semester Hours
DNTA 2360 Clinical/Dental Assisting .....	3
	<u>3</u>

**Drafting Technology**

*see CADD Technology*

# Drug and Alcohol Abuse Counseling

(Social and Behavioral Sciences)

Associate of Applied Science Degree

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSC 1309 Integrated Software Application.....	3	DAAC 1304 Pharmacology of Addiction .....	3
DAAC 1319 Alcohol & Other Drug Addictions..	3	DAAC 2341 Counseling AODA .....	3
DAAC 1309 Assessment Skills.....	3	DAAC 1391 Special Topics.....	3
DAAC 1417 Basic Counseling Skills .....	4	DAAC 2307 Addicted Family Intervention .....	3
ENGL 1301 Composition & Rhetoric 1 .....	3	PSYC 2301 General Psychology .....	3
	16		15

## Summer Session—First Term

Subject	Semester Hours
DAAC 2454 Dynamic Group Counseling .....	4
SOCI 1301 Intro Sociology.....	3
	7

## SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Math/Science Core .....	4	Elective .....	3
PSYC 2314 Child & Life Span Dev .....	3	SOCI 1306 Social Problems.....	3
SPCH 1311 or SPCH 1315 or SPCH 1321 .....	3	English 2311 Technical Writing .....	3
DAAC 2366 Practicum.....	3	Sociology 2306 Human Sexuality.....	3
	13	Humanities/Fine Arts Core.....	3
			15

Capstone Requirement: All students must complete the capstone requirement: successful completion of DAAC 2366 prior to graduation.

# Drug and Alcohol Abuse Counseling

Certificate Program

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DAAC 1309 Assessment Skills.....	3	DAAC 1304 Pharmacology of Addiction .....	3
DAAC 1319 Alcohol & Other Drug Addictions..	3	DAAC 2307 Addicted Family Intervention .....	3
DAAC 2341 Counseling AODA .....	3	DAAC 1391 Special Topics.....	3
DAAC 1417 Basic Counseling Skills .....	4	DAAC 2366 Practicum.....	3
	13		12

## Summer Session

Subject	Semester Hours
DAAC 2454 Dynamic Group Counseling .....	4

Capstone Requirement: All students must complete the capstone requirement: successful completion of DAAC 2366 prior to graduation.



**Economics**

*Associate of Science Degree*

**FRESHMAN YEAR**

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ECON 2301.....	3	ECON 2302 .....	3
MATH 2312 .....	3	MATH 2413 .....	4
ENGL 1301 .....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
Institutional Option Core .....	3	Visual/Performing Arts Core.....	3
		SPCH 1311 or 1321 .....	3
	15		16

**SOPHOMORE YEAR**

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ECON 2311/GEOG 2312 .....	3	GOVT 2306 .....	3
GOVT 2305 .....	3	PHIL 2306 .....	3
Natural Science Core .....	4	Natural Science Core .....	4
MATH 2342 .....	3	Visual Performance Core.....	3
ACCT 2401 .....	4	ACCT 2402 .....	4
	17		17

**Education**

*Associate of Arts in Teaching Degree*

**8-12 Certification**

**EC-12 Other than Special Education**

The AAT in Grades 8-12 and other Early Childhood-Grade 12 licensure satisfies the lower-division requirements for bachelor's degree leading to initial Texas teacher certification in all 8-12 and specialized in EC-12 certification areas. The Grades 8-12 Certification areas are: 8-12 History, 8-12 Social Studies, 8-12 Mathematics, 8-12 Life Sciences, 8-12 Physical Sciences, 8-12 Science, 8-12 English Language Arts & Reading, 8-12 Computer Science, 8-12 Technology Applications, 8-12 Health Science Technology Education, 8-12 Speech, 8-12 Journalism, 6-12 Business Education, 8-12 Marketing Education, 8-12 Mathematics & Physics, 8-12 Agricultural Sciences and Technology, 6-12 Technology Education, 6-12 Languages other than English, 6-12 Family and Consumer Sciences, 8-12 Dance, 8-12 Mathematics & Physical Science & Engineering, 8-12 Human Development and Family Studies, 8-12 Hospitality, Nutrition and Food Sciences, and 8-12 other content area teaching fields/academic disciplines TBA (Chemistry). The EC-Grade 12 Certification other than Special Education Certification areas are: EC-12 Music, EC-12 Physical Education, EC-12 Art, EC-12 Health, EC-12 Theatre Arts, EC-12 Technology Applications, EC-12 Languages other than English, and EC-12 other non-special education fields.

**FRESHMAN YEAR**

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC 1301.....	3	ENGL 1302 .....	3
HIST 1301.....	3	Elective in Discipline* .....	3
ENGL 1301 .....	3	Natural Science Core .....	4
Mathematics Core .....	3	Physical Education .....	1
Institutional Option Core .....	3	EDUC 2301 .....	3
		HIST 1302.....	3
	15		17

## SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Humanities Core*	3	Visual Performing Arts Core	3
GOVT 2305	3	GOVT 2306	3
Natural Science Core	4	Elective In Discipline*	3
Elective in Discipline*	3	Elective in Discipline*	3
Oral Communications Core	3	Social & Behavioral Science Core	3
	<u>16</u>		<u>15</u>

\*Check with your transferring university, suggested 12 credit hours in academic disciplines or content area of teaching and for the preferred humanities core.

## 4-8 Certification

## EC-12 Special Education Certification

4-8, EC-12 Special Education: The Grade 4-8 and Early Childhood-Grade 12 Special Education AAT satisfies the lower-division requirements for bachelor's leading to initial Texas teacher certification in all Grades 4-8 certification areas and EC-12 Special Education. The Grade 4-8 Certification areas are: Generalist, . Generalist; ESL Generalist; English Language Arts & Reading; English Language Arts & Reading and Social Studies; Mathematics; Science; Mathematics and Science; Social Studies; other content area teaching fields/ academic disciplines/interdisciplinary TBA. Early Childhood to Grade 12 Special Education Certification areas are: EC-12 Special Education; other content area teaching fields/academic disciplines/interdisciplinary TBA. This degree is for students who want to teach grades EC-Grade 4 and higher.

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC 1301	3	ENGL 1302	3
ENGL 1301	3	GOVT 2305	3
Mathematics Core	3	Natural Science Core	4
HIST 1301	3	EDUC 2301	3
Institutional Option Core	3	HIST 1302	3
	<u>15</u>		<u>16</u>

## SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Social & Behavioral Science Core	3	MATH 1350 or 1351	3
MATH 1350 or 1351	3	Natural Science Core	4
GOVT 2305	3	Humanities Core	3
Natural Science Core	4	Visual & Performing Arts Core	3
Oral Communications Core	3	Approved Electives*	3
	<u>16</u>		<u>16</u>

\*Approved Electives: EDUC 1325, TECA 1318, TECA 1303, TECA 1311 or TECA 1354 (this course cannot meet the Social & Behavioral Science Core and count for the elective). Check with GCC academic advisor and the receiving college or university for recommended courses.

**EC-6 Certification**

The AAT Early Childhood-Grade 6 Generalists satisfies the lower-division requirements for bachelor's degrees leading to initial Texas teacher certification. EC-6 Certification areas are: Generalist; Bilingual Generalist; ESL Generalist; other content area teaching field/academic disciplines/interdisciplinary TBA.

**FRESHMAN YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
EDUC 1301 .....	3	EDUC 2301 .....	3
ENGL 1301 .....	3	ENGL 1302 .....	3
Mathematics Core .....	3	MATH 1350 .....	3
HIST 1301 .....	3	Natural Science Core .....	4
Institutional Option Core .....	3	HIST 1302 .....	3
	15		16

**SOPHOMORE YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
<b>Subject</b>	<b>Semester Hours</b>	<b>Subject</b>	<b>Semester Hours</b>
Social & Behavioral Science Core.....	3	GOVT 2306 .....	3
MATH 1351 .....	3	Natural Science Core .....	4
GOVT 2305 .....	3	Humanities Core .....	3
Natural Science Core .....	4	Visual & Performing Arts Core.....	3
Oral Communications Core.....	3	Approved Electives* .....	4
	16		17

\* Approved Electives: EDUC 1325, TECA 1311, TECA 1303, TECA 1318, TECA 1354 (TECA 1354 cannot meet the Social & Behavioral Science Core and count for the elective.) Check with GCC academic advisor and the receiving college or university for recommended courses

## Emergency Medical Services

### *Eligibility for Certification with the National Registry of EMTs*

The National Registry does not issue a permit to work or license to practice, and does not warrant job performance of applicants and EMS professionals.

- No individual is eligible to apply for certification or recertification unless compliance with all NREMT rules and standards are demonstrated.
- The individual must truthfully complete and submit an application in the form provided by the NREMT and shall provide all additional information as requested.
- The individual must at all times be eligible for and not barred from practice as an Emergency Medical Technician under the laws of any state EMS licensing or authorizing agency.
- An individual convicted of a felony or any other crime directly related to public health or the provision of emergency medical service, including DUI, will be reviewed for eligibility for certification and recertification under policies outlined in the NREMT's Felony Policy.
- The NREMT reserves the right to withhold or revoke certification from an individual who has failed to pay for services rendered.

### *Eligibility for Certification with the Texas Department of State Health Services*

All initial EMS applicants are required to submit their fingerprints through the Fingerprint Applicant Services of Texas (FAST) for Texas/FBI criminal history check. A person shall be disqualified from eligibility to acquire an EMS certification if the applicant is convicted of or placed on deferred adjudication community supervision or deferred disposition for an offense listed in Code of Criminal Procedure, Article 42.12, Sections 3g(a)(1)(A) through (H) as follows: (1) murder; (2) capital murder; (3) indecency with a child; (4) aggravated kidnapping; (5) aggravated sexual assault; (6) aggravated robbery; (7) substance abuse offenses, as described in Health and Safety Code, Chapter 481, for which punishment is increased under: (a) Health and Safety Code, §481.140, regarding the use of a child in the commission of an offense; or (b) Health and Safety Code, §481.134(c), (d), (e) or (f), regarding an offense committed within a drug free zone, if it is shown that the defendant has been previously convicted of an offense for which punishment was increased under one of those subsections; (8) sexual assault. (9) An offense, other than an offense committed on or after September 1, 2009, for which the person is subject to register as a sex offender under Code of Criminal Procedure, Chapter 62.

### *EMT/ Basic – Emergency Medical Technician*

The EMT/ Basic must demonstrate competency in handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the Department of Transportation/ EMT Basic curriculum. The course includes classroom, laboratory, hospital and field instruction which shall include supervised experiences in the emergency department and with a licensed EMS provider and other appropriate settings.

### *EMT/ Intermediate – Emergency Medical Technician Intermediate*

The minimum curriculum includes all content required by the portions of the current national paramedic education standards and competencies as defined by the Department of Transportation. The course includes classroom, laboratory, hospital and field instruction which shall include supervised experiences in the emergency department, critical care areas, and with a licensed EMS provider and other appropriate settings.

### *EMT/Paramedic – Emergency Medical Technician Paramedic*

The minimum curriculum includes all content required by the current national paramedic education standards and competencies as defined by the Department of Transportation which address the following areas: roles and responsibilities of the paramedic; well being of the para-

medic; illness and injury prevention; medical/ legal issues; ethics; general principles of pathophysiology; pharmacology; venous access and medication administration; therapeutic communications; life span development; patient assessment; airway management and ventilation, including endotracheal intubation; and trauma. The course includes classroom, laboratory, hospital and field instruction which shall include supervised experiences in the emergency department, critical care areas, and with a licensed EMS provider and other appropriate settings.

### *General EMS Job Description*

EMS personnel must be at least 18 years of age and have a high school diploma or GED. EMS personnel must have the ability to communicate verbally via telephone and radio equipment; ability to lift, carry and balance up to 125 pounds (250 pounds with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high-stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; ability to accurately discern street signs and address numbers; ability to interview patient, family members and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

### *Description of Tasks Expected of the EMS Professional*

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
- May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient.
- Assists in lifting, carrying, and transporting patient to the ambulance and to a medical facility.
- Reassures patient and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- Observes patient in route and administers care as directed by physician or emergency department or according to established protocols.

- Identifies diagnostic signs that require communication with facility. Moves the patient into the emergency facility from the ambulance.
- Reports verbally and in writing concerning observations about the patient, patient care at the scene and in route to facility, and provides assistance to emergency staff as required.
- Maintains familiarity with all specialized equipment.
- Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, fuel, water in battery and radiator and tire pressure.

## Admissions Requirements

### General Admission Guidelines

Students applying to the EMS program must first apply for admission to Grayson County College and submit all required documentation to the Admissions Offices prior to registration. See GCC Catalog “General Academic Policies, Admissions” for more information.

In addition to the admission requirements of Grayson County College, the applicant must be 18 years of age and possess a high school diploma or GED 180 days post course completion. Admission to the EMS program is selective, with registration in EMS courses by permission only. Admission to the college does not guarantee admission to the EMS program. **To be considered for acceptance into the EMS program, applicants must submit application to the EMS Education Program, with required documentation attached, by the deadline posted in the EMS Application Packet.** Applications will not be accepted until all required documentation is attached. Incomplete applications will be returned to the student without consideration.

### Application Documentation Required of All EMS Applicants:

1. **Proof of admission to Grayson County College** and submission of official transcripts from previously attended colleges or universities to GCC Admissions Office. See EMS program application packet for “Proof of Admission” document.
2. **Documentation of college readiness in reading.** Assessment of reading skill is required of all EMS applicants. The reading scores required of all EMS applicants are: THEA – 230, COMPASS – 81, TAKS – 2200. *Dual Credit applicants must show proficiency in reading with a TAKS score of 2200.* If minimums in reading are not met, the applicant will be required to remediate per GCC policy.
3. **Documentation of proficiency in math.** Assessment of math skill is required of all EMS applicants. The math scores required of the basic (EMT) applicant are: THEA – 195, COMPASS (algebra) – 13, TAKS – 2200. The scores required of the advanced (paramedic) applicant are: THEA – 230, COMPASS (algebra) – 39, TAKS – 2200. *Dual Credit applicants must show proficiency in math with a TAKS score of 2200; however, if TAKS math score is less than 2200, the applicant may sit for THEA or COMPASS as an alternate assessment.* If minimums in math are not met, the applicant will be required to remediate per GCC policy.
  - a. **Note:** See GCC Catalog “General Academic Policies, Assessment” for more information. WorkKeys is not an accepted alternate assessment for the EMS Education Program.
4. **Copy of transcripts** (official or unofficial) from previously attended colleges or universities attached to the EMS Admissions Application. A cumulative GPA of 2.0 in course work which applies to the Associate of Applied Science Degree in Paramedicine is required for admission to the EMS Education Program.
5. **Pre-Entrance Physical Exam and Health Statement** completed by approved medical professional.

6. **Documentation of immunization\*** as follows:
  - a. *Diphtheria/tetanus*; within 10 years of clinical start date
  - b. *Measles, mumps, rubella*; two injections before clinical start date
  - c. *Varicella*; vaccine or record of disease date before clinical start date
  - d. *Hepatitis A*; one injection before clinical start date, to be completed without schedule interruption\*\*
  - e. *Hepatitis B*; three injections before clinical start date, without schedule interruption\*\*
  - f. *Negative tuberculosis skin test* (or negative chest x-ray with positive skin test); within the 6 months before clinical start date
    - i. \* Immunity may be documented with titer
    - ii. \*\* Accelerated schedules are available for Hepatitis A and B vaccinations
    - iii. **Note:** Yearly influenza vaccination is highly recommended and may be required by certain clinical sites.

### *Additional Application Documentation Required of Advanced EMS Candidates:*

1. Copy of college or university transcript showing completed, EMT Basic course work. If not completed at a college or university, attach copy of Course Completion Certificate showing classroom, clinical, and ambulance hours.
2. Copy of current EMT Basic certificate or license issued by one of the following: State of Texas or National Registry of EMTs.
3. Copy of current CPR for Healthcare Provider card issued by the American Heart Association.

**Note:** It is the responsibility of the student to maintain EMT Basic and CPR for Healthcare Provider certifications throughout the paramedic course to remain eligible for clinical practice.

## Selection and Acceptance Procedure

### *Basic (EMT) Selection and Acceptance:*

Applications for basic (EMT) courses, including dual credit courses, received before the last date of registration for the desired semester will be reviewed for the required documentation listed above. Applicants who submit completed applications before the last date of registration for the semester will be granted permission to register. Applications received after the last date of registration and before the first day of class may be reviewed. Applications will not be accepted after the first day of class.

### *Advanced (paramedic) Selection and Acceptance:*

Applications for advanced (paramedic) courses received by the published deadline will be reviewed for the required documentation listed above by the EMS Admissions Committee during the five days immediately following the deadline. Only complete applications will be considered for selection.

Applications will be prioritized for selection to the Paramedic Course Waiting List using the point system described below.

### Paramedic Course Waiting List Point System

**Reading Scores** [previously earned degree will receive three [3] points].

THEA	COMPASS	TAKS
250 or higher = 3	91 or higher = 3	2400 or higher = 3
240 – 249 = 2	86 – 90 = 2	2300 – 2399 = 2
230 – 239 = 1	81 – 85 = 1	2200 – 2299 = 1

**Math Scores** [previously earned degree will receive three [3] points].

THEA	COMPASS	TAKS
250 or higher = 3	50 or higher = 3	2400 or higher = 3
240 – 249 = 2	45 – 49 = 2	2300 – 2399 = 2
230 – 239 = 1	39 – 44 = 1	2200 – 2299 = 1

**Previously recorded course work in EMS** (EMT Basic, EMT Clinical, EMS Operations)

A grade of “C” or better is required.

A = 3

B = 2

C = 1

No recorded course work in EMS = 0

**Previously recorded course work in AAS degree plan** [Anatomy & Physiology I & II and labs, English I and II, General Psychology, Speech, and one elective] with a grade of “C” or better will receive one [1] point. Each Anatomy & Physiology course and its associated lab will be counted as one course.

The total maximum number of points that can be earned by the advanced (paramedic) applicant is 22. Applicants with the highest points will be selected for the waiting list first. In the case where applicants having equal points must be chosen for limited space availability, the selection will be made by the EMS Admissions Committee and/or Program Director.

Applicants will be notified regarding selection or non-selection by telephone or email, or both, at least five (5) days prior to the scheduled orientation.

Should more applications be received than seats available, the waiting list will be maintained until the first class day. Any remaining applications will be destroyed.

## Final Acceptance Requirements

- Attend a scheduled mandatory orientation day on campus.
  - Basic (EMT) orientation is scheduled for the first class day
  - Advanced (paramedic) orientation is published in the Paramedic Application Packet
- Pass a urine drug screen (at the student’s expense and completed as scheduled through a GCC approved company).
- Pass a criminal background check (at the student’s expense and completed as scheduled through a GCC approved company).
- Documentation of clinical readiness.

## Transfer of EMT/Basic Coursework

Students who completed EMT/ Basic coursework at a college or university other than GCC must submit official transcripts from each college or university previously attended to the GCC Office of Admissions and Records, and submit a copy (official or unofficial) of the transcript attached to the EMS Admissions Application. EMT/ Basic coursework completed via continuing education or a training site other than a college or university must be approved by the Director of EMS Education for credit award. Minimum documentation required for the approval process includes a copy of the initial course completion certificate showing classroom, clinical, and ambulance hours.

## Financial Aid

The Grayson County College EMS Education program is eligible for financial assistance. It is the student’s responsibility to contact the GCC Financial Aid department for more information.



## Scholarships

Scholarships have been made available through private donations and there are several scholarships available to GCC EMS Education Students. To be eligible for scholarships, students must complete the GCC Scholarship Application available in the GCC Financial Aid department and return it to the GCC Financial Aid department by the designated deadline. It is the student's responsibility to contact the GCC Financial Aid department for more information.

## Readmission/ Reinstatement

Readmission is not automatic. Any student who does not successfully complete all concurrently enrolled EMS courses, and desires to repeat the program, must reapply for the entire program, basic (EMT) or advanced (paramedic). Readmission is considered on a space available basis. Readmission may require a contract agreement between the student and the professor with specific expectations for successful completion.

Students who are accepted for readmission must complete all aspects of the basic or advanced program. Those who finish either the didactic or clinical portion of the program, but are unable to finish the other, must complete both components with re-enrollment. No credit will be given for previously passed examinations, didactic or practical.

A student who is eligible for readmission may repeat the basic or advanced program one time. A student who fails to successfully complete the second attempt will be required to complete Anatomy and Physiology I and II with a grade of "C" or better in both lecture and laboratory courses prior to readmission in the basic or advanced program.

A student who has been dismissed as a result of drug screen failure shall not be eligible for readmission for a period of twelve months.

A student who has been dismissed as a result of disciplinary action may apply for readmission. The application and student record regarding disciplinary action and remediation will be subject to review by the EMS Admissions Committee. An interview may be required.

## Awards/ Degree Plans

### *EMT Marketable Skills Award*

The EMT Marketable Skills Award follows the Department of Transportation EMT/Basic (1994) curriculum which assists students in acquiring the knowledge and skills to function as beginning practitioners in emergency medical services at the basic level. Students receive classroom instruction and supervised hospital clinical and coordinated ambulance clinical experience in the emergency care of patients at local hospitals and EMS provider services. A grade of "C" or better is necessary in each EMSP course to progress. Upon completion of this program, students will receive an **EMT Marketable Skills Award** from Grayson County College and may be eligible to sit for the National Registry examination to become certified at the EMT/Basic level in the State of Texas. The Texas Department of State Health Services and/or the National Registry of EMTs may deny certification to individuals who have been convicted of a misdemeanor and/or felony.

#### First Semester—Fall or Spring

Subject	Semester Hours
EMSP 1501 Emergency Medical Tech/Basic.....	5
EMSP 2338 EMS Operation.....	3
EMSP 1160 Clinical EMT/Technician .....	1
	<hr/>
	9

Capstone Requirement: All students must complete the capstone requirement: Pass examination.

Note: EMSP courses listed in each semester must be taken simultaneously.

## Certificate of Completion in Paramedicine

The Certificate of Completion in Paramedicine follows the Department of Transportation EMT/Basic (1994) and EMT/Paramedic (1998) curriculum which assists students in acquiring the knowledge and skills to function as beginning practitioners in emergency medical services at the advanced level. Students receive classroom instruction and supervised hospital clinical and coordinated ambulance clinical experience in the emergency care of patients at local hospitals and EMS provider services. A grade of “C” or better is necessary in each EMSP course to progress. Upon completion of this program, students will receive a *Certificate of Completion in Paramedicine Award* from Grayson County College and may be eligible to sit for the National Registry examination to become certified at the EMT/Intermediate or EMT/Paramedic levels in the State of Texas. The Texas Department of State Health Services and/or the National Registry of EMTs may deny certification to individuals who have been convicted of a misdemeanor and/or felony.

First Semester—Fall or Spring		Second Semester—Fall	
Subject	Semester Hours	Subject	Semester Hours
EMSP 1501 Emergency Medical Tech/Basic .....	5	EMSP 1438 Intro to Advanced Practice.....	4
EMSP 2338 EMS Operation .....	3	EMSP 1456 Patient Assessment & Airway Mgmt..	4
EMSP 1160 Clinical EMT/Technician .....	1	EMSP 1455 Trauma Management .....	4
	9		12
Third Semester—Winter Mini		Fourth Semester—Spring	
Subject	Semester Hours	Subject	Semester Hours
EMSP 1161 Clinical EMT/Technician .....	1	EMSP 2544 Cardiology .....	5
	1	EMSP 2434 Medical Emergencies .....	4
		EMSP 2430 Special Populations .....	4
			13
Fifth Semester—Spring Mini		Sixth Semester—Summer 1	
Subject	Semester Hours	Subject	Semester Hours
EMSP 2162 Clinical EMT/Technician .....	1	EMSP 2143 Assessment Based Mgmt .....	1
	1	EMSP 2563 Clinical EMT/Technician .....	5
			6

Capstone Requirement: All students must complete the capstone requirement: Pass examination.

Note: EMSP courses listed in each semester must be taken simultaneously and must be taken in the sequence identified in the degree plan.

The GCC Certificate of Completion in Paramedicine requires that the fourth, fifth, and sixth semester Paramedic courses be successfully completed at GCC.

# Associate of Applied Science, Paramedicine

The Associate of Applied Science in Paramedicine Degree follows the Department of Transportation EMT/Basic (1994) and EMT/Paramedic (1998) curriculum which assists students in acquiring the knowledge and skills to function as beginning practitioners in emergency medical services at the advanced level. Students receive classroom instruction and supervised hospital clinical and coordinated ambulance clinical experience in the emergency care of patients at local hospitals and EMS provider services. A grade of “C” or better is necessary in each EMSP course to progress. Upon successful completion of this program, students will receive an *Associate of Applied Science Degree in Paramedicine* and may be eligible to sit for the National Registry examination to become certified or licensed EMT/Paramedics in the State of Texas. The Texas Department of State Health Services and/or the National Registry of EMTs may deny certification or licensure to individuals who have been convicted of a misdemeanor and/or felony.

## FRESHMAN YEAR

First Semester-Fall		Second Semester-Spring	
Subject	Semester Hours	Subject	Semester Hours
BIOL 2301 Anatomy & Physiology I.....	3	BIOL 2302 Anatomy & Physiology II .....	3
BIOL 2101 Anatomy & Physiology Lab .....	1	BIOL 2102 Anatomy & Physiology Lab II .....	1
ENGL 1301 Composition & Rhetoric I .....	3	ENGL 1302 Composition & Rhetoric II .....	3
SPCH 1311 or SPCH 1315 or SPCH 1321 .....	3	EMSP 1501 Emergency Medical Tech/Basic .....	5
PSYC 2301 General Psychology .....	3	EMSP 2338 EMS Operation .....	3
Elective.....	3	EMSP 1160 Clinical EMT/Technician.....	1
	16		16

## SOPHMORE YEAR

Third Semester-Fall		Fourth Semester-Winter Mini	
Subject	Semester Hours	Subject	Semester Hours
EMSP 1438 Intro to Advanced Practice.....	4	EMSP 1161 Clinical EMT/Technician.....	1
EMSP 1456 Patient Asses & Airway Mgmt .....	4		
EMSP 1455 Trauma Management .....	4		
	12		1

Fifth Semester-Spring		Sixth Semester-Spring Mini	
Subject	Semester Hours	Subject	Semester Hours
EMSP 2544 Cardiology .....	5	EMSP 2162 Clinical EMT/Technician.....	1
EMSP 2434 Medical Emergencies .....	4		
EMSP 2430 Special Populations .....	4		
	13		1

Seventh Semester-Summer I	
Subject	Semester Hours
EMSP 2143 Assessment Based Mgmt .....	1
EMSP 2563 Clinical EMT/Technician.....	5
	6

Capstone Requirement: All students must complete the capstone requirement: Pass examination.  
 Note: EMSP courses listed in each semester must be taken simultaneously and must be taken in the sequence identified in the degree plan.  
 The GCC Associate of Applied Science in Paramedicine Degree requires that the fifth, sixth and seventh semester Paramedic courses be successfully completed at GCC.

## Engineering

### Associate of Science Degree

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Physics 2325 .....	3	Physics 2326 .....	3
Physics 2125 .....	1	Physics 2126 .....	1
Mathematics 2413 .....	4	Mathematics 2414 .....	4
Mathematics 1316 .....	3	History 1301 .....	3
Intuitional Option Core .....	3	Humanities Core .....	3
	17		17

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Engineering 2301 .....	3	Oral Communications Core .....	3
Visual/Performing Arts Core .....	3	Chemistry 1312/1112 or Mathematics 2320 ..4 or 3	
Government 2305 .....	3	Government 2306 .....	3
Mathematics 2415 .....	4	Social/Behavioral Science Core .....	3
History 1302 .....	3	Engineering 2302 .....	3
	16		15 or 16

## English

### Associate of Science Degree

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics Core Course .....	3	History Core Course .....	3
History Core Course .....	3	Spanish 1412 or higher .....	4
Spanish 1411 or higher .....	4	Oral Communications Course .....	3
Institutional Option Core .....	3	Visual & Performing Arts Core Course .....	3
	16		16

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Humanities Core English Prefix Only .....	3	Humanities Core English Prefix Only .....	3
Natural Science Core Course .....	4	Natural Science Core Course .....	4
Spanish 2311 .....	3	Spanish 2312 .....	3
Government 2305 .....	3	Government 2306 .....	3
Social & Behavioral Science Core .....	3	Physical Ed. Activity Course or Elective .....	1
	16		14

# Forensic Science

## Associate of Science Degree

Forensic Science is defined as the science and profession dealing with the recognition, collection, identification, individualization, and interpretation of physical evidence and the application of the natural sciences to law-science matters according to *Education and Training in Forensic Science: A Guide for Forensic Science Laboratories* published by the U.S. Department of Justice. The Bureau of Labor Statistics states that criminalistics and forensics will grow at least as fast as the average industry growth in the coming years.

This new and exciting field of Forensic Science opens several avenues for those interested. With our Associate of Science Degree, a student can compete for positions with large municipal law enforcement agencies as crime scene technicians and criminalists. The salary for this type position is approximately \$40,000-50,000. Students interested in working in a crime lab setting are encouraged to pursue a Baccalaureate or Masters degree in the physical sciences upon completion of the A.S. in Forensic Science.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Natural Science Core .....	4	Mathematics 1314 or higher .....	3
Psychology 2301 .....	3	Natural Science Core .....	4
Criminal Justice 1301 .....	3	Criminal Justice 2314 .....	3
	<u>16</u>		<u>16</u>

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Government 2305 .....	3	Government 2306 .....	3
Computer Science 1301 .....	3	Criminal Justice 2323 .....	3
Forensic Science 2440 .....	4	Visual/Performing Arts Core .....	3
Oral Communications Core .....	3	Forensic Science 2450 .....	4
Criminal Justice 1310 .....	3	Humanities Core .....	3
	<u>16</u>		<u>16</u>

## General Studies

### Associate of Science Degree

(Transfer Students see University Transfer Program)

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics Core .....	3	Natural Science Core .....	4
Natural Science Core .....	4	History 1302 .....	3
History 1301 .....	3	Humanities Core .....	3
Institutional Option Core .....	3	Elective .....	1
	16		14

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Literature .....	3	Literature .....	3
Government 2305 .....	3	Government 2306 .....	3
Social/Behavioral Science Core .....	3	Oral Communications Core .....	3
Elective .....	3	Visual/Performing Arts Core .....	3
Foreign Language .....	4	Foreign Language .....	4
	16		16

Students are encouraged to select electives that meet the graduation requirement of the senior institution.

## Geology

### Associate of Science Degree

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Geology 1303 .....	3	Geology 1304 .....	3
Geology 1103 .....	1	Geology 1104 .....	1
Mathematics 2413 .....	4	Mathematics 2414 .....	4
History 1301 .....	3	History 1302 .....	3
Computer Science Core .....	3	Elective* .....	1
	17		15

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Chemistry 1311 .....	3	Chemistry 1312 .....	3
Chemistry 1111 .....	1	Chemistry 1112 .....	1
Geology 1305 .....	3	Visual/Performing Arts Core .....	3
Geology 1105 .....	1	Government 2306 .....	3
Humanities Core .....	3	Oral Communications Core .....	3
Government 2305 .....	3		
Social/Behavioral Science Core .....	3		
	17		13

\*Students are encouraged to select electives that meet the graduation requirement of the senior institution.

# Heating, Air Conditioning & Refrigeration Technology

## Associate of Applied Science Degree

This curriculum prepares students for opportunities as refrigeration and air conditioning technicians. Instruction is given under actual shop conditions where students develop an understanding of the operation and performance of refrigeration and air conditioning systems and components. The refrigeration and air conditioning industry needs qualified technicians to satisfy the increasing production of refrigeration and air conditioning systems.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART 1407 Refrigeration Principles .....	4	HART 1445 Gas & Electric Heating.....	4
HART 1401 Basic Electricity for HVAC.....	4	HART 2442 Commercial Refrigeration .....	4
ENGL 1301 Composition & Rhetoric I .....	3	Social/Behavioral Science.....	3
Natural Science/Mathematics.....	3	SPCH 1311 Fundamentals of Speech .....	3
		Elective .....	4
	14		18

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART 2434 Advanced A/C Controls.....	4	HART 2445 AC Systems Design.....	4
HART 2449 Heat Pumps .....	4	DFTG 1317 Architectural Dftg-Resident.....	3
DFTG 1405 Technical Drafting.....	4	WLDG 1421 Intro to Welding Fund .....	4
Humanities/Fine Arts.....	3	HART 1441 Residential AC .....	4
Elective .....	3		
	18		15

Capstone Experience. All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Heating, Air Conditioning & Refrigeration Installer

*(Offered through the Heating, Air Conditioning & Refrigeration Technology Program)*

## Certificate Program

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART 1407 Refrigeration Principles .....	4	HART*.....	4
HART 1401 Basic Electricity for HVAC.....	4	HART*.....	4
	8		8

\*Any two of the six (6) remaining HART courses.

Capstone Experience. All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Heating, Air Conditioning & Refrigeration Technician

(Offered through the Heating, Air Conditioning & Refrigeration Technology Program)

## Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART 1407 Refrigeration Principles .....	4	HART* .....	4
HART 1401 Basic Electricity for HVAC.....	4	HART* .....	4
	8		8

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART* .....	4	HART* .....	4
HART* .....	4	HART* .....	4
	8		8

\*All six (6) of the remaining HART courses.

Capstone Experience. All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Hospitality Management

(Offered through the Hospitality/Culinary Arts Program)

## Associate of Applied Science Degree

Students that complete the Hospitality Management program at Grayson County College will be qualified in many different fields in the hospitality sector. These include promotions and mid-management positions in hospitality accounting, food and beverage, hotels and room division, sales and marketing, facility maintenance, retirement and assisted living, and human resources.

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CHEF 1305 Sanitation and Safety.....	3	SOCI 1301 Introduction Sociology .....	3
HAMG 1321 Introduction to Hospitality Industry3		*CHEF 1301 Basic Food Preparation .....	3
HAMG 1340 Hospitality Legal Issues .....	3	HAMG 1319 Computers in Hospitality .....	3
ENGL 1301 Composition & Rhetoric 1 .....	3	HAMG 1324 Hospitality Human Resources.....	3
Math 1332 Math for Liberal Arts .....	3	HAMG 1313 Front Office Operations .....	3
	15	HAMG or TRVM Elective .....	3
			18

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
SPCH 1311 or 1321 Communication.....	3	ECON 2301 Principles of Economics (MACRO).3	
*CHEF 2331 Advanced Food Preparation .....	3	HAMG 2305 Hosp. Management & Leadership...3	
HAMG 2301 Principles of Food and Beverage .....	3	HAMG 2332 Hospitality Financial Management.3	
HAMG 2307 Hospitality Marketing and Sales.....	3	HAMG 2337 Hospitality Facilities Management .3	
HUMA 1301 or 1302.....	3	*RSTO 1304 Dining Room Service .....	3
Elective .....	3	HAMG 2167 Practicum or Field Experience .....	1
	18		16

\*Completion of CHEF 1305 with a grade of “B” or higher and a valid Servsafe certification is a prerequisite for CHEF 1301, 2331 and RSTO 1304.

Capstone Requirement: All students must pass the required Departmental comprehensive written and practical exam with a grade of “C” or better, prior to graduation, in order to satisfy the capstone experience.



## Hospitality Management

(Offered through the Hospitality/Culinary Arts Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HAMG 2301 Principles of Food and Beverage .....	3	HAMG 2332 Hospitality Financial Management ..	3
CHEF 1305 Sanitation and Safety.....	3	*CHEF 1301 Basic Food Preparation Lab .....	3
HAMG 1321 Introduction to Hospitality Industry.	3	HAMG 1319 Computers in Hospitality .....	3
HAMG 1340 Hospitality Legal Issues .....	3	HAMG 1324 Hospitality Human Resources .....	3
RSTO 1304 Dining Room Service .....	3	HAMG 2337 Hospitality Facilities Management ...	3
HAMG 2307 Hosp and Marketing and Sales.....	3	HAMG 1313 Front Office Operations .....	3
	<u>18</u>		<u>18</u>

### Summer Semester

Subject	Semester Hours
HAMG 2167 Practicum or Field Experience.....	1
HAMG 2305 Hosp. Management & Leadership...	3
	<u>4</u>

\*Completion of CHEF 1305 with a grade of “B” or higher and a valid Servsafe certification is a prerequisite for CHEF 1301.

Capstone Requirement: All students must pass the required Departmental comprehensive written and practical exam with a grade of “C” or better, prior to graduation, in order to satisfy the capstone experience.

## Information Technology Core Curriculum

### Certificate Program

*This certificate will enable a student to transfer to a four-year college with the basic core courses in Information Technology.*

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
BCIS 1305 Business Comp Apps .....	3	COSC 1336 Prog Fund I .....	3
ITNW 1325 Fund Networking Tech .....	3	ITSW 1307 Intro to Database.....	3
CPMT 1311 Intro to Comp Maint .....	3	CPMT 1345 Comp Systems Maint.....	3
	<u>9</u>		<u>9</u>

Capstone Experience. All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Mathematics

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Mathematics 1316 .....	3	Mathematics 2413 .....	4
Natural Science Core .....	4	Natural Science Core .....	4
Intuitional Option Core .....	3	Oral Communications Core .....	3
	16		17

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Government 2305 .....	3	Government 2306 .....	3
Mathematics 2414 .....	4	Mathematics 2415 .....	4
Social/Behavioral Science Core .....	3	Mathematics 2320 .....	3
Literature** .....	3	Visual/Performing Art Core .....	3
	13	Elective* .....	3
			16

\*Students are encouraged to take MATH 2318 when available.

\*\*To be selected from English 2322, 2323, 2327, 2328, 2332, 2333.

Students are encouraged to select electives that meet the graduation requirement of the senior institution.

# Mechatronics Technician

*(Offered through the Industrial Equipment Maintenance & Repairers Program)*

## Certificate Program

### First Semester

Subject	Semester Hours
HART 1401 Basic Electricity for HVAC .....	4
WLDG 1421 Welding Fundamentals .....	4
HART 1407 Refrigeration Principles .....	4
DFTG 1405 Technical Drafting .....	4
	16

Capstone Requirement: All students must complete the required departmental comprehensive written and practical competency exam prior to graduation to satisfy the requirements for a capstone experience.

# Medical Administrative Assistant

(Offered through the Office & Computer Technology Program)

## Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFT 1301 Business English .....	3	POFT 2312 Business Communications II.....	3
HITT 1305 Medical Terminology I .....	3	MRMT 1307 Medical Transcription I .....	3
POFT 2303 Speed/Accuracy Building .....	3	HITT 1341 Coding and Class. Systems.....	3
POFI 2301 Word Processing .....	3	POFT 2331 Administrative Systems.....	3
POFM 1317 Medical Administrative Support.....	3	POFI 1301 Computer Applications I.....	3
	<u>15</u>		<u>15</u>

### Summer Only

Subject	Semester Hours
HITT 1311 Computers in Health Care.....	3
HITT 1353 Legal & Ethical Aspects.....	3
	<u>6</u>

### Third Semester

Subject	Semester Hours
POFT 1313 Prof Development (Capstone) .....	3
ITSW 1304 Intro to Spreadsheets.....	3
	<u>6</u>

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a “C” or better. The capstone course may not be substituted.

# Medical Laboratory Technology

## *Specific Program Requirements*

1. Science courses must have been completed within the past five (5) years. Exceptions may be made by the Medical Laboratory Technology (MLT) Program Director.
2. Students must complete all MLAB courses within a three year period in order to graduate.

This program prepares the medical laboratory technician by formal instruction and clinical experience to perform laboratory procedures which aid physicians and pathologists in the diagnosis and treatment of disease in the hospital, clinic, or research laboratory.

Upon completion of this program, students receive Associate of Applied Science Degrees and may be eligible to take national certification examinations such as that administered by the American Society for Clinical Pathology (ASCP) Board of Certification.

## Admission Information

Students wishing to enter the MLT program may begin taking basic courses during any semester. The curriculum is designed for academic courses to be started during the first summer session of the two year period. The entry date for the MLT program is generally the Fall Semester of each year, but arrangements can sometimes be made for a spring entry also. An alternative curriculum sequence may be arranged for students having completed academic requirements other than MLAB courses. For fall entry, applications should be submitted to the MLT Program Director by March 1 for early acceptance or until class is full for late acceptance. For spring entry, applications should be submitted by November 1 for early acceptance and by January 1 for late acceptance. Applications will be taken until the class is filled. Class size is limited by availability of clinical sites.

Transcripts (high school and/or college) and the THEA, THEA Quick Test, Quick-TASP or TASP scores should be included with the application.

## Admission Criteria

1. The Health Science Division (HSD) application for Medical Laboratory Technology should be submitted to the Program Director.
2. THEA, THEA Quick Test, Quick-TASP or TASP test scores for assessment purposes should be submitted with the HSD application.
3. Overall GPA of 2.0 or higher is required for all college courses completed.
4. Applicants must meet certain essential functions as defined by NAACLS. The nonacademic criteria (essential functions) which all MLT applicants are expected to meet are listed in the MLT-AD program information brochure.
5. Applicants must make an appointment to meet with the Program Director prior to acceptance.

## Selection and Acceptance

There are no pre-requisites courses that must be completed prior to acceptance into the MLT program. Applicants are accepted into the program once the Admission Criteria is met until the class is full. The number of students who can be admitted to the MLT Program is limited by the number of available clinical facilities.

When the maximum number is reached, additional applicants will be placed on a waiting list.

## Additional Program Information

MLAB 2660 and MLAB 2661, the major clinical components of the program may be offered in both the Fall and Spring Semesters. Students will be assigned to these clinical rotations based on availability of space and GPA of all required MLT courses. Students may be required to commute to a clinical site outside Grayson County if there are not enough local facilities available.

Employees of the Clinical Affiliates serve as Clinical Coordinators and Clinical Instructors.

The MLT-AD Program is an approved Tech-Prep Program.

Prior to clinical course rotations, students must pass a drug screen test and criminal background check (at the student's expense and completed as scheduled through a GCC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GCC Health Science policy.

Students who are certified phlebotomists, or have recent documented experience as a phlebotomist may request credit for PLAB1223 and MLAB 1260. Upon completion of adequate phlebotomy skills, such credit may be awarded. Each request will be considered individually and must be approved by the MLT Program Director.

Students who withdraw from the program (do not enroll in the next scheduled course) must reapply to reenter the program. If space permits and the student is within the three year program requirement, he/she may enroll in the next required course provided that all prerequisites are met.

If more than one calendar year has elapsed since a student received credit for an MLAB course, the student must make a raw score of 70% or better on a comprehensive examination covering all current subject matter presented in MLAB courses for which the student has received a passing grade.

Applications from students who reapply to the program and express an intent to repeat all courses will be processed in accordance with the MLT admission policy for new students.

Documentation required by the State of Texas to provide proof of Immunization of proof of immunity, results of a TB test, and the completed medical statement, must be submitted prior to start of class.

Proof of current CPR training must be provided before attending clinicals.

The following curriculum is acceptable for first summer session entry with no previously completed college credit. The first MLAB course is offered during the Fall Semester.

# Medical Laboratory Technology

## Associate of Applied Science Degree

### FRESHMAN YEAR

#### Summer Session—First Term

Subject	Semester Hours
ENGL 1301 Composition & Rhetoric I.....	3
ITSC 1309 Integrated Software Applications.....	3
	<u>6</u>

#### Summer Session—Second Term

Subject	Semester Hours
ENGL 1302 Composition & Rhetoric II.....	3
SPCH 1311, 1315, or 1321.....	3
	<u>6</u>

#### First Semester

Subject	Semester Hours
MLAB 1201 Intro to Clinical Lab Sciences.....	2
MLAB 1335 Immunology/Serology.....	3
MATH 1314 College Algebra.....	3
ELECTIVE.....	1
PLAB 1223 Phlebotomy.....	2
MLAB 1260 Clinical I.....	2
	<u>13</u>

#### Second Semester

Subject	Semester Hours
MLAB 2331 Immunohematology.....	3
MLAB 1315 Hematology.....	3
MLAB 1127 Coagulation.....	1
MLAB 1311 Urinalysis & Body Fluids.....	3
CHEM 1406 or CHEM 1311 and CHEM 1111....	4
	<u>14</u>

### SOPHOMORE YEAR

#### Summer Session

Subject	Semester Hours
BIOL 2321 Microbiology.....	3
BIOL 2121 Microbiology Lab.....	1
PSYC 2301 General Psychology.....	3
	<u>7</u>

#### First Semester

Subject	Semester Hours
MLAB 2534 Clinical Microbiology.....	5
MLAB 2501 Clinical Chemistry.....	5
MLAB 2238 Adv Topics in Med Lab Tech.....	2
MLAB 1231 Parasitology/Mycology.....	2
	<u>14</u>

#### Second Semester

Subject	Semester Hours
MLAB 2660 Clinical II.....	6
MLAB 2661 Clinical III.....	6
	<u>12</u>

Capstone Requirement: All students must complete the capstone requirement: successfully complete MLAB 2660 and MLAB 2661 prior to graduation.

# Microcomputer Multi-Media Specialist

The certificates listed below are designed for students who are pursuing an AAS degree as a Microcomputer Multi-Media Specialist. One specialization track is included in the AAS degree plan.

## Associate of Applied Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1301 Intro to Computer Science .....	3	ITSW 1307 Intro to Database.....	3
ITSC 1309 Software Applications .....	3	ARTC 1325 Intro to Computer Graphics .....	3
ITSC 1305 PC Operating Systems.....	3	ITSW 1304 Intro to Spreadsheets .....	3
SPCH 1321 .....	3	Mathematics Core .....	3
ENGL 1301 Composition & Rhetoric I .....	3	IMED 1301 Intro to Multimedia.....	3
	15	COSC 1336 Programming Fundamentals I .....	3
			18

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSC 1416 LINUX .....	4	CPMT 1311 Intro to Computer Maintenance .....	3
COSC 2330 Language or 1337 Programming .....	3	Computer Science Elective* .....	3
Social/Behavioral Science.....	3	ITSC 1491 (CAPSTONE) Industry Certification	4
POFI 2331 Desktop Publishing for the Office .....	3	Fine Arts/Humanities .....	3
MRKT 1311 Principles of Marketing .....	3	IMED 1316 Internet Web Page Design I .....	3
	16		16

Capstone Requirement: All students must complete the required capstone course ITSC 1491 to satisfy the requirements for a Capstone experience. The capstone course may not be substituted.

\*Must be taken from approved list.

# Microcomputer Multi-media Specialist

## Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1301 Intro to Computer Science .....	3	ARTC 1325 Intro to Computer Graphics .....	3
ITSC 1309 Software Applications .....	3	ITSW 1304 Intro to Spreadsheets .....	3
IMED 1301 Introduction to Multimedia .....	3	ITSW 1307 Intro to Database.....	3
ITSC 1305 PC Operating Systems.....	3	COSC 1336 Programming Fundamentals I .....	3
POFI 2331 Desktop Publishing for the Office .....	3	IMED 1316 Internet Web Page Design.....	3
	15		15

Capstone Requirement: All students must complete the required departmental comprehensive written and practical competency exam prior to graduation to satisfy the requirements for a capstone experience.

\*Must be taken from approved list.

# Music

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Music 1311 .....	3	Music 1312 .....	3
Music 1116 .....	1	Music 1117 .....	1
MUEN 11XX .....	1	MUEN 11XX .....	1
Music 1181* .....	1	Music 1182* .....	1
Music Applied 12XX .....	2	Music Applied 12XX .....	2
English 1301 .....	3	History 1302 .....	3
History 1301 .....	3	English 1302 .....	3
Music 1307 .....	3	Mathematics Core .....	3
	<u>17</u>		<u>17</u>

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Music 2311 .....	3	Music 2312 .....	3
Music 2116 .....	1	Music 2117 .....	1
MUEN 21XX .....	1	MUEN 21XX .....	1
Music 2181 .....	1	Music Applied 12XX .....	2
Music Applied 12XX .....	2	Government 2306 .....	3
Government 2305 .....	3	Natural Science Core .....	4
Natural Science Core .....	4	Social/Behavioral Science Core .....	3
	<u>15</u>		<u>17</u>

\*Students whose main instrument is classical piano should substitute three semesters of 1-credit MUAP courses for these courses.



## Nursing, Associate Degree (RN)

The nursing program provides an integrated nursing curriculum that assists students in acquiring the knowledge and skills necessary to function as beginning practitioners of nursing. The curriculum includes classroom, skills lab, and clinical courses. Students must satisfactorily take and complete all the nursing courses in each semester concurrently in order to progress to the next semester of the program, and all semesters must be taken in sequence.

Upon completion of the program of study, the student will have earned an Associate of Applied Science degree. Graduates of the program may then apply to the Board of Nursing to take the licensure exam to become a registered nurse. The program is approved by the Texas Board of Nursing (BON)\* and accredited by the National League for Nursing Accrediting Commission (NLNAC).\*\*

To qualify to take the licensing exam, students must meet eligibility requirements stipulated by the Board of Nursing. Applicants who have reason to believe they may be ineligible to take the licensing exam may petition the BON for a declaratory order. This should be done prior to entering the nursing program. Information about eligibility is available in the Nursing Program Information Packet and on the website for the Texas Board of Nursing.

Detailed information about the program is provided in an information packet, available by sending an email request to [nursing@grayson.edu](mailto:nursing@grayson.edu). The applicant should request the Nursing Information Packet. This packet will be sent to the applicant via email. Completion of this information packet is required for all applicants to the program.

The following general information about the nursing program is current at the time of printing, but all information is subject to change without notice or obligation.

### *Core Performance Standards/Physical & Mental Capabilities*

In order to accomplish the objectives of the program, students must be able to meet certain core performance standards. These standards are listed in the Nursing Program Information Packet.

### *Admission Information*

Admission to the nursing program is selective, with registration in nursing courses by permission only. Admission to the college does not guarantee admission to the nursing program. To be considered for acceptance into the program, applicants must submit all required application information by the deadlines posted in the Information Packet.

### **Minimum Admission Requirements:**

1. Admission to Grayson County College.
2. Completion of the Nursing Information Packet (available by emailing [nursing@grayson.edu](mailto:nursing@grayson.edu)).
3. Evolve Admission test score of 75 or higher on cumulative total of required sections. (May be taken only one time every 12 months; and there must be 5 years or less from time test was taken to the date of admission into the nursing program).
4. High School degree or GED.
5. College GPA (cumulative) minimum of 2.5.
6. High School math (2 years) or college credit (3-hour) math course with C or better. (Beginning in the Fall 2012 semester College Algebra or Elementary Statistics will be required).
7. Completion of Anatomy and Physiology courses I & II (8 college credit hours) with a grade of C or better within first three attempts (including withdrawals). Science courses must have been taken and completed within the past five years.
8. Completion of required immunizations. This includes Hepatitis A & B series, MMR, tetanus, and varicella. These immunizations are taken in series and can take up to 6 months to complete.

All documentation related to these admission requirements should be submitted to the Health Science Office by the posted deadline. Applications will not be accepted until the student has taken and passed the Evolve Admission Test. Detailed information about the test is provided in the Nursing Program Information Packet.

### *Selection and Acceptance Procedure (Point system)*

1. Applications are reviewed for required documentation (after submission deadlines) by the ADN Admissions Committee. Only those with complete files will be considered for admission.
2. Applicants with incomplete files will be kept for one additional admission period.
3. Applicants with complete files will be evaluated for selection by a point system. A grade of “C” or better must be obtained in all required courses.
  - a. Required science courses are Microbiology and Lab, and Anatomy & Physiology I & II and Labs  
A = 3 points  
B = 2 points  
C = 1 point  
Maximum = 18 points
  - b. Required academic courses one (1) point for each course completed with a “C” or better. (English Composition I & II, General Psychology, Life Span Psychology, Sociology, Speech, and one elective) Maximum = 7 points. Beginning in the fall of 2012 the “one elective” will change to a choice of either College Algebra or Elementary Statistics. This Math requirement will be required for admission to the program in the fall of 2012.
  - c. Evolve Admission Test  
89.5 – 100 = 3 points  
79.5 – 89.4 = 2 points  
74.5 – 79.4 = 1 point  
< 74.4 = ineligible for admission into the ADN program Maximum = 3 points
  - d. In-district residency, based on GCC Registrar’s office criteria. Maximum = 2 points
  - e. The total maximum number of points that can be earned is 30 points.
4. Students with the highest points will be selected first. In the case where applicants having equal points must be chosen for limited space availability, the selection will be made by the Admissions committee and/or Program Director.
5. Applicants will be notified in writing regarding selection or non-selection within six weeks of review of applications. Final acceptance is contingent upon completion of final acceptance requirements, listed below:

### *Final Acceptance Requirements (Following notification of admission)*

1. Attend a scheduled mandatory orientation day on campus.
2. Pass a urine drug screen (as stipulated by the nursing program).
3. Pass a criminal background check (as stipulated by the nursing program).
4. Obtain CPR certification. (American Heart or Red Cross; Healthcare Provider level)
5. Submit proof of a current negative TB (tuberculosis) test or negative chest x-ray and annual flu influenza vaccination as recommended by the CDC in the fall of each year.
6. Obtain a physical exam from a healthcare provider (form provided with acceptance packet).

*Transfer of College Coursework*

Students who desire admission to GCC must adhere to the GCC course transfer policies outlined in the *GCC Student Handbook*. This includes submitting official copies of the transcripts from each college or university previously attended to the Office of Admissions and Records and a copy of the transcripts to the ADN program. The Office of Admissions and Records will not send a copy to the ADN office. Prerequisite and co-requisite general education courses will be accepted for transfer and application toward the Associate of Applied Science Degree in Nursing if the course is evaluated as equivalent to the required course at GCC. Applicants are strongly encouraged to consult a college counselor or the ADN Program Director prior to enrolling. Nursing courses are accepted for transfer only with prior approval of the ADN Program Director. Students wishing to transfer nursing courses should request a Transfer Nursing Student Information Packet at [nursing@grayson.edu](mailto:nursing@grayson.edu).

*Contact information regarding program approval and accreditation:*

\*Texas Board of Nursing  
333 Guadalupe St  
Austin, Texas 78701  
Ph: (512) 305-7400  
<http://www.bon.state.tx.us/>

\*\*NLNAC  
33 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
Ph: (404) 975-5000  
<http://www.nlnac.org/>

**Associate Degree Nursing**

*Associate of Applied Science Degree*

**PREREQUISITES**

Subject	Semester Hours	Subject	Semester Hours
BIOL 2301 A&P I.....	3	BIOL A&P II 2302.....	3
BIOL 2101 A&P I Lab.....	1	BIOL 2102 A&P II Lab.....	1
	<u>4</u>		<u>4</u>

**FRESHMAN YEAR**

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 1523 Intro to Professional Nursing.....	5	RNSG 2504 Integrated Care of Client with Common Needs.....	5
RNSG 1119 Integrated Nursing Skills.....	1	RNSG 1144 Nursing Skills II.....	1
RNSG 1460 Clinical-Nursing I.....	4	RNSG 1461 Clinical-Nursing II.....	4
BIOL 2321 Microbiology.....	3	PSYC 2314 Child/Lifespan.....	3
BIOL 2121 Microbiology Lab.....	1	ENGL 1301 Composition I.....	3
PSYC 2301 General Psychology.....	3		
	<u>17</u>		<u>16</u>

Summer I		Summer II	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1302 Composition II.....	3	Elective.....	3
	<u>3</u>		<u>3</u>

In the fall of 2012 this "Elective" will change to College Algebra or Elementary Statistics and one of these two courses will be a prerequisite for admission to the program.

**SOPHOMORE YEAR**

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 2514 Integrated Care of Clients.....	5	RNSG 2435 Integrated Client Care Management.....	4
with Complex Health Care Needs.....	5	RNSG 2563 Clinical-Nursing IV.....	5
RNSG 2562 Clinical-Nursing III.....	5	SPCH 1311 or SPCH 1321.....	3
SOCI 1301 or 1306.....	3		
	<u>13</u>		<u>12</u>

Capstone Requirement: An external exit exam requirement is included in RNSG 2435, the capstone nursing course.

## ADN LVN Transitional Entry (TE) Option

### *LVN Transitional Entry (TE) Admission Requirements*

The nursing program facilitates the upward educational mobility for the licensed vocational/practical nurse by offering advanced placement into the nursing program through two transitional entry courses (RNSG 2404 and RNSG 1227). These courses are offered as hybrid courses, combining online and classroom learning and must be taken and passed concurrently to progress to the Nursing III semester. Students may only take the TE courses one time. If unsuccessful in one or both of the TE courses, eligible students may apply for admission to Nursing I or II.

Upon successful completion of the two TE courses, students receive 14 semester credits for prior vocational nursing courses. TE students then continue in the nursing program following the traditional nursing course schedule for the third and fourth semesters. Grading and progression policies are the same for all students in the nursing program regardless of entry as a traditional or TE student.

Detailed information about the TE program is provided in an information packet, available by sending an email request to [nursing@grayson.edu](mailto:nursing@grayson.edu). The applicant should request the Transitional entry Nursing Information Packet. This packet will be sent to the applicant via email. Completion of this information packet is required for all applicants to the program.

The following general information about the TE program is current at the time of printing, but all information is subject to change without notice or obligation.

### *Admission Information*

Admission to the nursing program is selective, with registration in TE nursing courses by permission only. Admission to the college does not guarantee admission to the program. To be considered for acceptance into the program, applicants must submit all required application information by the deadlines posted in the Information Packet.

### *Minimum Admission Requirements*

1. Admission to Grayson County College.
2. Completion of the Nursing Information Packet (available by request at [nursing@grayson.edu](mailto:nursing@grayson.edu)).
3. Evolve Admission test score of 75 or higher on cumulative total of required sections. (May be taken only one time every 12 months; and there must be 5 years or less from time test was taken to the date of admission into the nursing program.)
4. High School degree or GED.
5. College GPA (cumulative) minimum of 2.5.
6. High School math (2 years) or college credit (3-hour) math course with grade of C or better.
7. Satisfactory completion (grade of “C” or better) of the program prerequisites required for admission and required co-requisite courses for Nursing I and II, including: Anatomy and Physiology courses I & II and Microbiology within first three attempts and within the past 5 years; General Psychology, Child & Lifespan Development, Sociology, and English I.
8. Completion of required immunizations. This includes Hepatitis A & B series, MMR, tetanus, and varicella. These immunizations are taken as a series and may take up to 6 months to complete.
9. Submission of copy of current VN license
10. Transcript showing successful completion of a Vocational/Practical Nursing Program

11. Letter from current employer stating length and type of employment (one year of clinical experience as an LVN/LPN is preferred)
12. All documentation related to these admission requirements should be submitted to the Health Science Office by the posted deadline. Applications will not be accepted until the student has taken and passed the Evolve Admission Test. Detailed information about the test is provided in the TE Nursing Program Information Packet.

### *Selection and Acceptance Procedure (Point system)*

1. Applications are reviewed for required documentation (after the application deadline) by the ADN Admissions Committee. Only those with complete files will be considered for admission.
2. Applicants with incomplete files will be kept for one additional admission.
3. Applicants with complete files will be evaluated for selection by a point system. A grade of "C" or better must be obtained in all required courses.
  - a. Required science courses are Microbiology and Lab, and Anatomy & Physiology I & II and Labs
    - A = 3 points
    - B = 2 points
    - C = 1 point

Maximum = 18 points
  - b. Required academic courses one (1) point for each course completed with a "C" or better. (English Composition I & II, General Psychology, Life Span Psychology, Sociology, Speech, and one elective) Maximum = 7 points.  
Beginning in the fall of 2012 the "one elective" will change to a choice of either College Algebra or Elementary Statistics. This Math requirement will be required for admission to the program in the fall of 2012.
  - c. Evolve Admission Test
    - 89.5 – 100 = 3 points
    - 79.5 – 89.4 = 2 points
    - 74.5 – 79.4 = 1 point
    - < 74.4 = ineligible for admission into the ADN program

Maximum = 3 points
  - d. In-district residency, based on GCC Registrar's office criteria. Maximum = 2 points
  - e. The total maximum number of points that can be earned is 30 points.
4. Students with the highest points will be selected first. In the case where several applicants having equal points must be chosen for limited space availability, the selection will be made by the Admissions Committee and/or Program Director.
5. Applicants will be notified in writing regarding selection or non-selection within six weeks of review of applications. Final acceptance is contingent upon completion of final acceptance requirements, listed below:

### *Final Acceptance Requirements (Following notification of admission)*

1. Attend a mandatory orientation day.
2. Pass a urine drug screen (as stipulated by the nursing program).
3. Pass a criminal background check (as stipulated by the nursing program).
4. Obtain CPR certification (American Heart or Red Cross; Healthcare Provider level).
5. Submit proof of a negative TB (tuberculosis) test or negative chest x-ray and annual influenza vaccination as recommended by the CDC in the fall of each year.
6. Obtain a physical exam by a healthcare provider (form provided with acceptance packet).

## Transfer of College Coursework

Students who desire admission to GCC must adhere to the GCC course transfer policies outlined in the *GCC Student Handbook*. This includes submitting official copies of the transcripts from each college or university previously attended to the Office of Admissions and Records and a copy of the transcripts to the ADN program. The Office of Admissions and Records will not send a copy to the ADN office. Prerequisite and co-requisite general education courses will be accepted for transfer and application toward the Associate of Applied Science Degree in Nursing if the course is evaluated as equivalent to the required course at GCC. Applicants are strongly encouraged to consult a college counselor or the ADN Program Director prior to enrolling.

Contact information regarding program approval and accreditation:

\*Texas Board of Nursing  
333 Guadalupe St  
Austin, Texas 78701  
Ph: (512) 305-7400  
<http://www.bon.state.tx.us/>

\*\*NLNAC  
3343 Peachtree Road NE, Suite 500  
Atlanta, Georgia 30326  
Ph: (414) 975-5000  
<http://www.nlnac.org/>

### PREREQUISITES

Subject	Semester Hours	Subject	Semester Hours
BIOL 2301 A&P I.....	3	BIOL 2302 A&P II.....	3
BIOL 2101 A&P I Lab.....	1	BIOL 2102 A&P II Lab.....	1
BIOL 2321 Microbiology.....	3	PSYC 2314 Child & Lifespan Dev.....	3
BIOL 2121 Microbiology Lab.....	1	ENGL 1301 Composition & Rhetoric I.....	3
PSYC 2301 General Psychology.....	3		
	<u>11</u>		<u>10</u>

### CO-REQUISITES

Subject	Semester Hours
SPCH 1311 or SPCH 1321.....	3
ENGL 1302 Composition & Rhetoric II.....	3
SOCI 1301 or SOCI 1306.....	3
Elective.....	3
	<u>12</u>

In the fall of 2012 this "Elective" will change to College Algebra or Elementary Statistics and one of these two courses will be a prerequisite for admission to the program.

### NURSING COURSES

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 1227 Trans from Vocational to Professional Nursing.....	2	RNSG 2514 Care of Clients with Complex Health Care Needs.....	5
RNSG 2404 Care of Clients w/ Com Needs.....	4	RNSG 2562 Clinical-Nursing III.....	5
	<u>6</u>		<u>10</u>

### Third Semester

Subject	Semester Hours
RNSG 2435 Integrated Client Care Mgmt.....	4
RNSG 2563 Clinical IV.....	5
	<u>9</u>

Capstone Requirement: An external exit exam requirement is included in RNSG 2435, the capstone nursing course.

## Office & Computer Technology

The development and use of computers in the office has created a need for individuals who are proficient in areas beyond the traditional office skills. Today's office requires individuals who are able to take full advantage of the technology available in order to get the job done quickly and accurately.

The degree in Office & Computer Technology is designed to prepare individuals for the challenges of today's office. Students will obtain the skills and technical knowledge necessary to enter the job market in a variety of office administration positions.

Two certificates - Administrative Assistant and Medical Administrative Assistant - prepare students for assisting an executive or professional in decision making, conducting research, meeting and working with the public, and managing the office. The certificates could also feed into the associate degree, if desired.

The Accounting Office Support certificate prepares individuals for careers in the accounting field. This certificate will also feed into the Administrative Assistant certificate if the student desires to increase his or her knowledge in these areas.

The Applications Software Specialist certificate concentrates on computer software used in the office. The student will have a strong working foundation of several software packages currently used in industry today. Software integration will be emphasized. This certificate provides an excellent opportunity for an employee with strong organizational skills who wants to specialize in computer software.

### Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hrs.
ENGL 1301 Composition & Rhetoric I .....	3	ACNT 1304 Intro to Accounting II.....	3
POFT 1301 Business English .....	3	POFT 2312 Business Communications.....	3
ACNT 1303 Intro to Accounting 1 .....	3	POFI 1301 Computer Applications I.....	3
Social/Behavioral Science Core.....	3	POFI 2301 Word Processing .....	3
		POFT 2303 Speed/Accuracy Building or	
		ARTC 1325 Intro to Computer Graphics .....	3
	12		15

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Math/Science Core .....	3	POFT 2331 Administrative Systems.....	3
SPCH 1311 or 1321 .....	3	ACNT 1313 Computerized Acnt Applications...	3
Humanities/Fine Arts Core.....	3	ITSW 1307 Introduction to Database .....	3
ITSW 1304 Introduction to Spreadsheets.....	3	POFT 1313 Prof Development (Capstone).....	3
ITSC 2321 Integrated Software Apps II .....	3	Elective .....	3
Free Elective .....	3		
	18		15

Students entering this program need to have basic computer and keyboarding skills. Contact advisor for more details.

Capstone Requirement: All students must complete the required capstone course Professional Development (POFT 1313) during the last semester (unless the last semester is summer) to satisfy the requirements for a Capstone experience with a "C" or better. The capstone course may not be substituted.

# Physical Education

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Physical Education 1301 .....	3	Physical Education 1304 .....	3
English 1301 .....	3	English 1302 .....	3
History 1301 .....	3	History 1302 .....	3
Physical Education Activity Course .....	1	Mathematics Core .....	3
Oral Communications Core .....	3	Physical Education Activity Course .....	1
		Institutional Option Core Course .....	3
	13		16

### SUMMER SEMESTER

PHED 1308 .....	3
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### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Physical Education 1338 .....	3	Physical Education 2356 .....	3
Humanities Core .....	3	Visual/Performing Arts Core .....	3
Psychology 2301 .....	3	Government 2306 .....	3
Government 2305 .....	3	Natural Science Core .....	4
Physical Education Activity Course .....	1		
Natural Science Core .....	4		
	17		13

\*Students are encouraged to select electives that meet the graduation requirement of the senior institution.

# Physics

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Physics 2325 .....	3	Physics 2326 .....	3
Physics 2125 .....	1	Physics 2126 .....	1
Mathematics 2413 .....	4	Mathematics 2414 .....	4
History 1301 .....	3	History 1302 .....	3
Intuitional Option Core .....	3		
	17		14

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Social/Behavioral Science Core .....	3	Oral Communications Core .....	3
Chemistry 1311 .....	3	Chemistry 1312 .....	3
Chemistry 1111 .....	1	Chemistry 1112 .....	1
Government 2305 .....	3	Government 2306 .....	3
Mathematics 2320 .....	3	Visual/Performing Arts Core .....	3
Elective* .....	3	Computer Science Core .....	3
	16		16

\*Students are encouraged to select electives that meet the graduation requirement of the senior institution.



## Police Academy

The Texoma Regional Police Academy (TRPA) at Grayson County College offers a 20 week (864 hours) daytime program designed to prepare students for a very exciting, challenging, and rewarding career in law enforcement. TRPA also offers a 43 week part time academy class for those who cannot afford to leave their daytime jobs. Students are awarded 25 credit hours of college credit for the completion of the Police Academy program at Grayson County College. The police academy is accredited by The Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Throughout the program, students will participate in classroom instruction and live training exercises. Individuals completing the day or night Academy and passing the TCLEOSE state-licensing exam are certified to seek appointment in state and local law enforcement agencies, throughout Texas, as a full time peace officer or reserve officer.

### **To be admitted to TRPA students must:**

Meet the below listed minimum entrance requirements.

- Be at least 21 years of age at the time of graduation from the course; 18 years of age at the time of enrollment if the applicant has received an associate/s degree or 60 semester hours of credit from an accredited college or university.
- Be subjected to a search of local, state, and national records to disclose any criminal record.
- Is not currently charged with any criminal offense for which conviction would be a bar to licensure.
- Has never been on court-ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor OR a Class B misdemeanor within the last ten years from the date of the court order.
- Has not ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
- Be of good moral character.
- Be subjected to a thorough, comprehensive background investigation and be interviewed personally prior to appointment by representatives of the appointing authority.
- Has never have been convicted of any family violence offense.
- Is not prohibited by state or federal law from operating a motor vehicle.
- Is not prohibited by state or federal law from operating a motor vehicle or possessing firearms or ammunition.
- Is a U.S. citizen.
- Complete a Student Application form for the Texoma Regional Police Academy.
- Comply with all TCLEOSE Minimum Standards for Licensing. (New Rules effective October 2010). Go to <http://www.tcleose.state.tx.us/>, "Rules and Statutes", "Initial Licensing".

Meet one of the following education requirements.

- Be a high school graduate;
- Have passed a General Equivalency Development (GED) Test indicating high school graduation level;
- 2 years military with honorable discharge;
- have 12 semester hours credit from an accredited college or university.

Take the Work Keys test with a Reading score of "4" or more

For more information about the program contact the Police Academy at 903-463-8710 or access the Police Academy website at [www.grayson.edu/trpa](http://www.grayson.edu/trpa).

## POLICE ACADEMY CERTIFICATE

Subject	Semester Hours
CJLE 1506 Basic Peace Officer I .....	5
CJLE 1512 Basic Peace Officer II .....	5
CJLE 1518 Basic Peace Officer III.....	5
CJLE 1524 Basic Peace Officer IV.....	5
CLJE 1329 Basic Peace Officer V.....	3
CJLE 1211 Basic Firearms.....	2
	<u>25</u>

## Pre-Health

*Associate of Science Degree*

Recommended degree plan for students working toward admission to Health Science programs. Consult advisor for preferred course sequencing recommendations. (Pre-Medical, Pre-Veterinary, and Pre-Physical Therapy, see Biology Associate of Science Degree plan.)

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Sociology 1301 or 1306.....	3	Biology 2302/2102.....	4
Biology 2301/2101*.....	4	Psychology 2314.....	3
Psychology 2301 .....	3	Mathematics Core.....	3
Institutional Option Core .....	3	Biology 2321/2121.....	4
	<u>16</u>		<u>17</u>

## SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Visual/Performing Arts Core .....	3	Mathematics 2342 .....	3
Government 2305 .....	3	Government 2306 .....	3
Humanities Core .....	3	Oral Communication Core .....	3
History 1301 .....	3	Biology 1322 .....	3
Chemistry 1406 .....	4	History 1302 .....	3
	<u>16</u>		<u>15</u>

\*Recommended students take BIOL 2404 or BIOL 1306/1106 before BIOL 2301/2101 if student has not previously taken college-level biology.

# Psychology

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics 1314 .....	3	Elective** .....	6
History 1301 .....	3	History 1302 .....	3
Psychology 2301 .....	3	Psychology 2315 .....	3
Institutional Option Core .....	3		
	15		15

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Literature* .....	3	Literature* .....	3
Government 2305 .....	3	Government 2306 .....	3
Natural Science Core .....	4	Natural Science Core .....	4
Psychology 2314 .....	3	Social/Behavioral Science Core .....	3
Visual/Performing Arts Core .....	3	Oral Communications Core .....	3
	16		16

\*To be selected from English 2322, 2323, 2327, 2328, 2332, 2333.

\*\*Students are encouraged to select electives that meet the graduation requirement of the senior institution.

## Radiologic Technology

### *Associate of Applied Science Degree*

The Radiography program allows students to participate in classroom instruction, laboratory demonstration and practice and perform radiographic procedures, and clinical experiences. Upon successful completion of the program, Radiologic Technology students will be able to:

- Exhibit the ability to explain, apply and integrate the scientific and theoretical knowledge of patient care, radiation control, imaging equipment and accessories in the performance of Radiologic Technology procedures.
- Characterize a confident sense of autonomy in making effective decisions in the performance of medical imaging procedures.
- Operate radiographic equipment in an organized, skillful manner, using valid, scientific fundamentals to create high quality diagnostic images with due consideration for the safe, effective care of the patients and families.
- Independently initiate and maintain positive communication with all healthcare personnel.
- Correctly teach radiation safety as appropriate, to protect and serve patients, families, health-care providers, and the general public.
- Consistently incorporate sincere empathy and maintain a strong advocacy for all patients in the performance of Radiographic procedures.
- Convey a willingness to function as contributing member of multidiscipline healthcare teams, and step forward as a leader when appropriate.
- Cooperate openly with all members of the health care team, clients and families.
- Demonstrate professional attitudes and behaviors that promote personal growth and a respect for lifelong learning.
- Demonstrate ethical-legal accountability consistent with the roles of the Radiologic Technologist.

The program is recognized by the American Registry of Radiologic Technology. Following program completion, the graduate is eligible to take the American Registry of Radiologic Technologists Examination (ARRT) to become a Registered Radiologic Technologist. Upon becoming ARRT (R), the graduate automatically qualifies to be a Texas Certified Medical Radiologic Technologist. The GCC program will assist all graduating students with the application processes for the ARRT Board Exam and the Texas MRT Certification.

### **Important Information for Applicants**

In order to accomplish the objectives of this program, the student must be able to meet the Occupational Performance Requirements of Radiologic Technologists. In order to accomplish the objectives of the Radiography program, students must have:

- Visual acuity, with corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physicians' orders, monitors, gauges, and equipment calibrations.
- Hearing ability, with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells, and stethoscopic sounds originating from a patient's blood vessels, heart, lung, and abdomen.
- Physical ability to: Stand and walk for prolonged periods of time; perform cardiopulmonary resuscitation; lift patients to move onto and off of the radiographic table; lift and manipulate patients in the radiographic room as well as in hospital beds for proper placement of radiographic film holders; move from room to room, maneuvering in limited spaces and move, push, maneuver heavy, mobile radiographic machines into and out of patient rooms, surgery, intensive care units, and all other patient areas.

- Strength to lift approximately a minimum of 30 lbs. and walk a minimum distance of approximately 30 feet.
- Shoulder range of motion to reach up, push, pull, and maneuver radiographic equipment with overhead suspension and manually position, tilt, and angle radiographic tube housings in accurate relationship to the patients and image receptors.
- Speaking ability to communicate effectively in verbal and written form.
- Ability to speak clearly and succinctly when explaining procedures, describing patient conditions, and giving directions to the patient.
- Fine motor skills to write legibly and correctly in the legal documentation of radiographic procedures and patient conditions/occurrences.
- Manual dexterity to use sterile techniques, to insert catheters, and to prepare and administer contrast media and medications (IV and IM) as directed by a physician.
- Ability to function safely and accurately under stressful conditions and to be able to quickly adapt to rapidly changing clinical situations involving patient care.

The American Registry of Radiologic Technologists requires that all candidates be in accordance with very strict guidelines. In an effort to establish, secure, and maintain an improved professional reputation for Radiographers, within the healthcare environment, the ARRT demands close adherence to strict ethical standards. Radiography School Applicants with a criminal record are encouraged to request a pre-application review of eligibility to be conducted by the ARRT to obtain a ruling on his/her eligibility for certification and registration. The pre-application form can be found at the ARRT website, [www.arrt.org](http://www.arrt.org). For ARRT purposes any of the following situations constitute the same as a conviction:

- A charge or conviction for an offense which is classified as a misdemeanor or felony,
- A plea of guilty to an offense which is classified as a misdemeanor or felony
- A plea of nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony
- Any situation in which the result is a deferred or withheld adjudication
- Any suspended or withheld sentence.

## Admission Criteria and Selection

Applications for admission to the Radiologic Technology program, along with GED or high school transcripts and transcripts from each college or university attended, are due in the Health Sciences Office by June 1st. The applicant is responsible for submitting all the required transcripts and other documentation to the Radiology School. Documents submitted after 4:00 p.m. on June 1st will be filed for application to the next school year. Applicants are required to take an admission test related to vocabulary skill and reading comprehension and achieve a passing score of 75 or greater.

### *Pre-Acceptance Requirements:*

Before application files can be evaluated, the following documentation must be in the applicant's folder no later than June 1st of the year for which you are applying:

- Copy of High School Diploma or passing GED Scores
- Documentation of a completed application to Grayson County College
- Completed GCC Health Sciences application
- Student letter of intent
- Official transcripts
- Admission test scores

- Minimum GPA of 2.5 with a grade of “C” or higher in all required courses
- Successful completion of Anatomy & Physiology I, Anatomy & Physiology II and College Algebra (Addition of College Algebra effective for admission to the Fall 2012 class)
- Documentation of having completed all required immunizations. (Td, MMR, Hepatitis A&B, Varicella, TB skin test.)

Applicant files that are complete with the items listed above will then be evaluated for documentation of the following factors in this sequential order of priority:

Grade point average stated on all transcripts

Grades received for each science, math, medical, or other courses that may be relative to healthcare services

Technical, trade, or military training received

Resume/work history/life experiences as they relate to basic knowledge of the radiology field, healthcare services, and/or work ethics

Three (3) letters of reference, preferably other than family

Applicant’s written statement of “Why I have chosen Radiologic Technology as a career.”  
Indicating awareness of the Radiography field.

All applicant transcripts are rated, using the following point system.

3 points for a final grade of “A” in theory and/or lab course

2 points for a final grade of “B” in theory and/or lab course

1 point for a final grade of “C” in theory and/or lab course

Points are given for the score achieved on the admission test.

3 points for a test score of 90-100

2 points for a test score of 80-89

1 point for a test score of 75-79

Consideration is also given to documentation of:

Applicant’s resume/work history

Any volunteer work in radiology or other healthcare field

Trade school and/or technical education completed.

Certifications, and/or licensures earned that may enhance the applicant’s skills in Radio-graphy

Non-academic experiences/attributes are quantified, using the following point system:

3 points for high significance / relativity to radiology field

2 points for medium significance / relativity to radiology field

1 point for slight significance / relativity to radiology field

Prior to clinical course rotations, students must pass a drug screen test and criminal background check. Radiology students must pass a drug screen and criminal background check (at the student’s expense and completed as scheduled through a GCC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GCC Health Science policy.

Candidates will be notified in writing via US mail.

### PREREQUISITES

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
BIOL 2301 A&P I.....	3	BIOL 2302 A&P II.....	3
BIOL 2101 A&P I Lab.....	1	BIOL 2102 A&P II Lab.....	1
	4	MATH 1314 College Algebra.....	3
			7

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RADR 1301 Introduction to Radiography .....	3	RADR 1213 Prin. of Radiographic Imaging. I.....	2
RADR 1303 Patient Care .....	3	RADR 2401 Int. Radiographic Procedures.....	4
RADR 1311 Basic Radiographic Procedures .....	3	RADR 2313 Radiation Biology & Protection .....	3
RADR 1160 Clinical I.....	1	RADR 1361 Clinical II.....	3
PSYC 2301 General Psychology .....	3	ENGL 1301 Composition & Rhetoric I .....	3
	13	Fine Arts Elective.....	3
			18

### Summer (12 weeks)

Subject	Semester Hours
RADR 2309 Radiographic Imaging Equip. ....	3
RADR 1362 Clinical III .....	3
	6

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RADR 2217 Radiographic Pathology .....	2	RADR 2233 Adv. Medical Imaging.....	2
RADR 2305 Prin. of Radiographic Imaging. II .....	3	RADR 2235 Radiologic Tech. Seminar.....	2
RADR 2463 Clinical IV .....	4	RADR 2431 Adv. Radiographic Procedures.....	4
	9	RADR 2367 Practicum .....	3
		SPCH 1311, 1315, or 1321 .....	3
			14

Capstone Requirement: All students must complete the capstone requirement: successful completion of RADR 2235 prior to graduation.

## Restaurant Management

(Offered through the Hospitality/Culinary Arts Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HAMG 2301 Principles of Food and Beverage .....	3	SPCH 1311 or 1321 .....	3
CHEF 1305 Sanitation and Safety.....	3	*CHEF 1301 Basic Food Preparation Lab .....	3
HAMG 1321 Introduction to Hospitality Industry..	3	HAMG 1319 Computers in Hospitality .....	3
HAMG 1340 Hospitality Legal Issues .....	3	HAMG 1324 Hospitality Human Resources .....	3
HAMG 2305 Hosp. Management & Leadership..	3	HAMG 2337 Hospitality Facilities Management ...	3
HAMG 2307 Hosp and Marketing and Sales.....	3	*RSTO 1304 Dining Room Service .....	3
	<u>18</u>		<u>18</u>

#### Summer Semester

Subject	Semester Hours
HAMG 2167 Practicum or Field Experience .....	1
*CHEF 2331 Advanced Food Preparation .....	3
	<u>4</u>

\*Completion of CHEF 1305 with a grade of “B” or higher and a valid Servsafe certification is a prerequisite for CHEF 1301, 2331 and RSTO 1304.

Capstone Requirement: All students must pass the required Departmental comprehensive written and practical exam with a grade of “C” or better, prior to graduation, in order to satisfy the capstone experience.

## Sociology

### Associate of Science Degree

#### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics Core.....	3	History 1302 .....	3
History 1301 .....	3	Sociology 1306 .....	3
Sociology 1301 .....	3	Oral Communications Core.....	3
Institutional Option Core .....	3	Elective .....	3
	<u>15</u>		<u>15</u>

#### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Government 2305 .....	3	Government 2306 .....	3
Natural Science Core.....	4	Natural Science Core .....	4
Literature* .....	3	Literature* .....	3
Sociology 2301 .....	3	Sociology 2306 .....	3
Elective .....	3	Visual/Performing Arts Core.....	3
	<u>16</u>		<u>16</u>

\*Fulfills Humanities Core Requirement. Choose from English 2322, 2323, 2327, 2328, 2332, 2333.



# Spanish

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics Core Course .....	3	History Core Course .....	3
History Core Course .....	3	Spanish 1412* or higher .....	4
Spanish 1411* or higher .....	4	Oral Communications Course .....	3
Institutional Option Core .....	3	Visual & Performing Arts Core Course .....	3
	16		16

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Spanish 2311 .....	3	Spanish 2312 .....	3
Natural Science Core Course .....	4	Natural Science Core Course .....	4
Humanities Core Course (SPAN 2321 only) .....	3	Spanish 2322 or 2324 .....	3
Government 2305 .....	3	Government 2306 .....	3
Social & Behavioral Science Core .....	3	Physical Ed. Activity Course or Elective .....	1
	16		14

# Theatre

## Associate of Science Degree

There will be a meeting of all theatre majors, theatre scholarship students and any others interested in becoming involved with the Theatre Department on the first day of each semester. The meeting will be held at 7:00 p.m. in the Cruce Stark Auditorium.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Drama 1351 .....	3	Drama 2331 or Drama 1352 .....	3
Drama 1121 .....	1	English 1302 .....	3
Drama 1120 .....	1	History 1302 .....	3
Drama 1330 .....	3	Mathematics Core .....	3
English 1301 .....	3	Humanities Core .....	3
History 1301 .....	3	Drama 1120/1121 .....	1
Institutional Option Core .....	3		
	17		16

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Drama 1341 .....	3	Drama 1352 or 2351 .....	3
Drama 1310 .....	3	Government 2306 .....	3
Government 2305 .....	3	Natural Science Core .....	4
Oral Communications Core .....	3	Social/Behavioral Science Core .....	3
Natural Science Core .....	4	Drama 2121 .....	1
Drama 2120 .....	1		
	17		14

# University Transfer Program

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
Mathematics Core .....	3	Natural Science Core .....	4
Natural Science Core .....	4	History 1302 .....	3
History 1301 .....	3	Visual Performing Arts Core .....	3
Institutional Option Core .....	3	University Transfer Course* .....	3
	16		16

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Humanities Core .....	3	University Transfer Course* .....	3
Government 2305 .....	3	Government 2306 .....	3
Social/Behavioral Science Core .....	3	Oral Communications Core .....	3
University Transfer Course* .....	3	University Transfer Course* .....	3
University Transfer Course* .....	3	University Transfer Course* .....	3
	15		15

\*Students should check degree requirements at their transfer university in choosing these courses.

# University Transfer Pre BSN

## Associate of Science Degree

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
English 1301 .....	3	English 1302 .....	3
MATH 1314 .....	3	BIOL 2302 and 2102 .....	4
BIOL 2301 and 2101* .....	4	BIOL 2321 and 2121 .....	4
PSYC 2301 .....	3	PSYC 2314 .....	3
SPCH 1311 .....	3	SOCI 1301 or 1306 .....	3
	16		17

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 2322, 2323, 2327, 2328, 2332, 2333 .....	3	ENGL 2311 .....	3
HIST 1301 .....	3	Government 2306 .....	3
Government 2305 .....	3	HIST 1302 .....	3
COSC 1301 .....	3	MATH 2342 .....	3
CHEM 1406 .....	4	Fine Arts Elective .....	3
	16		15

\*Recommend taking BIOL 2404 before BIOL 2301/2101 if student has not previously taken college level biology.

## Viticulture and Enology

### *Associate of Applied Science Degree*

The memorial to Dr. Thomas Volney Munson was established in 1974 through the generosity of the W. B. Munson Foundation of Denison, Texas. Through the efforts of Dr. Munson, native Texas grapevine rootstocks, resistant to phylloxera, were located and shipped to France where their vinifera winegrape varieties were grafted to the Texas rootstocks, thus saving their vines from destruction. This monumental achievement gained Munson the title of “Chevalier du Merite Agricole” in the French Legion of Honor in 1888. Other major achievements included a reclassification of the *Vitis* species; authoring the classic book, *Foundations of American Grape Culture* in 1909; originating over 300 disease-resistant grape varieties specifically hybridized for the southwest; patenting several agricultural and mechanical devices, including the first helicopter. He not only hybridized grapes, but fruits of all kinds, flowers, vegetables, and many type of ornamentals.

The T. V. Munson Memorial Vineyard and Viticulture Enology Center is located on the College's West Campus. The T. V. Munson Viticulture Enology Center was officially opened on September 10, 1988. The Munson Center serves as a state and regional center for the delivery of educational programs in viticulture and enology and is a repository for historical documents of international significance to the grape and wine industry. The building houses a library for research documents and historic memorabilia; classroom and office space; and workroom facilities for processing grape plants, juice, and wine. Academic credit and credit-free courses, as well as meetings are conducted in the facility.

The T. V. Munson Vineyard received the first grapevines in 1974. The Munson Vineyard has over sixty-five varieties of grapes developed by T. V. Munson and many other native and improved grape varieties from around the world. Dr. Munson experimented with and developed thousands of new grape varieties, but only introduced those that were superior in fruit production and exhibited a high degree of disease resistance. The Munson Vineyard has a greenhouse, work and storage building, and equipment pertinent to the production of quality grapes.

Through the generosity of Dr. and Mrs. John Anderson of Denton, Texas, the T. V. Munson Instructional Winery came into existence in 1997. Formerly known as the Schoppaul Hill Winery at Ivanhoe, Texas, the Anderson's donated the winery to the Grayson County College Foundation to assist with training of students in the viticulture and enology program at the College.

As a result of the relationships developed through the Munson Memorial project, Denison and Cognac, France have become Sister Cities and annually exchange students, business leaders, medical professionals, and citizens of the two cities. In 2000 a major event celebrating the twenty-fifth anniversary of the Munson Memorial was held at the T. V. Munson Viticulture Enology Center on the GCC campus with dignitaries from around the world, including a delegation from Cognac, France headed by the Mayor of Cognac, and his wife.

Reprints of Munson's book *Foundations of American Grape Culture*, a new biography of T. V. Munson entitled *Grape Man of Texas: The Life of T. V. Munson*, and a biography of W. B. Munson, his brother, entitled *Ten Million Acres* are available through the Grayson County College Foundation.

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1323 Viticulture I .....	3	FDST 2320 Viticulture II .....	3
Social/Behavioral Science Core .....	3	BIOL 1306 and 1106 .....	4
SCIT 1305 Ag Chemistry .....	3	English 1302 .....	3
English 1301 .....	3	ITSC 1309 Computer Science .....	3
History 1301 .....	3	Mathematics 1314 .....	3
		MRKG 1191 Wine Marketing .....	1
	<u>15</u>		<u>17</u>

## SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1320 Enology I .....	3	FDST 2319 Enology II .....	3
FDST 2335 Winegrowing Regions .....	3	FDST 2330 Analysis of Must & Wine .....	3
Fine Arts/Humanities Core .....	3	AGMG 1291 Coordinated Work Exp .....	2
Speech 1311, 1315, or 1321 .....	3	Government 2306 .....	3
		*Elective .....	6
	<u>12</u>		<u>17</u>

\*Elective must be approved by program coordinator.

## Viticulture

### Certificate Program

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1323 Viticulture I .....	3	FDST 2320 Viticulture II .....	3
SCIT 1305 Ag Chemistry .....	3	AGMG 1291 Coordinated Work Exp .....	2
MATH 1314 College Algebra .....	3	FDST 2335 Winegrowing Regions .....	3
	<u>9</u>		<u>8</u>

## Enology

### Certificate Program

## FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1320 Enology I .....	3	FDST 2319 Enology II .....	3
SCIT 1305 Ag Chemistry .....	3	AGMG 1291 Coordinated Work Exp .....	2
MATH 1314 College Algebra .....	3	FDST 2330 Analysis of Must & Wine .....	3
	<u>9</u>		<u>8</u>

## Vocational Nursing

The Vocational Nursing Program is a 12-month, full time program that follows a non-standard semester format. Students complete three 14-week semesters followed by breaks. Classes, labs, or clinical rotations are 8-hr/day, Monday through Friday. Clinical rotations may vary to include day or evening shifts. Classes are held at the South Campus in Van Alstyne. Reliable transportation is required. Upon graduation, the graduate is eligible to take the examination for licensure as an LVN/LPN in all 50 states.

The VN Program is approved by the Texas Board of Nursing (BON) and accredited by the Texas Higher Education Coordinating Board and by the Southern Association of Colleges and Schools.

The Texas Board of Nursing may deny licensure to individuals who answer “Yes” to the following questions:

For any criminal offense, including those pending appeal, have you:

- 1) A. been convicted of a misdemeanor?  
B. been convicted of a felony?  
C. pled nolo contendere, no contest, or guilty? D. received deferred adjudication?  
E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?  
F. been sentenced to serve jail or prison time? court-ordered confinement? G. been granted pre-trial diversion?  
H. been arrested or have any pending criminal charges? I. been cited or charged with any violation of the law?  
J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

**NOTE: Expunged and Sealed Offenses:** While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

**NOTE: Orders of Non-Disclosure:** Pursuant to Tex. Gov’t Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov’t Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

- 2) Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- 4) \*Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

- 5) \*Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

\*Pursuant to the Occupations Code §301.27, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §304.466. Further information can be obtained from the Board of Nursing at: <http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf>:

The VN Program requires that VN students pass a drug screening and a criminal background check prior to the start of clinical course rotations. The testing is at the student's expense and is scheduled through a GCC approved company. Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GCC Health Science Policy.

Information for the application process may be accessed on the GCC Web site. Please call 903-415-2500 for specific instructions. The deadline for the application process is June 10th of each year.

### Admission Criteria for Selection & Acceptance\*:

1. Complete the admission process for GCC.
2. Access, view, and document viewing of online admission criteria on the GCC website.
3. Complete and submit the application for the VN Program.
4. Achieve a minimum individual composite score of 60% or higher on the ATI pre-nursing admission exam. Priority for selection is given to applicants with the highest composite scores.
5. Submit medical records that indicate an ability to complete all required immunizations by the first day of class.
6. Attend the required orientation as scheduled prior to the first day of class and purchase the required nursing tote.

\*Detailed admission criteria are available on immunizations, CPR requirements, and purchase of the nursing tote. Applicants may access this information online.

### Vocational Nursing Program

Fall Semester		Spring Semester	
Subject	Semester Hours	Subject	Semester Hours
BIOL 2404 Survey of A&P.....	4	VNSG 1331 Pharmacology.....	3
VNSG 1226 Gerontology.....	2	VNSG 1509 Nursing in Health/Illness II.....	5
VNSG 1502 Applied Nursing Skills.....	5	VNSG 1230 Maternal/Neonatal Nursing.....	2
VNSG 1133 Growth & Development.....	1	VNSG 1238 Mental Illness.....	2
VNSG 1304 Foundations of Nursing.....	3	VNSG 1361 Clinical—LVN Training II.....	3
VNSG 1360 Clinical—LVN Training.....	3		
	<u>18</u>		<u>15</u>
Summer Semester			
Subject	Semester Hours		
VNSG 1334 Pediatrics.....	3		
VNSG 1510 Nursing in Health/Illness III.....	5		
VNSG 1219 Leadership/Prof Develop.....	2		
VNSG 1362 Clinical—LVN Training III.....	3		
	<u>13</u>		
Total Program Credits		46	

All semesters are non-standard.

Capstone Requirement: Prior to receiving the VN certificate, each student must successfully complete the capstone requirement by passing the ATI PN Comprehensive Predictor Exam. If unsuccessful, a student is required to take a paid remediation review course at his/her own expense. Upon completion of the course, the student is then eligible to receive the VN certificate.

# Welding

## Associate of Applied Science Degree

This program is designed to prepare students for occupational entry into the welding career field. The courses provide basic backgrounds of industrial and commercial welding.

### FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1421 Welding Fundamentals .....	4	WLDG 2439 Adv Oxy-Fuel Welding.....	4
WLDG 1428 Shield Metal Arc Welding.....	4	WLDG 1457 Inter Shielded Metal Arc.....	4
DFTG 1309 Basic Computer-Aided Dftg .....	3	DFTG 1405 Technical Drafting.....	4
MATH 1314 College Algebra.....	3	Humanities/Fine Arts.....	3
	14	BUSG 2309 Small Business Management.....	3
			18

### SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1434 Intro to Gas Tungsten Arc (TIG)....	4	WLDG 2451 Adv Gas Tungsten Arc (TIG) .....	4
WLDG 1430 Intro to Gas Metal Arc (MIG) .....	4	WLDG 2447 Adv Gas Metal Arc (MIG).....	4
WLDG 1435 Intro to Pipe Welding .....	4	SPCH 1311, 1315, or 1321 .....	3
ENGL 1301 Composition & Rhetoric I .....	3	ITSC 1309 Software Applications.....	3
Social/Behavioral Science.....	3	WLDG 2453 Advanced Pipe Welding .....	4
	18		18

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

## Welding—Combination Welder (Offered through the Welding Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1421 Welding Fundamentals .....	4	WLDG 1457 Inter Shielded Metal Arc.....	4
WLDG 1428 Shield Metal Arc Welding.....	4	WLDG 2439 Adv Oxy-Fuel Welding.....	4
	8		8

  

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1434 Intro to GTAW (TIG) .....	4	WLDG 2451 Adv Gas Tungsten Arc .....	4
WLDG 1430 Intro to GMAW (MIG) .....	4	WLDG 2447 Adv Gas Metal Arc.....	4
	8		8

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

## Welding—Structural (Offered through the Welding Program)

### Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1421 Welding Fundamentals .....	4	WLDG 2439 Adv Oxy-Fuel Welding.....	4
WLDG 1428 Intro to Shielded Metal Arc .....	4	WLDG 1457 Inter Shield Metal Arc.....	4
	8		8

Capstone Experience: All students must complete the capstone requirement: successful completion of a comprehensive exit exam prior to graduation.

# Grayson County College

## COURSE DESCRIPTIONS

The numbers in parentheses following course titles explain the weekly hours required during a regular sixteen week semester. The first digit indicates the amount of lecture hours, the second digit indicates the laboratory hours, and the third digit indicates the credit hours earned for the course. For example, PHED 1110, General Activities (0-3-1) has no lecture hours, three laboratory hours, and one hour credit.

The “R, W, M” abbreviations following a course description represent the skill intensity requirements for that course. Skill intensities reflect the basic reading, writing, and mathematics skills essential for success in class. For example, (RWM) indicates the need for acceptable skill levels in Reading, Writing and Mathematics.

### Code Cross Reference by Discipline

<b>Discipline</b>	<b>Course Abbreviation</b>
Accounting	ACNT, ACCT
Air Traffic Control	AVIM
Arts	ARTS
Banking	BNKG, INSR
Bible	BIBL
Biology	BIOL
Business & Management	AGCR, AGMG, BCIS, BMGT, BUSG, BUSI, HRPO, MRKG
CADD/Drafting	DFTG, INMT
Chemistry	CHEM, SCIT
Collision Repair	ABDR
Computer Maintenance & Networking	CPMT, EECT, ITCC, ITNW, ITNW, ITSC, ITSY
Computer Science	BCIS, COSC
Computer Technology	ARTC, ARTV, BUSG, EECT, IMED, ITNW, ITSC, ITSE, ITSW, ITSY
Cosmetology	CSME
Culinary Arts	CHEF, HAMG, IFWS, PSTR, RSTO
Criminal Justice	CJSA, CRIJ, ITSY
Dental Assisting	DNTA
Drama/Theater	DRAM
Drug & Alcohol Abuse Counseling	DAAC
Economics	ECON
Education	CDEC, EDUC, TECA
Emergency Medical Services/Paramedicine	EMSP
Engineering	ENGR
English	ENGL
English as a Second Language	ESOL
Forensic Science	FORS, ITSY
Geography	GEOG
Geology	GEOL
Government	GOVT
Health Science Related Courses	HPRS, PLAB, MLAB
Heating, Air Conditioning & Refrigeration	HART
Hospitality	CHEF, HAMG, RSTO
History	HIST



Discipline	Course Abbreviation
Humanities	HUMA
Learning Skills	LSKL
Mathematics	MATH
Medical Laboratory Technology	MLAB, PLAB
Music	MUEN, MUSI, MUAP
Nursing, Registered	RNSG
Office & Computer Technology	HITT, ITSW, ITSC, MRMT, POFI, POFM, POFT
Orientation	COLL, ORIE
Philosophy	PHIL
Physical Education	PHED
Physics	PHYS
Police Academy	CJLE
Psychology	PSYC
Radiologic Technology	RADR
Reading	READ
Sociology	SOCI
Spanish	SPAN
Speech	SPCH
Viticulture and Enology	AGMG, FDST, MRKG
Vocational Nursing	VNSG
Welding	NDTE, WLDG

## Accounting

**ACCT 2401. Principles of Accounting I.** (3-2-4). Basic concepts and principles of accounting theory and practice for recording, reporting and analyzing financial information in various forms of business enterprise. (R)

**ACCT 2402. Principles of Accounting II.** (3-2-4). A continuation of ACCT 2401. Accounting for partnerships and corporations, presentation and analysis of financial statements, stockholders' equity, earnings, dividends, long-term liabilities, investments, income tax, cost accounting, and the managerial uses of accounting data. Prerequisite: ACCT 2401, , Principles of Accounting I or ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II (R)

**ACNT 1303. Introduction to Accounting I.** (3-1-3). 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 reconciliation, and payroll. (R)

**ACNT 1304. Introduction to Accounting II.** (3-1-3). A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Prerequisite: ACNT 1303. Introduction to Accounting I. (R)

**ACNT 1313. Computerized Accounting Applications.** (2-2-3). A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or database package/program. (R)

**ACNT 1331. Federal Income Tax: Individual.** (3-0-3). Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. Prerequisite: ACCT 2401 or ACNT 1303. (R)

**ACNT 2302. Accounting Capstone.** (3-0-3). Designed to provide a Capstone experience for the associate of applied science degree in accounting. A learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations. . Only AAS Accounting majors may enroll In this course.

**ACNT 2309. Cost Accounting.** (3-0-3). A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Prerequisite: ACCT 2401. , Principles of Accounting I or ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. (R)

### **Air Traffic Control**

Grayson County College is accredited by the Southern Association of Colleges and Schools' Commission on Colleges to award Associate of Science and Associate of Applied Science degrees. L-3 Communications (Link Simulation & Training) is not accredited by the Commission on Colleges and the accreditation of Grayson County College does not extend to or include L-3 Communications (Link Simulation & Training) or its students. Although Grayson County College accepts certain course work in transfer toward a credential from L-3 Communications (Link Simulation & Training) or collaborates in other ways for generation of course credits or program credentials, other colleges and universities may or may not accept this work in transfer, even if it appears on a transcript from Grayson County College. This decision is made by the institution subsequently considering the possibility of accepting such credits.

**AVIM 1171. Non-Radar. (1-0-1).** Introduces the student to the concept of Non-Radar operations. The student will learn the functions, procedures, and processes involved with this operation.

**AVIM1271. Ground Control. (1-3-2)** Introduces students to the tower operating position of ground control. Focus is on operational procedures of the Air Traffic Tower Ground Control position. Instruction is provided on strict guidance to ensure the safe and expeditious movement of aircraft and vehicles while operating on the Airport Operation Area (AOA). This lesson also provides instruction on various types of aircraft, methods of recognition, and ground control instructions utilized to perform within the control tower's team concept as a ground controller. The student will learn the functions, procedures, and processes necessary to operate this position.

**AVIM1272. Radar. (1-3-2)** Introduces the student to the functions of radar and how it is used to aid air traffic control. They will learn the functions, procedures and processes necessary to operate this position. Subjects include the history of radar, primary and secondary radar, identification procedures, separation standards, arrival and departure procedures, additional services, emergency procedures, and equipment operation.

**AVIM1471. Control Tower Operator. Clearance Delivery/Flight Data. (3-2-4).** Introduces the student to the tower operating positions of clearance delivery and flight data.

**AVIM1472. Local Control. (3-8-4).** Introduces the student to the tower operating position of local control. The student will learn the functions, procedures, and processes necessary to operate this position. Students are taught the responsibilities of highly critical Local Control duty priorities. Traffic advisories, safety alerts, required arrival/departure information, phraseology, equipment malfunction procedures, and military procedures are some of the subjects covered in detail.

**AVIM1571. Air Traffic Basics. (5-0-5).** Introduces students to the principles of air traffic control and prepares them to take the FAA CTO Examination. Familiarizes students with the ATC system, Federal Aviation Regulations and publications, principles of aviation, aircraft types and characteristics, special operations and fundamentals of navigation.

**AVIM1572. Control Tower Operator Preparation. (5-0-5).** Continuation of Air Traffic Basics. Introduces students to radio and satellite navigation, pilot's environment, flight assistance and emergencies, wake turbulence, weather, and communications.

**AVIM 2171. Basic Applications. (0-8-1).** Requires the student to apply the knowledge learned in the previous courses in a live airport environment. The student's skills and techniques will be enhanced to a basic level of competency.

**AVIM2471. CIO- Advanced Application. (0-40-4).** Requires the student to apply the knowledge learned in the previous lessons in a live airport environment. Students will receive training on how human factors affect performance in ATC and methods/techniques to recognize and mitigate performance detractors. The student's skills and techniques will be further enhanced to the level of competency required to obtain a FAA CTO certificate.

## Arts

**ARTS 1301. Art Appreciation.** (3-0-3). Open to all students. Exploration of purposes and processes of architecture, sculpture, painting, and minor arts, with analysis of elements and principles applied to visual expression. Report required. (RW)

**ARTS 1303. Art History I.** (3-0-3). Historical examples of the major styles of architecture, painting, and minor arts from prehistoric times to the Renaissance. Paper required. (RW)

**ARTS 1304. Art History II.** (3-0-3). Historical examples of architecture, painting, and minor arts from the Renaissance to modern times. Paper required. (RW)

**ARTS 1311. Design I.** (1-5-3). Lecture and studio course that explores the fundamental terminology, concepts, theory, and structured application of two-dimensional design including point/line, shape, form, value, texture, color, and space.

**ARTS 1312. Design II.** (1-5-3). Lecture and studio course that explores the fundamental terminology, concepts, theory, and structured application of three-dimensional design, including materials, techniques; relief, free standing, and linear forms; and the effects of light/color.

**ARTS 1316. Drawing I.** (1-5-3). Descriptive, expressive, and conceptual use of line and associated arts elements through various mediums. Spatial studies include figure-ground relationships, two-dimensional space, and three-dimensional illusion, including some perspective. Focus on natural and manmade objects and environments. Outside work required.

**ARTS 1317. Drawing II.** (1-5-3). Expansion of ARTS 1316. Stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Prerequisite: ARTS 1316.

**ARTS 1325. Art for Non-Art Majors.** (1-5-3). Drawing for Non-Art Majors. Descriptive, expressive, and conceptual use of line and associated arts elements through various mediums. Spatial studies include figure-ground relationships, two-dimensional space, and three-dimensional illusion, including some perspective. Focus on natural and manmade objects and environments. Drawing for non-art majors is offered to students who desire to take a studio art class as an elective, life enrichment, or continuing education course. May not be applied to a major in art. **OR** Painting for Non-Art Majors: Techniques of acrylic painting, Exploring and dealing with the problems encountered in color theory, pictorial compositions, and imagination. Painting for non-art majors is offered to students who desire to take a studio art class as an elective, life enrichment, or continuing education course. May not be applied to a major in art. **OR** Watercolor for Non-Art Majors: Beginning problems and principles in watercolor painting. Exploration of watercolor techniques and composition and design. Watercolor for non-art majors is offered to students who desire to take a studio art class as an elective, life enrichment, or continuing education course. May not be applied to a major in art. Contact professor for details.

**ARTS 2311. Three Dimensional Design.** (1-5-3). An introductory course in three-dimensional design concepts, media and construction methods. Outside work required.

**ARTS 2316. Painting I.** (1-5-3). Techniques of acrylic and/or oil painting. Exploring and dealing with the problems encountered in color theory, pictorial composition, and imagination. Outside work required. Drawing skills strongly recommended.

**ARTS 2317. Painting II.** (1-5-3). Expansion of ARTS 2316 with emphasis on originality of conception and execution. Outside work required. Drawing skills strongly recommended.

**ARTS 2323. Life Drawing I.** (1-5-3). An expansion of ARTS 1316 with concentration on drawing from the live model through the approaches of gesture, contour, and modeled drawing in various mediums. Basic study of the human form. Outside work required.

**ARTS 2324. Life Drawing II.** (1-5-3). Expansion of ARTS 2323. Drawing as practice integrating visual, physical, intellectual, and intuitive faculties using the human figure as subject. Stresses expressive and conceptual approaches, a wide range of media, and development of an individual and thematic approach to theme and content. Prerequisite: ARTS 2323.

**ARTS 2333. Printmaking I: Relief Printing.** (1-5-3). An introductory course in the exploration of ideas using various relief printmaking processes. Outside work required.

**ARTS 2346. Ceramics I.** (1-5-3). Introduction to ceramic processes. Utilization of basic materials and techniques, including the building of forms, utilization of bisque form glazing and firing procedures and an introduction to the potter's wheel. One hour lecture and five laboratory hours each week. Outside work required.

**ARTS 2347. Ceramics II.** (1-5-3). Expansion of ARTS 2346. One hour lecture and five hours laboratory each week. Outside work required.

**ARTS 2366. Watercolor I.** (1-5-3). Beginning problems and principles in watercolor painting. Exploration of watercolor techniques and composition and design. Outside work required.

**ARTS 2367. Watercolor II.** (1-5-3). Expansion of ARTS 2366 with emphasis on originality of conception and execution. Outside work required.

## Banking

**BNKG 1303. Principles of Bank Operation.** (3-0-3). Overview of the fundamental banking functions and the role of regulation in the banking industry. Explanation of financial products and services to various markets.

**BNKG 1340. Money and Financial Markets.** (3-0-3). Monetary policy and its related effects on financial intermediaries. Includes financial markets, regulatory functions, and structures. Addresses investment and funds management. (R)

**BNKG 1366. Field Experience – Banking and Financial Support Services.** (0-30-3) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**BNKG 1391. Special Topics in Banking and Financial Support Services.** (2-3-3) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

**BNKG 1443. Law and Banking—Applications.** (3-3-4). An introduction to basic sources of law and banking regulation. Emphasis on the laws relating to contracts, negotiable instruments, secured transactions, and consumer credit.

**INSR 1351. Essentials of Risk Management.** (2-4-3) Study of the risk management decision-making process. Emphasis on identification and analysis of loss exposures and development of alternative techniques for the treatment of each exposure.

## Biology

**BIOL 1106. Biology Laboratory I.** (0-2-1). Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Concurrent enrollment in BIOL 1306 is required. Prerequisite: College readiness in reading required. (R)

**BIOL 1107. Biology Laboratory II.** (0-2-1). Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Concurrent enrollment In BIOL 1307 is required. Prerequisite: College readiness in reading required. (R)

**BIOL 1306. Biology I.** (3-0-3). Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Concurrent enrollment in BIOL 1106 is required. Prerequisite: College readiness in reading required. (R)

**BIOL 1307. Biology II.** (3-0-3). Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Concurrent enrollment in BIOL 1107 is required. Prerequisite: College readiness in reading required. (R)

**BIOL 1322. Nutrition.** (3-0-3). Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. Prevention of illnesses such as cancer, heart disease, osteoporosis, gastrointestinal disorders and obesity discussed. Healthful diet and lifestyle related to food and nutrition controversies are critically evaluated. Prerequisite: College readiness in reading required. Prior completion of Anatomy and Physiology I (BIOL 2301/2101) is strongly recommended. (R)

**BIOL 1414. Introduction to Biotechnology I.** (3-3-4). Overview of classical genetics, DNA structure, the flow of genetic information, DNA replication, gene transcription, protein translation. Principles of major molecular biology and genetic engineering techniques, including restriction enzymes and their uses, major types of cloning vectors, construction of libraries, Southern and Northern blotting, hybridization, PCR, DNA typing. Applications of these techniques in human health and welfare, medicine, agriculture and the environment. Introduction to the human genome project, gene therapy, molecular diagnostics, forensics, creation and uses of transgenic plants and animal cloning and of the ethical, legal, and social issues and scientific problems associated with these technologies. Relevant practical exercises in the above areas. Prerequisite: College readiness in reading and math required. (RM)

**BIOL 2101. Anatomy and Physiology Laboratory I.** (0-3-1). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproduction, respiratory, and circulatory systems. Content may be either integrated or specialized. In this course, students will participate in experiments, view slides and models, and dissect specimens. Topics include the microscope, anatomical terminology, the cell, tissues, and organs of the integumentary, skeletal, muscular, and nervous organ systems. Concurrent enrollment in BIOL 2301 is required. Prerequisite: College readiness in reading required. Prior completion of BIOL 1306/1106 or BIOL 2404 is strongly recommended. (R)

**BIOL 2102. Anatomy and Physiology Laboratory II.** (0-3-1). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. In this course, students will participate in experiments, view slides and models, and dissect specimens. Topics include genetics, blood, urine, and organs of the reproductive, respiratory, urinary, cardiovascular, lymphatic, endocrine, and digestive organ systems. Prerequisites: Successful completion with a grade of C or better in BIOL 2301/2101 required. College readiness in reading required. (R)

**BIOL 2121. Microbiology Laboratory.** (0-3-1). Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. In this course students will participate in experiments including microscopic examination, isolation, cultivation, control of growth, and identification of microorganisms (emphasis on bacteria). Prerequisites: Successful completion with a grade of C or better in BIOL 2301/2101, CHEM 1406 or CHEM 1311/1111 or consent of Science Chair required. College readiness in reading required. (R)

**BIOL 2301. Anatomy and Physiology I.** (3-0-3). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Course content includes the molecular aspects pertaining to the principles of the structure and function of the human body with a detailed study of the integumentary, skeletal, muscular, and nervous systems in relation to the body as an integrated whole. Concurrent enrollment in BIOL 2101 is mandatory. Prerequisites: College readiness in reading required. Prior completion of BIOL 1306/1106 or BIOL 2404 is strongly recommended. (R)

**BIOL 2302. Anatomy and Physiology II.** (3-0-3). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Course content includes detailed study of the endocrine, cardiovascular, lymphatic, digestive, respiratory, urinary, and reproductive systems as well as blood, nutrition, and genetics with emphasis on the human body as an integrated whole. Concurrent enrollment in BIOL 2102 is mandatory. Prerequisites: Successful completion with a grade of C or better in BIOL 2301/2101 required. College readiness in reading required. (R)

**BIOL 2321. Microbiology for Science Majors.** (3-0-3). Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. An introduction is made to the principles of microbiology dealing with the essential nature of microorganisms, as well as their economic and pathologic relationships to man including microbial control and epidemiology. Concurrent enrollment in BIOL 2121 is required. Prerequisites: Successful completion with a grade of C or better in BIOL 2301/2101, CHEM 1406 or CHEM 1311/1111 or consent of Science Chair required. College readiness in reading required. (R)

**BIOL 2404. Survey of Anatomy & Physiology.** (3-3-4). Study of the structure and function of human anatomy, including neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. This is a one semester course studying the structure and function of the human organism including molecular, cellular, and tissue levels along with study of the organ systems. Emphasis is on the human body as an integrated whole. Prerequisite: College readiness in reading required. (R)

## Business

**AGCR 1303. Crop Science.** (2-3-3). Fundamentals of the development, production, and management of field crops. Topics include the classification and distribution of field crops, botany, soils, plant breeding, pest management, and harvesting.

**AGCR 1407. Range Management.** (3-2-4). Study of the practical problems of managing native pastures and range lands. Topics include range land ecology, stocking rates, rotation systems, toxic plants, range reseeding, brush control, and ecological and physiological responses of range vegetation to grazing.

**AGMG 1311. Introduction to Agribusiness.** (2-3-3) Introduction to agribusiness management, marketing, and sales in the free enterprise system. Topics include economic principles, finance, risk management, record keeping, budgeting, employee/employer responsibilities, communications, human relation skills, and agricultural career opportunities.

**BCIS 1305. Business Computer Applications.** (2-4-3) Computer technology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**BMGT 1305. Communications in Management.** (3-1-3). Basic theory and processes of communication skills necessary for the management of an organization's workforce. (RW)

**BMGT 1327. Principles of Management.** (3-1-3). Concepts, terminology, principles, theories, and issues in the field of management. (R)

**BMGT 2309. Leadership.** (3-1-3) Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. (R)

**BMGT 2370. Business and Society.** (3-0-3). Designed to provide students with a Capstone experience associated with the applied science degree in Business and Management. It brings together the various aspects of students' course work from the perspective of business' role in society. Topics include corporate social responsibility, corporate legitimacy and culture, managerial values, business ethics, corporate stakeholders, regulatory and environmental issues, and strategic management. (R)

**BUSG 1302. E-Business Management.** (2-3-3) Unique aspects of creating and managing an E-Commerce business; topics address the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, electronic payment systems, strategies for marketing, sales and purchasing, legal, ethical and tax issues, management functions including how managers plan, exercise leadership, organize, and control the operations.

**BUSG 1303. Principles of Finance.** (3-0-3) Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

**BUSG 1304. Introduction to Financial Advising.** (2-3-3). A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. (RM)

**BUSG 2305. Business Law/Contracts.** (3-0-3). Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

**BUSG 2309. Small Business Management.** (3-0-3). A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (R)

**BUSI 1301. Business Principles.** (3-0-3). Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary. (R)

**BUSI 1311. Salesmanship.** (3-0-3) Principles of personal salesmanship including methods and tasks applicable to a wide variety of industries and commercial settings.

**HRPO 2301. Human Resources Management.** (3-1-3). Behavioral and legal approaches to the management of human resources in organizations. (R)

**HRPO 2305. Human Resources Information Systems.** (2-3-3) An introduction to the pre-packaged Human Resource Information Systems (HRIS) programs available. Identifies issues involved in creating, implementing, and maintaining human resources systems and the benefits of human resources systems. Examines key models such as staffing, employee development, position management, total compensation, outsourcing options, and professional development.

**MRKG 1302. Principles of Retailing.** (3-0-3) 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.** (3-0-3). Introduction to basic 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. (R)

**MRKG 2333. Principles of Selling.** (3-0-3). Overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople.

## **CADD Technology**

**DFTG 1309. Basic Computer-Aided Drafting.** (2-4-3). An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

**DFTG 1317. Architectural Drafting – Residential.** (2-4-3). Architectural drafting procedures, practices, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

**DFTG 1405. Technical Drafting.** (3-3-4). Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

**DFTG 1433. Mechanical Drafting.** (3-3-4). Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection and pictorial drawings. Prerequisite: DFTG 1405 & 1309.

**DFTG 1445. Parametric Modeling and Design.** (3-3-4). Parametric-based design software for 3D design and drafting. Prerequisite DFTG 2432 or Consent of Instructor.

**DFTG 2319. Intermediate Computer-Aided Drafting.** (2-4-3). 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. Prerequisite: DFTG 1309.

**DFTG 2330. Civil Drafting.** (3-1-3). An in-depth study of drafting methods and principles used in civil engineering.

**DFTG 2331. Advanced Technologies in Architectural Design and Drafting.** (2-4-3). Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. Prerequisite: DFTG 1317 & 1309

**DFTG 2338. Final Project – Advanced Drafting.** (2-4-3). A drafting course in which students participate in a comprehensive project from conception to conclusion.

**DFTG 2350. Geometric Dimensioning and Tolerancing.** (3-1-3). Geometric dimensioning and tolerancing, according to standards, application of various geometric dimensions and tolerances to production drawings.

**DFTG 2380. Cooperative Education – Drafting.** (1-x-3). 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 2402. Machine Drafting.** (3-3-4). Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes. Prerequisite: DFTG 1433.

**DFTG 2417. Descriptive Geometry.** (3-3-4). Graphical solutions to problems involving points, lines, and planes in space. Prerequisite: DFTG 1405.



**DFTG 2432. Advanced Computer-Aided Drafting.** (3-3-4). Advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as three-dimensional solids modeling and linking graphic entities to external non-graphic data. Prerequisite: DFTG 2319.

**DFTG 2486. Internship – Drafting and Design Technology/Technician, General.** (0-20-4). 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.

**INMT 1443. CAD/CAM.** (3-3-4). Computer-assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using CAD-CAM software and related input and output devices to translate into machine code.

## Chemistry

**CHEM 1111. General Chemistry I (lab).** (0-3-1). Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Concurrent enrollment in CHEM 1311 is required. Prerequisites: Successful completion with a grade of C or better in MATH 1314 or equivalent course required. High school chemistry strongly recommended. College readiness in reading and math required. (RM)

**CHEM 1112. General Chemistry II (lab).** (0-3-1). Basic laboratory experiments supporting theoretical principles presented in CHEM 1312; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Concurrent enrollment in CHEM 1312 is required. Prerequisite: Successful completion with a grade of C or better in CHEM 1311/1111 required. College readiness in reading and math required. (RM)

**CHEM 1311. General Chemistry I (lecture).** (3-0-3). Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Concurrent enrollment in CHEM 1111 required. Prerequisites: Successful completion with a grade of C or better in MATH 1314 or equivalent course required. High school chemistry strongly recommended. College readiness in reading and math required. (RM)

**CHEM 1312. General Chemistry II (lecture).** (3-0-3). Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Concurrent enrollment in CHEM 1112 is required. Prerequisites: Successful completion with a grade of C or better in CHEM 1311/1111 required. College readiness in reading and math required. (RM)

**CHEM 1406. Health Chemistry (lecture + lab, allied health emphasis).** (3-2-4). Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Organic and biological chemistry are emphasized. This course provides the basic chemical background for understanding metabolism and other biological processes which occur in living organisms. Designed for non-science and allied health students. Not to be taken by science majors. Prerequisite: College readiness in reading required. (R)

**CHEM 2123. Organic Chemistry Laboratory I.** (0-3-1). Study of the properties and behavior of hydrocarbon compounds and their derivatives. This course provides an introductory level knowledge of the techniques and procedures employed in the first year organic chemistry laboratory course. Purification and characterization techniques include: 1) recrystallization, 2) distillation (simple, fractional, vacuum), 3) sublimation, 4) extraction, 5) chromatographic (thin layer, column, gas), and 6) spectroscopic (IR and NMR). Organic synthesis is introduced.

Designed for students in science or pre-professional programs. Concurrent enrollment in CHEM 2323 is required. Prerequisites: Successful completion with a grade of C or better in CHEM 1312/1112 required. College readiness in reading required. (RW)

**CHEM 2125. Organic Chemistry Laboratory II.** (0-3-1). Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. This course provides an introductory level knowledge or organic synthesis. The student should develop competency to 1) perform simple organic syntheses, 2) purify and characterize products isolated from such experiments, and 3) understand simple mechanisms by which reactants were transformed to products. Multi-step syntheses are introduced. Concurrent enrollment in CHEM 2325 is required. Prerequisites: Successful completion with a grade of C or better in CHEM 2323/2123 required. College readiness in reading required. (RW)

**CHEM 2323. Organic Chemistry I (lecture).** (3-0-3). Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Topics covered include chemical nomenclature, reaction mechanisms, stereochemistry, chemical bonding, kinetics and thermodynamics of organic reactions, interpretation of IR, <sup>1</sup>HNMR, <sup>13</sup>CNMR, and MASS spectra, and organic synthesis. The student is expected to apply this information with some skill to convert existing molecules into desired ones through organic synthesis. Concurrent enrollment in CHEM 2123 is required. Prerequisites: Successful completion with a grade of C or better in CHEM 1312/1112 is required. College readiness in reading required. (RW)

**CHEM 2325. Organic Chemistry II (lecture).** (3-0-3). Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs. Topics covered include chemical nomenclature, reaction mechanisms, stereochemistry, chemical bonding, kinetics and thermodynamics or organic reactions, interpretation of IR, <sup>1</sup>HNMR, <sup>13</sup>CNMR, and MASS spectra, and organic synthesis. The student is expected to apply this information with some skill to convert existing molecules into desired ones through organic synthesis. Biochemistry is introduced. Concurrent enrollment in CHEM 2121 is required. Prerequisites: Successful completion with a grade of C or better in CHEM 2323/2123 required. College readiness in reading required. (RW)

**SCIT 1305. Intro to Ag Chemistry.** (2-2-3). Introduction to chemical components in agricultural applications. Topics include metric system, nomenclature, solutions, and pH in relation to the areas of soils and agricultural applications. Additional topics include chemical composition of grapes and wine, importance of pH in winemaking, titratable acidity, buffer capacity and equilibriums in wine, and fermentation end products.

## Collision Repair Technologies

**ABDR 1307. Auto Body Welding.** (2-4-3). Fundamentals of automotive welding processes. Skill development in oxy/acetylene, stick arc, MIG, and cutting processes in a variety of applications.

**ABDR 1411. Vehicle Measurement and Damage Repair Procedures.** (3-3-4). Introduction to damaged vehicle measurement and alignment systems. Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor

**ABDR 1431. Basic Refinishing.** (3-3-4). An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts.

**ABDR 1453. Fiberglass Repair.** (3-3-4). A comprehensive course in automotive fiberglass repair including the use of various adhesive, fiberglass matt, and resins used for proper repair procedures. Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor

**ABDR 1519. Basic Metal Repair.** (4-4-5). Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles.

**ABDR 1555. Minor Metal Repair.** (4-4-5). A course in sheet metal alignment principles using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels. . Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor.

**ABDR 1558. Intermediate Refinishing.** (4-4-5). Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor

**ABDR 2355. Collision Repair Estimating.** (2-2-3). An advanced course in collision estimating and development of an accurate damage report. Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor

**ABDR 2502. Auto Body Mechanical and Electrical Service.** (4-4-5). A course in the repair, replacement, and/or service of collision damaged mechanical or electrical systems. Topics include drive train removal, reinstallation and service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. Prerequisites: ABDR 1431, Basic Refinishing and ABDR 1519, Basic Metal Repair or consent of Instructor

## Computer Maintenance and Networking Technology

Courses listed in this category are designed for inclusion in terminal two year Associate of Applied Science programs. These courses do not usually transfer to a senior institution.

**CPMT 1303. Intro to Computer Technology.** (3-1-3). A fundamental computer course that provides explanation of the procedures to utilize hardware. Emphasis on terminology, acronyms, and hands on activity.

**CPMT 1311. Intro to Computer Maintenance.** (3-1-3). Introduction to the installation, configuration, and maintenance of a microcomputer system.

**CPMT 1345. Computer Systems Maintenance.** (3-1-3). Functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Prerequisite: CPMT 1311, Introduction to Computer Maintenance

**CPMT 1349. Computer Networking Technology.** (3-1-3). Networking fundamentals, terminology, hardware, software, and network architecture. Includes local and wide area networking installations and operations.

**CPMT 2345. Computer Systems Troubleshooting.** (3-1-3). Principles and practices involved in computer system troubleshooting techniques and repair procedures involving advanced diagnostic test programs and the use of specialized equipment. Prerequisite: CPMT 1345, Computer Systems Maintenance

**CPMT 2350. Industry Certification Preparation.** (3-1-3) Overview of the objectives for industry specific certification exam(s). Prerequisite: CPMT 1311, Introduction to Computer Maintenance

**CPMT 2388 Internship - Computer Installation and Repair Technology/Technician.** (0-14-3) 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.

**CPMT 2389. Internship.** (0-14-3). 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. Prerequisite: CPMT 2388, Internship - Computer Installation and Repair Technology/Technician

**CPMT 2688. Internship - Computer Installation and Repair Technology/Technician.** (0-28-6). 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.

**EECT 1407. Convergent Technologies.** (3-2-4). A study of telecommunications convergence technologies including telephone, LAN, WAN, wireless, voice, video, and internet protocol.

**ITNW 1308. Implementing and Supporting Client Operating Systems.** (3-1-3). Skills development in the management of client as desktop operating systems.

**ITNW 1325. Fundamentals of Networking Technologies.** (2-3-3). Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (R)

**ITNW 1351. Fundamentals of Wireless LANs.** (3-1-3). Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability.

**ITNW 1354. Implementing and Supporting Servers.** (3-1-3). Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.

**ITNW 2305. Network Administration.** (3-1-3). Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

**ITSC 1305. PC Operating Systems.** (2-3-3). A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Operating system software utilization for standard microcomputer hardware systems. Basic knowledge, theory and applications to create and manage files and data, run programs, and use utilities. General theory of many different systems will be presented. Applicable areas of computer science affecting microcomputer hardware programs will be included to provide substantial literacy for users not conversant in operating systems technology.

**ITSC 1416. Linux Installation and Configuration.** (3-3-4) Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

**ITSY 1300. Fundamentals of Information Security.** (3-1-3). An introduction to Information security including vocabulary and terminology, ethics, the legal environment and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is discussed.

## Computer Science

Courses listed in this category are designed to transfer to senior institutions.

**BCIS 1332. COBOL Programming Language I.** (3-1-3). A Common Business Oriented Language, utilized throughout the business professions by application programmers. Analyzing business problems, flowchart, and developing COBOL programs in a structured programming environment. (RM)

**BCIS 1305. Business Computer Applications.** (2-4-3) Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

**BCIS 2316. Visual Basic Programming.** (3-1-3). Solving business problems with Visual Basic forms, properties, functions, code, controls, and program flow. Will include elementary linking of visual basic applications with Microsoft office professional edition. Prerequisites: COSC 1336 with a grade of “C” or better or instructor approval. (RM)

**BCIS 2331. Advanced Visual Basic.** (3-1-3). Continuation of BCIS 2316. Advanced Visual Basic features including graphics, animation, OLE, DDE, and Microsoft Office integration. Prerequisites: COSC 1336, and BCIS 2316. (RM)

**BCIS 2432. COBOL Programming Language II.** (3-2-4). Continuation of BCIS 1432. A Common Business Oriented Language, utilized throughout the business professions by application programmers. Advanced analysis of business problems, flowchart, and developing COBOL programs in a structured programming environment. Prerequisite: BCIS 1432. (RM)

**COSC 1102. Internet Research Essentials.** (1-0-1). Introduction to the Internet. Students will learn how to connect to the Internet through Windows, a brief history, electronic mail, security, research tools, file transfer protocol, Telnet, and use of the World Wide Web for research. Internet ethics (Nethics) and etiquette (netiquette) will also be covered. (R)

**COSC 1301. Introduction to Computer Science.** (3-1-3). Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include but are not limited to introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-Business and non-Computer Science majors.

**COSC 1330. Computer Programming.** (3-1-3). Computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Prerequisite: COSC 1336 with a grade of “C” or better or consent of instructor. (RM)

**COSC 1336. Programming Fundamentals I.—**(3-1-3). 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. (RM)

**COSC 1337. Programming Fundamentals II.** (3-1-3). Review of control structures and data types. Applies the object oriented programming paradigm, focusing on the definitions 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 2330 or consent of instructor. (RM)

**COSC 2330. Advanced Structured Languages.** (3-1-3). 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. Prerequisite: COSC 1336 with a grade of “C” or better. (RM)

**COSC 2336. Programming Fundamentals III.** (3-1-3). Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and algorithmic analysis. Prerequisite: COSC 1337 with a grade of “C” or better. (RM)

**COSC 2425. Computer Organization and Machine Language.** (3-2-4). Basic computer organization; machine cycle, digital representation of data and instruction; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: COSC 2330 with a grade of “C” or better or consent of instructor. (RM)

## Computer Technology

Courses listed in this category are designed for inclusion in terminal two year Associate of Applied Science programs. These courses do not usually transfer to a senior institution.

**ARTC 1325. Introduction to Computer Graphics.** (2-3-3). 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. Basics of using graphics application programs. Creating and editing charts, applying attributes and print charts. Special topics include drawing options, adding and creating symbols, using chart templates, and importing data.

**ARTV 1351. Digital Video.** (2-3-3) Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a desktop digital video workstation.

**BUSG 1302. E Business Management.** (3-1-3). Unique aspects of creating and managing an E Commerce business; topics address the internet, infrastructure for electronic commerce, markup languages, web based tools and software, security issues, electronic payment systems, strategies for marketing, sales and purchasing, legal, ethical and tax issues, management functions including how managers plan, exercise leadership, organize, and control the operations. (R)

**EECT 1303. Intro to Telecommunications.** (3-1-3). Study of new range of worldwide information movements using the latest advances in telecommunication systems, computers, applications, and equipment. How telecommunications and the computer will link and interconnect other information processing segments.

**IMED 1301. Introduction to Multimedia.** (3-1-3). Basic skills for preparing graphic and projected presentations. Preparation and presentation of multimedia training session developed by students using popular multimedia software packages. Prerequisites: ITSC 1305 and ARTC 1325. (R)

**IMED 1305. Multimedia Authoring I.** (3-1-3). Introduction in multimedia development with an icon based development tool. Topic includes interactivity, branching, navigation, and interface/information design using industry standard authoring software.

**IMED 1316. Internet Web Page Design I.—**(3-1-3). Planning, designing, and deploying a Web Site from the World Wide Web perspective. Topics include but are not limited to HTML, XHTML, SGML, VRML, CGI, and JAVA scripts. (RM)

**IMED 2301. Instructional Design.** (3-1-3). An in-depth study of the instructional design process based on learning theories including evaluation of models and design examples. The student will follow the instructional design process to determine a project's content; produce an instructional multimedia project; and test and revise the project. (R)

**IMED 2309. Internet Commerce.** (3-1-3). An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on line transactions, and generating dynamic content. (R)

**IMED 2315. Web Page Design II.** (3-1-3). A study of hypertext mark-up language (HTML) and interesting layout techniques for creating and engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues.

**ITNW 1325. Fundamentals of Networking Technologies.** (2-3-3). Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (R)

**ITNW 1392. Special Topics in Computer Systems/Networking and Telecommunications.** (2-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (R)

**ITNW 2305. Network Administration.** (3-1-3). Topics include network components, user accounts and groups, network file systems, file system security, and network printing.

**ITSC 1305. PC Operating Systems.** (2-3-3). A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (Operating system software utilization for standard microcomputer hardware systems. Basic knowledge, theory and applications to create and manage files and data, run programs, and use utilities. General theory of many different systems will be presented. Applicable areas of computer science affecting microcomputer hardware programs will be included to provide substantial literacy for users not conversant in operating systems technology.)

**ITSC 1309. Integrated Software Applications.** (2-3-3). Introductory course using microcomputers to conduct professional activities and solve business problems. Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Hands-on training using components of the Microsoft Office applications software packages (Word/Excel/Access). Study of hardware and software components of microcomputer, function of operating systems, security, computer purchase, office layout, computer graphics, data communications, presentation graphics, and desktop publishing will be included.

**ITSC 1325. Personal Computer Hardware.** (2-3-3). A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Designing microcomputer system for business or home and isolating problems. Intermediate subjects include putting together hardware, installing hard drive and operating system, and installing and customizing popular application software. Prerequisite: sophomore standing or consent of division dean. (R)

**ITSC 1391. Special Topics in CIS.** (2-3-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Current developments in the rapidly changing field of computer information systems are studied. Course may be repeated for credit when topics vary. Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Lab required. (R)

**ITSC 1407. UNIX Operating System I.** (3-3-4). A study of the UNIX operating system including multiuser concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Transition from MS-DOS to UNIX. Basics of the UNIX operating system, shells, editor, windowing programs (X-Windows and Motif) will provide knowledge of powerful operating system. May include connectivity issues with Windows NT, OS/2 or other operating system. (R)

**ITSC 1416. Linux Installation and Configuration.** (3-3-4) Open-source Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Also covers maintaining and securing reliable Linux systems. Prerequisites: ITSC 1305 or CPMT 1345. (R)

**ITSC 1491. Directed Research and Industry Certification.** (3-4-4). The student and instructor will develop a written competency-based learning plan with varied learning objectives based upon chosen specialty. Objectives will allow the student to specialize in software packages through in-depth hands-on and theoretical experience. Goal to prepare student for industry cer-

tification exams to be taken after graduation. Student and instructor must develop new learning objectives each semester in response to ever changing industry requirements. Capstone course should be taken during semester of graduation.

**ITSC 2321. Integrated Software Applications II. (FALL ONLY) (2-3-3).** Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.

**ITSC 2339. Personal Computer Help Desk. (2-3-3).** Diagnosis and solution of used hardware and software related problems with on-the-job and/or simulated projects.

**ITSE 1345. Introduction to Oracle SQL. (3-1-3).** An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). (R)

**ITSE 2317. JAVA Programming. (3-1-3).** Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets.

**ITSE 2340. Oracle Distributed Database and Client/Server Systems. (3-1-3).** An introduction Oracle client/Server connectivity and distributed databases. Topics include configuring, administering, tuning, troubleshooting Oracle SQL\*Net and related tools in a secure client/server environment and implementing a network in conjunction with one or more Oracle or non Oracle databases. (R)

**ITSE 2344. Oracle Database Structure and Data Warehousing. (3-1-3).** A practical application course for modeling and designing an Oracle data warehouse using case studies. (R)

**ITSE 2346. Oracle Forms: Application I. (3-1-3).** Skill development in the use of Forms in a Developer environment. Topics include the use of Object Navigator and Virtual Graphics Systems (VGS), Layout Editor and Menu options. (R)

**ITSE 2348. Oracle Forms: Applications II. (3-1-3).** A continuation of Oracle Forms: Application I and an introduction to Reports. Topics include creating multiple form applications, managing multiple transactions across modules, and enhancing applications with custom menus, reports, and charts. (R)

**ITSE 2354. Advanced Oracle SQL. (3-1-3).** A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated sub queries, scripting, and scripting generation. (R)

**ITSE 2356. Oracle Database Administration I. (3-1-3).** Fundamentals of the tasks and functions required of a database administrator using Oracle. (R)

**ITSE 2358. Oracle Database Administration II. (3-1-3).** A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. (R)

**ITSE 2352. System Design Using Oracle Tools II. (3-1-3).** A continuation of System Design Using Oracle Tools I. Topics include creating a business information model, transforming the analysis model into design level definitions, refining the data and application designs, and generating databases objects using Oracle Developer and WebServer. (R)

**ITSE 2386. Internship – Computer Programming/Programmer, General. (0-18-3)** 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.

**ITSE 2429. Oracle Network Administration and Performance Tuning. (3 2-4).** Introduction to Oracle client/Server connectivity and distributed databases including configuring, administering, tuning, troubleshooting Oracle SQL\*Net and related tools.



**ITSW 1304. Introduction to Spreadsheet.** (2-2-3). Instruction in the concepts, procedures, and importance of electronic spreadsheets. Covers logic of spreadsheet command trees, information management and graphing systems, and formula development. In-depth study of the access system printing and graphing functions and file transfer. Covers macro design and development, statistical, financial, and other functions. Students will build spreadsheets using a popular spreadsheet software. (R)

**ITSW 1307. Introduction to Database.** (3-1-3). Introduction to database theory and the practical applications of the database. Students learn to create, edit, and maintain an electronic filing system using a popular database management system software package. Students will also learn to create reports from several of the electronic files and to rapidly retrieve and manipulate data. Additional topics will include macros and structured query language. (R)

**ITSW 2383. Cooperative Education - Management Information Systems and Business Data Process.** (5-283-3). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisite: Sophomore standing or consent of instructor.

**ITSY 2343. Computer System Forensics.** (2-3-3) In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

## Cosmetology

**CSME 1310. Introduction to Haircutting and Related Theory.** (2-4-3). Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section haircutting and finishing techniques.

**CSME 1348. Principles of Skin Care.** (2-4-3). An introduction of the theory and practice of skin care. Corequisite: CSME 1521, Principles of Facials/Esthetics Technology

**CSME 1401. Orientation to Cosmetology.** (2-8-4). An overview of the skills and knowledge necessary for the field of cosmetology. Corequisite: CSME 1405, Fundamentals of Cosmetology.

**CSME 1405. Fundamentals of Cosmetology.** (2-8-4). A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb outs. Corequisite: CSME 1401, Orientation to Cosmetology.

**CSME 1430. Orientation to Nail Technology.** (2-8-4). An overview of the fundamental skills and knowledge necessary for the field of nail technology. Corequisite: CSME 1431, Principles of nail Technology.

**CSME 1431. Principles of Nail Technology I.** (2-8-4). A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Corequisite: CSME 1430, Orientation to Nail Technology.

**CSME 1434. Cosmetology Instructor I.** (2-5-4). The fundamentals of instructing cosmetology students. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

**CSME 1441. Principles of Nail Technology II.** (2-8-4). A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology.

**CSME 1443. Manicuring and Related Theory.** (2-8-4). Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Prerequisite: 1401.

**CSME 1447. Principles of Skin Care/Facials and Related Theory.** (2-8-4). In-depth coverage of the theory and practice of skin care, facials and cosmetics. Prerequisite: 1401.

**CSME 1451. Artistry of Hair, Theory and Practice.** (2-8-4). Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design. Prerequisite: 1401.

**CSME 1453. Chemical Reformation and Related Theory.** (2-8-4). Presentation of the theory and practice of chemical reformation. Topics include terminology, application and workplace competencies related to chemical reformation. Prerequisite: 1401.

**CSME 1521. Principles of Facial/Esthetics Technology.** (3-8-5). An introduction to the principles of facial/esthetic technology. Topics include anatomy, physiology, theory, and related skills of facial/esthetic technology. Corequisite: CSME 1348, Principles of Skin Care

**CSME 1535. Orientation to the Instruction of Cosmetology.** (2-9-5). An overview of the skills and knowledge necessary for the instruction of cosmetology students. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

**CSME 1545. Principles of Facial/Esthetics Technology II.** (3-8-5). A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial/esthetic technology.

**CSME 1547. Principles of Skin Care/Facials & Related Theory.** (3-8-5). In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

**CSME 2343. Salon Development.** (2-4-3). Exploration of salon development. Topics include professional ethics and goals, salon operations and record keeping.

**CSME 2401. The Principles of Hair Coloring and Related Theory.** (2-6-4). Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. Prerequisite: 1401.

**CSME 2414. Cosmetology Instructor II.** (2-5-4). A continuation of the fundamentals of instructing cosmetology students. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

**CSME 2415. Cosmetology Instructor III.** (2-6-4). Presentation of lesson plan assignments and evaluation techniques. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

**CSME 2431. Principles of Facials/Esthetics Technology III.** (2-8-4). Demonstrate professional ethics, salon management, and develop client relations and related skills in preparation for the Texas Cosmetology Commission examination.

**CSME 2439. Advanced Hair Design.** (2-6-4). Advanced concepts in the theory and practice of hair design. Prerequisite: 1401.

**CSME 2441. Preparation for Texas Cosmetology Commission Examination.** (2-8-4). Preparation for the Texas Cosmetology Commission Operator Examination. Prerequisite: 1401.

**CSME 2444. Cosmetology Instructor IV.** (2-8-4). Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

**CSME 2445. Instructional Theory & Clinic Operations.** (3-3-4). An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. Prerequisite: Valid Texas Cosmetology Commission License and High School Diploma or GED.

## Criminal Justice Technology

**CJSA 1308. Criminalistics I.** (3-0-3). 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 1393. Special Topics in Criminal Justice.** (3-0-3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be multiple times to improve student proficiency.

**CJSA 2323. Criminalistics II.** (3-0-3). Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.

**CJSA 2334. Contemporary Issues in Criminal Justice.** (3-0-3). A series of lectures and class participation exercises presenting selected topics currently confronting criminal justice personnel and the public they serve.

**CJSA 2388. Internship in Criminal Justice.** (144 lab hours-3 credit hours). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a criminal justice agency. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (Instructor permission required to enroll.)

**CRIJ 1301. Introduction to Criminal Justice.** (3-0-3). History and philosophy of criminal justice and ethical considerations, crime defined, its nature and impact, overview of criminal justice system, prosecution and defense, trial process, and corrections. (R)

**CRIJ 1306. Court Systems and Practices.** (3-0-3). The judiciary in the criminal justice system, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing. (R)

**CRIJ 1307. Crime in America.** (3-0-3). 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. (R)

**CRIJ 1310. Fundamentals of Criminal Law.** (3-0-3). 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, and criminal responsibility. (R)

**CRIJ 1313. Juvenile Justice System.** (3-0-3). Study of 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. (R)

**CRIJ 2301. Community Resources in Corrections.** (3-0-3). 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.(R)

**CRIJ 2313. Correctional Systems and Practices.** (3-0-3). Corrections in the criminal justice system: organization of correctional system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (R)

**CRIJ 2314. Criminal Investigation.** (3-0-3). Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case and trial preparation. (R)

**CRIJ 2323. Legal Aspects of Law Enforcement.** (3-0-3). Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability. (R)

**CRIJ 2328. Police Systems and Practices.** (3-0-3). The police profession, organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, current and future issues. (R)

## Dental Assisting

**DNTA 1241. Dental Laboratory Procedures.** (1-3-2). Dental laboratory procedures including skills associated with chairside assisting; pouring, trimming, and polishing study casts, preliminary impressions, and fabrication provisional restorations. A grade of “C” or better is required for progression. Prerequisites: DNTA 1245, 1301, 1305, 1311, 1415. Concurrent enrollment: DNTA 1241, 1347, 1349, 1353, 1460. (RW)

**DNTA 1251. Dental Office Management.** (1-2-2). The study of business office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management (manage recall systems), federal and state guidelines regarding health care providers, and operating basic business equipment. A grade of “C” or better is required for progression. Prerequisites: DNTA 1245, 1301, 1305, 1311, 1415. Concurrent enrollment: DNTA 1241, 1347, 1349, 1353, 1460. (RW)

**DNTA 1301. Dental Materials.** (2-4-3). Structure, properties, and procedures related to dental materials. Includes safety and American Dental Association regulated standard precautions. A grade of “C” or better is required for progression. Concurrent enrollment: DNTA 1245, 1311, 1415. (RW)

**DNTA 1305. Dental Radiology I.** (2-4-3). Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. A grade of “C” or better is required for progression. Concurrent enrollment: DNTA 1345, 1301, 1311, 1415. (RW)

**DNTA 1311. Dental Science.** (2-2-3). Anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. A grade of “C” or better is required for progression. Concurrent enrollment: DNTA 1345, 1301, 1305, 1415. (RW)

**DNTA 1415. Chairside Assisting.** (2-4-3). Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. A grade of “C” or better is required for progression. Concurrent enrollment: DNTA 1345, 1301, 1305, 1311. (RW)

**DNTA 1345. Preventive Dentistry.** (2-2-3). The study and prevention of dental diseases and community dental health. A grade of “C” or better is required for progression. Concurrent enrollment: DNTA 1301, 1305, 1311, 1415. (RW)

**DNTA 1347. Advanced Dental Science.** (3-0-3). Anatomical systems with emphasis on pharmacology, oral pathology and developmental abnormalities. A grade of “C” or better is required for progression. Prerequisites: DNTA 1345, 1301, 1305, 1311, 1415. (RW) Concurrent enrollment: DNTA 1241, 1251, 1349, 1353, 1460. (RW)

**DNTA 1349. Dental Radiology in the Clinic.** (1-4-3). The practical application of exposing, processing and mounting diagnostically acceptable radiographs obtained by utilizing various radiographic techniques. This course will encompass critical evaluation of all procedures. A grade of “C” or better is required for progression. Prerequisites: DNTA 1345, 1301, 1305, 1311, 1415. Concurrent enrollment: DNTA 1241, 1251, 1347, 1353, 1460. (RW)

**DNTA 1353. Dental Assisting Applications.** (2-3-3). Dental assisting techniques with emphasis on four-handed dentistry and utilization of tray setups for general practice and specialty procedures. A grade of “C” or better is required for progression. Prerequisites: DNTA 1345, 1301, 1305, 1311, 1415. Concurrent enrollment: DNTA 1241, 1251, 1347, 1349, 1460. (RW)

**DNTA 1460. Clinical-Dental Assisting / Assistant.** (0-16-4). 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. A grade of “C” or better is required for progression. Prerequisites: DNTA 1345, 1301, 1305, 1311, 1415. Concurrent enrollment: DNTA 1241, 1251, 1347, 1349, 1353. (RW)

**DNTA 2360. Clinical-Dental Assisting / Assistant.** ( 0-9-3). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A grade of “C” or better is required for progression. Prerequisites: DNTA 1241, 1345, 1251, 1301, 1305, 1311, 1415, 1347, 1349, 1353, 1460. (RW)

## Drug and Alcohol Abuse Counseling

**DAAC 1304. Pharmacology of Addiction.** (3-0-3). The student will outline the components of the autonomic and central nervous system and explain their general functions in relation to drug use and misuse. The student will explain the physiological, psychological and social effects of drugs or addictive behavior on the major systems of the body. (RW)

**DAAC 1309. Assessment Skills of Alcohol and Other Drug Addictions.** (3-0-3). Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. (RW)

**DAAC 1319. Introduction to Alcohol and Other Drug Addictions.** (3-0-3). Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (RW)

**DAAC 1391. Special Topic in Alcohol/Drug Abuse Counseling.** (3-0-3). Topic address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The Case Presentation Method (CPM) will be introduced. (RW)

**DAAC 1417. Basic Counseling Skills.** (4-1-4). This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making. (RW)

**DAAC 2307. Addiction Family Intervention.** (3-0-3). An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. (RW)

**DAAC 2341. Counseling Alcohol and Other Drug Addictions.** (3-0-3). A study of issues that impact addiction counseling. Special population, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. A special emphasis on legal and ethical issues as related to the chemical dependency counselor. (RW)

**DAAC 2366. Practicum.** (1-20-3). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Three hundred clock hours field experience in a clinical facility addressing the 12 core functions. (RW)

**DAAC 2454. Dynamics of Group Counseling.** (4-1-4). An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered. Effective case management and record keeping are addressed. (RW)

## Economics

**ECON 2301. Macroeconomics.** (3-0-3). Fundamental principles of economic organization and growth, money and banking, income and employment, monetary and fiscal policy, economic growth, growth in the less developed countries, determinants of national income, business fluctuations, the public sector, economics of pollution and the environment, taxation and expenditures. Prerequisite: sophomore standing or consent of division dean. (R)

**ECON 2302. Microeconomics** (3-0-3). Fundamental principles of business organization in the market society, theory of the firm, competition and types of business organization, analysis of current economic problems, case studies, poverty and insecurity, economic and ethnic groups. International trade and international monetary problems: tariffs, quotas, and free world trade, comparative economic systems. Prerequisite: sophomore standing and ECON 2301 or consent of division dean. (R)

**ECON 2311. Economic Geography.** (3-0-3). 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. Cross-listed as GEOG 2312. Only one of the cross-listed courses can be taken for credit. (RW)

## Education

**CDEC 1313. Curriculum Resources for Early Childhood Programs.** (3-1-3). A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children. Field experience required.

**CDEC 1317. Child Development Associate Training I.** (3-1-3). Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. Field experience required.

**CDEC 1319. Child Guidance.** (3-1-3). An exploration of guidance strategies for promoting pro-social behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Field experience required.

**CDEC 1321. The Infant and Toddler.** (3-1-3). 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. Field experience required

**CDEC 1323. Observation and Assessment.** (3-1-3). A study of observation skills, assessment techniques, and documentation of children's development. Field experience required.

**CDEC 1330. Growth and Development: 6-14 Years.** (3-1-3). Principles of child growth and development from six through thirteen years. Focus on physical, cognitive, social, and emotional domains of development. Field experience required.

**CDEC 1335. Early Childhood Development: 3-5 Years.** (3-1-3). Principles of normal growth and development from three years through five years. Emphasizes physical, emotional, and social development. Field experience required.

**CDEC 1339. Early Childhood Development: 0-3 Years.** (3-1-3). Principles of normal growth and development from conception through three years of age. Emphasizes physical, intellectual, and social/emotional development. Field experience required.

**CDEC 1343. Independent Study in Child Development.** (3-1-3). Study of an approved career topic. Research, presentation of findings, and practical applications are emphasized as they relate to the selected topic. Field experience required.

**CDEC 1356. Emergent Literacy for Early Childhood.** (3-1-3). An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum. Field experience required.

**CDEC 1358. Creative Arts for Early Childhood.** (3-1-3). 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. Field experience required.

**CDEC 1359. Children with Special Needs.** (3-1-3). 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. Field experience required.

**CDEC 2264. Practicum - Child Care Provider.** (0-6-2). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Field experience required.

**CDEC 2304. Child Abuse and Neglect.** (3-1-3). Methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment. Field experience required.

**CDEC 2307. Math and Science for Early Childhood.** (3-1-3). An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play. Field experience required.

**CDEC 2315. Diverse Cultural/Multilingual Education.** (3-1-3). 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. Field experience required.

**CDEC 2322. Child Development Associate Training II.** (3-1-3). 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. Field experience required.

**CDEC 2324. Child Development Associate Training III.** (3-1-3). 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. Field experience required.

**CDEC 2326. Administration of Programs for Children I.** (3-1-3). 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. Field experience required.

**CDEC 2328. Administration of Program for Children II.** (3-1-3). 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. Field experience required.

**CDEC 2340. Instructional Techniques for Children with Special Needs.** (3-1-3). Exploration of development and implementation of curriculum for children with special needs. Field experience required.

**CDEC 2341. The School Age Child.** (3-1-3). 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. Field experience required.

**CDEC 2380. Cooperative Education Child-Care Provider Assistant.** (3-1-3). 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. Field experience required.

**EDUC 1300. Learning Framework.** (3-0-3). A study of the (1) research and theory in the psychology of learning, cognition, and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Cross-listed as PSYC 1300. Only one of the cross-listed courses can be taken for credit. (RW)

**EDUC 1301. Introduction to the Teaching Profession.** (3-1-3). An enriched, integrated pre-service course and content experience that: (1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; (2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; (3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; (4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course includes 16 hours of field experience which must be in P-12 classrooms in public schools. Students must have met TSI Reading & Writing requirements prior to enrolling. (RW)

**EDUC 2301. Introduction to Special Populations.** (3-1-3). An enriched, integrated pre-service course and content experience that: (1) provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning; (2) provides students with opportunities to participate in early field observations of P-12 special populations; (3) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Sixteen hours of field experience which must be with special populations in P-12 classrooms in public schools. (RW)

**TECA 1303. Families, Schools and Community.** (3-1-3). A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course is aligned with SBEC Pedagogy and Professional Responsibilities standards and requires students to participate in a minimum of 16 hours of field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. (RW)



**TECA 1311. Educating Young Children.** (3-1-3). An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Course is aligned with SBEC Pedagogy and Professional Responsibilities standards and requires students to participate in a minimum of 16 hours of field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. (RW)

**TECA 1318. Wellness of the Young Child.** (3-1-3). Study of 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 settings with varied and diverse populations. Field experience required. (RW)

**TECA 1354. Child Growth & Development.** (3-0-3). A study of the principles of child growth and development from conception through adolescence. Focus on physical, cognitive, social, and emotional domains of development. (RW)

## Emergency Medical Services/Paramedicine

**EMSP 1160. Clinical-Emergency Medical Technology/Technician.** (0-5-1). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, the student will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. *Prerequisites:* Documentation of college readiness in reading, documentation of proficiency in math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, and pass criminal background check. (See EMS Admissions Requirements) **Concurrent enrollment in EMSP 1501 and 2338 required.**

**EMSP 1161. Clinical-Emergency Medical Technology/Technician.** (0-6-1). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, the student will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. *Prerequisites:* Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, and 1455 with a grade of "C" or better.

**EMSP 1438. Introduction to Advanced Practice.** (3-3-4). An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. The student will describe and list the roles and responsibilities of advanced personnel within the EMS system; apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients; administer medications; employ effective communication; and interpret the medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. *Prerequisites:* Documentation of college readiness in reading and

math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services. (See EMS Admissions Requirements) **Concurrent enrollment in EMSP 1456 and 1455 required.**

**EMSP 1455. Trauma Management.** (4-1-4). A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. The student will integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient. *Prerequisites:* Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services. (See EMS Admissions Requirements) **Concurrent enrollment in EMSP 1438 and 1456 required.**

**EMSP 1456. Patient Assessment and Airway Management.** (4-1-4). A detailed study of the knowledge and skills required to perform patient assessment and airway management. The student will perform a history and comprehensive physical exam on all patient populations; communicate with others; establish and/or maintain a patent airway; and oxygenate and ventilate a patient. *Prerequisites:* Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services. (See EMS Admissions Requirements) **Concurrent enrollment in EMSP 1438 and 1455 required.**

**EMSP 1501. Emergency Medical Technician/Basic.** (3-8-5). Preparation for certification as an Emergency Medical Technician (EMT) Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. The student will apply safety and operational principles in out-of-hospital environments; demonstrate life saving care to patients at the Emergency Medical Technician (EMT) level; and display professional and ethical behaviors expected of emergency personnel. *Prerequisites:* Documentation of college readiness in reading, documentation of proficiency in math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, and pass criminal background check. (See EMS Admissions Requirements) **Concurrent enrollment in EMSP 2338 and 1160 required.**

**EMSP 2143. Assessment Based Management.** (0-3-1). A Capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, geriatric, and special-needs patients. The student will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan. *Prerequisites:* Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, 1455, 1161, 2544, 2434, 2430, and 2162 with a grade of "C" or better. **Concurrent enrollment in EMSP 2563 required.**

**EMSP 2162. Clinical-Emergency Medical Technology/Technician.** (0-6-1). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, the student will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation

and the business/industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. *Prerequisites: Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, 1455, 1161, 2544, 2434, and 2430 with a grade of "C" or better.*

**EMSP 2338. EMS Operations.** (3-0-3). A detailed study of the knowledge and skills to safely manage the scene of an emergency. The student will safely manage multi-casualty incidents and rescue situations; utilize air medical resources; and identify hazardous materials and major incidents. *Prerequisites: Documentation of college readiness in reading, documentation of proficiency in math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, and pass criminal background check. (See EMS Admissions Requirements)* **Concurrent enrollment in EMSP 1501 and 1160 required.**

**EMSP 2430. Special Populations.** (4-1-4). A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations. The student will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for diverse patients. *Prerequisites: Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, 1455, and 1161 with a grade of "C" or better.* **Concurrent enrollment in EMSP 2544 and 2434 required.**

**EMSP 2434. Medical Emergencies.** (4-1-4). A detailed study of the knowledge and skills necessary in the assessment and management of patients with medical emergencies. The student will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the medical patient. *Prerequisites: Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), completion of EMSP 1438, 1456, 1455, and 1161 with a grade of "C" or better.* **Concurrent enrollment in EMSP 2544 and 2430 required.**

**EMSP 2544. Cardiology.** (5-1-5). Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. The student will integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the cardiac patient. *Prerequisites: Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, 1455, and 1161 with a grade of "C" or better.* **Concurrent enrollment in EMSP 2434 and 2430 required.**

**EMSP 2563. Clinical-Emergency Medical Technology/Technician.** (0-18-5). 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. As outlined in the learning plan, the student will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among

political, economic, environmental, social, and legal systems associated with the occupation and the business/industry, and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. *Prerequisites:* Documentation of college readiness in reading and math, pre-entrance physical exam and health statement, documentation of required immunizations, pass drug screen, pass criminal background check, documentation of CPR for Health Care Providers from American Heart Association, current EMT/Basic certification from National Registry of EMTs or Texas Department of State Health Services (See EMS Admissions Requirements), and completion of EMSP 1438, 1456, 1455, 1161, 2544, 2434, 2430, and 2162 with a grade of “C” or better. **Concurrent enrollment in EMSP 2143 required.**

## Engineering

**ENGR 2301. Engineering Mechanics – Statics.** (3-0-3). Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Concurrent enrollment in or previous completion of MATH 2414 (Calculus II) required. *Prerequisites:* PHYS 2325/2125. College readiness in reading and math required. (RM)

**ENGR 2302. Engineering Mechanics - Dynamics** (3-0-3). Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton’s Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. *Corequisite:* MATH 2415 (Calculus III). *Prerequisites:* ENGR 2301. College readiness in reading and math required. (RM)

## English

**ENGL 0031. Writing Lab III.** (0-1-1). Approval of Developmental Studies Director required; supplements but does not replace other developmental courses. Individualized learning program for students who have not passed the writing portion of the college assessment test and necessitate a mid-semester schedule change to meet state requirements for remediation. Writing strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction and one-on-one essay writing.

**ENGL 0115. Writing Lab I.** (0-1-1). Individualized learning program for students who have not passed the writing portion of the college assessment test and are working within specialized environments and/or time constraints. Writing strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction and one-on-one essay writing.

**ENGL 0215. Writing Lab II.** (0-2-2). Individualized learning program for students who have not passed the writing portion of the college assessment test. Writing strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction and one-on-one essay writing.

**ENGL 0300-0310-0320. Developmental Writing Strategies.** (3-1-3). Academic support studies designed for students who have not met college readiness standards on a state approved writing assessment. Also appropriate for students who elect to take a writing course to develop college-level writing skills. Introduction of the persuasive essay, research and documentation skills, and refinement of usage, grammar, and sentence structure skills. Labs required.

**ENGL 1301. Composition I.** (3-1-3). Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. The first half of freshman composition encourages process writing. Using computer tech-

nology, students write essays that result from their evaluating, analyzing, and synthesizing experience and texts. The course requires a lab component. Prerequisite: College readiness in reading and writing required.

**ENGL 1302. Composition II.** (3-1-3). The course further develops principles and techniques of written, expository, and persuasive composition begun in English 1301 through the analysis of mainly non-fiction texts, with a smaller emphasis on fiction, poetry, or drama. Competence in these areas will be attained through expository and persuasive essay writing, oral presentations, the use of research methods, both print and electronic, critical thinking and the writing of a research paper. This course requires a lab component. Prerequisite: ENGL 1301. College readiness in reading and writing required.

**ENGL 2307. Creative Writing I.** (3-0-3). Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (RW)

**ENGL 2311. Technical and Business Writing.** (3-0-3). The course covers principles, techniques, and skills needed for college-level scientific, technical, or business writing. Students explore and practice rhetorical strategies that address the needs of diverse audiences and a changing workplace. Prerequisite: ENGL 1301 (RW)

**ENGL 2322. British Literature I.** (3-0-3). General survey of significant works in British literature from its origin to the beginnings of the Romantic movement. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

**ENGL 2323. British Literature II.** (3-0-3). General survey of significant works in British literature from the Romantic movement to the present. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302 (RW)

**ENGL 2327. American Literature I.** (3-0-3). Survey of American prose, poetry, and drama, beginning with selected Puritan writings and continuing through the Romantic movement. May include study of movements, schools or periods. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

**ENGL 2328. American Literature II.** (3-0-3). Survey of American prose, poetry and drama, beginning with the rise of Realism and Naturalism following the Civil War and continuing through contemporary writers. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

**ENGL 2332. World Literature I.** (3-0-3). Survey of a variety of World literature written during the Classical, Medieval, and Renaissance periods. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

**ENGL 2333. World Literature II.** (3-0-3). Survey of a variety of World literature written during the eras of Enlightenment, Romanticism, Realism, Naturalism, Modernism and Postmodernism. May include study of movements, schools, or periods. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

**ENGL 2351. Mexican-American Literature.** (3-0-3). Survey of Mexican-American/Chicano/Latino literature, including fiction, non-fiction, poetry, and drama. Special emphasis on literary modes specific to the genre such as magical realism and history of the literature. Course is taught in the English language. Prerequisite: ENGL 1301 and ENGL 1302. (RW)

## English As A Second Language

**ESOL 0310. Beginning ESOL Conversation.** (3-1-3). This course focuses on developing basic social and pre-academic speaking and listening skills to include describing, giving directions, and comprehending oral directions and explanations.

**ESOL 0311. Intermediate ESOL Conversation.** (3-1-3). This course develops intermediate social and proe-academic listening and speaking skills through situational activities. Students will express opinions in small groups and learn to react appropriately.

**ESOL 0312. Advanced ESOL Conversation.** (3-1-3). This course stresses public and academic oral language skills through participation in group projects and presentations.

**ESOL 0320. Beginning ESOL Reading.** (3-1-3). This course includes improving reading comprehension by identifying the main idea and supporting details. Vocabulary expansion techniques include context clues and word formation.

**ESOL 0321. Intermediate ESOL Reading.** (3-1-3). This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and use of campus resources.

**ESOL 0322. Advanced ESOL Reading.** (3-1-3). This course encourages reading independently for pleasure or personal interest and career development. Study skills which can be incorporated into other classes are utilized.

**ESOL 0330. Beginning ESOL Writing and Grammar.** (3-1-3). Designed for non-native speakers of English, this course focuses on English verbs, verb tenses, modals, yes-no questions, the composing process, and paragraph structure. Writing assignments include descriptive and narrative letters and paragraphs.

**ESOL 0331. Intermediate ESOL Writing and Grammar.** (3-1-3). Designed for non-native speakers of English, this course focuses on English articles, adverbs, adjectives, and sentence structure. Writing assignments include persuasive letters and essays.

**ESOL 0332. Advanced ESOL Writing and Grammar.** (3-1-3). Designed for non-native speakers of English, this course focuses on sophisticated English sentence patterns. Students study rhetorical modes for academic English writing situations and respond to readings.

## Forensic Science

**FORS 2440. Introduction to Forensic Science.** (3-2-4). 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 criminalists in forensic laboratories will process the gathered evidence presented.

**FORS 2450. Introduction to Forensic Psychology.** (3-2-4). Survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence; introduction to applications of forensic psychology including the history and current practice of criminal profiling in the apprehension of serial killers as sexual predators.

## Geography

**GEOG 1303. World Regional Geography.** (3-0-3). 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. (R)

**GEOG 2312. Economic Geography.** (3-0-3). 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. Cross-listed as ECON 2311. Only one of the cross-listed courses can be taken for credit. (R)

## Geology

**GEOL 1101. Earth Sciences Laboratory I. (0-2-1).** Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences. An analysis of minerals, rocks, maps, weather, climate and landforms. Concurrent enrollment in GEOL 1301 required. Prerequisite: College readiness in reading required. (R)

**GEOL 1103. Physical Geology Laboratory. (0-2-1).** Principles of physical geology. Study of the earth's composition, structure, and internal and external processes. Laboratory exercises related to minerals, rocks, topographic maps, contours, and geologic structures. Concurrent enrollment in GEOL 1303 required. Prerequisite: College readiness in reading required. (R)

**GEOL 1104. Historical Geology Laboratory. (0-2-1).** Principles of historical geology. Includes the geologic history of the earth and the evolution of life. Laboratory exercises related to geologic time, relative dating, evolution and Earth's history. Concurrent enrollment in GEOL 1304 required. Prerequisite: College readiness in reading required. (R)

**GEOL 1105. Environmental Geology Laboratory. (0-2-1).** The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning. Laboratory exercises related to minerals, rocks, pollution, land use and waste management. Concurrent enrollment in GEOL 1305 required. Prerequisite: College readiness in reading required. (R)

**GEOL 1301. Earth Science. (3-0-3).** Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences. Prerequisite: College readiness in reading required. (R)

**GEOL 1303. Physical Geology. (3-0-3).** Principles of physical geology. Study of the earth's composition, structure, and internal and external processes. Structure of the earth and its composition. Topographic maps, rocks and minerals, geologic processes and agents. The processes related to weathering, gradation by wind, running water, ground water, glaciers, oceans and gravity, and plate tectonics. Concurrent enrollment in GEOL 1103 required. Prerequisite: College readiness in reading required. (R)

**GEOL 1304. Historical Geology. (3-0-3).** Principles of historical geology. Includes the geologic history of the earth and the evolution of life. Study of the concepts and principles of geologic time. Fossil identification, relative dating, and geologic processes throughout Earth's history. The past and current views on evolutionary processes using geologic evidence. Concurrent enrollment in GEOL 1104 is required. Prerequisite: College readiness in reading required. (R)

**GEOL 1305. Environmental Geology. (3-0-3).** The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning. Study how geologic processes impact human life and development and the human impact on our environment. The use of mineral and fuel resources, pollution and waste management and their environmental impact. Concurrent enrollment in GEOL 1105 is required. Prerequisite: College readiness in reading required. (R)

## Government

**GOVT 2107. Federal and Texas Constitutions. (1-0-1).** Includes consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Prerequisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 credit hours of government courses but have not satisfied the statutory requirement for study of the federal and state constitutions.

**GOVT 2305. Federal Government. (3-0-3).** The Constitution and Government of the United States. This course and GOVT 2306 meet requirements of state law for graduation from a tax-supported institution. (RW)

**GOVT 2306. Texas Government.** (3-0-3). Constitution of Texas and state, county, and municipal governments. This course and GOVT 2305 meet requirements of state law for graduation from a tax-supported institution. (RW)

**GOVT 2389. Terrorism.** (3-0-3). Terrorism and political violence. This elective academic co-op course introduces students to terrorism and the war against terrorism. Particular emphasis is placed on the citizen's response to emerging public policy at the local, state, and national levels. Students will apply concepts learned in class to specific scenarios applicable to the public sector in order to address the urgent safety and security concerns facing society. Open to all students. (RW)

## Health Science Related Courses

**HPRS 1201. Introduction to Health Professions.** (2-0-2). An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

**HPRS 1303. End of Life Issues.** (3-0-3). Grief, loss, and end of life issues. Includes instruction in preparing caregivers to function in settings where communication skills are used to give psychosocial support to persons at the end of life and their families.

**HPRS 1371. Medical Terminology.** (3-0-3). 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 care field.

**HPRS 2300. Pharmacology for Health Professions.** (3-0-3). This 3 credit hour course is an intermediate level course for students preparing for a career in healthcare and healthcare professionals involved in the administration of medications or the care of clients receiving medications. Areas of study include drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages. (Internet class only.) Prerequisite: Successful completion of Anatomy and Physiology. (R)

**HPRS 2301. Pathophysiology.** (3-0-3). Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries.

**HPRS 2321. Medical Law and Ethics for Health Professionals.** (3-0-3). Principles, procedures, and regulations governing the legal and ethical relationships among physicians, patients, and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality.

**PLAB 1223. Phlebotomy.** (1-4-2). Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Concurrent enrollment in MLAB 1260 required. Students who are certified phlebotomists or have recent documented experience as a phlebotomist may request credit for this course. Each request will be considered individually and must be approved by the MLT Program Director. A grade of "C" or better is required for graduation. (R)

**MLAB 1260. Clinical I.** (0-8-2). 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. Includes skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. On-site clinical instruction, supervision, and evaluation of phlebotomy skills learned in PLAB 1223.



Concurrent or previous enrollment in PLAB 1223 required. Students who are certified phlebotomists or have recent documented experience as a phlebotomist may request credit for this course. Each request will be considered individually and must be approved by the MLT Program Director. A grade of “C” or better is required for graduation. (RWM)

**PLAB 1223 (Phlebotomy) and MLAB 1260. (Clinical I).** Will be offered to non-MLT majors. Anyone completing these courses with a grade of “C” or better will be eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification examination for Phlebotomists.

## Heating, Air Conditioning & Refrigeration Technology

**HART 1401. Basic Electricity for HVAC.** (3-4-4). Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls and application of solid state devices. The student will exhibit knowledge of basic principles of electricity, electrical current, circuitry, and A/C devices; apply Ohm’s law to electrical calculations; perform electrical continuity, voltage and current tests with appropriate meters and demonstrate electrical safety. Prerequisite: None.

**HART 1407. Refrigeration Principles.** (3-4-4). An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. The student will identify the components and explain the application and operation of the basic refrigeration cycle; explain theories of thermodynamics and heat transfer; demonstrate proper application and use of tools, test equipment, and safety procedures; and demonstrate accepted refrigeration applications. Prerequisite: None.

**HART 1441. Residential Air Conditioning.** (3-2-4). A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Demonstrate systems applications; implement and demonstrate industry accepted refrigerant charging procedures; demonstrate air conditioning system installation procedures; and demonstrate component and part diagnostics and replacement. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

**HART 1445. Gas and Electric Heating.** (3-2-4). A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. The student will identify different types of gas furnaces; identify and discuss component operation of gas furnaces; service and troubleshoot gas furnaces; perform safety inspections on gas and electric furnaces; identify unsafe operation of gas furnaces; identify and discuss component operation of electric furnaces; and service and troubleshoot electric furnaces. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

**HART 2434. Advanced A/C Controls.** (3-2-4). Methods for troubleshooting electrical control devices and control circuits including correctly wiring electrical components. The student will troubleshoot complex electrical control devices; troubleshoot control circuits; connect wiring for various control circuits; and apply advanced A/C control concepts. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

**HART 2442. Commercial Refrigeration.** (3-2-4). Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. The student will explain and apply high, medium, and low temperature systems operation, and explain and apply ice machine and packaged refrigeration system operation. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

**HART 2445. Air Conditioning Systems Design.** (4-1-4). A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. The student will calculate heat loss and heat gain; design a complete duct system; size heating and cooling equipment of the structure; perform a load calculation using Manual J. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

**HART 2449. Heat Pumps.** (3-2-4). A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Explain a reverse cycle system; list the mechanical and electrical components for the heat pump operation; and explain the operation of heat pump modes including cooling, heating, defrost, emergency heat, and auxiliary heat mode. Identify and explain different methods of accomplishing defrost; charge a system correctly in the heating and cooling mode; troubleshoot electrical and mechanical components; perform tests for adequate air flow; and determine balance point and C.O.P. (coefficient of performance). Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

## History

**HIST 1301. United States History I.** (3-0-3). Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America to 1877. (RW)

**HIST 1302. United States History II.** (3-0-3). Survey of the political, social, economic, military, cultural and intellectual history of the United States from 1877 to the present. (RW)

**HIST 2301. Texas History.** (3-0-3). Survey of Texas from the Spanish exploration to the present. (RW)

**HIST 2327. Mexican-American History I.** (3-0-3). Historical, economic, social, and cultural development of Mexican-Americans/Chicanos. Course is taught in the English language (RW)

**HIST 2328. Mexican-American History II.** (3-0-3). Continuation of historical, economic, social, and cultural development of Mexican-Americans/Chicanos. Course is taught in the English language. (RW)

## Hospitality/Culinary Arts

**CHEF 1164. Practicum (or Field Experience) - Culinary Arts/Chef Training.** (0-10-1). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**CHEF 1301. Basic Food Preparation.** (2-3-3). A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. Professional chef uniform and kitchen tools required. Lab included. 3 credit hours.

**CHEF 1302. Principles of Healthy Cuisine.** (2-3-3). Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style. Prerequisites: CHEF1301 with a grade of "C" or better, CHEF 1305 with a grade of "B" or better, and IFWA 1310. 3 credit hours.

**CHEF 1305. Sanitation and Safety.** (3-0-3). A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. 3 credit hours.

**CHEF 1310. Garde Manger.** (2-3-3). A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Lab included. Prerequisites: CHEF 1301 with a grade of “C” or better and CHEF 1305 with a grade of “B” or better. 3 credit hours.

**CHEF 1314. A La Carte Cooking.** (2-3-3). A course in a la carte or “cooking to order” concepts. Topics include menu and recipe interpretation and conversion, organization of work station, employment of appropriate cooking methods, plating, and saucing principles. Lab included. Prerequisites: CHEF 1301 with a grade of “C” or better and CHEF 1305 with a grade of “B” or better, and CHEF 2331. 3 credit hours.

**CHEF 1345. International Cuisine.** (2-3-3). The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine. Topics include similarities between food production systems used in the United States and other regions of the world. Professional chef uniform and kitchen tools required. Lab included. Prerequisites: CHEF 1301 with a grade of “C” or better and CHEF 1305 with a grade of “B” or better. 3 credit hours.

**CHEF 2302. Saucier.** (2-3-3). Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Lab included. Prerequisites: CHEF 1301 with a grade of “C” or better and CHEF 1305 with a grade of “B” or better. 3 credit hours.

**CHEF 2331. Advanced Food Preparation.** (2-3-3). Topics include the concept of pre-cooked food items and the preparation of canapés, hors d’oeuvres, and breakfast items. Reinforces the course material of CHEF 2301. Professional chef uniform and kitchen tools required. Lab included. Prerequisites: CHEF 1301 with a grade of “C” or better and CHEF 1305 with a grade of “B” or better. 3 credit hours.

**HAMG 1313. Front Office Procedures.** (3-0-3). Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. 3 credit hours.

**HAMG 1319. Computers in Hospitality.** (2-2-3). An introduction to computers and their relationship as an information system to the hospitality industry. The course includes an overview of industry-specific software. 3 credit hours.

**HAMG 1321. Introduction to Hospitality Industry.** (3-0-3). Introduction to the elements of the hospitality industry. 3 credit hours.

**HAMG 1324. Hospitality Human Resources Management.** (3-0-3). Principles and procedures of human resource management in the hospitality industry. 3 credit hours.

**HAMG 1340. Hospitality Legal Issues.** (3-0-3). A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. 3 credit hours.

**HAMG 2167. Practicum (or Field Experience) - Hospitality Administration/Management, General.** (0-10-1). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**HAMG 2301. Principles of Food and Beverage Operations.** (3-0-3). An introduction to food and beverage management in various hospitality environments. Emphasizes cost controls from procurement to marketing and sales. Examines forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance. 3 credit hours.

**HAMG 2305. Hospitality Management and Leadership.** (3-0-3). An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formation, communications, motivation, and team building. 3 credit hours.

**HAMG 2307. Hospitality Marketing and Sales.** (3-0-3). Identification of the core principles of marketing and sales and their impact on the hospitality industry. 3 credit hours.

**HAMG 2332. Hospitality Financial Management.** (3-0-3). Methods and applications of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis. 3 credit hours.

**HAMG 2337. Hospitality Facilities Management.** (3-1-3). Identification of building systems, facilities and sustainability management, and security and safety procedures. 3 credit hours.

**PSTR 1301. Fundamentals of Baking.** (2-3-3). Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. Professional chef uniform and kitchen tools required. Lab required. Prerequisites: CHEF 1301 with a grade of "C" or better and CHEF 1305 with a grade of "B" or better. 3 credit hours.

**RSTO 1304. Dining Room Service.** (2-3-3). Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. Prerequisite: CHEF 1305 with a grade of "B" or better. 3 credit hours.

**RSTO 1325. Purchasing for Hospitality Operations.** (3-0-3). Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. 3 credit hours.

## Humanities

Students are limited to two courses toward the Associate's Degree.

**HUMA 1301. Introduction to the Humanities.** (3-0-3). An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of the values and to the historical development of the individual and society. (RW)

**HUMA 1302. Introduction to the Humanities II.** (3-0-3). An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of the values and to the historical development of the individual and society. Part of the course involves visiting museums and attending performances in our local and larger (DFW) areas. Students evaluate selected works and performances. (RW)

## Learning Skills

**LSKL 0032. Non-Course Based Remediation.** (0-0-0). Non-course based remediation designed for the developmental students seeking support for course work and/or assistance with test preparation. Intervention strategies include peer tutoring, multi-media instruction, and seminars. As in learning skills courses and labs, this non-course based remediation cannot substitute for the required course/lab in the specific skill area, i.e. reading, writing and math. To be arranged in time and format under the direction of LAC staff.

**LSKL 0115. Learning Skills Laboratory I.** (0-1-1). Learning program designed for self-improvement in study skills and classroom learning strategies. Topics include note-taking, time-management, goal-setting, and test-taking. Teaching methods include workshops, discussion, multimedia instruction, and computerized learning styles analysis.

**LSKL 0215. Learning Skills Laboratory II.** (0-2-2). Individualized learning program for self improvement in study skills and classroom learning. Topics include note-taking, preparing for exams, goal-setting, and research paper skills.

**LSKL 0300. College Learning Skills.** (3-0-3). Emphasis on coping with the demands of a college environment and developing classroom behaviors and study habits that lead to success. Topics covered include setting goals, managing time, handling stress, taking notes, marking textbooks, and passing exams.

## Mathematics

**MATH 0031. Math Lab III.** (0-1-1). Approval of Developmental Studies Director required; supplements but does not replace other developmental courses. Individualized learning program for students who have not passed the math college assessment test and necessitate a mid-semester schedule change to meet state requirements in remediation. Math strengths and weaknesses are diagnosed on the basis of college assessment test. Teaching methods include computer-assisted instruction.

**MATH 0115. Math Lab I.** (0-1-1). Individualized learning program for students needing remediation to pass the college assessment test, prepare for a math class, or develop occupational proficiency in math. Laboratory setting with diagnosis of math strengths and weaknesses. Includes computer and video instruction as appropriate for students studying within specialized environments and/or time constraints.

**MATH 0215. Math Lab II.** (0-2-2). Individualized learning program for students needing remediation to pass the college assessment test, prepare for a math class, or develop occupational proficiency in math. Laboratory setting with diagnosis of math strengths and weaknesses. Includes computer and video instruction.

**MATH 0300. Basic Mathematics.** (3-1-3). Basic mathematics emphasizes basic computational skills and applications found in whole numbers, fractions, decimals, ratios, proportions and percents. Includes the development of skills needed for a beginning algebra class, such as signed numbers, expressions and equations, and instruction in solving word problems. Students apply their instruction in a lab setting.

**MATH 0310. Developmental Algebra.** (3-1-3). Designed for students with little or no background in algebra. Topics include adding, subtracting, multiplying and dividing real numbers, solving linear equations, inequalities, and word problems, solving percent, ratio, and proportion problems, simplifying expressions containing positive and negative exponents, adding, subtracting, and multiplying polynomials, factoring trinomials, the difference of two squares, and perfect square trinomials, solving quadratic equations and word problems using factoring, simplifying, multiplying and dividing, and adding and subtracting rational expressions, solving equations containing rational expressions, and simplifying complex fractions. Students apply their instruction in a lab setting.

**MATH 0320. Elementary Algebra.** (3-1-3). This course is designed for students with a successful background in Developmental Algebra. Topics include simplifying, multiplying and dividing, and adding and subtracting rational expressions, solving equations containing rational expressions, simplifying complex fractions, graphing linear equations, writing equations of lines, determining intercepts and slopes of lines, solving systems of linear equations by graphing, substitution, and addition, simplifying, adding and subtracting, and multiplying and dividing radicals, and solving quadratic equations by the square root property, completing the square, and the quadratic formula. Students apply their instruction in a lab setting.

**MATH 0330. Intermediate Algebra.** (3-1-3). This course is designed for students with a successful background in Elementary Algebra. Topics include solving equations which have one solution, no solution, or infinitely many solutions, writing equations of lines, evaluating and graphing functions, determining the domain and range of functions, solving systems of three equations in three unknowns, solving systems using matrices and determinants, solving absolute value equations and inequalities, graphing polynomial functions, factoring polynomial expres-

sions, solving equations using factoring, simplifying, adding and subtracting, and multiplying and dividing rational expressions, solving equations involving ratio, proportion, and variation, solving equations containing rational expressions, finding the distance between two points in the  $xy$ -plane, solving equations containing radicals, simplifying expressions containing rational exponents, and simplifying radical expressions. Students apply their instruction in a lab setting.

**MATH 0420. Mathematical Literacy for College Students.** (0-1-4). Topics may include numeracy, proportional reasoning, algebraic reasoning, functions and modeling, probability and statistics.

**MATH 1314. College Algebra.** (3-1-3). Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants. Prerequisite: College readiness in math. (M)

**MATH 1316. Plane Trigonometry.** (3-0-3). Trigonometric functions, identities, equations, and applications. Prerequisite: two years of high school algebra or MATH 1314. (RM)

**MATH 1324. Mathematics for Business & Social Sciences I.** (3-0-3). Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: two years of high school algebra or MATH 1314. (RM)

**MATH 1325. Mathematics for Business & Social Sciences II.** (3-0-3). Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics and business. Prerequisite: MATH 1324. (RM)

**MATH 1332. Contemporary Mathematics I.** (3-0-3). Topics may include treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Prerequisite: College readiness in reading and math. (RM)

**MATH 1342. Elementary Statistical Methods.** (3-0-3). Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software. (RM)

**MATH 1350. Fundamentals of Mathematics I.** (3-0-3). 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 or the equivalent. (M)

**MATH 1351. Fundamentals of Mathematics II.** (3-0-3). Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 though 8) teacher certification. Prerequisite: MATH 1350, MATH 1314 or the equivalent. (M)

**MATH 2305. Discrete Mathematics.** (3-0-3). Introductory mathematical logic, mathematical induction, relations and functions, basic counting techniques, graphs and trees, and applications to computing devices. Prerequisite: MATH 2312 or MATH 2413. (RM)

**MATH 2312. Precalculus Math.** (3-0-3). Applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. May include topics from analytical geometry. (RM)

**MATH 2318. Linear Algebra.** (3-0-3). Finite-dimensional vector spaces, linear transformations and matrices, quadratic forms, eigenvalues and eigenvectors. Prerequisite or corequisite: MATH 2414. (RWM)

**MATH 2320. Differential Equations.** (3-0-3). Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414. (RWM)

**MATH 2413. Calculus I.** (4-0-4). Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 2412. (RM)

**MATH 2414. Calculus II.** (4-0-4). Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413. (RM)

**MATH 2415. Calculus III.** (4-0-4). Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414. (RM)

**MATH 2421. Differential Equations and Linear Algebra.** (4-0-4). This course emphasizes solution techniques. Ordinary differential equations, vector spaces, linear transformations, matrix/vector algebra, eigenvectors, Laplace Transform, and systems of equations. Prerequisite: Math 2414. (RM)

## Medical Laboratory Technology

**MLAB 1127. Coagulation.** (0-2-1). Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and semi-automated methods. Prerequisite: MLAB 1201. Corequisite: MLAB 1315. A grade of "C" or better is required for graduation. (RM)

**MLAB 1201. Introduction to Clinical Laboratory Science.** (1-4-2). An introduction to clinical laboratory science, including quality control, laboratory math, safety, laboratory equipment, laboratory settings, accreditation, certification, professionalism, and ethics. Acceptance into MLT-AD Program required. A grade of "C" or better is required for graduation. (RM)

**MLAB 1231. Parasitology/Mycology.** (0-6-2). A study of the taxonomy, morphology, and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance, and safety. Prerequisites: MLAB 1201. A grade of "C" or better is required for graduation. (RM)

**MLAB 1260. Clinical I.** (0-8-2). 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. Includes skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. On-site clinical instruction, supervision, and evaluation of phlebotomy skills learned in PLAB 1223. Concurrent or previous enrollment in PLAB 1223 required. Students who are certified phlebotomists or have recent documented experience as a phlebotomist may request credit for this course. Each request will be considered individually and must be approved by the MLT Program Director. A grade of "C" or better is required for graduation. (R)

**MLAB 1311. Urinalysis and Body Fluids.** (2-4-3). An introduction to urinalysis and body fluid analysis includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid, and other body fluids as well as quality control, quality assurance and safety. Prerequisite: MLAB 1201. A grade of "C" or better is required for graduation. (RM)

**MLAB 1315. Hematology.** (1-7-3). The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods; red blood cells and white blood cells as well as blood cell maturation sequences, and normal and abnormal morphology and associated diseases. Prerequisite: MLAB 1201. Corequisite: MLAB 1127. A grade of “C” or better is required for graduation. (RM)

**MLAB 1335. Immunology/Serology.** (2-4-3). An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures as well as quality control, quality assurance, and safety. Corequisites: MLAB 1201. A grade of “C” or better is required for graduation. (R)

**MLAB 2238. Advanced Topics in Medical Laboratory Technician.** (1-4-2). A review course for Medical Laboratory Technology students covering all topics offered in MLT courses. The course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills. An exam will be given at the end of the course, which must be passed to continue in the program. Prerequisites: All MLT courses must be completed with a grade of “C” or better within program requirements. (RM)

**MLAB 2331. Immunohematology.** (1-5-3). A study of blood group antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components, and hemolytic disease of the newborn. Prerequisites: MLAB 1335. A grade of “C” or better is required for graduation. (RM)

**MLAB 2501. Clinical Chemistry.** (3-6-5). An introduction to the principles and procedures of various tests performed on Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Prerequisites: MLAB 1201 and CHEM 1406 or CHEM 1311 and CHEM 1111. A grade of “C” or better is required for graduation. (RM)

**MLAB 2534. Clinical Microbiology.** (3-6-5). Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing, and reporting results. Prerequisites: MLAB 1201, BIOL 2321 and BIOL 2121. A grade of “C” or better is required for graduation. (RM)

**MLAB 2660. Clinical II.** (0-18-6). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision, clinical instruction and evaluation is provided by the clinical professional. Students perform laboratory procedures in assigned departments of the clinical laboratory. Departmental rotations include hematology, coagulation, advanced hematology, blood bank, serology, chemistry, and microbiology. Phlebotomy experience will be arranged. A weekly clinical conference will be scheduled. Prerequisites: All MLT courses must be completed with a grade of “C” or better within program requirements. Concurrent enrollment in MLAB 2661 required. (RMW)

**MLAB 2661. Clinical III.** (0-18-6). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision, clinical instruction and evaluation is provided by the clinical professional. Students perform laboratory procedures in assigned departments of the clinical laboratory. Departmental rotations include hematology, coagulation, advanced hematology, blood bank, serology, chemistry, and microbiology. Phlebotomy experience will be arranged. A weekly clinical conference will be scheduled. Prerequisites: All MLT courses must be completed with a grade of “C” or better within program requirements. Concurrent enrollment in MLAB 2660 required. (RMW)



**PLAB 1223. Phlebotomy.** (1-4-2). Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, accessioning professionalism, ethics, and medical terminology. Concurrent enrollment in MLAB 1260 required. Students who are certified phlebotomists, or have recent documented experience as a phlebotomist may request credit for this course. Each request will be considered individually and must be approved by the MLT Program Director. A grade of “C” or better is required for graduation. (R)

**PLAB 1223 (Phlebotomy) and MLAB 1260 (Clinical I).** Will be offered to non-MLT majors. Anyone completing these courses with a grade of “C” or better will be eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification examination for Phlebotomists.

## Music

### *Ensembles*

**MUEN 1124. Concert Band I.** (0-3-1). Large ensemble involving band instruments and literature designed to allow student to perform quality instrumental music. Open to all instrumentalists. May be repeated one time for credit.

**MUEN 1131. Strings Chamber Ensemble I.** (0-3-1). Small ensemble involving stringed instruments and literature designed to allow students to perform quality music in a small setting. Open to all students. May be repeated one time for credit.

**MUEN 1132. Jazz Combo Chamber Ensemble I.** (0-3-1). Small ensemble involving jazz combo instruments and literature designed to allow students to perform quality jazz music in a small setting. Open to all students. May be repeated one time for credit.

**MUEN 1133. Mixed Chamber Ensemble I.** (0-3-1). Small ensemble involving mixed band instruments and literature designed to allow students to perform quality music in a small setting. Open to all students. May be repeated one time for credit.

**MUEN 1134. Guitar Ensemble I.** (0-3-1). Small ensemble involving guitars and literature designed to allow students to perform quality music in a small setting. Open to all students. May be repeated one time for credit.

**MUEN 1141. Choir.** (0-3-1). Open to all students. A large ensemble designed to allow students to perform quality choral music. May be repeated for credit.

**MUEN 2124. Concert Band II.** (0-3-1). Open to students who have already taken two semesters of MUEN 1124. A large ensemble involving band instruments and literature designed to allow students to perform quality instrumental music. May be repeated one time for credit.

**MUEN 2131. String Chamber Ensemble II.** (0-3-1). Open to students who have already taken two semesters of MUEN 1131. A small ensemble involving stringed instruments and literature designed to allow students to perform quality music in a small setting. May be repeated one time for credit.

**MUEN 2132. Jazz Combo Chamber Ensemble II.** (0-3-1). Open to students who have already taken two semesters of MUEN 1132. A small ensemble involving jazz combo instruments and literature designed to allow students to perform quality jazz music in a small setting. May be repeated one time for credit.

**MUEN 2133. Mixed Chamber Ensemble II.** (0-3-1). Open to students who have already taken two semesters of MUEN 1133. Small ensemble involving mixed band instruments and literature designed to allow students to perform quality music in a small setting. May be repeated one time for credit.

**MUEN 2134. Guitar Ensemble II (0-3-1).** Open to all students who have already taken two semesters of MUEN 1134. A small ensemble involving guitars and literature designed to allow students to perform quality music in a small setting. May be repeated one time for credit.

**MUEN 2141. Advanced Choir. (0-3-1).** Open to students who have already taken two semesters of MUEN 1141. A large ensemble designed to allow students to perform quality choral music. May be repeated one time for credit.

### *Theory and Literature*

**MUSB 1305. Survey of the Music Business. (3-0-3).** An overview of the music industry including songwriting, live performance, the record industry, music merchandising, contracts and licenses, and career opportunities.

**MUSC 1235. Commercial Music Software. (1-3-2).** Specialized training in commercial music software applications.

**MUSC 1321. Songwriting I. (3-0-3).** Introduction to the techniques of writing marketable songs including the writing of lyrics and melodies, setting lyrics to music, developing lyrical and musical “hooks,” analyzing the marketplace, and developing a production plan for a song demo.

**MUSC 1327. Audio Engineering I. (2-2-3).** Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, recorder principles and operation, and an overview of mixing and editing.

**MUSI 1116. Ear Training and Sight Singing I. (0-3-1).** Singing in the treble, bass, alto and tenor clefs, major and minor modes, melodies with harmonic backgrounds of the principal chords. Aural study of rhythm. Students must take MUSI 1311, Theory of Music I, concurrently.

**MUSI 1117. Ear Training and Sight Singing II. (0-3-1).** Continuation of MUSI 1116, Ear Training and Sight Singing I. Students must take MUSI 1312, Theory of Music II, concurrently.

**MUSI 1159. Musical Theatre. (0-2-1).** Practical experience in the integration of music, acting, dance, and staging during the production of a musical theatre presentation. May be repeated for credit.

**MUSI 1181. Piano Class I. (1-1-1).** The first semester of class instruction in the fundamentals of keyboard technique for beginning piano students.

**MUSI 1182. Piano Class II. (1-1-1).** The second semester of class instruction in the fundamentals of keyboard technique for beginning piano students.

**MUSI 1183. Class Voice. (1-1-1).** Class instruction in the fundamentals of correct breathing, tone production and diction. Designed for students with little previous voice training.

**MUSI 1186. Composition I. (1-0-1).** Individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student’s choice.

**MUSI 1192. Guitar Class I (1-1-1).** Class instruction in the fundamental techniques of playing guitar.

**MUSI 1193. Guitar Class II (1-1-1).** Class instruction in the more advanced techniques of playing guitar.

**MUSI 1258. Opera Theater. (0-3-2).** Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.

**MUSI 1286. Composition II. (2-0-2).** Individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student’s choice. May be repeated one time for credit.

**MUSI 1303. Fundamentals of Music. (3-0-3).** Introduction to the basic elements of music theory for non-music majors: scales, Intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.

**MUSI 1306. Music Appreciation. (3-0-3).** Overview of the entire musical scene. Emphasis on mediums, forms, notation, and compositions, utilizing a listener's approach. (R)

**MUSI 1307. Music Literature. (3-0-3).** Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.

**MUSI 1311. Theory of Music I. (3-0-3).** Part writing of figured bass and melody harmonizations requiring all diatonic triads, dominant seventh and supertonic seventh chords and non-harmonic tones. Keyboard study of harmonic progressions and melody harmonizations. Students must take MUSI 1116, Ear Training and Sight Singing I, concurrently. (R)

**MUSI 1312. Theory of Music II. (3-0-3).** Continuation of MUSI 1311, Theory of Music I. Students must take MUSI 1117, Ear Training and Sight Singing II, concurrently. Prerequisite: MUSI 1311, Theory of Music I. (R)

**MUSI 2116. Advanced Ear Training and Sight Singing I. (0-3-1).** Singing modulations to closely related keys; modal melodies; aural study; melodic and harmonic modulations; diatonic seventh chords. Singing remote modulations and difficult melodies. Study of mixed meters, altered chords; 9th, 11th, and 13th chords. Students must take MUSI 2311, Theory of Music III, concurrently.

**MUSI 2117. Advanced Sight Singing and Ear Training II. (0-3-1).** Continuation of MUSI 2116, Ear Training and Sight Singing I. Students must take MUSI 2312, Theory of Music IV, concurrently.

**MUSI 2181. Piano Class III (1-1-1).** The third semester of class instruction in the fundamentals of keyboard technique for piano students.

**MUSI 2311. Theory of Music III. (3-0-3).** Part Writing of figured bass and melody harmonizations requiring diatonic seventh chords and modulations. Styles of writing other than chorale style. Studies in two- and three-part song form. Keyboard study of harmonic progressions and melody harmonizations. Students must take MUSI 2116, Ear Training and Sight Singing I, concurrently. Prerequisite: MUSI 1312, Theory of Music II. (R)

**MUSI 2312. Theory of Music IV. (3-0-3).** Continuation of MUSI 2311, Theory of Music III. Students must take MUSI 2118, Ear Training and Sight Singing IV, concurrently. Prerequisite: MUSI 2311, Theory of Music III. (R)

### *Applied*

**MUAP 1115. Electric Bass I. (0-1-1).** Private instruction on a continually graded basis on the electric bass. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1116. Guitar I. (0-1-1).** Private instruction on a continually graded basis on the guitar. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1117. Cello I. (0-1-1).** Private instruction on a continually graded basis on the cello. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1118. Double Bass I. (0-1-1).** Private instruction on a continually graded basis on the double bass. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1119. Viola I. (0-1-1).** Private instruction on a continually graded basis on the viola. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1120. Violin I. (0-1-1).** Private instruction on a continually graded basis on the violin. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1121. Oboe I. (0-1-1).** Private instruction on a continually graded basis on the oboe. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1123. Bassoon I. (0-1-1).** Private instruction on a continually graded basis on the bassoon. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated for credit.

**MUAP 1129. Clarinet I. (0-1-1).** Private instruction on a continually graded basis on the clarinet. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1131. Flute I. (0-1-1).** Private instruction on a continually graded basis on the flute. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1133. Saxophone I. (0-1-1).** Private instruction on a continually graded basis on the saxophone. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1137. Trumpet I. (0-1-1).** Private instruction on a continually graded basis on the trumpet. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1141. French Horn I. (0-1-1).** Private instruction on a continually graded basis on the French horn. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1145. Trombone I. (0-1-1).** Private instruction on a continually graded basis on the trombone. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1153. Tuba I. (0-1-1).** Private instruction on a continually graded basis on the tuba. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1157. Drum Set I.** (0-1-1). Private instruction on a continually graded basis on the drum set. Students enrolling in this course receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1169. Piano I.** (0-1-1). Private instruction on a continually graded basis on the piano. Students enrolling in this course receive one half-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 1181. Voice I.** (0-1-1). Private instruction on a continually graded basis is offered to voice students. Students enrolling in this course receive one half-hour lesson each week. One half-hour of private practice is required each day.

**MUAP 1185. Jazz Piano I.** (0-1-1). Private instruction in jazz piano on a continually graded basis. Emphasis on jazz chording and voicing. Students enrolling for 1185 receive one half-hour lesson each week. One half hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 1215. Electric Bass II.** (0-2-1). Private instruction on a continually graded basis on the electric bass. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1216. Guitar II.** (0-2-1). Private instruction on a continually graded basis on the guitar. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1217. Cello II.** (0-2-1). Private instruction on a continually graded basis on the cello. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1218. Double Bass II.** (0-2-1). Private instruction on a continually graded basis on the double bass. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1219. Viola II.** (0-2-1). Private instruction on a continually graded basis on the viola. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1220. Violin II.** (0-2-2). Private instruction on a continually graded basis on the violin. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1221. Oboe II.** (0-2-1). Private instruction on a continually graded basis on the oboe. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1223. Bassoon II.** (0-2-1). Private instruction on a continually graded basis on the bassoon. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1229. Clarinet II.** (0-2-1). Private instruction on a continually graded basis on the clarinet. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1231. Flute II.** (0-2-2). Private instruction on a continually graded basis on the flute. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1233. Saxophone II.** (0-2-1). Private instruction on a continually graded basis on the saxophone. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1237. Trumpet II.** (0-2-1). Private instruction on a continually graded basis on the trumpet. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1241. French Horn II.** (0-2-1). Private instruction on a continually graded basis on the French horn. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1245. Trombone II.** (0-2-1). Private instruction on a continually graded basis on the trombone. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1253. Tuba II.** (0-2-1). Private instruction on a continually graded basis on the tuba. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1257. Drum Set II.** (0-2-1). Private instruction on a continually graded basis on the drum set. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time for credit.

**MUAP 1269. Piano II.** (0-2-2). Private instruction on a continually graded basis on the piano. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 1281. Voice II.** (0-2-2). Private instruction on a continually graded basis is offered to voice students. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day. May be repeated one time.

**MUAP 1285. Jazz Piano II.** (0-2-2). Private instruction in jazz piano on a continually graded basis. Students enrolling in 1285 receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 2169. Advanced Piano I.** (0-1-1). Open to students who have already taken two semesters of MUAP 1169. Private instruction on a continually graded basis on the piano. Students enrolling in this course receive one half-hour lesson each week. One half-hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 2269. Advanced Piano II.** (0-2-2). Open to students who have already taken two semesters of MUAP 1269. Private instruction on a continually graded basis on the piano. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

**MUAP 2281. Advanced Voice.** (0-2-2). Open to students who have already taken two semesters of MUAP 1281. Private instruction on a continually graded basis is offered to voice students. Students enrolling in this course receive one one-hour lesson each week. One hour of private practice is required each day and additional studio time to be determined. May be repeated one time.

## **Nursing, Registered**

**RNSG 1119. Integrated Nursing Skills. (Nursing I).** (0-3-1). Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 1523 and RNSG 1460. A grade of “C” or better is required to progress to Nursing II courses. Prerequisites: BIOL 2101, 2301, 2102, 2302.

**RNSG 1144. Nursing Skills II (Nursing II).** (0-3-1). Study of the concepts and principles necessary to perform intermediate or advanced nursing skills; and demonstrate competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 1461 and RNSG 2504. A grade of “C” or better is required to progress to Nursing III courses. Prerequisites: BIOL 2101, 2301, 2102, 2302, 2121, 2321, RNSG 1119, 1460, and 1523.

**RNSG 1227. Transition from Vocational to Professional Nursing.** (1-3-2). Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. Prerequisites: BIOL 2301, 2101; 2302, 2102; BIOL 2321, BIOL 2121; PSYC 2301; PSYC 2314; ENGL 1301. A grade of “C” or better is required before credit award is given for RNSG 1119, 1144, 1460, 1523 and 2504. A grade of C or better is required before progressing to Nursing III.

**RNSG 1460. Clinical (Nursing I).** (0-12-4). 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. This course must be taken concurrently with RNSG 1119 and RNSG 1523. A grade of “C” or better is required to progress to Nursing II courses. Prerequisites: BIOL 2101, 2301, 2102, 2302.

**RNSG 1461. Clinical II (Nursing II).** (0-12-4). 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. This course must be taken concurrently with RNSG 1144 and RNSG 2504. A grade of “C” or better is required to progress to Nursing III courses. Prerequisites: BIOL 2101, 2301, 2102, 2302, 2121, 2321, RNSG 1119, 1460, and 1523.

**RNSG 1523. Introduction to Professional Nursing for Integrated Programs (Nursing I).** (5-0-5). Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 1119 and RNSG 1460. A grade of “C” or better is required to progress to Nursing II courses. Prerequisites: BIOL 2101, 2301, 2102, 2302.

**RNSG 2308. Maternal/Newborn Nursing and Women's Health. (2-2-3).** Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health. This course is offered as an elective only and does not meet the degree requirements for the GCC Nursing Program. Prerequisites: RNSG 1523, 1119, 1460, 1461, and 1144, or equivalent courses; licensure as a nurse (VN or RN); or permission of the instructor.

**RNSG 2404. Care of Clients. (4-0-4).** Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis is on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. RNSG 2404 must be taken concurrently with RNSG 1227. After satisfactory completion of this course, RNSG 1227 and the payment of a credit award fee, the LVN/LPN is eligible to enter RNSG 2514. Prerequisites: BIOL 2301, 2101 2302, 2102, 2321, 2121, PSYC 2301, PSYC 2413, and ENGL 1301. A grade of "C" or better is required to progress.

**RNSG 2435. Integrated Client Care Management (Nursing IV). (4-1-4).** Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse client's families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing hand health care, and applicable knowledge, judgment, skills and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 2562. A grade of "C" or better is required. Prerequisites: BIOL 2101, 2301, 2102, 2302, BIOL 2321, BIOL 2121, PSYC 2301, ENGL 1301, PSYC 2314, ENGL 1302, RNSG 1119, RNSG 1460, RNSG 1523, RNSG 1144, RNSG 1461, RNSG 2504, RNSG 2514, RNSG 2562.

**RNSG 2504. Integrated Care of the Client with Common Health Care Needs (Nursing II). (5-0-5).** Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 1144 and RNSG 1461 (TE 1227). A grade of "C" or better is required to progress to Nursing III courses. Prerequisites: BIOL 2101, 2301, 2102, 2302, BIOL 2321, BIOL 2121, RNSG 1119, RNSG 1460, RNSG 1523.

**RNSG 2514. Integrated Care of the Client with Complex Health Care Needs (Nursing III). (5-1-5).** Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration, and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse a client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethi-



cal framework. This course must be taken concurrently with RNSG 2562. A grade of “C” or better is required to progress to Nursing IV courses. Prerequisites: BIOL 2101, 2301, 2102, 2302, BIOL 2321, BIOL 2121, PSYC 2301, ENGL 1301, PSYC 2314, ENGL 1302, RNSG 1119, 1460, 1523, 1144, 1461, and 2504 (or TE-RNSG 1227 and 2404).

**RNSG 2562. Clinical (Nursing III).** (0-15-5). 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. This course must be taken concurrently with RNSG 2514. A grade of “C” or better is required. Prerequisites: BIOL 2101, 2301, 2102, 2302, BIOL 2321, BIOL 2121, PSYC 2301, ENGL 1301, PSYC 2314, ENGL 1302, RNSG 1119, 1460, 1523, 1144, 1461, and 2504 (or TE-RNSG 1227 and 2404).

**RNSG 2563. Clinical (Nursing IV).** (0-15-5). 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. This course must be taken concurrently with RNSG 2435. A grade of “C” or better is required. Prerequisites: BIOL 2101, 2301, 2102, 2302, BIOL 2321, BIOL 2121, PSYC 2301, ENGL 1301, PSYC 2314, ENGL 1302, SOCI 1301 or SOCI 1306, ELECTIVE (3 hr), RNSG 1119, 1460, 1523, 1144, 1461, 2504, (or TE-RNSG 1227 and 2404), 2514, and 2562.

## Office & Computer Technology

**HITT 1305. Medical Terminology I.** (3-1-3). (Fall only) Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (R)

**HITT 1311. Computers in Health Care.** (3-1-3). (Summer only) Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Introduction to electronic billing using Medical Manager software. (R)

**HITT 1341. Coding and Classification Systems.** (3-0-3). (Spring only) Application of basic coding rules, principles, guidelines, and conventions. Includes assignment and application of ICD, CPT, and HCPCS coding guidelines with emphasis on physician billing as well as code selection for Evaluation and Management (E/M) and Medical/Surgical cases. (R)

**HITT 1353. Legal and Ethical Aspects of Health Information.** (Summer only) (3-0-3). Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**ITSC 2321 Integrated Software Applications II.** (Fall only) (2-3-3). Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation software.

**ITSW 1304. Introduction to Spreadsheets.** (2-2-3). Instruction in the concepts, procedures, and application of electronic spreadsheets. (R)

**ITSW 1307. Introduction to Database.** (3-1-3). Introduction to database theory and the practical applications of a database. (R)

**MRMT 1307. Medical Transcription I.** (2-3-3). (Spring only) Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Prerequisite: HITT 1305 Medical Terminology I or consent of instructor. (RW)

**POFI 1301. Computer Applications I.** (3-1-3). Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. (R)

**POFI 2301. Word Processing.** (2-3-3). In-depth coverage of word processing software focusing on business applications. (R)

**POFM 1317. Medical Administrative Support.** (3-0-3). (Fall only). Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursements. (R)

**POFT 1301. Business English.** (3-1-3). Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (RW)

**POFT 1313. Professional Development for Office Personnel.** (3-0-3). Preparation for the work force including ethics, interpersonal relations, professional attire, and career advancement.

**POFT 2303. Speed and Accuracy Building.** (3-1-3). Review, correct, and improve keyboarding techniques for the purpose of Increasing speed and improving accuracy. (R)

**POFT 2312. Business Correspondence & Communication.** (3-1-3). Development of writing and presentation skills to produce effective business communications. (RW)

**POFT 2331. Administrative Systems.** (3-1-3). (Spring only). Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. (RWM)

## Orientation

**COLL 0099. College 101.** College 101 is a free orientation that is available on campus. It is a web-based, interactive high tech and high touch class. College 101 Orientation provides you with an opportunity to learn about campus services and resources while you make connections with counselors/advisors, faculty, staff, and other students. The new College 101 student orientation is available for prospective, new, and transfer students interested in attending Grayson County College.

**ORIE 0100. Orientation.** (1-0-1). An Internet class designed to acquaint students with college policies, curriculum, and key dates for academic decisions. Essentials for successful adjustment to college life stressed.

## Philosophy

**PHIL 1301. Introduction to Philosophy.** (3-0-3). Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning. (RW)

**PHIL 1304. Introduction to World Religions.** (3-0-3). A comparative study of various world religions. (RW)

**PHIL 2306. Introduction to Ethics.** (3-0-3). Classical and contemporary theories concerning the good life, human conduct in society, and moral and ethical standards. (RW)

**PHIL 2321. Philosophy of Religion.** (3-0-3). A critical investigation of major religious ideas and experiences. (RW)

## Physical Education

*One-hour physical education activity courses are not designed for transfer.*

**PHED 1110. General Activities.** (0-3-1). Fundamental instruction and participation in individual and team sports, including tennis, basketball, volleyball, and weight lifting.

**PHED 1111. Slimnastics.** (0-3-1). Exercise course which includes physical self-improvement through total fitness, physical fitness, and body improvement.

**PHED 1112. Weight Training and Conditioning.** (0-3-1). Introduction to basic conditioning exercises with primary instruction on proper stretching, weight lifting techniques, and aerobic conditioning methods.

**PHED 1115. Volleyball/Basketball.** (0-3-1). Rules, skills, techniques, and strategies of the two sports. Individual skills and team concepts. Emphasis on league and recreation utilization of the two sports.

**PHED 1116. Jogging and Conditioning.** (0-3-1). Designed to improve one's fitness level including strength, muscular endurance, running techniques, etc.

**PHED 1130. Beginning Bowling.** (0-3-1). Scoring, rules of etiquette, basic skills, and recreational opportunities in community life.

**PHED 1131. Intermediate Bowling.** (0-3-1). Advanced skills, spare bowling, various types of ball delivery. Prerequisite: Beginning Bowling or consent of division director.

**PHED 1132. Advanced Bowling.** (0-3-1). Designed to further enhance individual bowling skills beyond technique and toward overall strategy of the game. Prerequisite: Intermediate Bowling or consent of division coordinator.

**PHED 1170, 1171, 1172, 1173, 1174, 1175, 1176.** (0-3-1). Intercollegiate sports. Maximum credit of four semester hours.

**PHED 2111. Yoga.** (0-3-1). Exercise course which includes instruction and participation in yoga.

**PHED 2112. Advanced Weight Training and Conditioning.** (0-3-1). Designed to further enhance individual conditioning, stretching, weight lifting techniques, and aerobic conditioning.

**PHED 2116. Advanced Jogging and Conditioning.** (0-3-1). Designed to further enhance one's fitness level including strength, muscular endurance, running techniques, etc.

### *Theory*

**PHED 1301. Introduction to Fitness & Sport** (3-0-3). Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (RW)

**PHED 1304. Personal/Community Health I.** (3-0-3). Investigation of the principles and practices in relation to personal and community health. (RW)

**PHED 1308. Sports Officiating I.** (3-0-3). Instruction in rules, interpretation, and mechanics of officiating selected sports. (R)

**PHED 1321. Coaching/Sports/Athletics I.** (3-0-3). Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques. (R)

**PHED 1338. Concepts of Physical Fitness.** (3-0-3). Concepts and use of selected physiological variables of fitness, individual testing and consultation, and the organization of sports and fitness programs. (R)

**PHED 2356. Care and Prevention of Athletic Injuries.** (3-0-3). Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. (RW)

## Physics

**PHYS 1101. College Physics Laboratory I.** (0-3-1). This course is designed to provide an introductory level knowledge of the techniques and procedures employed in a first year algebra based physics laboratory course. Experiments will be performed in the following areas: mechanics, heat, and waves. Concurrent enrollment in PHYS 1301 is required. Prerequisite: College readiness in reading and math required. (RM)

**PHYS 1102. College Physics Laboratory II.** (0-3-1). This course is designed to provide an introductory level knowledge of the techniques and procedures employed in a first year algebra based physics laboratory course. Experiments will be performed in the following areas: electricity, magnetism, and modern physics. Concurrent enrollment in PHYS 1302 is required. Prerequisite: Successful completion with a grade of C or better in PHYS 1301/1101 is required. College readiness in reading and math required. (RM)

**PHYS 1103. Stars and Galaxies.** (0-3-1). Laboratory in the study of stars, galaxies, and the universe outside our solar system. Concurrent enrollment in PHYS 1303 is required. Prerequisite: College readiness in reading required. (R)

**PHYS 1104. Solar System.** (0-2-1). Laboratory in the study of the sun and its solar system, including its origin. Concurrent enrollment in PHYS 1304 is required. Prerequisite: College readiness in reading required. (R)

**PHYS 1115. Physical Science I Laboratory.** (0-2-1). This course provides students enrolled in PHYS 1315 opportunities to conduct laboratory experiments designed to deepen their understanding of topics from physics to chemistry to astronomy. Concurrent enrollment in PHYS 1315 is required. Prerequisites: College readiness in reading required. (RWM)

**PHYS 1301. College Physics I.** (3-0-3). This course is designed to provide an introductory level knowledge of the techniques and procedures employed in a first year algebra based physics course. Topics include mechanics, heat, and waves. Concurrent enrollment in PHYS 1101 is required. Prerequisites: College readiness in reading and math required. (RM)

**PHYS 1302. College Physics II.** (3-0-3). This course is designed to provide an introductory level knowledge of the techniques and procedures employed in a first year algebra based physics course. Topics include electricity, magnetism, and modern physics. Concurrent enrollment in PHYS 1102 is required. Prerequisites: Successful completion with a grade of C or better in PHYS 1301/1101. College readiness in reading and math required. (RM)

**PHYS 1303. Stars and Galaxies.** (3-0-3). Study of stars, galaxies, and the universe outside our solar system. Concurrent enrollment in PHYS 1104 is required. Prerequisite: College readiness in reading required. (R)

**PHYS 1304. Solar System.** (3-0-3). Study of the sun and its solar system, including its origin. Concurrent enrollment in PHYS 1104 is required. Prerequisite: College readiness in reading required. (R)

**PHYS 1315. Physical Science I.** (3-0-3). This course is designed for Early Childhood-Grade 4 and Grades 4-8 education majors, surveys topics from physics, chemistry, and astronomy, focusing particularly on science teaching competencies to pass Texas teacher certification exams. Concurrent enrollment in PHYS 1115 is required. Prerequisite: College readiness in reading required. (RWM)

**PHYS 2125. University Physics Laboratory I.** (0-3-1). Basic laboratory experiments supporting theoretical principles presented in PHYS 2325 involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Concurrent enrollment in PHYS 2325 is required. Co-requisite: MATH 2413 (Calculus I) or consent of the instructor. Prerequisites: College readiness in reading and math required. (RWM)

**PHYS 2126. University Physics Laboratory II.** (0-3-1). Laboratory experiments supporting theoretical principles presented in PHYS 2326 involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Concurrent enrollment in PHYS 2326 is required. Prerequisite: Successful completion with a grade of C or better of PHYS 2325/2125. College readiness in reading and math required.

**PHYS 2325. University Physics I.** (3-0-3). Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion and physical systems; emphasis on problem solving. Concurrent enrollment in PHYS 2125 is required. Prerequisite: MATH 2413 (Calculus I) or consent of instructor. College readiness in reading and math required. (RWM)

**PHYS 2326. University Physics II.** (3-0-3). Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Concurrent enrollment in PHYS 2125 is required. Co-requisite: MATH 2414 (Calculus II) or consent of instructor. Prerequisite: Successful completion with a grade of C or better in PHYS 2325/2125. College readiness in reading and math required.

## Police Academy

**CJLE 1211. Basic Firearms.** (1-2-2). Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, IV and V. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

**CJLE 1329. Basic Peace Officer V.** (1-6-3). Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, IV, and Basic Firearms. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

**CJLE 1506. Basic Peace Officer I.** (2-9-5). Supplemental course taken in conjunction with Basic Peace Officer Courses II, III, IV, V and Basic Firearms. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

**CJLE 1512. Basic Peace Officer II.** (2-9-5). Supplemental course taken in conjunction with Basic Peace Officer Courses I, III, IV, V and Basic Firearms. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

**CJLE 1518. Basic Peace Officer III.** (2-9-5). Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, IV, V and Basic Firearms. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

**CJLE 1524. Basic Peace Officer IV.** (2-9-5). Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, V and Basic Firearms. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course 1000. Basic preparation for a new peace officer.

## Psychology

**PSYC 1300. Learning Framework.** (3-0-3). A study of the (1) research and theory in the psychology of learning, cognition, and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. Cross-listed as EDUC 1300. . Only one of the cross-listed courses can be taken for credit. (RW)

**PSYC 2301. General Psychology.** (3-0-3). Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. (RW)

**PSYC 2306. Human Sexuality.** (3-0-3). Study of the psychological, sociological, and physiological aspects of human sexuality. Cross-listed as SOCI 2306. Only one of the cross-listed courses can be taken for credit. (RW)

**PSYC 2314. Lifespan, Growth & Development.** (3-0-3). Study of the relationship of the physical, emotional, social and mental factors of growth and development of children and throughout the lifespan. Prerequisite: PSYC 2301 or consent of instructor. (RW)

**PSYC 2315. Psychology of Adjustment.** (3-0-3). Study of the processes involved in adjustment of individuals to their personal and social environments. Prerequisite: PSYC 2301. (RW)

**PSYC 2319. Social Psychology.** (3-0-3). Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Cross-listed as SOCI 2326. Only one of the cross-listed courses can be taken for credit. Prerequisite: Psychology 2301 or consent of instructor. (RW)

## Radiologic Technology

**RADR 1160. Clinical I.** (0-5-1) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 1213. Principles of Radiographic Imaging I.** (2-0-2). An introduction to radiographic image qualities and the effects of exposure variables upon these qualities.

**RADR 1301. Basics of Medical Radiography.** (3-0-3). An introduction to radiation protection, professional ethics, darkroom procedures, medical terminology, prime exposure factors, and technical factors of film quality; Image receptors.

**RADR 1303. Patient Care.** (3-0-3). An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

**RADR 1311. Basic Radiographic Procedures.** (2-3-3). An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

**RADR 1361. Clinical II.** (0-15-3). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 1362. Clinical III.** (0-12-3). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**RADR 2217. Radiographic Pathology.** (2-0-2). A presentation of the disease process and common diseases and their appearance on medical images.

**RADR 2233. Advanced Medical Imaging.** (2-0-2). An exploration of specialized imaging modalities.

**RADR 2235. Radiologic Technology Seminar.** (2-0-2). A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

**RADR 2305. Principles of Radiographic Imaging II.** (3-1-3). A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Lab is included.

**RADR 2309. Radiographic Imaging Equipment.** (3-0-3). A study of the radiographic equipment, components, accessories and the physics that apply to x-ray production. The course includes the basic x-ray circuits, and the relationship of equipment components to the outcome of the imaging process.

**RADR 2313. Radiation Biology and Protection.** (3-0-3). A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

**RADR 2367. Practicum.** (0-24-3). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**RADR 2401. Intermediate Radiographic Procedures.** (2-4-4). A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

**RADR 2431. Advanced Radiographic Procedures.** (3-2-4). Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Lab included.

**RADR 2463. Clinical IV.** (0-20-4). 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.

## Reading

**READ 0031. Reading Lab III.** (0-1-1). Approval of Developmental Studies Director required; supplements but does not replace other developmental courses. Individualized learning program for students who have not passed the reading portion of the college assessment test and necessitate mid-semester schedule changes to meet state requirements for remediation. Reading strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction.

**READ 0115. Reading Lab I.** (0-1-1). Individualized learning program for students who have not passed the reading portion of the college assessment test or who are in a specialized environment and/or time constraint. Reading strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction.

**READ 0215. Reading Lab II.** (0-2-2). Individualized learning program for students who have not passed the reading portion of the college assessment test. Reading strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction.

**READ 0300-0310-0320. Developmental Reading Strategies.** (3-1-3). Academic support studies designed for students who have not met college readiness standards on a state approved reading assessment, and for students who elect to take a reading course for the development of college-level reading and reasoning skills. Emphasizes logical reasoning skills, figurative language, fallacies, and vocabulary development. Uses class-led discussion to interpret college-level readings. Labs required.

## Sociology

**SOCI 1301. Introduction to Sociology.** (3-0-3). Introduction to the concepts and principles used in the study of group life, social institutions, and social processes. (RW)

**SOCI 1306. Social Problems.** (3-0-3). Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems. (RW)

**SOCI 2301. Marriage & the Family.** (3-0-3). Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society. (RW)

**SOCI 2306. Human Sexuality.** (3-0-3). Study of the psychological, sociological, and physiological aspects of human sexuality. Cross-listed as PSYC 2306. Only one of the cross-listed courses can be taken for credit. (RW)

**SOCI 2319. Minority Studies I.** (3-0-3). Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues. (RW)

**SOCI 2326. Social Psychology.** (3-0-3). Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Cross-listed as PSYC 2319. Only one of the cross-listed courses can be taken for credit. Prerequisite: SOCI 1301 or consent of instructor. (RW)

## Spanish

**SPAN 1300. Beginning Spanish Conversation I.** (3-0-3). This course is designed to teach communication skills in speaking and understanding spoken Spanish. Idiomatic expressions, conversation, common usage, and drill in pronunciation will be emphasized. This is designed primarily for business and professional people and others who deal with Spanish-speaking citizens of the community. This course is not recommended for students who expect to fulfill university foreign language requirement, or for students who speak Spanish as a vernacular.

**SPAN 1310. Beginning Spanish Conversation II.** (3-0-3). This is a continuation of SPAN1300. Prerequisite: SPAN 1300 or consent of instructor.

**SPAN 1411. Beginning Spanish I.** (3-2-4). To develop fundamental skills in listening comprehension, speaking, reading and writing. The course includes basic vocabulary, grammatical structures and the study of culture in the Spanish-speaking countries. (R)

**SPAN 1412. Beginning Spanish II.** (3-2-4). This course is a continuation of SPAN 1411 to develop fundamental skills in listening comprehension, speaking, reading and writing. The course includes basic vocabulary, grammatical structures and the study of culture in the Spanish-speaking countries. Prerequisite: SPAN 1411 or two to three years of Spanish in accredited high school with the consent of instructor. (R)

**SPAN 2311. Intermediate Spanish I.** (3-0-3). Review and application of skills in listening comprehension, speaking, reading, and writing. The course emphasizes oral production, conversation, vocabulary acquisition, reading, composition for correct essay writing skills, and culture. Prerequisite: SPAN 1412 or four years of Spanish in an accredited high school with consent of the instructor. (R)

**SPAN 2312. Intermediate Spanish II.** (3-0-3). To continue the application of language skills in listening, reading, speaking, and writing. The course is designed with an effort to move students toward fluency, emphasizing oral production, conversation, vocabulary acquisition, reading and composition. Discussion of readings and chapter theme are conducted in Spanish. Prerequisite: SPAN 2311 or four years of Spanish in accredited high school with consent of the instructor. (R)



**SPAN 2316. Spanish for Law Enforcement Officers.** (3-0-3). The course is designed to provide officers or those positions related to the field an immediate access to the terms needed in routine law enforcement operations. Utilizing the day-to-day “work language” of officers, students will be taught a concise selection of Spanish language items targeted for quick acquisition. Grammar is not taught. This course is not for students who expect to fulfill university foreign language requirement.

**SPAN 2321. Introduction to Spanish Literature I.** (3-0-3). Readings from various Spanish authors with conversation based on materials read. Grammar review, composition, and reading of poems, plays, and essays. Prerequisites: SPAN 1412, or three years of Spanish in an accredited high school and instructor's consent. (R)

**SPAN 2324. Spanish Culture.** (3-0-3). The course is a preliminary study of the history, geography, world views and customs common in Latin America with an emphasis on Mexico and Latin America. The materials will include target culture source materials and attendance in cultural events while in Costa Rica. Will continue practice with oral and written communication in Spanish to develop proficiency. (R)

**SPAN 2389. Academic Cooperative.** (3-0-3). An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of Spanish language and literature. Prerequisite: SPAN 1412. (R)

## Speech

**SPCH 1311. Introduction to Speech Communication.** (3-0-3). This course is designed to provide students with an overview of theories, concepts, and practice within the field of communication including interpersonal, small group, and public speaking. (RW)

**SPCH 1315. Public Speaking.** (3-0-3). This course is designed to introduce the fundamental concepts of, and provide skill development related to, public speaking. Material is designed to improve the ability of students to research, prepare, and deliver speeches for various occasions. (RW)

**SPCH 1321. Business & Professional Communication.** (3-0-3). The application of theories and practice of speech communication as applied to business and professional situations. (RW)

## Theatre

**DRAM 1120. Theatre Practicum I.** (0-6-1). Laboratory course for extensive participation in theatre activities including use of scenery, lighting, properties, and other facets of technical theatre. May be repeated one time for credit. To be taken concurrently with DRAM 1330.

**DRAM 1121. Theatre Practicum II.** (0-6-1). Lab to be taken concurrently with DRAM 1351 and DRAM 1352. May be repeated one time for credit.

**DRAM 1310. Introduction to Theatre.** (3-0-3). Survey of many facets of the Dramatic arts including origins of the theatre, basic theories of performance, theatre plants, production organization, terminology, plays, acting, and directing. Designed as a humanities requirement for theatre and non-theatre majors. (R)

**DRAM 1330. Stagecraft I.** (3-3-3). Methods, materials and techniques of scenery construction, rigging and safety. All technical aspects used in a theatre production. Must also enroll in DRAM 1120.

**DRAM 1341. Stage Make-Up.** (3-3-3). The study of make-up design through the practical experience of make-up application. Facial anatomy, color pigments and their relationship to stage lighting, character development and three dimensional effects are studied and applied. Fee charged.

**DRAM 1342. Introduction to Costuming.** (1-5-3). An introduction to the basics of costume design for the theater. Students will study various fabrics, costume history, drawing and rendering techniques in a wide range of media.

**DRAM 1351. Acting I.** (3-3-3). Creative and characterization of roles. Study of movement. Practice in scenes from standard plays. (R)

**DRAM 1352. Acting II.** (3-3-3). Intensive study of creating characterization. Character analysis and script analysis as tools for the actor. (R)

**DRAM 2120. Theatre Practicum III.** (0-6-1). Open to students who have already taken two semesters of DRAM 1120. Laboratory course for extensive participation in theatre activities including use of scenery, lighting, properties, and other facets of technical theatre. May be repeated one time for credit. To be taken concurrently with DRAM 2331.

**DRAM 2121. Theatre Practicum IV.** (0-6-1). Open to students who have already taken two semesters of DRAM 1121. Lab to be taken concurrently with DRAM 2336 and DRAM 2351. May be repeated one time for credit.

**DRAM 2331. Stagecraft II.** (3-3-3). Advanced techniques in lighting design, sound design, and special effects and light rigging. Must also enroll in DRAM 1120. (R)

**DRAM 2332. Lighting Design.** (3-3-3). Study of lighting design aesthetics. Techniques in drawing of light plots, color choices and basic cuing for theatrical productions.

**DRAM 2333. Scene Design I.** (3-3-3). Study of aesthetics of scene design and conceptualization. Beginning techniques in rendering, drawing and modeling skills as utilized for theatrical productions.

**DRAM 2336. Voice and Diction.** (3-0-3). Focuses on understanding the application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. (R)

**DRAM 2351. Acting III.** (3-3-3). Extensive script analysis. Special projects in character development. Advanced movement and voice training. Prerequisites: DRAM 1351 and DRAM 1352.

## Viticulture and Enology

**AGMG 1291. Coordinated Work Experience.** (0-6-2). Students are employed under the supervision of qualified employers and the college coordinator. A written report to the coordinator is required from each student and employer. Prerequisite: consent of instructor.

**FDST 1191. Special Topics in Food Sciences & Technology (Computers in Vineyard Management).** (1-0-1). Introduction to personal computers, software packages, spreadsheet analysis, and word processing. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Computers in Winery Management).** (1-0-1). Computer terminology, hardware capabilities, operating systems, languages, custom vs. packaged software, computer applications for financial planning, and wine production information. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Grape Marketing).** (1-0-1). Principles of marketing, strategic planning, analysis, developing new markets. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine and the Law).** (1-0-1). Understanding of federal, state and local regulations, winery/distribution contracts, out-of-state sales, antitrust compliances, and enforcement procedures. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine Bottling Techniques).** (1-0-1). Types of bottles, bottling equipment, filling procedures, corks and corking, inspection and storage tests, labeling, casing, and quality control. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine Cellaring).** (1-0-1). Aging of wine, finishing of wine, racking, cellar operations, refrigeration, and microbiological stabilization. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine Development and Blending).** (1-0-1). Pasteurization, fining, fining agents, fining tests, fining and gelatin fining, casein fining, bentonite fining, isinglass, egg albumen, pectic enzymes, carbon and blending procedures. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine Filtration Techniques).** (1-0-1). Bulk filtration, polishing filtration, sterilization filtration, centrifugation, and filtration equipment. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Wine Microbiology).** (1-0-1). Types, identification of yeast and bacteria, starter cultures, fermentation and sanitation, sterile techniques and plating of cultures, organism isolation and counting chambers. (R)

**FDST 1191. Special Topics in Food Sciences & Technology (Winery Accounting and Taxation).** (1-0-1). Utilizing optional tax accounting methods, organizational structures, vineyard expense accounting, estate planning. (R)

**FDST 1320. Principles of Enology I.** (2-3-3). Designed for training students entering the field of viticulture and enology in the history and development of the wine industry; factors affecting wine quality; winemaking operations including harvest, scheduling, crushing, fermentation, and record keeping. (R)

**FDST 1323. Principles of Viticulture I.** (2-3-3). Designed for training students entering the field of viticulture and enology in the basic principles underlying pruning, training, grafting, and propagation of vines; climatic requirements; utilization of crop; economic factors affecting choices of vineyard type and location. (R)

**FDST 2319. Principles of Enology II.** (2-3-3). Continuation of FDST 1320. Designed for training students entering the field of viticulture and enology in safety, sanitation procedures, analysis and operation of enology facility equipment. Prerequisite: FDST 1320 or instructor's consent. (R)

**FDST 2320. Principles of Viticulture II.** (2-3-3). Continuation of FDST 1323. Designed for training students entering the field of viticulture and enology in the economic and scientific principles of vineyard management practices including irrigation, mineral and carbohydrate nutrition, flower development and fruit set, viral and fungal diseases, and insect control. Prerequisite: FDST 1323 or instructor's consent. (R)

**FDST 2330. Analysis of Must and Wine.** (2-3-3). Designed for training students entering the field of viticulture and enology in the principles and practices of wine and fermented beverage analysis including tests for free and total SO<sub>2</sub>, volatile and titratable acidity, pH, Brix and total alcohol. Prerequisite: CHEM 1310. (R)

**FDST 2335. Winegrowing Regions of the World.** (2-3-3). A viticultural review of the management systems used in all of the leading wine regions of the world. To include Chablis, Mersault, Montrachet, California, Australia, Chile, Argentina, Medoc, Graves Sauternes, St. Emilion, Tuscany, Mosel, Rhinegau, Loire, Alsace, and how the practices of the regions are best used in Texas and Oklahoma. Formal wine tastings will be conducted each day to determine the strong and or weak components of each wine.

**MRKG 1191. Wine Marketing.** (1-0-1). Marketing principles, marketing audit, developing a marketing plan, product, promotion, pricing, place and developing new markets. (R)

## Vocational Nursing

**VNSG 1133. Growth & Development.** (1-0-1). Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual's body, mind, and personality as influenced by the environment.

**VNSG 1219. Leadership and Professional Development.** (2-0-2) Study of the importance of professional growth. Topics include the role of the Licensed Vocational Nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1226. Gerontology.** (2-0-2) Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult.

**VNSG 1230. Maternal-Neonatal Nursing.** (2-0-2) 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.

**VNSG 1238. Mental Illness.** (2-0-2) Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process.

**VNSG 1304, Foundations of Nursing.** (3-0-3) Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

**VNSG 1331. Pharmacology.** (3-0-3) Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1334. Pediatrics.** (3-0-3) Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

**VNSG 1360. Clinical-LVN Training I.** (0-14-3) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1361. Clinical-LVN Training II.** (0-18-3) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1362. Clinical-LVN Training III.** (0-18-3) A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1502. Applied Nursing Skills I.** (4-4-5) Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

**VNSG 1509. Nursing in Health & Illness II.** (5-0-5) Introduction to common health problems requiring medical and surgical intervention.

**VNSG 1510. Nursing in Health & Illness III.** (5-0-5) Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

## Welding

**NDTE 2411. Preparation for Welding Inspection.** (2-6-4). General principles of welding inspection including welding processes, terms and definitions, welding discontinuities, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/qual-

ity control, welding codes and blueprints, procedures, and case studies. An overview of welding tools and equipment, metallurgy, chemistry, and joint design. Prerequisites: Must have completed all nine (9) welding core courses.

**WLDG 1421. Introduction to Welding Fundamentals.** (2-6-4). An introduction to the fundamentals of equipment used in oxyacetylene and arc welding including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

**WLDG 1428. Introduction to Shielded Metal Arc Welding (SMAW).** (2-6-4). An introduction shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

**WLDG 1430. Introduction to Gas Metal Arc (MIG) Welding.** (2-6-4). A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

**WLDG 1434. Introduction to Gas Tungsten Arc (TIG) Welding.** (2-6-4). An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment and safe use of tools and equipment. Welding instruction in various positions on joint designs.

**WLDG 1435. Introduction to Pipe Welding.** (2-6-4). An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld position 1G and 2G using various electrodes. Prerequisites; WLDG 1421, Introduction to Welding Fundamentals and WLDG 1428, Introduction to Shielded Metal Arc Welding (SMAW)

**WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW).** (2-6-4). A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisites; WLDG 1421, Introduction to Welding Fundamentals and WLDG 1428, Introduction to Shielded Metal Arc Welding (SMAW)

**WLDG 2406. Intermediate Pipe Welding.** (2-6-4). A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: WLDG 1457 or consent of instructor.

**WLDG 2439. Advanced Oxy-Fuel Welding and Cutting.** (2-6-4). A study of all position welding on ferrous and nonferrous metals using oxyacetylene welding process, including welding and cutting, brazing, and soldering operations. Prerequisites; WLDG 1421, Introduction to Welding Fundamentals and WLDG 1428, Introduction to Shielded Metal Arc Welding (SMAW)

**WLDG 2447. Advanced Gas Metal Arc (MIG) Welding.** (2-6-4). Advanced topics in GMAW welding, including welding in various positions and directions. Prerequisite: WLDG 1430. Introduction to Gas Metal Arc (MIG) Welding.

**WLDG 2451. Advanced Gas Tungsten Arc (TIG) Welding.** (2-6-4). Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: WLDG 1434. Introduction to Gas Tungsten Arc (TIG) Welding.

**WLDG 2453 Advanced Pipe Welding.** (2-4-6). Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Prerequisites; WLDG 1421, Introduction to Welding Fundamentals; WLDG 1428, Introduction to Shielded Metal Arc Welding (SMAW); WLDG 1435, Introduction to Pipe Welding; WLDG 1457, Intermediate Shielded Metal Arc Welding (SMAW); and WLDG 2439, Advanced Oxy-Fuel Welding and Cutting

# CENTER FOR WORKPLACE LEARNING

## Customized Training and Development Programs

The Center for Workplace Learning (CWL) provides education and training opportunities for employers and individuals in the Texoma region. The Center represents a collaboration between Workforce Solutions Texoma, economic development, and educational partners. We are committed to being customer-centered, community-connected, and quality-driven. Our goal is to be a gathering place where educators, private industry, and government can work together to improve business competitiveness, with a skilled workforce to enhance the economic vitality of the region.

The CWL provides needs assessment consultation and learning-based solutions to overcome the problems that hinder both organization or individual performance. Programs offered by the CWL include leadership, supervisory skills, conflict resolution and communication skills, problem solving, team-building, computer training, technical training in electricity, motor controls, hydraulics, PLC, and more health care, Lean manufacturing and leadership, industrial maintenance, real estate, foreign languages, and many others. Trainees can take a course to gain a skill or earn a certificate, and many of the programs also prepare individuals for professional licensure exams. Most courses also offer continuing education unit (CEU) credit.

The education and training programs offered through the CWL are flexible and adaptive to the needs of individual employers. Programs can be delivered in a variety of formats including on-site, on-campus, credit or non-credit, instructor-led or online, and on any schedule 24/7. Programs are based on industry-driven curriculum and taught by experienced faculty with relevant experience in the field, ensuring a world-class workforce that creates a sustainable competitive advantage for employers located in the Texoma region.

To learn more about how the Center for Workplace Learning can meet your needs, please call 903-463-8765 or visit [www.cwlgcc.org](http://www.cwlgcc.org).

## Continuing Education

Continuing Education (CE) provides an opportunity for adults to enjoy life-long learning. The primary objectives of CE are to provide programs for adults to pursue their intellectual interests, increase occupational competencies, develop worthwhile hobbies and enrich the quality of their lives. Continuing Education also offers resources to help in making career choices. In fulfilling these needs, the continuing education at Grayson County College offers non-credit courses, certificate programs, conferences, workshops, seminars and short courses. Special training programs are available for those in business and industry, educational institutions, professional organizations, governmental agencies and other community groups. Current course offerings can be found at [www.cwlgcc.org](http://www.cwlgcc.org).

A wide variety of course are offered through CWL Continuing Education. Course availability is divided among the following:

- Professional and Technical Training
- Healthcare
- Leisure and Personal Enrichment

Many of the courses are employment-oriented programs designed to provide opportunities for students to learn new skills for entry-level employment, to upgrade present skills for job advancement, or to satisfy educational requirement for licensing purposes.

### *Community Service*

Within Continuing Education, community service courses and programs offer students opportunities for personal growth and development. Community Service courses, which may be self-supporting are offered in response to expressed or identified community needs and interests. A schedule and description of Community Service courses are published prior to each semester.

## *Online Learning*

Several online opportunities exist. Ed2Go is a distance learning program comprised of over 250 different subjects. Each online course is instructor facilitated, project-oriented, and includes lessons, quizzes, hands-on assignments, discussion areas, and supplementary links. Courses are completed entirely online, day or night, from the convenience of a student's own setting. All courses run for six weeks, with a two-week grace period at the end. Registration and detailed information can be found on the Internet at [www.ed2go.com/grayson](http://www.ed2go.com/grayson).

360 Training provides an additional opportunity to learn and earn online. This partnership affords individuals the chance to complete all pre-license requirements for Real Estate certification. There are also over 30 courses available that satisfy Continuing Education Unit (CEU) requirements. At our 360 Training Virtual University site, individuals can also find CEUs to support Electrician, Cosmetology, Financial and Insurance Services requirements. CPAs can get their CPEs also. Visit our web site [www.cwlgcc.org](http://www.cwlgcc.org) and link to the online learning information or call 903-463-8765 for more information.

## *Senior Education—SAVE*

Senior Avocational-Vocational Education (SAVE) provides instruction, enjoyment, and guidance in retirement living for those 50 years of age or older. Formed during the 1974-75 school year, the SAVE program today serves approximately 400 students each year. SAVE students enjoy a one-to-one relationship with instructors in a dynamic educational and cultural program, which offers instruction in a number of workforce related courses and personal enrichment activities. The classes meet during the fall and spring semesters. All facilities provided by the College for its credit students are available to SAVE enrollees. A complete list and description of SAVE courses are published prior to each semester and can also be reviewed on the web site [www.cwlgcc.org](http://www.cwlgcc.org). Please contact the CWL office at 903-463-8765 for information and registration.

## **Continuing Education General Information**

**Faculty** - Continuing Education faculty members are professionals from business, government, industry, or other colleges and universities with exceptional experience in their trades or professions.

## *No College Admissions Required*

Continuing Education courses are available on first-come, first-served basis and are open to all interested adults regardless of educational background. No formal Grayson County College admission process is required. Some Continuing Education courses have prerequisites that students must have completed prior to enrolling in that particular course. SAVE students must be 50 years of age or older.

## *Registration*

Registration for Continuing Education courses is available year-round. Registration may be completed in the following manner:

1. Register online at [www.cwlgcc.org](http://www.cwlgcc.org). From the menu on the left choose the CWL Course Schedule that contains the desired class(es). After locating your class, click "Add to Cart" and follow the prompts to complete registration and payment.
2. Register in person during regular office hours at the Center for Workplace Learning at Grayson County College Denison, Van Alstyne, or Bonham campus.
3. Register by phone if paying by Discover, MasterCard or Visa. Call 903-463-8765.

## *Tuition*

Continuing Education tuition is determined by course length; instructor, supplies and the number of students to be trained.

## *Refunds*

A 100% refund is given if the College cancels a class or if a student officially withdraws and requests a refund prior to the first class meeting.

## *Continuing Education Unit*

A CEU is defined as “ten contact hours of participation in an organized Continuing Education adult or extension experience under responsible sponsorship, capable direction and qualified instruction.” This is a means for recording the many Continuing Education Activities one accumulates. For CEU transcripts contact the Registrar’s Office.

# CONTINUING EDUCATION COURSE INVENTORY

## **BUSINESS & MANAGEMENT**

### **Accounting**

- Beginning Bookkeeping
- Elementary Accounting I, II
- Introduction to Computerized Accounting
- Managerial Accounting
- Office Accounting

### **Leadership & Management Development**

- Conflict Resolution
- Customer Service
- Decision Making Skills
- Extended DISC™ Job-Related Performance Improvement
- Interaction Management®
- Leadership Development for Healthcare®
- Learning to Lead
- Project Management
- Tactics and Strategies for Effective Leadership®
- Team Effectiveness
- Team Leadership
- Workskills

### **Building / Construction**

- Blueprint Reading
- Home Inspection Training Course Online

### **Computer Technologies**

- Keyboarding

- Microsoft Office (Word, Excel, Access, PowerPoint, Outlook & Publisher)
- Microsoft Windows
- Web Page Design and Development

### **Foreign Language**

- Spanish, to include Command Spanish®
  - Conversational
  - Vocational
  - Occupational

### **Office Technology**

- Computer Office Skills
- Keyboarding

### **Real Estate**

- Texas Law of Agency
- Texas Principles of Real Estate I and II
- Real Estate Contracts
- Texas Real Estate Law of Contracts
- Real Estate Marketing

### **Small Business Development**

- Bookkeeping for Small Business
- Establishing a Drug-Free Workplace
- Government Contracting
- How to Buy or Sell a Small Business
- Importing/Exporting for Small Business
- Manufacturing Assistance
- Market Research for Small Business
- Marketing for Small Business



- New Venture Development
- Protecting Intellectual Property (Patents, Trademarks, Copyrights)
- Risk Management
- Self-Employed and Small Business Tax Education
- Small Business Check-Up
- Writing a Business Plan
- 7 Habits for Highly Effective Managers

### **Street Rod & Custom**

- Basic Sheet Metal Fabrication
- Chopping, Sectioning, and Channeling
- Custom Frame Work
- Customizing
- Intermediate Sheet Metal Fabrication
- Street Rod Applications I
- Street Rod Applications II

### **PUBLIC SERVICES**

#### **Law Enforcement**

- Accident Investigation
- Arrest, Search & Seizure
- ASP Baton Certification
- Auto Theft
- Basic Police Officer
- Boating Skills
- Burglary Techniques and Prevention
- Child Abuse Prevention and Investigation
- County Corrections
- Crime Scene Evidence
- Crime Scene Investigation
- Crime Scene Search
- Crime Scene Sketching
- Crimes Against the Elderly
- Criminal Investigation
- Cultural Diversity
- Death Investigation
- Eye Gaze Nystagmus in Intoxication
- Family Violence
- Firearm Safety
- First Responder
- Fundamentals of Criminal Law

- Homicide Investigation - First Officer on the Scene
- Hostage Negotiation
- Instructor Training for Police Officers
- Latent Fingerprints
- Law Enforcement Dispatch
- Legal Aspects of Law
- Missing Persons
- OC Spray/Baton Certification
- OC Spray/Defensive
- OC Spray/PPCT Baton
- Officer Survival
- Patrol Methods/Procedures
- Penal Code Updates
- Police Cyclist Certification
- Police Dispatcher School
- Police Emergency Driving
- Police Personnel Management
- Police Spanish
- Police Systems & Practices
- Police Training
- Prison Gang Intelligence
- Psychological Profiles
- Report Writing
- Ritualistic Crimes
- Safety Awareness
- Search Warrant Preparation and Execution
- Silent War – Contagious Diseases
- Special Weapons & Tactics
- Stress Reduction Workshop
- SWAT Orientation
- SWAT, Basic
- Tactical Assault Rifle
- Tactical Fire Arms
- Tactical Operations for Law Enforcement Personnel
- Tactical Police Driving
- Understanding Civil Process
- Use of Force
- Utilization Force Techniques
- Weapon Retention

## HEALTH SERVICES

### Emergency Medical Services

- ACLS — Advanced Cardiac Life Support
- ACLS Preparation
- Advanced Cardiac Life Support Renewal
- Basic Trauma Life Support - Recertification
- Basic Trauma Life Support
- CPR – Heartsaver
- CPR – Heartsaver A.E.D.
- CPR – Heartsaver Plus
- CPR – PBLIS
- CPR – PBLIS Plus
- CPR – Healthcare Provider Course
- CPR – Healthcare Provider Renewal Course
- CPR Instructor
- Emergency Care Attendant
- EMS Dispatching
- EMT Recertification Course
- EMT/Paramedic Recertification Course
- Heartsaver Facts
- Pediatric – Basic Cardiac Life Support
- PEPP – Pediatric Education for Pre-hospital Professionals

### Health Related

- 12 Lead ECG Interpretation: LEVEL I
- Basic Life Support and Cardiac Monitoring
- Bloodborne Pathogens
- Chiropractic Assistant/Admin
- Clinical Medical Assistant
- Dental Assisting Review
- ECG Interpretation for the Entry Level Practitioner
- EKG/Cardiovascular Technician
- Health Unit Coordinating
- Industrial First Aid
- Optician—Contact Lens Fitting
- Optician—Spectacle Dispensing
- Pediatric First Aid
- Pharmacological Mathematics for Nurses I & II
- Pharmacy Technician
- Physical Therapy Aide
- Standard First Aid

- TNCC
- Vision & Hearing

### Nursing Home Care

- Medication Aide
- Medication Aide Refresher
- Nurse Aide Training

## INDUSTRIAL TECHNOLOGIES

### Office & Computer Technology

- Advanced Keyboarding
- Advanced Medical Coding
- Beginning Keyboarding
- Coding and Classification Systems
- Computers in Health Care
- Database Management
- Desktop Publishing for the Office
- Health Data Content and Structure
- Intermediate Keyboarding
- Medical Administrative Procedures
- Medical Terminology I
- Medical Transcription I
- Microsoft Project Management
- Spreadsheet Management
- Word Processing

### Technical

- CADD
- Computer & Electronics Maintenance Technology
- Electrical Troubleshooting
- Electronic Engineering Technology
- Forklift Training
- Heating, Air Conditioning & Refrigeration Technology
- Hydraulics and Pneumatics
- Industrial First Aid
- Industrial Maintenance Technician
- Lean Manufacturing, Kaizen and 5S
- Motor/Motor Controls
- Professional Truck Driver (Commercial Driver's License A)
- Programmable Logic Controllers
- Technical Math
- Truck Driver Defensive Driving
- Welding

## VITICULTURE & ENOLOGY

### Enology

- Barrel Construction, Selection & Management
- Cognac: Production & Sensory Evaluation
- Creating Classic Bordeaux Style Wines
- Developing A Commercial Vineyard & Winery
- Managing The Fermentation Process
- Sanitation In The Winery
- Sensory Evaluation of Wine
- The Quality Factor in Commercial Wine Production
- Winery Equipment and Operation

### Viticulture

- Canopy Management for Texas Vineyards
- Disease Prevention & Management in Texas Vineyards
- Grapevine Grafting Techniques
- Grapevine Nutrition
- Grapevine Propagation Techniques
- Managing Wine Growing In the Vineyard
- Rootstocks for Texas Vineyards
- Successful Texas Vineyard Practices
- Vineyard Pest Management

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