



2016 - 2017



Grayson College

2016-2017

www.grayson.edu

Denison-Sherman
6101 Grayson Drive
Denison, Texas 75020
903-465-6030

South Campus
1455 W. Van Alstyne Parkway
Van Alstyne, Texas 75495
903-415-2500

Grayson College is an Equal Opportunity institution providing educational and employment opportunities on the basis of merit and without discrimination because of race, creed, color, religion, gender, age, national origin, or disability.

This catalog does not constitute a contract between Grayson College and the student. The programs, policies, statements, fees, and/or courses contained herein are subject to continuous review and evaluation. Grayson 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 College for the 51st annual session. This catalog is for information purposes and is subject to change.

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General Information

Vision

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

Affiliation and Accreditation

Grayson College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Grayson College.

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

Philosophy

Grayson 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 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 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. GC 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 Assistant Dean of Academic Instruction, Success Center, 6101 Grayson Drive, Denison, Texas 75020, 903-463-8736.

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 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 College no discrimina en las bases de sexo ni en los programas educativos ni en las actividades que le ofrece al público. Se puede informar acerca del propósito de Title IX y de como se implementan las reglas con el Director de Title IX o con la Oficina de Informar Derechos Legales. El Director de Title IX es el Asistente del Decano de Instrucción Académica, 6101 Grayson Drive, Denison, Texas 75020, 903-463-8736.

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 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 may 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, and Main Campus.

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

Smoking Policy

To promote a healthy campus environment, Grayson College does not allow the use of tobacco products or any electronic smoking devices in college buildings or vehicles. Tobacco products and electronic smoking devices are permitted only in designated areas or parking lots.

Photo and Video Usage

Grayson College may at times use photographs, audio, and/or video recordings of employees and students for purposes of education, publicity, and student recruitment on behalf of the college, via the Internet, print publications, and other media.

Should an employee or student (or the parents or guardians of such persons who are under the age 18) NOT want to be photographed or recorded, or have his/her name or "directory" information used in connection with any such recording, that person must notify the college in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the college to utilize that photograph or recording accordingly.

Grayson College Foundation, Inc.

Supporting Excellence in Community College Education

Vision

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

Mission

The Grayson College Foundation serves Grayson 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 GC Foundation exists to bridge a gap between the needs and the resources of Grayson College. The Foundation is a non-profit, tax exempt Texas corporation established in 1991 to raise funds to provide assistance to GC 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 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 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 College.

The Foundation Scholarship Program

GC student scholarships are funded through the Grayson College Foundation from tax-deductible contributions made by individuals (area residents, GC alumni, GC 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 GC 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 GC Office of Financial Aid. Basic eligibility criteria set by the GC 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 make changes to these criteria, or 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 OR INNOVATIVE LEARNING GRANT CONTRIBUTION

There are several ways to make a tax-deductible contribution. Scholarships and Innovative Learning Grants 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 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, please contact the GC Foundation Office at (903) 463-8716.

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 GC students with financial need or extenuating circumstances.

Annually-Funded "Sponsored" Scholarships and Innovative Learning Grants

A donor may establish one or more named scholarships or Innovative Learning Grants, which range from \$250-\$2,000 per year. Award funds must be submitted to the GC Foundation prior to the beginning of the academic year. *NOTE: 100% of annual scholarship funds are made available to the recipient and may be used for tuition, fees or textbooks/supplies purchased through the Campus Bookstore.

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, from any area high school counselor's office, or by contacting the GC 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 GC 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 GC 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
- International students must provide the following documentation to the GC Office of Financial Aid
- F1 or F2 student visa - J1 or J2 exchange visitor visa or G series

Foundation scholarship awards range from \$250-\$2,000 per year. The maximum GC scholarship award (which includes all scholarships awarded by the college) for any individual recipient is \$1,000 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: 2016-2017)
- Number of credit hours you plan to enroll in each fall/spring semester (should not 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 GC Foundation scholarship awards may not exceed the cost of education. A Grayson 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 should have a minimum 2.5+ GPA (on a 4.0 scale), unless otherwise stated for specific scholarship. Recipient must enroll full-time (minimum of 12 credit hours each fall/spring semester), unless otherwise stated for specific scholarship.

Award funds are applied to the recipient’s account in the GC Business Office (50:50 - fall/spring semester), and are available for payment of tuition, fees, textbooks and necessary classroom supplies purchased through the Campus Bookstore while attending Grayson College. Unused award funds at the end of each semester are retained by the GC 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:** GC Foundation scholarship applicants should not exceed the maximum of 65 credit hours at Grayson College.

Equipment and Facilities

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

Programs

The Grayson 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.

Permanently-Endowed Scholarships & Innovative Learning Grants

Donors may establish a permanently endowed scholarship fund or Innovative Learning Grant through the GC 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 awards. *NOTE: As long as earnings on invested funds allow, the GC Foundation awards 5% of each endowment level. When the principal cash balance reaches the next endowment level, the annual award is subsequently increased.

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

Level	Endowment	Annual Award
Platinum	\$35K+	Multiple Awards/Variou Amounts

Gold	\$35,000	\$1,800
Dream Weaver	\$30,000	\$1,500
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 College Foundation awards approximately \$350,000-\$450,000 in scholarship assistance for GC students each academic year. Foundation scholarships are funded primarily through charitable contributions from individuals, organizations, businesses, industries and foundations.

The Foundation Scholarship Program

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 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 GC Foundation Office for more information, or to request a Transfer-Student application

Permanently Endowed Funds that Provide Scholarships and Awards for GC Students

To view a list of scholarships and their criteria, go to the following link:

<http://grayson.edu/future-students/financial-aid/scholarship-listing.aspx>

Grayson College Foundation

Betth Roether, Chair	Lyn Jostes
Joann Bohm Adair, Secretary	George McGahren
Ken English, Immediate Past Chair	Ben Munson
Dale Bonner	Sharon Rolirad
Darlene Brown	Charles Schweizer
Laura Dapkus	Janet Vetura
T.R. Flecher	Sue-Lynn Voigt
Horace Groff	Barbara Woodroof
Janice Howell	Woody Young

Grayson College Foundation

Advisory Board

Nancy Anderson
David Bayless, Jr.
Sharon Brazeal
Millard Brent
Joe Fallon
Warren Jamieson
Mary Knox
Martha Lattimore
Jim Lindsey
Tim McGraw
Jim Mehaffey
Susie Munson
Lola Sanford
Sue Smith
John Spears

Grayson College Foundation

Ex-Officio Members

Giles Brown, Treasurer
Jeremy McMillen, President of the College

Posthumous Members

Martha Dollarhide
Margaret Ann Hill
Ben McKinney
Ray Morrison
Pat Richardson
Burney Robinson
Charlotte Spears
John Wilcox

Grayson College Foundation Staff

Randy Truxal, Executive Director
Janis Thompson, Grant Writer
Cynthia Perez, Executive Assistant to the Executive Director
Linda Ellason, Alumni Development Specialist

Small Business Development Center

The Small Business Development Center is a non-profit professional management counseling service funded by Grayson 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 College SBDC's services are completely confidential and available to all Grayson and Fannin County residents. SBDC offices are located on the Main Campus.

Campus Phone Numbers

Services

Admissions Information.....	903-463-8604
Assessment Information.....	903-463-8724
Campus Police.....	903-463-8777
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.....	903-463-8777
Center for Workplace Learning.....	903-463-8765
Continuing Education.....	903-463-8765
Counseling Center.....	903-463-8695
Developmental Studies.....	903-463-8736
Financial Aid.....	903-463-8794
Fitness Center.....	903-463-2579
GC Foundation.....	903-463-8716/903-463-8621
Housing.....	903-463-8693
Job Placement.....	903-415-2544
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
Registrar.....	903-463-8604
Science.....	903-465-8797
Small Business Development Center.....	903-463-8787
South Campus, Van Alstyne.....	903-415-2500
Student Life.....	903-463-8693
Student Services.....	903-463-8695
Success Center.....	903-463-8724
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	\$49 per semester hour
Out-of-District Resident	\$87 per semester hour
Non-Resident of Texas	\$133 per semester hour with a minimum of \$200 per semester

Required Fees

Student Services Fee.....	\$7.00 per semester hour
General Use Fee.....	\$16.00 per semester hour
Technology Fee.....	\$5.00 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 Registration Guide 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 course. 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 GC 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 GC 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 bar 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 long 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 GC.

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.

Students enrolled in semester credit hour courses who officially withdraw their semester credit hour load at Grayson 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.

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 Stafford Direct Loans
- b. Federal Pell Grant 21
- 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, and other 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. Students may also set up direct deposit by visiting My Viking.

Housing

Students interested in living on campus might consider the Viking Residence Hall at Grayson College. Viking Hall has a main lounge area for entertaining guests, as well as a study lounge and game room. Telephone outlets, television cable services, and wireless Internet access are available. The Hall is equipped with free laundry facilities. The residence hall has a live-in supervisor and other staff. Students living in the residence hall must purchase a meal plan.

Please note that campus housing is closed during the Christmas break and summer, unless otherwise published. Residents should plan ahead for alternative living arrangements for these periods.

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

An online Housing Application can be found on the Grayson website, under Campus Housing. For additional information you can contact the Director of Student Life and Housing.

Student Life and Housing Office
Grayson College
6101 Grayson Drive
Denison, TX 75020
(903) 463-8693

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, grant, loans, work opportunities, and other financial aid are available to students who qualify for the 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)

- Your satisfactory academic progress will be determined at the end of each regular semester. 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.
- Satisfactory Academic Progress = GPA + Pace (Completion Rate) + Max Time Frame

All three standards must be met for SAP to be maintained. SAP is evaluated using cumulative grades and credit hours, this includes semesters when no aid was 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 towards the cumulative GPA. 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 aid for more than 30 attempted semester hours of developmental courses.)

Students who do not have an academic history at Grayson College (first time college enrollment or incoming transfer student) will be evaluated upon receipt of their ISIR.

2. Pace (Completion Rate): Students must earn at least 66.67% of all courses attempted in their academic career. Grades of A, B, C, D, P, and S are treated as successfully completed and earned. Grades F, W, and I are not. Both developmental and college level course work are included in Pace. All repeat courses are included in attempted credits and any courses with passing grades are treated as earned. 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 Pace.

Withdrawals, drops, repeated courses, and transfer hours are counted toward the total hours attempted each semester as it relates to Max Time Frame regarding attempted hours.

3. Max 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% of the attempted credit hours of the outlined degree requirement as stated in the Grayson College General Catalog. Attempted credit hours include transfer credits. Students who exceed the max time frame will be ineligible for financial aid effective immediately for any future semesters. Developmental courses do not count toward the max time frame, since these classes are not included in the degree plan. The student may file an appeal and if the appeal is approved the student will be placed on an Academic Success plan and be allowed to receive financial aid while following the plan.

Warning / Suspension / Failure to Maintain Satisfactory Academic Progress

Financial Aid Warning: Financial Aid Warning occurs when the cumulative grade point average is less than 2.0 and/or less than 67% of attempted cumulative course work is successfully completed for any semester a student receives financial aid. Financial Aid Warning also occurs if the student receives all F's for attempted classes in a semester. The Director of Financial Aid also reserves the right, through professional judgment, to place a student on Financial Aid Warning. There is no need to appeal financial aid warning. Students will receive financial aid for one semester; this includes student loans, while on financial aid warning. If, by the end of the semester that the student is on financial aid warning, the student is not meeting satisfactory academic progress, they will be placed on financial aid suspension. There is no warning period for exceeding the max time frame.

Financial Aid Suspension: If, after being on financial aid warning, a student has a cumulative grade point average less than 2.0 and/ or a cumulative completion rate less than 67% they will be placed on Financial Aid Suspension. If a student exceeds the max time frame for their program they will be placed on financial aid suspension.

Appeal Procedure: Students placed on financial aid suspension due to lack of satisfactory progress may appeal the denial of financial aid due to an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program of study. Examples of unusual circumstances include: injury or illness of the student or family member, death of a relative of the student, maximum time limit exceeded, or other extenuating circumstances. The appeal must be submitted in writing to the Office of Financial Aid and should include: an explanation of the reason(s) why the minimum Satisfactory Academic Progress standards were not achieved and supply a copy of all supporting documents. Students must provide a copy of their degree plan and an change of major that has been signed by their academic advisor. If the appeal is reviewed and subsequently approved by the Appeals Committee, the student will be placed on a Probationary Status. The Director of Financial Aid shall also have the authority to place conditions upon the receipt of any financial aid for those cases where aid is reinstated.

Students who have submitted an appeal and have been approved will be notified by mail or email, depending on the student's preference, of the conditions that must be met in order to regain eligibility for Title IV Federal Aid. Students whose appeal is approved are placed on Financial Aid Probation. The student's progress will be re-evaluated at the end of the semester.

If the conditions of the appeal are met the student will be removed from probation status.

- If the conditions of the appeal are not met by the student: the student is placed on Financial Aid Suspension.

Students on Financial Aid suspension may continue to enroll at Grayson College at their own expense. Students may regain their eligibility for financial aid by raising their GPA and/ or Pace. Students are responsible for notifying the Office of Financial Aid when they have regained eligibility for Title IV aid.

Max Time Frame Appeal: Students who exceed the 150% maximum time limit will no longer be eligible for financial aid. After exceeding the max time frame the student cannot regain eligibility. They may file an appeal and if it is approved they may only be placed on an Academic Success Plan and must complete their program within the conditions set therein. The student is allowed to appeal to request financial aid for additional hours above the number required in the program if: the classes apply toward the student's program, changing their program, or earn a second degree at GC.

General Information

Students who receive benefit of Academic Fresh Start at GC: All attempted hours will be counted toward the max time frame for those students who apply and receive approval for Fresh Start for GC's Office of Admissions and Registrar. Students receiving the benefit of Academic Fresh Start at GC should check with the Financial Aid office prior to enrolling for classes.

Repeated Courses and Courses Dropped before the official census date: Credits that have been repeated will be considered toward the max time frame for the students program. Classes that are dropped before the institutions official census date will not count toward the max time frame, nor will they be considered as part of the required pace for the given semester.

Students who withdraw completely from their courses or receive any combination of all F's, W's, and/or I's: Federal regulations require the institution to perform a Return to Title IV (R2T4) calculation for all students who are within this category. Student will be notified by mail of the amount of unearned aid that must be returned to GC 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 from their instructor the official attendance dates are on the official class roll that is submitted to the office of Admission and Records. 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 or additional Title IV aid until any balance created by an R2T4 is paid. Any student in this category and has enrolled early for the following semester will be dropped from their courses if the courses were paid for using Title IV aid. 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 an FSA ID to sign the FAFSA electronically. Failure to sign the application electronically may delay the processing of your application. Grayson College's school code (003570) must be entered on the FAFSA in order for the Office of Financial Aid to utilize the information on the application. To complete a FAFSA electronically go to the website www.FAFSA.ed.gov. Computers with internet access are located in the Grayson College library or outside the Office of Financial Aid in the Administration Building.

Student files that are selected for verification by the Department of Education or that have questionable data will be required to complete a Verification Worksheet and provide any documentation required by the Department of Education. Title IV funds that are left as credits, after a student's balance has been paid, will be refunded to the student by way of a mailed paper check or direct deposit. Direct deposit account activation is available through the students' My Viking.

To verify you have been awarded aid please review your account by accessing My Viking at 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.

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 this grant is limited to 6 full years or 12 full time semesters.

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, and Success): This grant is 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 Education Grant (TPEG): This grant is awarded based on financial need and availability of funds. Students must be enrolled for at least three semester hours of college credit course work or the equivalent during each semester. No individual award may be more than the student's financial need.

Federal Direct Subsidized Loan: This loan is available to qualified students based upon financial need. Loan limits are published on the GC website and are available in the Office of Financial Aid. The interest rate, determined by the federal government, does not accrue and does not have to be paid while the borrower is enrolled in at least half-time. Repayment usually begins six months after the student graduates, drops below half-time, or leaves school.

Federal Direct Unsubsidized Loan: This loan is not based on financial need and this is available to students who may not be eligible for the subsidized loans or both; but may not exceed the limits, set by the federal government, listed on the GC website. The interest rate is determined by the federal government and begins accruing immediately on the date of disbursement.

Federal Direct PLUS Loan: This loan is available to qualified parents of dependent students, who may borrow up to the cost of attendance minus any other financial assistance. The interest rate set by the federal government and is variable, not to exceed 10%. Repayment of PLUS loans begins within 60 days of the final disbursement. Applicants of this loan must pass a credit check.

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/ counselor before completing the loan process.

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 position 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 the Financial Aid page at www.grayson.edu.

Federal Work Study Program: Grayson 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 GC. It is designed for students who demonstrate financial need and who need additional 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)

When a recipient of Title IV funds (grant and/ or loan) assistance completely withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, Grayson College will determine the amount of Title IV grant and/ or loan assistance that the student earned as of the student's withdrawal date (34 CFR 668.22(a)).

- Each student is responsible for withdrawal from their courses if they do not plan to attend. Do not assume your courses will be dropped for nonpayment or nonattendance. A student may owe a balance 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.

Returns will be distributed according to federal regulation in the following order:

1. Unsubsidized Federal Direct Stafford Loans.
2. Subsidized Federal Direct Stafford Loans.
3. Federal Direct PLUS Loans Received on behalf of the student.
4. Federal Pell Grant.
5. FSEOG Program Aid.

Students receiving Title IV funds, who subsequently completely withdraw from or fail all their courses, may be required to return a portion of the federal financial aid they received. Only the percentage of aid earned (determined by the percentage of time they 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 an R2T4 adjustment, 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, they may call DOE Collections at 1-800-621-3115. If a balance is owed to the Grayson College, you may contact the Business Office at 903-463-8718.

Rehabilitation Assistance

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

Scholarships

Scholarship applications and information may be printed from the internet by accessing www.grayson.edu and visiting the financial aid home page. Please note that all scholarship recipients are required to complete the FAFSA or Income Affidavit, making sure to use Grayson's School Code: 003570. The priority deadline for scholarships is March 15th prior to the upcoming award year. Scholarship applications are accepted year round.

Please visit the Grayson Foundations website at www.grayson.edu for a full list of the scholarships available from GC.

Exemptions

Visit www.collegefortexans.com for a review of State Exemptions. A few of the exemption that are processed and available at GC are listed below:

Hazelwood Tuition Exemption:

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

- Were Texas residents,
- Designated Texas as Home of Record, or
- Entered the service in Texas
- Have served 181 days of active military duty, as indicated as "net active service" (the sum of 12© 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 a term or semester enrolled that do not exceed the value of Hazelwood benefits(Pell and FSEOG 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 benefit while taking non-funded courses.

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

- Were 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 or 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 FSEOG are not relevant), and
- Are residents of Texas as of the term or semester in which they are enrolled.

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 they 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 reassign the unused hour that are available to another depend child.

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

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

Tuition Exemptions: Are available for blind or deaf students, children of disabled firemen, peace officers, and other as shown on www.collegefortexas.com. 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 and choosing the Financial Aid link. To review the status of your file or the amount of your awards and cost, visit www.grayson.edu and access My Viking.

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

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

Veterans Administration Benefits

Grayson College provides a Veteran Services 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 College and the Veterans Administration and is located in the Student Life Building on the Bridge. Advisement for all veterans programs is available in the Veteran Services Office. Please contact the Veteran Services Coordinator or check the website for information concerning the required documents.

Requirements to receive maximum education assistance vary depending upon program eligibility. Students should consult the Veteran Services Office or website prior to enrollment.

Tutorial service is available to veterans and other eligible persons.

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 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 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.

Probation:

A veteran student will be placed on academic probation when the cumulative GPA falls below 2.0. The student will be required to successfully complete Learning frameworks once the probation has been placed on the student record.

Suspension:

A veteran 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 placed on academic suspension will not be certified for one long semester when the cumulative GPA remains below 2.00. A student has the right to appeal the suspension. After remaining out of school for one long semester, a student may be readmitted on academic probation. The student must show academic progress by achieving at least a 2.50 GPA for the attempted semester.

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 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. 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 College.

3. Transfer from Another U.S. College:

During their initial term at GC, 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. regionally accredited college. Developmental courses and continuing education courses are not considered transferable.

Official 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 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 Registrar. Grayson 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 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 TSI Assessment. Seniors must have demonstrated college readiness skills with exit-level TAKS scores or TSI Assessment.

(b) Students from high schools as well as home schools must provide an official transcript which includes:

- Name and Date of birth
- Grade level
- Academic history up to and including graduation date
- Letter or percentile grades
- Explanations of grading scale
- Name of home schooling administrator

Prospective concurrently-enrolled high school students must demonstrate college readiness skills based on scores on the exit-level TAKS test, ACT, SAT, or TSI Assessment. Dual credit high school students may concurrently enroll at GC only in courses intensive in skill areas for which the students demonstrate college readiness scores.

6. **Readmission.** Applicants seeking readmission to Grayson 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 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 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 College of sufficient funds to cover anticipated tuition/fees and room/board expenses (\$16,500.00 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 GC 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 an I-551.

Admission Requirements for All Students

All materials required for admission to Grayson 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 to register but will be placed on a hold until all official transcripts have been received. 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 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 GC. Upon successful completion of the steps below, you are considered:

1. Complete the GC application through Apply Texas website and submit admission requirements as listed above.
2. Enroll in and complete GC College 101 in the Grayson College Student Portal.
3. Determine your TSI (Texas Success Initiative) status and schedule an assessment if required. All GC 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 My Viking.

Note: Admission to GC 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 GC.
2. Testing — Acceptable scores on assessment of basic skills as required by the College and individual program requirements.

After Acceptance to individual programs students must submit:

1. Completion of required healthcare provider form and negative tuberculosis test
2. Current CPR certification (American Heart 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 GC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related program policies.

Assessment for All Students

Because Grayson 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 GC or to demonstrate college readiness with performance on the ACT, SAT, or TAKS test. Students who enroll in Level 1 Certificate programs are exempt from assessment. Students with deficient scores or who are not otherwise exempt must take the TSI Assessment, which is aligned to the Texas College and Career Readiness Standards. It offers placement scores and a diagnostic profile of students' college readiness and/or adult basic education levels. The TSI Assessment is offered frequently throughout the week, and the testing schedules can be found on the Testing Center's Webpage; a link to this page can be found on the Grayson College homepage. All students will be required to complete a Pre-Assessment Activity before starting their exam, which is primarily designed to help students perform better on the assessment. The test fee is \$25. 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:

TSI Assessment

Mathematics	350
Reading	351
Writing	Essay score of 5, or an essay score of 4 and a multiple choice score of 363

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 Bachelor's 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>	<u>MATH</u>	<u>ENGLISH</u>
	23	19	19
<u>SAT</u> (within 5 yrs.)	<u>COMPOSITE</u>	<u>MATH</u>	<u>CRITICAL RDG</u>
	1070	500	500

TAKS Exit-Level Test
(within 3 yrs. and on
first attempt in each subject)

ELA
2200

MATH
2200

ESSAY
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 GC or temporary private or out-of-state college transfer student dually enrolled at GC and an out-of-state or private institution, but not seeking a degree from GC. Students must demonstrate enrollment at other school during the previous long semester each time they register at GC.

Students enrolled in one-year certificate programs (15-42 credits).

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

Students who are not TSI Exempt must demonstrate College Readiness for reading, writing, and math with EITHER:

Passing scores on the TSI Assessment for reading, writing, **and** math

A grade of A, B, or C in an exit-level course (Math 0340, INRW 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.

Mathways: College level math courses are designed to serve the curriculum needs of unique degrees, and Math 0420 will prepare the student for most of these options; however, many science, technology, engineering, and math (STEM) degrees will require the completion of College Algebra (Math 1314), and students pursuing those degrees will be advised to enroll in Math 0340 to prepare for the level of math covered in College Algebra. Please review your degree plan and/or speak with your advisor for more guidance.

Placement in Classes

The developmental classes are designed to help you attain “college readiness” as fast as possible while maintaining a realistic pace of achievement. If you are not “college ready” in reading, writing, or math, your advisor will “place” you in a level or pathway 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 (in the Course Descriptions section) requires one semester to complete. “Completion” means that you have earned a grade of C or higher. Under unique situations, and with the approval of the Academic Dean, or designee, students may be or become eligible for a “Non-Course Based Option” (NCBO), which pairs appropriate developmental instruction with an appropriate college level course (e.g., MATH 1314 or ENGL 1301). Eligible students will be invited by the college to participate in this option.

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 at any time; 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. If you are preparing to retest you may want to try the free practice test on-line at www.thea.nesinc.com.

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

Advising

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to scheduling classes in My Viking. 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, transfer, and students who have dropped out of Grayson College over one year are required to participate in New Student Orientation, 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, and personal counseling. Veterans' receiving educational benefits should see Veterans' advisor located in the Veterans Affairs Office.

The following students are required to receive academic advising:

1. Students who are entering GC 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 will see an academic advisor located in the Veterans Affairs 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.

Academic Fresh Start

1. Students may, at the time of their application for admission to Grayson 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 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 the beginning of the semester of application.

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 through the administration of the Texas Success Initiative (TSI) Assessment. As a support for Grayson College students and faculty, the Testing Center administers make-up exams and exams for internet and hybrid courses. Testing services are extended to the community by the administration of Pearson Vue academic and IT examinations (including GED exams), ACT exams, CLEP (College Level Equivalency Program) exams, Prometric's Automobile Service Excellence exams, Fisdap (EMT Entrance Exam) and by providing proctoring services for other colleges/universities/agencies. The Testing Center assists GC programs by administering admissions/certification exams such as the HESI Admissions Exam for Associate Degree Nursing, Vocational Nursing, and Radiology programs and TCOLE (Texas Commission on Law Enforcement) exams. Additional services include the administration of tests for students with testing accommodations approved by the Coordinator of Services for Students with Disabilities. Testing Center staff may be able to provide copies of past scores or information on obtaining score reports. Testing services are located in the Success

Centers on the Main and South Campuses. The Testing Center is certified by the National College Testing Association and follows the NCTA standards and guidelines.

Dual Credit

The Dual Credit program at Grayson 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, the South Campus in Van Alstyne, and on the main Grayson 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 apply to the college, complete a dual/concurrent permission form, 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 GC Dual Credit Parents' Night, or contact the Grayson Dual Credit Program. 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 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 College grade-point average of 2.00.
4. Have earned at least 25% of the total required semester hours at Grayson 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-two (42) 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 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 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 College.
4. 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 GC 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 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 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 GC 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 GC 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, GC will determine the total number of semester transfer credits by the end of the first semester of enrollment at GC. To avoid additional costs and delays in posting information, students are encouraged to acquire these materials promptly. Grayson 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. associate's or bachelor's 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.

Course Load (ECC Local). The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 16 semester hours shall require approval by the vice president for student services. The maximum course load shall be no more than 21 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of six semester hours per term or 12 semester hours per summer semester shall require approval by the vice president for student services. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester.

Limitation on Number of Dropped Courses. A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education.

Exceptions for Good Cause. A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family;
4. The death of a person who has a sufficiently close relationship to the student;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student; or
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course.

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 mini-mester, 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 courses(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.

In online courses, a student shall be considered present and/or having attended in he/she has completed one of the following:

- Student makes a post to a class discussion
- Student submits a written assignment or project vi file upload
- Student takes a quiz or exam

- Student submits work through a third party software such as Pearson or McGraw Hill, and the grade is transferred to the LMS Gradebook
- An email from the student showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course

Student Absences on Religious Holy Days

Grayson 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 My Viking may also drop one or more classes via the same method. After the deadline for schedule changes passes, all drops must be handled by the student contacting each professor or program director either in person or via email for the course(s) they wish to drop. After contact is made, students should proceed to Admissions and Records for further instructions. 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. Students may not drop courses at Grayson College over the phone.

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 My Viking may also withdraw from school via the same method. Students wishing to withdraw from all courses must first contact their professor or program director in person or via email. After contact is made, students should proceed to Counseling Services for further instructions. Students may not withdraw from Grayson College over the phone.

Grayson 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 My Viking may change their schedules via the same method. Students cannot change their schedule or drop a class on-line through My Viking 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 College. The learning must be applicable to the student’s educational goals. Credit may be awarded by the following methods:

- | | |
|--------------------------------|-------------------------------|
| 1. CLEP | 6. TECH PREP |
| 2. ADVANCED PLACEMENT EXAM | 7. MILITARY TRAINING |
| 3. DEPARTMENTAL EXAM | 8. DANTES |
| 4. INTERNATIONAL BACCALAUREATE | 9. PROFESSIONAL CERTIFICATION |

5. CLOCK HOUR CONVERSION

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 GC 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 GC, 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 GC credit award requirements for the credit to be posted at GC. International students may not apply credit award towards the 12-hour enrollment requirement according to the Department of Homeland Security.

Military Service Credit Award

To meet physical education course requirements Grayson College may award up to twelve (12) course credits for military training for all honorably discharged veterans who completed at least two years of service in the armed forces or were discharged because of a disability. GC requires proof of duration of military service and discharge status in order to award the credits.

Additionally, GC will evaluate each military training transcript for course equivalency on a course by course basis. All course equivalency evaluations will be conducted by an academically qualified faculty member. Upon completion of the transcript evaluations, all eligible courses will be transcribed. Transcribed courses may not exceed 75% of the total credit required in the declared degree program. 25% of credit in the declared degree program must be earned by taking courses at Grayson College.

A grade of "P" will be given for the courses earned through military credit award. No grade points are associated with the grade of "P". Though military award credit may count toward hours needed for graduation at GC, other institutions are not obligated to accept the credit awarded. Accordingly, students transferring credit awarded at other institutions must meet GC credit award requirements for the credit to be posted at GC.

Mirror Course Credit Award

GC 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 College
(Updated Spring 2008)

AP Test	Minimum Score Requirement	Course(s) Credited
Art History	3	ARTS 1303
	4 or 5	ARTS 1303 & 1304
Biology	3	BIOL 1406
	4 or 5	BIOL 1406 & BIOL 1407
Calculus AB	3	MATH 2413 Calculus I
Calculus BC	3	MATH 2413 and 2414
Calculus II		
Chemistry	3	CHEM 1411
	4 or 5	CHEM 1411 & CHEM 1412
Computer Science A	3	COSC 1336
	4 or 5	COSC 1336 & COSC 1337
Computer Science AB	3	COSC 1336 & 1337
	4 or 5	COSC 1336, 1337, & 2336
Economics (Micro)	3	ECON 2302 Microeconomics
English Literature	3	ENGL 1301
	4 or 5	ENGL 1301 & ENGL 1302
English Language	3	ENGL 1301
	4 or 5	ENGL 1301 & ENGL 1302
Physics B	3	PHYS 1401
	4 or 5	PHYS 1401 & PHYS 1402
Physics C	3	PHYS 2425
	4 or 5	PHYS 2425 & PHYS 2426
Psychology	3 or higher	PSYC 2301
Spanish Language	3	SPAN 1411 Spanish I
	4	SPAN 1411 & 1412 Spanish I and II
	5	SPAN 1411, 1412 & 2311
(Spanish I, II, & III)		
Spanish Literature	3	SPAN 2311 Spanish III
	4	SPAN 2311 & 2312 Spanish III and IV
	5	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	HIST 1301
	4 or 5	HIST 1301 & HIST 1302

CLEP Testing Policy

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

GC Credit for International Baccalaureate Diploma

IB Examination	Score	GC Course	Credit Hours
BIOLOGY (SL)	4, 5, 6 or 7	BIOL 1406	4
BIOLOGY (HL)	4, 5, 6 or 7	BIOL 1406 & 1407	8
BUSINESS & MANAGEMENT	4, 5, 6 or 7	BUSI 1301	3
CHEMISTRY (SL)	4, 5, 6 or 7	CHEM 1411	4
CHEMISTRY (HL)	4, 5, 6 or 7	CHEM 1411 & 1412	8
COMPUTER SCIENCE	4, 5, 6 or 7	COSC 1301	3
ECONOMICS (SL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ECONOMICS (HL)	4, 5, 6 or 7	ECON 2301 & 2302	6
ENGLISH (SL)	4, 5, 6 or 7	ENGL 1301 & 1302	6
Language A1 or A2 ENGLISH (HL)	4, 5, 6 or 7	ENGL 1301 & 1302	6
Language A1 or A2 GEOGRAPHY	4, 5, 6 or 7	GEOG 2312	3
GREEK, CLASSICAL	4, 5, 6 or 7	LANG 1411	8
HISTORY OF THE AMERICAS (HL)	4, 5, 6 or 7	HIST 1301 & 1302	6
LATIN (SL)	4, 5, 6 or 7	LANG 1411 and 1412	8
LATIN (HL)	4, 5, 6 or 7	LANG 1411, 1412, 2311 & 2312	14
MATHEMATICS (HL)			
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
MODERN LANGUAGES			
Language A1 or A2 (SL)			
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
Language A1 or A2 (HL)			
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
Language B (SL)			
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
Language B (HL)			
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

Language AB Initio

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
MUSIC	4, 5, 6 or 7	MUSI 1306 & 1311		6
PHILOSOPHY	4, 5, 6 or 7	PHIL 1301		3
PHYSICS (SL)	4, 5, 6 or 7	PHYS 1401		4
PHYSICS (HL)	4, 5, 6 or 7	PHYS 1401 & 1402		8
PSYCHOLOGY	4, 5, 6 or 7	PSYC 2301		3
SOCIAL & CULTURAL				
ANTHROPOLOGY	4, 5, 6 or 7	ANTH 2351		3
THEATRE ARTS				
VISUAL ARTS	4, 5, 6 or 7	DRAM 1310		3
	4, 5, 6 or 7	ARTS 1301		3

Grading and Academic Standing

Grade Reports and Transcripts

Final grades are available to students through My Viking. 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 transcript by following the steps listed online. Official transcripts will not be released to students with academic or financial holds until such holds are cleared.

Academic Achievement Grading and Credit (EGA Local)

The College District shall have appropriate standards for evaluating student performance and for determining grades and graduation requirements.

To the extent practical, procedures shall encourage and recognize academic excellence.

The College District uses the following grading 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 coursework 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 coursework 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. The grade of "I" indicates that the student has a valid excuse for failure to complete the work required during the semester.
Incomplete work should be completed within the regular term.
Failure to remove an "I" during the succeeding regular term may result in an "F" being placed on the permanent record.
- W — Withdrew passing or dropped before automatic withdrawal date.
- P — Passing. Used only for orientation course and credit by award.
- S — Satisfactory. Used for nondegree courses.

- U — Unsatisfactory. Used for nondegree courses.
NC — Noncredit. Used for audited courses.

Value of Grade Points

In determining grade point averages (GPAs), all hours where grade points are given shall be considered in computing GPAs.

Grade points are granted on college 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

E = 0 grade points per semester hour

Grade Point Determination

The GPA is computed by dividing the total number of grade points earned by the total number of semester hours attempted. Grades of I, W, P, S, U, NC, and F in pass/fail courses are excluded from GPA calculation.

Grades earned in developmental courses are also excluded from GPA calculation.

Instructional Services

The College District accepts appropriate coursework from accredited institutions outside the United States, provided that the student successfully completed the courses.

Foreign Coursework

A student requesting credit for coursework completed at an institution outside the United States must first apply for admission to the College District and enroll in courses in the College District. To receive transfer credit from foreign institutions, the student must bring an official copy of the transcript from the institution and a certification and translation report from World Education Services (WES), the American Association of Collegiate Registrars and Admission Officers (AACRAO), or the Foreign Credentials Service of America (FCSA) to the College District admissions office. Certification and translation services provided by an entity other than WES, the AACRAO, or the FCSA shall not be accepted. The cost for certification and translation must be paid by the student. Only the maximum number of hours accepted by the department for transfer work shall be considered.

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. The student will be required to successfully complete Learning Frameworks once the probation has been placed on the student record.

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 Academic Appeals Committee. 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 College. Students who are academically dismissed cannot enroll in courses at Grayson 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 GC 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 GC 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.

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, enrollment verifications, audit forms, add/drop courses, withdrawal forms, credit awards, residency appeals and transcripts.

Verification of Enrollment

Students may contact Jeff Scott, Assistant Registrar, at scottj@grayson.edu in order to request verification of enrollment.

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.

Self-Service Transcript Requests

Students may print out unofficial transcripts (listed as Letter Transcript) from the My Viking student portal.

In addition, All former and current students can visit www.studentclearinghouse.org to request an official transcript. A fee of \$2.25 will be charged and can be paid with a major credit card. Requests are typically handled within three business days. Some record holds can prevent you from obtaining your official transcript.

Curriculum Design Degrees and Certificates (EFB Legal)

Academic Associate Degree. An "academic associate degree" is an associate degree that will satisfy the lower-division requirements for a baccalaureate degree in a specific discipline. 19 TAC 9.1(1)

Academic Courses. "Academic courses" are semester credit courses included or allowed under the provisions of the Lower-Division Academic Course Guide Manual designed for college transfer to institutions of higher education in completion of associate and baccalaureate degree programs. 19 TAC 9.1(2)

Applied Associate Degree. An "applied associate degree" is an associate degree intended to lead directly to employment following graduation and may satisfy the lower-division requirements for a baccalaureate degree in a specific discipline. 19 TAC 9.1(3)

Associate Degree Program. An "associate degree program" is a grouping of courses designed to lead the individual directly to employment in a specific career or to transfer to an upper-level baccalaureate program. This specifically refers to the associate of arts (AA), associate of science (AS), associate of applied arts (AAA), associate of applied science (AAS), and associate of occupational studies (AOS) degrees. The term "applied" in an associate degree name indicates a program designed to qualify students for immediate employment. 19 TAC 9.1(4)

Career Technical/Workforce Program. "Career technical/workforce program" is an applied associate degree program or a certificate program for which semester credit hours, quarter credit hours, or continuing education units are awarded and which is intended to prepare students for immediate employment or a job upgrade in a specific occupation. 19 TAC 9.1(5)

Certificate Program. "Certificate program" means workforce programs designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs serve as building blocks and exit points for AAS degree programs. 19 TAC 9.1(7)

Continuing Education Unit or CEU. A "continuing education unit or CEU" is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as outlined in the Guidelines for Instructional Programs in Workforce Education. 19 TAC 9.1(11)

Technical Courses or Programs. "Technical courses or programs" mean workforce education courses or programs for which semester/quarter credit hours are awarded. 19 TAC 9.1(28)

Workforce Continuing Education Course. "Workforce continuing education course" means a course offered for CEUs with an occupationally specific objective and supported by state funding. A career technical/workforce continuing education course differs from a community service course offered for recreational or vocational purposes and is not supported by state funding. 19 TAC 9.1(31)

Workforce Education. "Workforce education" means career technical/workforce courses and programs for which semester/quarter credit hours and/or CEUs are awarded and vocational courses and programs for which CEUs are awarded. Workforce career technical/workforce education courses and programs prepare students for immediate employment or a job upgrade within specific occupational categories. 19 TAC 9.1(32)

Academic Degree Programs. An academic associate degree may be called an associate of arts (AA), an associate of science (AS), or an associate of arts in teaching (AAT) degree. 19 TAC 9.183(a)

The AA is the default title for an academic associate degree program if the college district offers only one type of academic degree program. 19 TAC 9.183(a)(1)

If a college district offers both AA and AS degrees, the degree programs may be differentiated in one of two ways, including:

1. The AA program may have additional requirements in the liberal arts and/or the AS program may have additional requirements in disciplines such as science, mathematics, or computer science; or
2. The AA program may serve as a foundation for the bachelor of arts (BA) degree and the AS program for the bachelor of science (BS) degree.

Each academic associate degree must provide a clearly-articulated curriculum that can be associated with a discipline or field of study leading to a baccalaureate degree, and must be identified as such in the institution's program inventory. 19 TAC 9.183(a)(2)

The AAT is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification. This title should only be used for an associate degree program that consists of a Coordinating Board-approved AAT curriculum. 19 TAC 9.183(a)(3)

Semester Credit Hours. Academic associate degree programs must consist of 60 semester credit hours (SCH). If the number of SCH required to complete a proposed academic associate's degree exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board will review the documentation provided and make a determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this subsection on or before the 2015 fall semester. 19 TAC 9.183(b)–(c)

Curriculum. Except as provided below, academic associate degree programs must incorporate the institution's approved core curriculum as prescribed by 19 Administrative Code 4.28, relating to Core Curriculum, and 19 Administrative Code 4.29, relating to Core Curricula Larger than 42 SCH.

1. A college may offer a specialized academic associate degree that incorporates a Coordinating Board-approved field of study curriculum as prescribed by 19 Administrative Code 4.32, relating to Field of Study Curricula, and a portion of the college's approved core curriculum if the coursework for both would total more than 60 SCH; or
2. A college may offer a specialized academic associate degree that incorporates a voluntary statewide transfer compact and a portion of the college's approved core curriculum if the coursework for both would total more than 60 SCH.
3. A college that has a signed articulation agreement with a General Academic Teaching Institution to transfer a specified curriculum may offer a specialized AA or AS, but not AAT, degree program that incorporates that curriculum.

19 TAC 9.183(d)

New Academic Associate Degree Programs. New academic associate degree programs shall be approved if all of the conditions set out below are met.

The institution shall certify that the following criteria have been met:

1. The program has institution and governing board approval.
2. There is recent evidence of both short-term and long-term student demand for the program.
3. Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program.
4. The institution has an enrollment management plan for the program.
5. If the program does not follow a Coordinating Board-approved field of study curriculum or a Coordinating Board-approved statewide articulation transfer curriculum, the institution has or will initiate a process to establish transfer of credit articulation agreements for the program with senior-level institutions.
6. The program is designed to be consistent with the standards of the Southern Association of Colleges Commission on Colleges (SACSCOC), other applicable accrediting agencies, and is in compliance with applicable licensing authority requirements.

7. Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.
8. The program complies with all applicable provisions contained in divisions of 19 Administrative Code Chapter 9, Subchapter J and adheres to the Standards for Academic Associate Degree Programs approved by the Coordinating Board.

The institution proposing the program shall notify all public institutions within 50 miles of the teaching site of their intention to offer the program at least 30 days prior to submitting their request to the Coordinating Board. If no objections are received, the Coordinating Board staff shall update the institution's program inventory accordingly. If objections occur, the proposed program shall not be implemented until all objections are resolved. If the proposing institution cannot resolve the objection(s), the proposing institution may request the assistance of the assistant commissioner of workforce, academic affairs and research to mediate the objections and determine whether the proposing institution may implement the proposed program.

The Coordinating Board delegates to the commissioner final approval authority for all certificate programs, applied associate degree programs, and academic associate degrees that meet Board policies for approval as outlined in the Guidelines for Instructional Programs in Workforce Education and 19 Administrative Code Chapter 9, Subchapter J. The commissioner may delegate this final authority.
19 TAC 9.184(a)

Audits. The Coordinating Board reserves the right to audit a certificate or degree program at any time to ensure compliance with any of the requirements of 19 Administrative Code Chapter 9, Subchapter J. 19 TAC 9.184(b)

Multidisciplinary Studies Associate Degree Program. The governing board of each public junior college district shall establish a multidisciplinary studies associate degree program which meets the requirements of 19 Administrative Code Chapter 9, Subchapter L at each junior college in the district. A multidisciplinary studies associate degree program is a coordinating board-approved associate of arts or associate of science degree composed of the college's core curriculum and enough additional courses to equal 60 semester credit hours (SCH). The SCH beyond the core curriculum must be selected by the student, in consultation with an academic adviser, and transfer to a specific field of study or major at a university of the student's choice.

A multidisciplinary studies associate degree program established at a junior college under 19 Administrative Code 9.553 must require a student to successfully complete:

1. The junior college's core curriculum adopted under Texas Education Code 61.822(b); and
2. After completion of the core curriculum described above, the courses selected by the student in the student's completed degree plan accounts for all remaining credit hours required for the completion of the degree program; and
3. Emphasizes the student's transition to a particular four-year college or university that the student chooses; and prepare for the student's intended field of study or major at the four-year college or university.

Education Code 130.0104(a)-(b); 19 TAC 9.552(5), .553-.554

Notwithstanding Texas Education Code 51.9685, before the beginning of the regular semester or term immediately following the semester or term in which a student successfully completes a cumulative total of 30 or more semester credit hours for coursework in a multidisciplinary studies associate degree program established under this section, the student must meet with an academic adviser to complete a degree plan, as defined by 19 Administrative Code 9.553 [see EFBA], that:

1. Accounts for all remaining credit hours required for the completion of the degree program; and
2. Emphasizes the student's transition to a particular four-year college or university that the student chooses; and
3. Preparations for the student's intended field of study or major at the four-year college or university.

Education Code 130.0104(c); 19 TAC 9.555

Academic Certificate. Institutions of higher education, including college districts, are encouraged to develop undergraduate academic certificate programs of less than degree length. Undergraduate academic certificates may be awarded upon the completion of:

1. The Coordinating Board-approved core curriculum of the institution;
2. A Coordinating Board-approved field of study curriculum; or
3. Fifty percent of the courses specified in a voluntary statewide transfer compact.

Undergraduate academic certificates that meet one of the criteria above require Coordinating Board notification and are automatically approved.

19 TAC 4.36, 9.185

Career Technical Workforce Degree and Certificate Programs. Requests for new associate degree and certificate programs shall be made in accordance with the procedures stipulated in 19 TAC 9.93(b), below.

Public two-year colleges shall request new associate degree and certificate programs using the appropriate degree program request form. Public two-year colleges must submit documentation sufficient to establish that the new program meets all of the criteria listed below. Coordinating Board staff will review all requests for new programs within five business days of receipt. If Coordinating Board staff determines that the request is incomplete and additional information or documentation is needed, the institution must respond with all of the requested information or documentation within ten

working days or the request will be returned to the institution. An institution may resubmit a request that was incomplete as soon as it has obtained the requested information or documentation. New associate degree and certificate programs shall be approved if all of the following conditions are met, provided that the number of SCH required to complete a proposed associate degree program does not exceed 60 SCH.

1. The institution shall certify that:
 - a. The program has institutional and governing board approval.
 - b. The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education.
 - c. There is recent evidence of both short-term and long-term student demand for the program.
 - d. Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program.
 - e. Basic and career technical/workforce skills have been integrated into the curriculum.
 - f. The institution has an enrollment management plan for the program.
 - g. The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior-level institutions.
 - h. The program is designed to be consistent with the standards of the SACSCOC, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements.
 - i. The program would not unnecessarily duplicate existing programs at other institutions.
 - j. Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee.
 - k. Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.
 - l. New costs during the first five years of the program would not exceed \$2 million.
 - m. The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Coordinating Board standards for both graduation and placement.
 - n. The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported.
 - o. Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.
2. If a proposed two-year career technical/workforce education program or certificate program meets the stipulated conditions, the institution shall submit a request to the assistant commissioner for workforce, academic affairs and research to add the program. If a proposed program does not meet the stipulated conditions, the institution must submit a proposal using the standard electronic new program application process.
3. If the number of SCH required to complete a proposed associate's program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit. The Coordinating Board will review the documentation provided and make a determination to approve or deny a request to exceed the 60-hour limit. Institutions of higher education must be in compliance with this paragraph on or before the 2015 fall semester.
4. The institution proposing the program shall notify all public institutions within 50 miles of the teaching site of their intention to offer the program at least 30 days prior to submitting their request to the Coordinating Board. If no objections are received, the Coordinating Board staff shall update the institution's program inventory accordingly. If objections occur, the proposed program shall not be implemented until all objections are resolved. If the proposing institution cannot resolve the objection(s), the proposing institution may request the assistance of the assistant commissioner of workforce, academic affairs and research to mediate the objections and determine whether the proposing institution may implement the proposed program.
5. If objections to the proposed program are received by the Coordinating Board staff, the proposed program shall not be implemented until all objections are resolved.

The commissioner shall forward a program to the Coordinating Board for consideration at an appropriate quarterly meeting if either of the following conditions is met: the proposed program is the subject of an unresolved grievance or dispute between institutions; or the commissioner has disapproved the proposed program and the institution has requested a Coordinating Board review.

19 TAC 9.93(a)–(b), (e)

Revisions. Revision of an existing associate degree or certificate program shall be approved if all of the requirements above at item 1 at CAREER TECHNICAL / WORKFORCE DEGREE AND CERTIFICATE PROGRAMS are met. To request a change of Classification of Instructional Programs (CIP) code for an existing degree or certificate program, the institution shall notify the Coordinating Board staff and certify that the revised program meets the requirements listed above at item 1. If the revision of an existing degree or certificate program meets the conditions stipulated at item 1, the institution shall submit a request to the assistant commissioner for academic affairs and research to revise the program. The Coordinating Board staff shall update the institution's program inventory accordingly. If a program revision does not meet the conditions stipulated, the institution shall submit a revision request using the standard electronic program revision request process. 19 TAC 9.93(f)–(i)

Audits. The Coordinating Board reserves the right to audit a certificate or degree program at any time to ensure compliance with any of the requirements in 19 Administrative Code Chapter 9, Subchapter E. 19 TAC 9.93(m) Administrative Officials. All programs must be under the direction of an administrator having appropriate authority to ensure that quality is maintained and that programs are conducted in compliance with all applicable laws and rules. Administrative officers must possess credentials, work experience, and/or demonstrated competence appropriate to their areas of responsibility as specified by the SACSCOC. 19 TAC 9.93(j)

Faculty and Staff. Faculty and staff must be approved by the postsecondary institution. 19 TAC 9.93(k) Baccalaureate Degree Programs. The Coordinating Board shall authorize public junior colleges to offer baccalaureate degree programs in the fields of applied science and applied technology under Education Code 130.0012. Offering a baccalaureate degree program under Section 130.0012 does not otherwise alter the role and mission of a public junior college. The Coordinating Board shall authorize baccalaureate degree programs at each public junior college that previously participated in a pilot project to offer baccalaureate degree programs. Education Code 130.0012(a)–(b)

Public community colleges authorized by the Coordinating Board to offer baccalaureate degree programs under Education Code 130.0012 may submit requests for new baccalaureate degree programs if:

1. The proposed degree program has the approval of the college's governing board;
2. The proposed degree program is not an engineering program; and
3. The addition of the proposed program to the college's inventory would not exceed five total approved baccalaureate degree programs.

19 TAC 5.56

Limitation on SCH Requirements. To earn an associate degree, a student may not be required by an institution of higher education, including a college district, to complete more than the minimum number of SCH required for the degree by the Southern Association of Colleges and Schools or its successor unless the institution determines that there is a compelling academic reason for requiring completion of additional SCH for the degree. The Coordinating Board may review one or more of an institution's associate degree programs to ensure compliance with this section. This section does not apply to an associate degree awarded by an institution to a student enrolled in the institution before the 2015 fall semester. This provision does not prohibit the institution from reducing the number of SCH the student must complete to receive the degree. Education Code 61.05151

State Funding. No funds appropriated to any public two-year college or other institution providing certificate or associate degree programs shall be expended for any program that has not been approved by the commissioner or the assistant commissioner for workforce, academic affairs and research or, when applicable, by the Coordinating Board. 19 TAC 9.96 Degree-Seeking Students. A student who is concurrently enrolled at more than one institution of higher education may be classified as a degree-seeking student at only one institution.

If a student maintains continuous enrollment from a spring semester to the subsequent fall semester at an institution at which the student has declared to be seeking a degree, the student remains a degree-seeking student at that institution regardless of the student's enrollment during the intervening summer sessions at another institution. 19 TAC 4.28(d)(2)–(3)

Compensatory Courses. Courses designated as compensatory in the Lower-Division Academic Course Guide Manual may not be used to satisfy degree requirements. Such courses may be used as co-requisites or prerequisites for degree courses as determined by local institutions. 19 TAC 9.76

Low-Producing Degree Programs. The Coordinating Board may review the number of degrees or certificates awarded through a degree or certificate program every four years or more frequently, at the Coordinating Board's discretion. The Coordinating Board shall review each degree or certificate program offered by an institution of higher education at least every ten years after a new program is established using the criteria prescribed by Education Code 61.0512(c). Education Code 61.0512(d)–(e); 19 TAC Ch. 4, Subch. R

Definition. A "low-producing degree program" is a degree program that does not meet the minimum standard for degrees awarded in the program. For career technical certificates, associate, and bachelor's programs, the minimum standard is an average of five degrees awarded per academic year, to total not fewer than 25 degrees awarded for any five-year period. 19 TAC 4.287(4) Completers of career technical certificate programs that are reported under the same CIP code as an existing applied associate's degree program will be counted as completers of the corresponding applied associate's degree program for purposes of determining low-producing status. Academic associate degree programs are not considered to be low producing if they lead to transfer into four-year programs. 19 TAC 4.288(c)–(d)

Consequences. The Coordinating Board may not order the consolidation or elimination of any degree or certificate program offered by an institution of higher education. Coordinating Board staff may recommend to the institution's governing board the closure of any non-exempt degree program which has been on the annual list of low-producing programs for three or more consecutive years. If the governing board does not accept the recommendation to close the program, then the university system or, where a system does not exist, the institution, must identify the program recommended for closure on the next legislative appropriations request submitted by the system or institution. If a system

or institution is required to identify a degree program on its legislative appropriations request, the system or institution should also develop a plan to allow the degree program to achieve the minimum standard for the degree awarded, or if the standard is not attainable, provide a rationale describing the merits of continuing the degree program. Education Code 61.0512(f); 19 TAC 4.290

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 TSI Assessment as well as make-up and distance education tests. 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 GC web page.

In addition, the Success Centers provide many learning support services, including the Math Hub, Writing Center, i-Lab, 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 Coordinator of Services for Students with Disabilities (903-463-8751), who then assists students in accessing approved accommodations. The Math Hub 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 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 College's peer tutoring program is accredited through the College Reading and Learning Association.

Adult Basic Education/GED Program

Grayson 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 College provides a varied athletic program for all its students. Intercollegiate competition is held in 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 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 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 required for prospective, new and transfer students interested in attending Grayson 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, students are required to attend College 101. The following categories of students should be prepared to attend:

- All students who have stopped out of GC for more than 1 year will be required to participate in College 101.
- All new students to GC
- 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 My Viking. The policy requires all transfer students who may be on probation at another college to visit an academic advisor prior to enrolling at GC.
- All probation/suspended students who have never attended College 101.

Career Planning and Placement

Grayson 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 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 College and the Veterans Administration and is located in the Administrative Services Building. Please contact the Veterans Affairs Certifying Official 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 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 3.0 cumulative GPA, take at least 12 credit hours

of honors courses with the grade of B or better, and to participate in service learning activities with the Honors College on campus and in the community. The Presidential Honors Scholarship for honors students is awarded at the end of spring semester for the following academic year to continuing GC students who 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 larger sections of the same course. Grayson College reserves the rights to combine certain honors sections with our traditional courses due to enrollment or other factors impacting these courses.

Library

The Grayson College Library is a member of BARR, a four-library consortium whose members include Grayson College, Denison Public Library, Sherman Public Library, and Austin College. Currently enrolled GC 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 GC 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 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 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 GC. They provide tours of the campus, dorms and programs for groups and individuals. Prospective students can request information by emailing recruiting@grayson.edu or calling 903-465-8604. An enrollment advisor will reply to their requests, answer questions, assist with enrollment information, and/or send requested information.

Student Government Association

The Grayson 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 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 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 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.

Clay Club

The purpose of this club shall be to educate and develop community awareness of the Grayson College Ceramic program, to develop a student ceramic art Gallery Show and to participate in local charity fundraising events.

Cosmetology Shears Club

The purpose of Shears is to build relationships between students and provide educational opportunities for GC students in the Cosmetology program, to attend various hair shows and to provide specialty training to professionals in Cosmetology.

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 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.

Culinary Arts and Hospitality Management Club

(TIPSS-Top Innovative Professionals of Service and Spirits). The purpose of TIPSS is to acknowledge, educate and promote the development of Culinary Arts, Hospitality Management, Viticulture and Enology programs at Grayson College. The club will develop community awareness of the Culinary Arts and Hospitality Management, Viticulture and Enology programs, as well as participate in food shows, local charity events and fundraising for both students and the community.

Cultural Diversity Club

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

Electrical Technology Club

The Electrical Club provides comprehensive training in electrical technology that helps students succeed in a career as an electrician. Students acquire basic knowledge and skills in applied electrical theory, residential, commercial and industrial wiring, blueprint reading, estimating, National Electrical Code, motor controls, PLC automation and building codes. The club provides a support group for students in the Electrical Technology program.

Eta Sigma Delta

ESD is an honor society for the Hospitality Management and Culinary Arts Department at Grayson College. The purpose of ESD is to recognize the scholastic and professional achievement of students in the academic majors of Hospitality Management, Restaurant Management and Culinary Arts. ESD stands for excellence, leadership, creativity, service and ethics.

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.

Film Club

The purpose of this club shall be to provide students an opportunity to watch and discuss various films from different eras and genres, to broaden student's understanding of film context and subject matter to study the technical aspects of screenwriting and filmmaking. Also, to encourage students to think critically about each film and the filmmaking process.

Future Educators Club

The purpose is to provide an inspirational atmosphere in which all students can further their knowledge and interest in education and child development by attending scheduled events, participating in stimulating discussions and promoting education.

Gay Straight Alliance

The purpose of the Gay Straight Alliance shall be to promote a safe-space environment on campus for students of all gender and sexual identities to be and express themselves freely, and promote that students support each other. This organization shall also strive to educate the Grayson County community about homophobia, transphobia, heterophobia and gender identity discrimination.

Grayson College Gamers Guild

The central and foundational mission of the Gamers Guild is to better serve the community of Grayson College with a variety of engaging activities.

Grayson College History Club

The mission of the Grayson College history club is to promote interest and awareness of history within the Grayson College community and the County of Grayson, through the use of historical films, lectures, outings and other events.

Grayson College Music Club

The purpose of the Grayson College Music Club is to promote the Music Department by spreading music throughout the community. To provide a forum for like-minded students to organize events, fundraising opportunities and attend musical performances.

Grayson College Science Club

The purpose of the Science club is to explore the interdisciplinary aspect of science, to encourage students' involvement in the sciences, to provide a support group for students enrolled in science courses and to encourage students' involvement in community science activities.

Grayson Honors College

The central and foundational mission of Grayson honors College is to better serve the educational needs of academically talented and highly motivated students at the College. The program encourages the participation of the broadest possible range of gifted students.

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.

HALO Club

(Hispanic American Leadership Organization). The purpose of this organization is to allow immigrant students in Grayson County, especially those with undocumented status, to have an organization that they know will have their best interest at all times, to help enrich member's leadership skills and encourage them to utilize these skills by their leaderships opportunities throughout Grayson College and the world and to serve as a bridge between the local area high schools and Grayson College.

Heating, Ventilation, Air Conditioning and Refrigeration Club (HVACR)

It is the mission of the HVACR Club to promote interest and awareness of air conditioning and heating systems within the Grayson College community and the County of Grayson through the use of lectures, outings and other events.

History Club

The purpose of the Grayson College History Club is to promote interest and awareness of history within the Grayson College community and the County of Grayson through the use of historical films, lectures, outings and other events.

Honors College Club

The purpose of the Grayson Honors College is to better serve the educational needs of academically talented and highly motivated students at the college. The program encourage the participation of the broadest possible range of gifted students.

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 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.

Radiology Club

The purpose is to educate and develop a student's knowledge of the radiologic science profession, to develop a community awareness of Grayson College's Radiology program, to provide community service opportunities, to promote leadership skills, to increase camaraderie and generosity towards others.

Rotaract Club

Grayson College's Rotaract Club is open to all GC students aged 18-30, both full- and part-time and in any area of study. The Grayson County Rotary sponsor GC's Rotaract, and all of the area Rotary clubs are invited to partner with GC students in mentoring relationships. By definition "Rotary" is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build good will and peace in the world. The Rotary motto is "Service Above Self-He Profits Most Who Serves Best."

Science Club

The purpose of the Science Club is to explore the interdisciplinary aspect of science, to encourage student involvement in the sciences, to provide a support group for students enrolled in science courses and to encourage student involvement in community science activities.

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 GC'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.

Sisters of Destiny

The purpose of this club is to develop a group of sisters that uplift and encourage one another. We will strive to promote a sense of emotional support with confidentiality. The focus is to build healthy heart, mind and body. We will form lasting relationships with other women and learn to work tighter in a good study environment. This is a support group for women.

Student Ambassador Program

The Grayson 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 GC.

Top Innovative Professionals of Service and Spirits (TIPSS)

The purpose of the TIPSS club is to acknowledge, educate, and promote the development of Culinary Arts, Hospitality Management, Viticulture and Enology programs at Grayson College. We will develop community awareness of the above programs as well as participate in food shows, local charity events and fundraising for both students and community.

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 Technologies Association

The purpose of the GC Welding Technologies Association is to inform, educate and increase awareness of changes and skills in the field of welding.

Preparatory Programs for College

Preparing for college is a process that should begin by the eighth grade. Although Grayson 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 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 Pre-calculus (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, Pre-calculus, 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.

Online Learning Opportunities

Grayson 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 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 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 helpdesk@grayson.edu. Additional information is available by clicking on the Help Desk icon at 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 Canvas 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. In addition, students can call 903-463-8788 or email helpdesk@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 online and on campus. For more information, call 903-463-8751.

Grayson College Graduate Guarantee

Transfer Guarantee

Grayson 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 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 College course at a state-supported college or university, the student must notify Grayson College. If the College cannot resolve the dispute with the college or university, then Grayson 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 College (GC) 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 College's catalog as of 1993 spring semester or later.
2. The graduate must have completed the A.A.S. degree or certificate at GC (with a majority of credits being earned at GC) 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 College.
4. The employer must certify in writing that the student lacks the entry-level job skills identified as such by Grayson 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.

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.

Early Technical Credit

Early Technical Credit is an initiative of by the college to encourage cooperative efforts between secondary and post-secondary institutions to provide articulated career pathways to employment for students existing from these institutions. A technical 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 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, Culinary Arts, Computer Maintenance, Computer Software

& Systems Technology, Criminal Justice, Heating, Air Conditioning & Refrigeration Technology, Office & Computer Technology, and Welding Technology.

The steps a student should follow to participate in Early Technical Credit 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.

College credit for articulated course(s) will be posted with a grade of "P" to the student's college transcript after the 12th class day of the student's first semester at Grayson College.

Early technical 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.

Academic Instruction Division

Academic Instruction is made up of the following seven departments: Arts and Humanities, Literature and Languages, Social Sciences, Science, Mathematics and Engineering, Education, and Developmental Studies. Each Associate's degree offered in this division contains a 42-hour core in general education. 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.

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.

LEARNING FRAMEWORKS (PSYC/EDUC 1300)

In order to assist students with becoming college-ready, Grayson College requires the following students to enroll in PSYC/EDUC 1300 (Learning Frameworks).

- Students who do not make a passing score on two or more parts of the TSI test
- Students on academic probation (GPA less than 2.0)
- All First Time in College students with fewer than 15 credits pursuing an Associate of Arts, an Associate of Science, or Associate of Arts in Teaching degree

Learning Frameworks is a three credit hour, college-level, fully transferable course. The Learning Frameworks course teaches techniques for learning that are based on sound psychological findings and learning theory. It is a course that has immediate applications for the student. Topics covered in the Learning Frameworks course include:

- how college is different than high school
- how to be an "A" student
- how to access GC resources
- taking notes
- active learning
- motivation
- goal setting
- time management
- memory
- preparing for exams,
- rehearsal strategies
- improving reading
- improving writing
- career explorations
- learning styles
- managing stress
- fiscal management
- campus safety and security.

For questions about Learning Frameworks, contact:

Dana J. Kermanian, M.Ed.
Learning Frameworks Professor
kermaniand@grayson.edu
903-415-2536

Workforce Education Division

The Workforce Education Division consists of three departments: Career and Human Services, Advanced Manufacturing, and Business and Technology. These departments 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.

Curricula in these departments 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.

Health Science Division

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, 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.

CORE CURRICULUM DEGREE REQUIREMENTS

Associate of Arts

Associate of Science

Associate of Arts in Teaching

Students earning an Associate of Arts, Associate of Science, or Associate of Arts in Teaching Degree at Grayson College must complete 42 hours of a state mandated Core Curriculum in addition to major courses and electives in their particular area of interest. Following are the Core Curriculum Component Areas and allowable courses within each component area.

Component Areas	Required Hours
010 Communication	6
020 Mathematics	3
030 Life and Physical Sciences	6
040 Language, Philosophy, and Culture	3
050 Creative Arts	3
060 American History	6
070 Government/Political Science	6
080 Social and Behavioral Sciences	3
090 Component Area Option	6
Total:	42

Communication

ENGL 1301 Composition I and one of the following: ENGL 1302 Composition II ENGL 2311 Technical & Business Writing SPCH 1311 Introduction to Speech Communication SPCH 1315 Public Speaking SPCH 1321 Business & Professional Communication	6
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Mathematics

MATH 1314 College Algebra MATH 1316 Plane Trigonometry MATH 1324 Mathematics for Business & Social Sciences MATH 1332 Contemporary Mathematics I (Math for Liberal Arts Majors I) MATH 1342 Elementary Statistical Methods MATH 2312 Pre-Calculus Math MATH 2413 Calculus I	3
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Life and Physical Sciences

BIOL 1306 Biology for Science Majors I BIOL 1307 Biology for Science Majors II BIOL 1308 Biology for Non-Science Majors I BIOL 1309 Biology for Non-Science Majors II BIOL 1414 Introduction to Biotechnology I BIOL 2301 Anatomy & Physiology I BIOL 2302 Anatomy & Physiology II BIOL 2404 Anatomy & Physiology (specialized, single-semester course, lecture + lab) BIOL 2320 Microbiology for Non-Science Majors BIOL 2321 Microbiology for Science Majors CHEM 1406 Introductory Chemistry I (lecture + lab, allied health emphasis) CHEM 1311 General Chemistry I CHEM 1312 General Chemistry II GEOL 1301 Earth Sciences for Non-Science Majors I GEOL 1303 Physical Geology GEOL 1304 Historical Geology GEOL 1305 Environmental Science	6
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PHYS 1301 College Physics I
PHYS 1302 College Physics II
PHYS 1303 Stars and Galaxies
PHYS 1304 Solar System
PHYS 1315 Physical Science I
PHYS 2325 University Physics I
PHYS 2326 University Physics II

Note: All science courses at Grayson College must be taken with their corresponding labs. The labs can be used in the CAO2.

Language, Philosophy, and Culture

3

ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II
ENGL 2341 Forms of Literature
ENGL 2351 Mexican-American Literature
HIST 2321 World Civilizations I
HIST 2322 World Civilizations II
HUMA 1301 Introduction to Humanities I
HUMA1302 Introduction to Humanities II
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 2306 Introduction to Ethics
PHIL 2321 Philosophy of Religion
SPAN 2311 Intermediate Spanish I (3rd semester Spanish)
SPAN 2312 Intermediate Spanish II (4th semester Spanish)

Creative Arts

3

ARTS 1301 Art Appreciation
ARTS 1303 Art History I
ARTS 1304 Art History II
DRAM 1310 Introduction to Theater
ENGL 2307 Creative Writing I
MUSI 1306 Music Appreciation
MUSI 1307 Music Literature

American History

6

One or both of the following two:
HIST 1301 United States History I
HIST 1302 United States History II
One of the following can substitute for 3 hours of the above U.S. History courses:
HIST 2301 Texas History
HIST 2327 Mexican-American History I
HIST 2328 Mexican-American History II

Government /Political Science

6

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social and Behavioral Sciences

3

CRIJ 1307 Crime in America
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
GEOG 1302 Cultural Geography
GEOG 1303 World Regional Geography
PSYC 2301 General Psychology
PSYC 2314 Lifespan Growth & Development
SOC1 1301 Introductory Sociology
SOC1 1306 Social Problems

SPCH 1318 Interpersonal Communication
TECA 1354 Child Growth and Development

Component Area Option (CAO 1 and CAO 2)
EDUC1300/PSYC 1300 Learning Frameworks*

6

Three hours from any course listed in the core or from the following list:

PHED 1164 Introduction to Physical Fitness and Wellness
BIOL 1106 Biology I Lab
BIOL 1107 Biology II Lab
BIOL 1108 Biology for Non-Science Majors I Lab
BIOL 1109 Biology for Non-Science Majors II Lab
BIOL 2101 Anatomy & Physiology Laboratory I
BIOL 2102 Anatomy & Physiology Laboratory II
BIOL 2120 Microbiology for Non-Science Majors Laboratory I
BIOL 2121 Microbiology for Non-Science Majors Laboratory II
CHEM 1111 General Chemistry I Lab
CHEM 1112 General Chemistry II Lab
COSC 1301 Introduction to Computing
COSC 1336 Programming Fundamentals I
GEOL 1101 Earth Sciences Lab I
GEOL 1103 Physical Geology Lab
GEOL 1104 Historical Geology Lab
GEOL 1105 Environmental Geology Lab
PHYS 1101 College Physics Laboratory I (lab)
PHYS 1102 College Physics Laboratory II (lab)
PHYS 1103 Stars and Galaxies Laboratory (lab)
PHYS 1104 Solar System Laboratory (lab)
PHYS 1115 Physical Science Laboratory I (lab)
PHYS 2125 University Physics Lab I
PHYS 2126 University Physics Lab II
SPAN 1411 Beginning Spanish I
SPAN 1412 Beginning Spanish II

* All students seeking the Associate of Arts, the Associate of Science, or the Associate of Arts in Teaching coming to Grayson College with fewer than 15 hours must take EDUC1300/PSYC 1300 and three more credits from the courses listed in the Component Area Option and not used in another component area.

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.

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

Component Areas

Required Hours

Mathematics/Life and Physical Sciences

3

MATH 1314 College Algebra
MATH 1324 Mathematics for Business & Social Sciences
MATH 1332 Contemporary Mathematics I
MATH 1342 Elementary Statistical Methods
MATH 2312 Pre-Calculus Math
BIOL 1306/1106 Biology for Science Majors I
BIOL 1307/1107 Biology for Science Majors II
BIOL 1308/1108 Biology for Non-Science Majors I
BIOL 1309/1109 Biology for Non-Science Majors II
BIOL 1414 Introduction to Biotechnology I
BIOL 2301/2101 Anatomy & Physiology I
BIOL 2302/2102 Anatomy & Physiology II

BIOL 2404 Anatomy & Physiology (specialized, single-semester course, lecture + lab)
BIOL 2320/2120 Microbiology for Non-Science Majors
BIOL 2321/2121 Microbiology for Science Majors
CHEM 1406 Introductory Chemistry I (lecture + lab, allied health emphasis)
CHEM 1311/1111 General Chemistry I
CHEM 1312/1112 General Chemistry II
GEOL 1301/1101 Earth Sciences for Non-Science Majors I
GEOL 1303/1103 Physical Geology
GEOL 1304/1104 Historical Geology
GEOL 1305/1105 Environmental Science

Social and Behavioral Science

3

CRIJ 1307 Crime in America
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Macroeconomics
GEOG 1303 World Regional Geography
GOVT 2305 Federal Government
GOVT 2306 Texas Government
HIST 1301 United States History I
HIST 1302 United States History II
PSYC 2301 General Psychology
PSYC 2314 Lifespan, Growth & Development
SOC 1301 Introduction to Sociology
SOC 1306 Social Problems

Language, Philosophy, Culture/Creative Arts

3

ARTS 1301 Art Appreciation
DRAM 1310 Stagecraft I
HUMA 1301 Introduction to the Humanities
HUMA 1302 Introduction to the Humanities II
MUSI 1306 Music Appreciation
PHIL 1301 Introduction to Philosophy

Component Area Option

6

EDUC OR PSYC 1300 Learning Frameworks
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1321 Business & Professional Communication
ENGL 1301 Composition I
ENGL 1302 Composition II
ENGL 2311 Technical and Business Writing
SPAN 1411 Beginning Spanish I
SPAN 1412 Beginning Spanish II

OR.....

**Any of the courses listed above in the previous Component Areas may be used for the hours toward the Component Area Option.

Grayson College Degrees/Certificates and Majors

MAJOR: A major is defined as a subject area of specialization consisting of selected courses within one of the degree or certificate pathways.

		Hours Required
Associate of Arts (AA)		
General Studies	LIBA	60
Music	MUSI	60
Drama/Theatre	THEA	60
Associate of Science (AS)		
Biological and Physical Sciences	BPHS	60
Business Administration	BUAD	60
Computer Science/Computer Information Systems	CSCI	60
Engineering	ENGR	60
Kinesiology	PHED	60
General Studies	GNED	60
Mathematics	MATH	60
Associate of Arts in Teaching (AAT) Education		
8-12 Certification; EC-12 Other than Special Education	TECAOS	60
4-8 Certification; EC-12 Special Education Certification	TECAWS	60
EC-6 Certification	TECAGS	60
Associate of Applied Science (AAS)		
		Hours Required
Accounting	ACCT	60
Business and Management	BMGT	60
Child Development	CDE	60
Collision Repair Technology	CRT	60
Computer Aided Drafting & Design Technology (CADD)	DRAF	60
Computer Maintenance and Networking Technology	CMNT	60
Criminal Justice Technology	CRIJ	60
Culinary Arts	CHEF	60
Dental Assisting	DENT	60
Drug and Alcohol Abuse Counseling	CADA	60
Electrical Technology	ELCT	60
Heating, Air Conditioning, and Refrigeration Technology	RAC	60
Hospitality Management	HAMG	60
Medical Laboratory Technology	MLT	60
Nursing, Registered	NURS	60
Office and Computer Technology	OCT	60
Paramedicine	EMTP	60
Radiologic Technology	RADR	64
Viticulture and Enology	VIEN	60
Web Based Small Business Develop.	WBSBD	60
Welding	WELD	60
Certificate of Completion (CERT)		
Accounting	ACCTC	30
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	30
Child Care Administrator Certificate		
Collision Repair Technology		
Basic Collision Helper	CRTHC	16-19
Basic Collision Apprentice	CRTAC	33-39

Computer Aided Drafting & Design Technology (CADD)		
Computer Aided Drafting Technician	CADC	24
Drafting Assistant	DASTC	17
Computer Maintenance and Networking Technology		
Computer Network Administrator	CNAC	41
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	CRIJC	37
Culinary Arts	CHEFC	39
Basic Culinary Arts	CHEFBC	25
Dental Assisting	DENTC	35
Drafting (See CADD Technology)		
Drug & Alcohol Abuse Counseling		
Drug & Alcohol Abuse Counseling	CADAC	33
Mental Health Substance Abuse Prevention Certificate	MHSAPC	18
Electrical Technology		
Basic Electrical Technology ETP-1 Certificate	ELCTBC	22
Maintenance Electrician ETP'2 Certificate	ELCTMC	26
Advanced Electrical Technology ETP-3 Certificate	ELCTAC	42
Emergency Medical Services/Paramedicine	EMTPC	42
EMS Certificate of Completion	EMSC	16
Heating, Air Conditioning, and Refrigeration Technology		
Technician Apprentice	RACIC	32
Technician	RACTC	16
Hospitality Management		
Hospitality Management	HAMGC	37
Restaurant Management	HAMGRC	37
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
Web Based Small Business Development		
Web Based Small Business Development Certificate	WBSBDC	34
Web Based Small Business Foundation	WBSBFC	18
Welding		
Structural Welder	WELAC	16
Combination Welder	WELBC	36
Occupational Skills Awards		
Audio Engineering		
Business and Management Marketing Award	BMGTMS	9
Child Development Associate Award		
Child Development	CDECMS	9
Emergency Medical Services (EMT Basic) Award	EMTBMS	9

GRAYSON COLLEGE CURRICULUM

TRANSFER DEGREES

ASSOCIATE OF ARTS (AA)

General Studies

Associate of Arts Degree

The General Studies AA degree at Grayson College is designed for transfer into most Social or Behavioral Sciences, Humanities, Language, or Interdisciplinary Studies programs at four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's bachelor's degree for the students' desired major. This degree contains 42 hours of core coursework (see pages 53-56), 2 hours of science labs, and 16 hours of electives. Core courses and electives can be selected that are most likely to fill Bachelor's degree requirements if students know which transfer institution they will attend. Sample advising sheets for Arts, English, Sociology, Psychology, and Spanish can be found on the Grayson website.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	History Core	3
Mathematics Core	3	Academic Elective	3
HIST 1301 or 1302	3	Life & Physical Sciences Core	3
Life & Physical Sciences Core	3	Science Lab	1
Science Lab	1	Communication Core	3
EDUC/PSYC 1300 or		Component Area Option	1
Component Area Option	3		
	16		14

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305 or 2306	3	GOVT 2306 or 2305	3
Social & Behavioral Sciences Core	3	Creative Arts Core	3
Language, Philosophy & Culture Core	3	Academic Elective	3
Academic Elective	3	Academic Elective	3
Academic Elective	3	Academic Elective	3
	15		15

Please note: This is a sample degree plan only. All coursework will be customized to meet the needs of the desired major.

*To receive a General Studies Associate of Arts Degree, students must choose six hours from the following as their academic electives (courses cannot be repeated for credit): HIST 2321/2322, PHIL 1304, ENGL (2322, 2323, 2327, 2328, 2332, 2333, 2341, 2351), GEOG 1303, SPAN 2311/2312.

Music

Associate of Arts Degree

The Music AA degree at Grayson College is designed for transfer to four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Bachelor of Art degree in Music.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
MUSI 1311	3	MUSI 1312	3
MUSI 1116	1	MUSI 1117	1
MUSI 1114	1	MUSI 1115	1
MUAP 12XX	2	MUAP 12XX	2
MUEN 11XX OR MUSI 1159	1	MUEN 11XX OR MUSI 1157	1
EDUC/PSYC 1300 or Component Area Option 1	3	HIST 1301 or 1302	3
MUSI 1307	3	SPCH 1311, 1315 or 1321	3
		Mathematics Core	3
	14		17

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
MUSI 2311	3	MUSI 2312	3
MUSI 2116	1	MUSI 2117	1
MUSI 2114	1	MUSI 2115	1
MUAP 22XX	2	MUAP 22XX	2
MUEN 21XX or MUSI 1159	1	MUEN 21XX or MUSI 1157	1
GOVT 2305 or 2306	3	Life & Physical Sciences Core	3
ENGL 1301	3	Science Lab	1
		ENGL 1302	3
	14		15

Note: The AA in Music is a field of study degree and does not include the entire required core. Students are encouraged to take the remaining core courses before transferring.

Audio Engineering Marketable Skills Award

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
MUSC 1327	3	MUSC 2327	3
MUSC 1213	2	MUSB 1305	3
		MUSC 1321	3
	5		9

Theatre

Associate of Arts Degree

The Drama/Theatre AA degree at Grayson College is designed for transfer to four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Bachelor of Arts degree in Theatre.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DRAM 1351	3	DRAM 2331 or 1352	3
DRAM 1120	1	DRAM 2120	1
DRAM 1121	1	SPCH 1311, 1315 or 1321	3
DRAM 1330	3	History Core	3
ENGL1301	3	Mathematics Core	3
HIST 1301 or 1302	3	DRAM 1120 and/or DRAM 1121	1
EDUC/PSYC 1300 or Component Area Option 1	3		
	17		14

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DRAM 1341	3	Language, Philosophy & Culture Core	3
DRAM 1310	3	GOVT 2306	3
GOVT 2305	3	Life & Physical Sciences Core	3
Social & Behavioral Sciences Core	3	Science Lab	1
Life & Physical Sciences Core	3	DRAM 2121 or 1161	1
Science Lab	1	Component Area Option 2	1
DRAM 2120	1		
	17		12

ASSOCIATE OF SCIENCE (AS)

General Studies

Associate of Science Degree

The General Studies AS degree at Grayson College is designed for transfer into STEM, Social or Behavioral Sciences, Humanities, Language or Interdisciplinary Studies programs at four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's bachelor's degree for the students desired major. For a STEM major, we recommend taking elective courses in Science or Mathematics.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	History Core	3
Mathematics Core	3	Academic Elective	3
HIST 1301 or 1302	3	Life & Physical Sciences Core	3
Life & Physical Sciences Core	3	Science Lab	1
Science Lab	1	Communication Core	3
EDUC/PSYC 1300 or Component Area Option	3	Component Area Option	1
	16		14

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305 or 2306	3	GOVT 2306 or 2305	3
Social & Behavioral Sciences Core	3	Creative Arts Core	3
Language, Philosophy & Culture Core	3	Academic Elective	3
Academic Elective	3	Academic Elective	3
Academic Elective	3	Academic Elective	3
	15		15

Please note: This is a sample degree plan only. All coursework will be customized to meet the needs of the desired major.

Biological and Physical Sciences

Associate of Science Degree

The Biological and Physical Sciences major at Grayson College is designed for transfer to four-year institutions. All students are advised to counsel with the university/college of their choice to determine which courses offered at Grayson College are applicable to that institution's bachelor's degree in their desired major.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	ENGL 1302 or 1311	3
Life and Physical Sciences Core	3	Life and Physical Sciences Core	3
Science Lab	1	Science Lab	1
EDUC/PSYC 1300 or		ART 1301, DRAMA 1301 or MUSI 1306	3
Component Area Option	3	Component Area Option	3
Mathematics Core	3	History 1302 or 1302	3
History 1301 or 1302	3		
	16		16

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305 or 2306	3	GOVT 2305 or 2306	3
Biological & Physical Science Elective	3	Biological & Physical Science Elective	3
Science Lab	1	Science Lab	1
Biological & Physical Science Elective	3	Biological & Physical Science Elective	3
Science Lab	1	Science Lab	1
Language, Philosophy & Culture	3	GEOG 1302 or 1303	3
	14		14

Note: All sciences must be science major courses. Students are encouraged to select electives that meet the graduation requirement of the senior institution.

Business Administration

Associate of Science Degree

The Business Administration AS degree at Grayson College is designed for transfer to four-year institution. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Bachelor of Science degree in Business Administration.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	Component Area Option 2	1
HIST 1301	3	HIST 1302	3
MATH 1324 or higher	3	MATH 1325 or higher	3
EDUC/PHYC 1300 or		BUSI 1301	3
Component Area Option 1	3	Life & Physical Sciences Core	3
Life & Physical Sciences Core	3	Science Lab	1
Science Lab	1		
	16		14

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACCT 2301	3	ACCT 2302	3
ECON 2301	3	ECON 2302	3
Creative Arts Core	3	GOVT 2306	3
GOVT 2305	3	SPCH 1311 or 1321	3
BCIS 1305	3	Language, Philosophy & Culture Core	3
	15		15

Note: All science courses at Grayson College must be taken with their corresponding labs.

*SPCH 1321 is recommended.

All students must meet with a counselor or academic advisor to determine which courses will transfer to the four-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 to take COSC 1336 or BCIS 1322.

Computer Science/Computer Information Systems

Associate of Science Degree

The CSCI AS degree at Grayson College includes a state mandated core of 42 hours and is designed for transfer to four-year institutions. This particular degree plan is a road map for students who wish to major in Computer Science, Computer Information Systems, or Computer Engineering at the university level. All students should routinely consult with an academic advisor at the Grayson Computer Science department and with the university/college of their choice to determine which courses should be taken for its bachelor's degree in their desired major.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1336*	3	COSC 1437	4
EDUC/PSYC 1300 or Component Area Option	3	ENGL 1302, 2311 OR SPCH 1321	3
ENGL 1301	3	MATH 1324 or 2312	3
HIST 1301	3	Life & Physical Science Core**	3
MATH 1314	3	Approved Life & Physical Science Lab	1
	15		14

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 2336	3	COSC 2325	3
MATH 1342, 2413, ACCT 2301 or BCIS 1305	3	GOVT 2306	3
HIST 1302	3	ECON 2301 or 2302	3
GOVT 2305	3	ARTS 1301, DRAMA 1310 or MUSI 1306	3
HUMA 1301, PHIL 1301, 1304 or 2306	3	Approved Life & Physical Sciences Core**	3
	3	Approved Life & Physical Sciences Lab	1
	15		16

*COSC 1336 should be taken first semester.

**Approved Life and Physical Sciences Core: BIOL 1306/1106, BIOL 1307/1107, CHEM 1311/1111, CHEM 1312/1112, PHYS 1301/1101, PHYS 1302/1102, PHYS 2325/2125, PHYS 2326/2126. Choice should be approved by computer science faculty advisor.

Engineering

Associate of Science Degree

The Engineering AS degree at Grayson College is designed for transfer to four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Bachelor of Science degree in Engineering.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC/PSYC 1300 or Component Area Option 1	3	MATH 2413	4
GOVT 2305	3	ENGL 1302	3
ENGL 1301	3	GOVT 2306	3
HIST 1301 or 1302	3	History Core	3
MATH 2312	3	ENGR 1201	2
	<hr/> 15		<hr/> 15

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGR 2301	3	ENGR 2302	3
MATH 2414	4	PHYS 2326	3
Social & Behavioral Sciences Core	3	PHYS 2126	1
PHYS 2325	3	Creative Arts Core	3
PHYS 2125	1	Language, Philosophy, & Culture Core	3
		MATH 2320	3
	<hr/> 14		<hr/> 16

Kinesiology/Exercise Science

Associate of Science Degree

The Kinesiology/Exercise Science AS degree at Grayson College is designed for transfer to four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Kinesiology degree program.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	ENGL 1302 or SPCH 1311	3
MATH 1314	3	BIOL 1306	3
HIST 1301 or 1302	3	BIOL 1106	1
EDUC/PSYC 1300	3	MUSI 1306 or ARTS 1301	3
PHED 1304	3	GOVT 2305	3
		PHED 1301	3
	15		16

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HUMA 1301	3	SOCI 1301 or PSYC 2301	3
BIOL 2301	3	GOVT 2306	3
BIOL 2101	1	PHED 1308	3
History Core	3	PHED 2356	3
PHED 1338	3	PHED 1306	3
PHED 1164	1		
	14		15

Mathematics

Associate of Science Degree

The Mathematics AS degree at Grayson College is designed for transfer to four-year institutions. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's Bachelor of Science degree in Mathematics.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC/PSYC 1300 or Component Area Option 1	3	MATH 2413	4
Life & Physical Sciences Core	3	ENGL 1302	3
Science Lab	1	Life & Physical Sciences Core	3
ENGL 1301	3	Science Lab	1
HIST 1301	3	HIST 1302	3
MATH 2312	3	Creative Arts Core	3
	16		17

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305	3	GOVT 2306	3
MATH 2414	4	MATH 2415	4
Social & Behavioral Sciences Core	3	MATH 2320	3
Language, Philosophy & Culture Core	3	MATH 2318	3
		Academic Elective**	1
	13		14

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

ASSOCIATE OF ARTS IN TEACHING (AAT) EDUCATION

Education

Associate of Arts in Teaching Education Degree

7-12 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 Certificate 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	Approved Life & Physical Sciences Core*	3
Approved Math Core*	3	Approved Life & Physical Science Lab*	1
EDUC/PSYC 1300 or		HIST 1302	3
Approved Component Area Option	3	EDUC 2301	3
	15		16

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
TECA 1354	3	Creative Arts Core	3
GOVT 2305	3	GOVT 2306	3
Approved Life & Physical Sciences Core*	3	Component Area Option 2	1
Approved Life & Physical Science Lab*	1	Elective in Discipline*	3
Elective in Discipline**	3	Language, Philosophy, & Culture Core	3
Elective in Discipline**	3		
	16		13

**Check with your transferring university, suggested 12 credit hours in academic disciplines or content area of teaching.

*Approved Math core:

MATH 1314 College Algebra

MATH 1332 Contemporary Math

MATH 1342 Elementary Statistical Methods

*Approved Life & Physical Science core and course:

BIOL 1306 Biology for Science Majors I

BIOL 1307 Biology for Science Majors II

BIOL 1308 Biology for Non-Science Majors I

BIOL 1309 Biology for Non-Science Majors II

BIOL 2301 Anatomy & Physiology I

CHEM 1311 General Chemistry I

CHEM 1312 General Chemistry II

GEOL 1301 Earth Sciences for Non-Science Majors I

GEOL 1303 Physical Geology

GEOL 1304 Historical Geology

PHYS 1301 College Physics I

PHYS 1302 College Physics II
PHYS 1303 Stars and Galaxies
PHYS 1304 Solar System
PHYS 1315 Physical Science I

*Approved Language Philosophy and Culture core:

ENGL 2351 Mexican-American Literature
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 2306 Introduction to Ethics
SPAN 2311 Intermediate Spanish I (3rd semester Spanish)
SPAN 2312 Intermediate Spanish II (4th semester Spanish)

*Approved Creative Arts core:

ARTS 1301 Art Appreciation
DRAM 1310 Introduction to Theater
MUSI 1306 Music Appreciation

*Approved Component Area Option:

SPAN 1411 Beginning Spanish I
SPAN 1412 Beginning Spanish II
COSC 1301 Introduction to Computing
PHED 1164 Introduction to Physical Fitness and Wellness
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1321 Business & Professional Communication

Associate of Arts in Teaching Education Degree (Continued)

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; 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. This degree is for students who want to teach grades EC-Grade 4 and higher. All students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's bachelor's degree.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC 1301	3	ENGL 1302	3
ENGL 1301	3	MATH 1350 **	3
Approved Math Core*	3	Approved Life & Physical Sciences Core*	3
HIST 1301	3	Approved Life & Physical Science Lab*	1
EDUC/PSYC 1300 or		EDUC 2301	3
Component Area Option 1	3	History 1302	3
	15		16

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
TCEA 1354	3	GOVT 2306	3
MATH 1351	3	Approved Language, Philosophy & Culture	
GOVT 2305	3	Core*	3
Approved Life & Physical Sciences Core*	3	Approved Life & Physical Science Elective*	3
Approved Life & Physical Science Lab*	1	Approved Life & Physical Science Lab*	1
		Approved Component Area Option	3
		Approved Creative Arts Core*	3
	13		16

Check with a GC academic advisor and the receiving university/college for recommended courses.

*Approved Math Core:

MATH 1314 College Algebra

MATH 1332 Contemporary Math

MATH 1342 Elementary Statistical Methods

*Approved Life & Physical Science CORE and course:

BIOL 1306 Biology for Science Majors I

BIOL 1307 Biology for Science Majors II

BIOL 1308 Biology for Non-Science Majors I

BIOL 1309 Biology for Non-Science Majors II

BIOL 2301 Anatomy & Physiology I

CHEM 1311 General Chemistry I

CHEM 1312 General Chemistry II

GEOL 1301 Earth Sciences for Non-Science Majors I

GEOL 1303 Physical Geology

GEOL 1304 Historical Geology

PHYS 1301 College Physics I

PHYS 1302 College Physics II

PHYS 1303 Stars and Galaxies

PHYS 1304 Solar System

PHYS 1315 Physical Science I

*Approved Language Philosophy and Culture:

ENGL 2351 Mexican-American Literature
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy
PHIL 1304 Introduction to World Religions
PHIL 2306 Introduction to Ethics
SPAN 2311 Intermediate Spanish I (3rd semester Spanish)
SPAN 2312 Intermediate Spanish II (4th semester Spanish)

*Approved Creative Arts CORE

ARTS 1301 Art Appreciation
DRAM 1310 Introduction to Theater
MUSI 1306 Music Appreciation

*Approved Component Area Option

SPAN 1411 Beginning Spanish I
SPAN 1412 Beginning Spanish II
COSC 1301 Introduction to Computing
PHED 1164 Introduction to Physical Fitness and Wellness
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1321 Business & Professional Communication

**MATH 1314 required as prerequisite to MATH 1350 & 1351

Associate of Arts in Teaching Education Degree (Continued)
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. However, all students are advised to counsel with the university/college of their choice to determine if all courses recommended by Grayson College are applicable to that institution's bachelor's degree.

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
EDUC 1301	3	EDUC 2301	3
ENGL 1301	3	ENGL 1302	3
Approved Math Core	3	MATH 1350**	3
HIST 1301	3	Approved Life & Physical Sciences Core	3
EDUC/PSYC 1300 or		Approved Life & Physical Science Lab	1
Component Area Option 1	3	History 1302	3
	15		16

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
GOVT 2305	3	GOVT 2306	3
MATH 1351**	3	Language, Philosophy & Culture Core	3
Approved Life & Physical Sciences Core*	3	Approved Life & Physical Sciences Core*	3
Approved Life & Physical Science Lab*	1	Approved Life & Physical Science Lab*	1
TECA 1354	3	Approved Component Option Area*	3
		Approved Creative Arts Core*	3
	13		16

Check with a GC academic advisor and the receiving university/college for recommended courses.

*Approved Math Core:

MATH 1314 College Algebra
MATH 1332 Contemporary Math
MATH 1342 Elementary Statistical Methods

*Approved Life & Physical Science CORE and course:

BIOL 1306 Biology for Science Majors I
BIOL 1307 Biology for Science Majors II
BIOL 1308 Biology for Non-Science Majors I
BIOL 1309 Biology for Non-Science Majors II
BIOL 2301 Anatomy & Physiology I
CHEM 1311 General Chemistry I
CHEM 1312 General Chemistry II
GEOL 1301 Earth Sciences for Non-Science Majors I
GEOL 1303 Physical Geology
GEOL 1304 Historical Geology
PHYS 1301 College Physics I
PHYS 1302 College Physics II
PHYS 1303 Stars and Galaxies
PHYS 1304 Solar System
PHYS 1315 Physical Science I

*Approved Language Philosophy and Culture:

ENGL 2351 Mexican-American Literature
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy

PHIL 1304 Introduction to World Religions
PHIL 2306 Introduction to Ethics
SPAN 2311 Intermediate Spanish I (3rd semester Spanish)
SPAN 2312 Intermediate Spanish II (4th semester Spanish)

*Approved Creative Arts CORE

ARTS 1301 Art Appreciation
DRAM 1310 Introduction to Theater
MUSI 1306 Music Appreciation

*Approved Component Area Option CORE

SPAN 1411 Beginning Spanish I
SPAN 1412 Beginning Spanish II
COSC 1301 Introduction to Computing
PHED 1164 Introduction to Physical Fitness and Wellness
SPCH 1311 Introduction to Speech Communication
SPCH 1315 Public Speaking
SPCH 1321 Business & Professional Communication

**MATH 1314 required as prerequisite to MATH 1350 & 1351

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Accounting

Associate of Applied Science

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACCT 2301 or ACNT 1303 and 1304	3	ACCT 2302	3
ENGL 1301	3	MRGK 1311	3
BUSI 1301	3	BMGT 1327	3
ITSW 1304	3	ECON 2301	3
BUSG 1304	3	BMGT 1305	3
	15		15
SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1331	3	ACNT 2309	3
SPCH 1311 or SPCH 1321	3	BUSG 2305	3
Mathematics/Life & Physical Sciences	3	ACNT 2302 (CAPSTONE)	3
Language, Philosophy, Culture/Creative Arts	3	COSC 1301 OR COSC 1336	3
ACNT 1313	3	ACNT 1329	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 2301 or ACNT 1303 and 1304	3	ACCT 2302	3
BMGT 1327	3	ACNT1329	3
BUSI 1301	3	ACNT 1331	3
BMGT 1305	3	ITSW 1304	3
BUSG 1304	3	ACNT 1313	3
	<hr/> 15		<hr/> 15

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 Marketable Skills Award

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1303	3	ACCT 1313	3
ITSW 1304	3		
	<hr/> 6		<hr/> 3

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

Accounting Office Support
(Offered through the Office & Computer Technology Program)

Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFI 1301	3	ACNT 1304	3
POFT 1301	3	ACNT 1313	3
POFT 2303	3	ITSW 1307	3
POFI 2301	3	POFT 2312	3
ACNT 1303	3	POFT 1313 (Capstone)	3
ITSW 1304	3	POFT 2331	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.

Accounting Office Support Marketable Skills Award

(Offered through the Office & Computer Technology Program)

Subject	Semester Hours
POFI 1301	3
POFI 2301	3
ITSW 1304	3
	9

Administrative Assistant

(Offered through the Office & Computer Technology Program)

Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFT 1301	3	POFT 2312	3
POFI 2301	3	POFI 1301	3
POFT 2303	3	ACNT 1304	3
ACNT 1303	3	POFT 2331	3
		ITSW 1307	3
	<hr/>		<hr/>
	12		15

Third Semester	
Subject	Semester Hours
ITSW 1304	3
ITSC 2321	3
POFT 1313 (Capstone)	3
ACNT 1313	3
Elective	3
	<hr/>
	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.

Applications Software Specialist
(Offered through the Office & Computer Technology Program)

Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
POFT 2303	3	ITSC 2321	3
POFT 1301	3	POFT 2312	3
POFI 2301	3	ITSW 1307	3
ITSW 1304	3	POFT 1313 (Capstone)	3
ARTC 1325	3	POFI 1301	3
	15		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.

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—GC

ACCT 2301	4
BUSG 2309	3
MRKG 1311	3
BNKG 1366 or 1391	3
INSR 1351	3
AGMG 1311	3
BNKG 1303 (Capstone)	3

22

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

Bank Operations Certificate—GC

Completion of General Banking Certificate	22
Plus	
ACCT 2302	4
BNKG 1443	4
BMGT 1305	3
BUSI 1311 or MRKG 2333	3
BUSG 1303 or MRKG 1302	3
BNKG 1340 (Capstone)	3

20

Total for both certificates 42

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

Business and Management
Associate of Applied Science Degree

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ACNT 1303	3	ACNT 1304	3
BUSI 1301	3	BMGT 1305	3
BUSG 1304	3	BMGT 1327	3
BMGT 2309	3	ECON 2301	3
ITSC 1309	3	SPCH 1321 or SPCH 1311	3
	15		15

SOPHOMORE YEAR

First Semester		Second Semester	
BUSG 2305	3	ECON 2302	3
MRKG 1302 or MRKG 1311 or MRKG 2333	3	ENGL 1301	3
HRPO 2301	3	Mathematics/Life & Physical Sciences Core	3
BUSG 2309	3	Lang, Phil, Culture/Creative Arts Core	3
ACCT 2302	3	BMGT 1341 (Capstone)	3
	15		15

* SPCH 1321 preferred.

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

First Semester

Subject	Semester Hours
MRKT 1302	3
MRKT 1311	3
MRKT 2333	3
	9

Business Foundation

(Offered through the Business & Management Program)

Certificate Program*

ACNT 1303	3
BUSI 1301	3
BUSG 1304	3
BMGT 2309	3
ITSC 1309	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	3	BUSG 2305	3
BMGT 1305	3	MRKG 1302 or 1311 or MRKG 2333	3
BMGT 1327	3	HRPO 2301	3
ECON 2301	3	BUSG 2309	3
SPCH 1311 or 1321 Δ	3	ACCT 2302	4
		Capstone Exam	—
	15		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.

Δ SPCH 1321 is preferred.

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	3	DFTG 2331	3
DFTG 1317	3	DFTG 1433	4
SPCH 1311, 1315, or 1321	3	DFTG 2419	4
DFTG 1405	4	Social and Behavioral Science	3
Lang, Phil, Culture/Creative Arts Core	3		
	16		14

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DFTG 2402	4	DFTG 2440	4
DFTG 2417	4	DFTG 2438	4
DFTG 1445	4	DFTG 2450	4
ENGL 1301	3	MATH 1314	3
	15		15

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

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DFTG 1309	3	DFTG 2419	4
DFTG 1317	3	Speech 1311 or 1321	3
DFTG 1405	4		
	<hr/>		<hr/>
	10		7

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	3	DFTG 2331	3
DFTG 1317	3	DFTG 1433	4
SPCH 1311 or 1321	3	DFTG 2419	4
DFTG 1405	4		
	<hr/>		<hr/>
	13		11

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

Child Development

Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 1319	3	TECA 1303	3
CDEC 1323	3	TECA 1311	3
TECA 1354	3	ENGL 1301 or SPCH 1311	3
CDEC 1359	3	BIOL 1308, GEOL 1301 MATH 1332 or	3
EDUC/PSYC 1300	3	MATH 1342	
		CDEC 1313	3
	<hr style="width: 50px; margin: 0 auto;"/> 15		<hr style="width: 50px; margin: 0 auto;"/> 15

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 2326	3	CDEC 1356	3
TECA 1318	3	CDEC 2336	3
Approved Child Development Elective*	3	Approved Elective**	3
Creative Arts/Language, Philosophy, and		Approved Elective**	3
Culture Core	3	CDEC 2380 Cooperative Care	3
CDEC 2328	3		
	<hr style="width: 50px; margin: 0 auto;"/> 15		<hr style="width: 50px; margin: 0 auto;"/> 15

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

*Approved Child Development Electives: CDEC 1317, 1321, 1330, 1335, 1339, 1343, 1358, 2304, 2307, 2315, 2322, 2324, 2340, 2341 or Southeastern Oklahoma students see note below.

**Students transferring to Southeastern Oklahoma must take ENGL 1301, 1302 and SOCI 1301 as approved electives.

Child Development
(Offered through the Education Department)

Certificate Program

The Child Development Certificate Program is designed to allow students interested in the child-care industry or related fields to begin the education and training without pursuing an associate's degree. Once a student completes this certificate, they can easily continue on to their associate degree in this field.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 1319	3	TECA 1303	3
CDEC 1323	3	TECA 1311	3
TECA 1354	3	CDEC 1356	3
CDEC 1359	3	CDEC 1359	3
TECA 1318	3	CDEC 1313 Capstone_	3
	15		15

Child Development Administrator's Certificate
(Offered through the Education Department)

Certificate Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CDEC 2326	3	TECA 1318	3
CDEC 2328	3	TECA 1303	3
CDEC 1319	3	CDEC 1313	3
CDEC 1323	3	CDEC 2328	3
TECA 1354	3		
	15		12

Child Development—Marketable Skills Award
(Offered through the Education Department)

Certificate Program

Subject	Semester Hours
TECA 1354	3
CDEC 1359	3
CDEC 1319	3
	9

This award does not lead to national CDA credential.

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	5	ABDR 1555	5
ABDR 1431	4	ABDR 1558	5
ABDR 1307	3	WLDG 1430	4
		Mathematics/Life & Physical Sciences Core	3
	12		17

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ABDR 1411	4	ABDR 1453	4
ABDR 2502	5	BUSG 2309	3
SPCH 1311, 1315, or 1321	3	Lang, Phil, Culture/Creative Arts Core	3
Social & Behavioral Science Core*	3	ABDR 2355	3
		ENGL 1301	3
	15		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	5	ABDR 1555	5
ABDR 1431	4	ABDR 1558	5
		ABDR 1411	4
		ABDR 2502	5
		ABDR 1453	4
		ABDR 2355	3
	9	Any 2 of these courses	8-10
Third Semester		Fourth Semester	
ABDR 1555	5	ABDR 1555	5
ABDR 1558	5	ABDR 1558	5
ABDR 1411	4	ABDR 1411	4
ABDR 2502	5	ABDR 2502	5
ABDR 1453	4	ABDR 1453	4
ABDR 2355	3	ABDR 2355	3
Any 2 not yet completed	8-10	Any 2 not yet completed	8-10

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	5
ABDR 1431	4
	9
Second Semester	
Subject	Semester Hours
ABDR 1555	5
ABDR 1558	5
ABDR 1411	4
ABDR 2502	5
ABDR 1453	4
ABDR 2355	3
Any 2 of these courses	7-10

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

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 of Windows 7, LINUX and a full complement of network devices and protocols. 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	3	ITNW 1354	3
CPMT 1303	3	CPMT 2350	3
Elective*	3	CPMT 1345	3
ITNW 1325	3	Elective*	3
CPMT 1311	3	Mathematics/Life & Physical Science Core	3
	<hr style="width: 100%; border: 0.5px solid black;"/>		<hr style="width: 100%; border: 0.5px solid black;"/>
	15		15

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITSY 1300	3	CPMT 2345	3
ITNW 1351	3	CPMT 1349	3
SPCH 1311	3	Elective*	3
Elective*	3	ITSC 1316	3
Lang, Phil, Culture/Creative Arts Core	3	Social & Behavioral Science Core	3
	<hr style="width: 100%; border: 0.5px solid black;"/>		<hr style="width: 100%; border: 0.5px solid black;"/>
	15		15

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: EECT 1407, ITNW 1308, ITNW 1354, ITNW 2305, ITSC 1305, ITSW 1307, EECT 1303, CPMT 2388, CPMT 2389, CPMT 2688, COSC 1336, COSC 1337, COSC 2336, COSC 2330, IMED 1316, IMED 2315, CPMT 1391, ITSC 2339, ITSC 1309.

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 Operating Systems, and server administration. 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	3	CPMT 2350	3
CPMT 1311	3	CPMT 1345	3
ITNW 1325	3	ITSC 2339	3
CPMT 1303	3	ITSC 1416	4
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	12		13

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITNW 1354	3	CPMT 1349	3
ITNW 1308	3	ITNW 2305	3
		CPMT 2345	3
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	6		9

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, Windows 7, hardware devices and protocols. 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	4	CPMT 2350	3
CPMT 1311	3	CPMT 1345	3
ITNW 1325	3	ITSC 2339	3
CPMT 1303	3	ITSC1416	4
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 13		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 13

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ITNW 1354	3	CPMT 1349	3
ITSY 1300	3	ITNW 2305	3
		CPMT 2345	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 6		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 9

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.

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 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	3	CPMT 2350	3
CPMT 1311	3	CPMT 1345	3
ITNW 1325	3	ITSC 2339	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 9		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/> 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.

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	4	CSME 1453	4
CSME 1405	4	CSME 2401	4
CSME 1310	3	CSME 2343	3
CSME 1443	4	CSME 1451	4
	<hr/>		<hr/>
	15		15
Third Semester			
Subject	Semester Hours		
CSME1447	4		
CSME 2439	4		
CSME 2441	4		
	<hr/>		
	12		

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	3	CSME 1545	5
CSME 1547	5	CSME 2431	4
CSME 1521	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	5	CSME 2415	4
CSME 1434	4	CSME 2444	4
CSME 2414	4	CSME 2445	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.

Certificate Program

(Cosmetologist with at least one year of work experience in the cosmetology field)

The Instructor Program is a four-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

Subject	Semester Hours
CSME 1535	5
CSME 1434	4
CSME 2444	4
CSME 2445	4
	<hr/>
	17

Upon completion of 17 semester hours of instruction courses and completion of 500 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 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.

First Semester

Subject	Semester Hours
CSME 1430	4
CSME 1431	4
CSME 1441	4
CSME 1443	4
	<hr/>
	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

How will you make a difference? 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, probation and parole officers and more jails and 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. Many jobs in the criminal justice field require a college degree.

Each and every one of your professors in the criminal justice department has extensive real-world experience in the field.

The Criminal Justice Department at Grayson 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

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CRIJ 1301/CJSA 1322	3	CRIJ 2314/CJSA 1342	3
CRIJ 1310/CJSA 1327	3	CRIJ 1306/CJSA 1313	3
EDUC/PSYC 1300 or SPCH 1311, 1315, 1321	3	CRIJ 1307/CJSA 1312	3
ENGL 1301	3	HIST 1302	3
HIST 1301	3	ENGL 2311	3
	15		18

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CRIJ 2301/CJCR 2324	3	CRIJ 2328/CJSA 1359	3
CRIJ 2313/CJCR 1307	3	CJSA 2334	3
CRIJ 2323/CJSA 2300	3	Lang, Phil, Culture/Creative Arts Core	3
GOVT 2305	3	Mathematics/Life & Physical Science	
PSYC 2301 or SOCI 1301	3	Core	3
		Elective	3
	15		15

Criminal Justice Technology

Certificate Program

Law Enforcement Certificate

Any four CRIJ/CJSA/CJCR 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 (TCOLE) Basic Peace Officer Exam.

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

Culinary Arts

(Offered through the Hospitality/Culinary Arts Program)

Associate of Applied Science Degree

Students that complete the Culinary Arts program at Grayson 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 1205	2	Lang, Phil, Culture/Creative Arts Core	3
HAMG 1221	2	HAMG 1319	3
SPCH 1311 or 1321	3	PSTR 1301	3
ENGL 1301	3	CHEF 2231	2
MATH 1314 or MATH 1332	3	CHEF 1345	3
CHEF 1301	3		
	16		14

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HAMG 2301	3	RSTO 1304	3
HAMG1340	3	CHEF 1302	3
PSTR 2331	3	CHEF 1314	3
HAMG 1324	3	Social/Behavioral Science Core	3
CHEF 1310	3	CHEF 1164	1
		IFWA 1210	2
	15		15

*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	3	*CHEF 1345	3
CHEF 1205	2	*CHEF 2231	2
HAMG 1221	2	*CHEF 1302	3
HAMG 1340	3	*HAMG 1319	3
PSTR 1301	3	*IFWA 1210 or BIOL 1322	2
	<hr/>		<hr/>
	13		13

SOPHOMORE YEAR	
First Semester	
Subject	Semester Hours
CHEF 1314	3
RSTO 1304	3
PSTR 2331	3
CHEF 1310	3
CHEF 1164	1
	<hr/>
	13

*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.

Culinary Arts

(Offered through the Hospitality/Culinary Arts Program)

Basic Culinary Skills Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CHEF 1301	3	CHEF 1345	3
CHEF 1205	2	CHEF 1310	3
HAMG 1221	2	CHEF 2231	2
PSTR 1301	3	RSTO 1304	3
EDUC/PSYC 1300	3	POFT 1120	1
	<hr/>		<hr/>
	13		12

Dental Assisting

Certificate of Dental Assisting

The Dental Assisting Certificate is designed to prepare the student to function effectively as an integral member of the dental health care team. 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.

The Certificate of Dental Assisting is a nine and one-half month program. Upon completion, the graduate is eligible to file application to the State Board of Dental Examiners for registration. The graduate is also eligible to take the examination given by the Dental Assisting National Board (DANB) to become a Certified Dental Assistant (CDA). Becoming a RDA and CDA assures that the graduate is prepared to assist competently in providing quality dental care.

Prerequisites

Subject	Semester Hours
PSYC 2301	3
ENGL 1301	3
	6

Fall Semester		Spring Semester	
Subject	Semester Hours	Subject	Semester Hours
DNTA 1245	2	DNTA 1241	2
DNTA 1305	3	DNTA 1347	3
DNTA 1311	3	DNTA 1349	3
DNTA 1315	3	DNTA 1353	3
DNTA 1301	3	DNTA 1460	4
DNTA 1251	2	DNTA 2230	2
	16		17

Summer I Semester	
Subject	Semester Hours
DNTA 2260	2

Dental Assisting

Associate of Applied Science

The Associate of Applied Science degree in Dental Assisting is designed to prepare the student to function effectively as an integral member of the dental health care team. The AAS degree consists of nine and one-half months of dental assisting coursework following completion of the pre-requisite courses. Following graduation, the student will be eligible to sit for the exam to become a Certified Dental Assistant in addition to having an Associate of Applied Science degree.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	Arts 1301, Huma 1301, Musi 1306 or	
Math 1332, 1314, or 1342	3	Phil 1301	3
PSYC 2301	3	BIOL 2404	4
HIST 1301	3	SOCI 1301	3
		Educ/Psyc 1300, Spch 1311, 1321, or ENGL 2311	3
	12		13

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DNTA 1245	2	DNTA 1241	2
DNTA 1305	3	DNTA 1347	3
DNTA 1311	3	DNTA 1349	3
DNTA 1315	3	DNTA 1353	3
DNTA 1301	3	DNTA 1460	4
DNTA 1251	2	DNTA 2230	2
	16		17

SUMMER I SEMESTER

Subject	Semester Hours
DNTA 2260	2

Dental Assisting

Admission Requirements

1. Application to Grayson College. (Online at www.grayson.edu)
2. Application to the Dental Assisting Program (Paper application found in Information Packet)
3. Passed THEA or COMPASS or TSI waived
4. High School transcript or GED scores
5. Transcript for colleges or universities with cumulative GPA of 2.5 or higher
6. Documentation of required immunizations

Pre-Requisites:

ENGL 1301

PSYC 2301

Deadlines

The Dental Assisting Program accepts one class each fall. For fall admission, the last day to submit application and all required papers is April 30. Final transcripts for courses taken in the spring semester will be accepted until June 1.

****Please note that 24 applicants are accepted each year and applications may be accepted up to August if the class has not been filled.**

Turn in to the College

1. Online application for admission to GC
2. Official transcripts for all colleges previously attended

Turn in to the Dental Assisting Program

1. Unofficial copies of all transcripts
2. Dental Assisting program applications (Circle Dental Assisting)
3. Documentation of required immunizations

Selection and Acceptance Procedure

1. Applications are reviewed for required documentation by the Dental Assisting 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 unless additional time is requested in writing.
3. The number of students that can be admitted to the Dental Assisting program is limited by classroom and clinical space and by qualified faculty availability. Therefore, a selection procedure is used to identify candidates who are the most academically prepared.
4. Once all eligible applicants have been evaluated and ranked, students will be admitted from the highest ranking to the lowest, until all spaces are filled. If there are more eligible candidates than there are spaces available, a waiting list will be developed. Should spaces become available prior to the first day of class, applicants will be notified.
5. **Applicants will be notified in writing regarding selection or non-selection within 6 weeks of the April 30 deadline.**

Final Acceptance Requirements (Following notification of acceptance)

When an acceptance letter is received, instructions for the following will be included in the letter.

1. CPR Certification (American Heart Association for Healthcare Providers) must be completed **prior to FIRST DAY OF CLASS**. Must include a face to face skills demonstration.
2. Dental Examination must be completed prior to **FIRST DAY OF CLASS**.
3. Pass a urine drug screen and a criminal background check, as instructed by the program.

Required Immunizations

All students must submit a copy of the following immunizations with a valid stamp or signature, a signed statement from a physician, or lab report indicating serologic immunity. **Please note that some of these immunizations take up to six months to complete. Immunizations must be started in time to complete the series before the FIRST DAY OF CLASS. If unable to complete the series before the beginning of class, the applicant is not eligible for admission.**

1. TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)
One dose of the Tetanus/diphtheria/pertussis (Tdap) immunization within the last 10 years.
2. MEASLES, MUMPS, RUBELLA (MMR)
(Immunizations or blood test) If born after January 1, 1957 must have proof of two doses of the MMR vaccine administered on or after the 1st birthday and at least 30 days apart – or – proof of serologic confirmation of measles, mumps and rubella immunity – or- serologic evidence of infection.
3. VARICELLA (Chickenpox)(Immunization or blood test)
Series of two Varicella (Chickenpox) vaccines- or –serologic confirmation of immunity to Varicella
4. HEPATITIS B (Immunization or blood test)
Series of three hepatitis B vaccines- or- serologic confirmation of immunity to hepatitis B.
5. HEPATITIS A (Immunization or blood test)
)Complete series of two hepatitis A vaccines- or – serologic confirmation of immunity to hepatitis A.
6. INFLUENZA VACCINE
Annual influenza vaccination as recommended by the CDC in the fall of each year.
7. MENINGOCOCCAL VACCINE
All on-campus college students who are under the age of 22 must have the meningococcal vaccination within the previous five years and at least 10 days prior to the first day of class.

Due to compliance with clinical facility requirements and Texas Department of Health recommendations, GC Health Science programs may not waive immunization requirements for any reason. If immunizations are not complete, application to the program must be delayed.

Copies of records from physician's offices, public health department, public schools, other colleges and the military are acceptable. Students should provide a copy of the records. Please do not turn in the originals

Drafting Technology
see CADD Technology

Drug and Alcohol Abuse Counseling
(Social and Behavioral Sciences)

Associate of Applied Science Degree

Grayson College is proud to offer Drug and Alcohol Abuse Counseling programs in the challenging and rewarding field of Addiction Counseling. DAAC offers a two-year AAS degree program and a three semester Certificate Program. We also offer a two-semester Mental Health/Substance Abuse Prevention certificate. Chemical Dependency Counselors assist individuals in recovery to identify behaviors and problems relating to their addictions and then provide support for behavior change and maintenance of sobriety. Our curriculum combines theory and research with practical experience to prepare students for the kinds of situations they will encounter as counselors.

Our instructors are treatment professionals and leaders in the field of Addiction Counseling. Their experience is rooted in all levels of counseling. They maintain strong professional ties to respected organizations, such as the Texas Association of Alcoholism and Drug Abuse Counselors and National Association of Social Work, and they have a deep commitment to teaching how counseling and recovery can transform lives. Our advisory board members are experts in addiction and recovery and come from a broad spectrum of agencies and institutions.

The Grayson College Alcohol and Drug Abuse Counseling Associate of Applied Science (AAS) program meets educational requirements for those seeking certification from State of Texas as a **Licensed Chemical Dependency Counselor (LCDC)**.

Effective Jan. 1, 1992, Senate Bill 837 established the requirement that persons providing substance abuse counseling in the state of Texas must be licensed. In order to provide professional services in the field, one must have the status of Licensed Chemical Dependency Counselor (LCDC) or Counselor Intern (CI).

The requirements for licensure as a Licensed Chemical Dependency Counselor (LCDC) are:

- Degree in the Human Service, Bachelor or Graduate Degree for Human Service.
- Complete in the 336 hour practicum course, DAAC 2366.
- Request an application packet from the Texas Department of Health and Human Service; complete the application as prescribed in the packet. Two letters of reference from LCDC's must be obtained. Processing of applications will take 8-10 weeks.
- Pass Written Exam.
- 4000 hours of active and actual work experience in a substance abuse treatment facility must be completed before you will receive your license (even if you have passed the written exam).
- LCDC awarded.

Contact: Licensed Chemical Dependency Counselor Program
 Texas Department of State Health Services MC-1982
 1100 West 49th Street
 Austin, Texas 78756-3183, USA

Email: lcldc@dshs.state.tx.us
 Telephone: 1-800-832-9623
 Fax: (512) 834-6677

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
SCWK 1321	3	BIOL 1322	3
SCWK 2311	3	SCWK 2301	3
DAAC 1304	3	PSYC 2301	3
PSYC/EDUC 1300	3	SPCH 1311, 1315, 1321	3
ENGL 1301	3	DAAC 2330	3
	<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/>		<hr style="width: 100%; border: 0; border-top: 1px solid black; margin-top: 5px;"/>
	15		15

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DAAC 2341	3	Mathematics/Life & Physical Science Core	3
SCWK 2307 OR SCWK 1313	3	SOCI 1301	3
SCWK 2305	3	DAAC 2366	3
SCWK 1305	3	COSC 1301	3
SCWK 2331	3	Lang, Phil, Culture/Creative Arts	3
	<hr/>		<hr/>
	15		15

***NOTE:** DAAC 2366 Practicum: DAAC students must provide documentation of completed immunizations before entering the clinical site. This includes Hepatitis B series, MMR, Tdap, TB, and Varicella, Drug Screen and Background Check. CPR certification is also required. Some of these immunizations are taken in a series and can take up to 6 months to complete. CPR certification is also required.

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

Drug and Alcohol Abuse Counseling

Counseling 1 Certificate

The Drug and Alcohol Abuse Counseling Program Certificate is designed to provide cross-training for helping professionals in other disciplines, i.e. bachelor and master level social workers, counselors, psychologists, nurses, etc. The Certificate also trains students for employment as a counselor intern.

Students are required to complete a 336 hour Practicum experience at an approved agency before applying for Counselor Intern status from the Texas Department of Health and Human Services. *All DAAC Practicum students must provide documentation of completed immunizations before entering the clinical site. This includes Hepatitis B series, MMR, Tetanus, TB, and Varicella. CPR certification required. Some of these immunizations are taken in series and may take up to 6 months to complete.

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
SCWK 1321	3	SOCI 2340	3
SCWK 2311	3	DAAC 2307	3
DAAC 2341	3	DAAC 2330	3
DAAC 1304	4	SCWK 2301	3
ENGL 1301	3	SCWK 1305	3
	<hr/>		<hr/>
	15		15

Summer Session	
Subject	Semester Hours
DAAC 236	3

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

Drug and Alcohol Abuse Counseling

Mental Health/Substance Abuse Prevention

The Mental Health/Substance Abuse Prevention Certificate is designed to provide cross-training for helping professionals in the faith-based communities and the social services agencies. Upon completion of the 18 hours, completers will be granted the Mental Health/Substance Abuse Prevention Certificate focusing on Co-Occurring Disorders.

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
DAAC 1304	3	SCWK 2301	3
DAAC 2307	3	SCWK 2305	3
DAAC 1391	3	SCWK 2331	3
	<hr/>		<hr/>
	9		9

Electrical Technology

Associate of Applied Science

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ELPT 1221	2	ELPT 2305	3
ELPT 1215	2	ELPT 1325	3
ELPT 1311	3	ELPT 1329	3
ELTN 1391	3	ELPT 2164	1
CNBT 1300	3	ELTN 1343	3
	13		13

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	ITSC 1309	3
ELPT 1341	3	MATH 1332	3
ELPT 2343	3	ELPT 2165	1
ELPT 1357	3	Social & Behavioral Science Core	3
IEIR 1312	3	Lang, Phil, Culture/Creative Arts Core	3
ELPT 2319	3	ENGL 2311	3
	18		16

Electrical Technology

Certificate – Basic Electrical Technology ETP-1

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ELPT 1221	2	ELPT 2305	3
ELPT 1215	2	ELPT 1325	3
ELPT 1311	3	ELPT 1329	3
ELTN 1391	3		
CNBT 1300	3		
	13		9

Electrical Technology

Certificate – Maintenance Electrician ETP-2

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
CNBT 1300	2	ELPT 2305	3
ELPT 1215	3	ELPT 1325	3
ELPT 1311	3	ELPT 1341	3
	8		9

SOPHOMORE YEAR	
First Semester	
Subject	Semester Hours
ELPT 1357	3
ELPT 2319	3
ELPT 2350	3
	9

Electrical Technology

Certificate – Advanced Electrical Technology ETP-3

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ELPT 1221	2	ELPT 2305	3
ELPT 1215	2	ELPT1325	3
ELPT 1311	3	ELPT1329	3
ELTN 1391	3	ELPT 2164	1
CNBT 1300	3	ELTN 1343	3
	13		13

SOPHOMORE YEAR	
First Semester	
Subject	Semester Hours
ELPT 2343	3
ELPT 1341	3
IEIR 1312	3
ELPT 1357	3
ELPT 2319	3
ELPT 2165	1
	16

Emergency Medical Services

The Grayson College EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North
Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

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 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, 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 patients. 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.

Emergency Medical Technician – Certificate of Completion

The EMT 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. This course can be completed in one semester.

Paramedic – Certificate of Completion

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 paramedic; 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.

Paramedic – Associate of Applied Science

The Associate of Applied Science degree is identical to the Certificate of Completion for the Paramedic, but also includes the general education coursework required to be awarded the 60 hour Associate of Applied Science degree in Paramedicine.

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.

Admissions Requirements

General Admission Guidelines

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

In addition to the admission requirements of Grayson 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.** Application packets may be found under the EMS program information section of the Grayson College website. 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. Pre-Entrance Physical Exam and Health Statement** completed by approved medical professional.
- 2. Documentation of immunization*** as follows:
 - a. Tdap: within 10 years of clinical start date
 - b. Measles, *mumps, rubella*; two injections before clinical start date
 - c. *Varicella*; two doses of the vaccine, or documentation of serologic confirmation of immunity.
 - d. *Hepatitis A*; one injection before clinical start date, to be completed without schedule interruption**, or documentation of serologic confirmation of immunity.
 - e. *Hepatitis B*; three injections before clinical start date, without schedule interruption**, or documentation of serologic confirmation of immunity.
 - f. *Influenza, annual vaccine with the most up-to-date strain as recommended by the CDC in the fall of each year.*
 - g. *Negative tuberculosis skin test (or negative chest x-ray with positive skin test); within 6 months before clinical start date*

* Immunity may be documented with titer

Additional Application Documentation Required for Paramedic 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 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 and CPR for Healthcare Provider certifications throughout the paramedic course to remain eligible for clinical practice.

Selection and Acceptance Procedure

EMT Selection and Acceptance:

Applications for Emergency Medical Technician 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 will not be accepted after the last date of registration.

Paramedic Selection and Acceptance:

Applications for 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 applicant's score on the FISDAP entrance exam.

Applicants with the highest score will be selected for the waiting list first. In the case where applicants having equal scores 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

1. Attend a scheduled mandatory orientation day on campus.
 - a. EMT orientation is scheduled for the first class day
 - b. Paramedic orientation is published in the Paramedic Application Packet
2. Pass a urine drug screen (at the student's expense and completed as scheduled through a GC approved company).
3. Pass a criminal background check (at the student's expense and completed as scheduled through a GC approved company).
4. Documentation of clinical readiness (Completion of immunizations and required medical exam).

Transfer of EMT Coursework

Students who completed EMT coursework at a college or university other than GC must submit official transcripts from each college or university previously attended to the GC Office of Admissions and Records, and submit a copy (official or unofficial) of the transcript attached to the EMS Admissions Application. EMT 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 College EMS Education program is eligible for financial assistance. It is the student's responsibility to contact the GC Financial Aid department for more information.

Scholarships

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

Awards/ Degree Plans

Certification of Completion- EMT

The Certificate of Completion- EMT follows the National EMS Education Standards (2009) 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. 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-EMT from Grayson College and may be eligible to sit for the National Registry examination to become certified at the EMT level. The Nationally Certified EMT may be eligible to apply for EMT/Basic licensure with the Texas Department of State Health Services. 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.

Individuals not seeking a Level One Certificate of Completion can complete the nine (9) hours of EMSP coursework to be eligible to test for the NREMT certificate exam.

First Semester—Fall or Spring

Subject	Semester Hours
AA/AS CAO CORE	3
EMSP 1501	5
EMSP 1160	1
EMSP 2305	3
BIOL 2404	4

16

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

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

*The Nationally Certified EMT may be eligible to apply for EMT/Basic licensure with the Texas Department of State Health Service.

Certificate of Completion in Paramedicine

The Certificate of Completion in Paramedicine follows the National EMS Education Standards (2009) 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. 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 College and may be eligible to sit for the National Registry examination to become certified at the Advanced EMT (AEMT) or Paramedic levels. The Nationally Certified AEMT may be eligible to apply for EMT/Intermediate licensure with the Texas Department of State Health Services. The Nationally Certified Paramedic may be eligible to apply for EMT/Paramedic licensure with the Texas Department of State Health Services. The 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		Second Semester—Winter Mini	
Subject	Semester Hours	Subject	Semester Hours
EMSP 1338	3	EMSP 1161	1
EMSP 1356	3		
EMSP 1355	3		
EMSP 2206	2		
EMSP 2137	1		
EMSP 1149	1		
	13		1
Third Semester—Spring		Fourth Semester—Spring Mini	
Subject	Semester Hours	Subject	Semester Hours
EMSP 2444	4	EMSP 2162	1
EMSP 2434	4		
EMSP 2330	3		
EMSP 2237	2		
EMSP 1147	1		
EMSP 2135	1		
	15		1
Fifth Semester—Summer I		Sixth Semester—Summer II	
Subject	Semester Hours	Subject	Semester Hours
EMSP 2563	5	EMSP 2143	1
	5		1

Capstone Requirement: All students must complete the capstone requirement: Pass capstone 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 GC Certificate of Completion in Paramedicine requires that the third, fourth, fifth, and sixth semester Paramedic courses be successfully completed at GC.

Associate of Applied Science, Paramedicine

The Associate of Applied Science degree in Paramedicine follows the National EMS Standards (2009) 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. 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 Paramedics. The National Certified Paramedic who has earned an associate degree in paramedicine may be eligible to apply for Licensed Paramedic with the Texas Department of State Health Services. The 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 2404	4	Social/Behavior Science Core	3
ENGL 1301	3	Lang, Phil, Culture/Creative Arts	3
SPCH 1311 or SPCH 1315 or SPCH 1321	3	Mathematics. Life & Physical Science Core	3
Elective	2	AA/AS CAO Core	3
	12		12

SOPHMORE YEAR

Third Semester-Fall		Fourth Semester-Winter Mini	
Subject	Semester Hours	Subject	Semester Hours
EMSP 1338	3	EMSP 1161	1
EMSP 1356	3		
EMSP 1355	3		
EMSP 2206	2		
EMSP 2137	1		
EMSP 1149	1		
	13		1

Fifth Semester-Spring

Subject	Semester Hours
EMSP 2444	4
EMSP 2434	4
EMSP 2330	3
EMSP 2237	2
EMSP 1147	1
EMSP 2135	1
	15

Sixth Semester-Spring Mini

Subject	Semester Hours
EMSP 2162	1
	1

Seventh Semester-Summer I

Subject	Semester Hours
EMSP 2563	5
	5

Eighth Semester- Summer II

Subject	Semester Hours
EMSP 2143	1
	1

Capstone Requirement: All students must complete the capstone requirement: Pass capstone 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 Associate of Applied Science Degree in Paramedicine requires that the fifth, sixth, seventh, and eighth semester Paramedic courses be successfully completed at GC.

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	4	HART 1445	4
HART 1401	4	HART 2442	4
ENGL 1301	3	Social/Behavioral Science	3
Elective	3	SPCH 1311, 1315, or 1321	3
MATH 1314, 1332, or 1342	3		
	17		14

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
HART 2436	4	HART 2445	4
Lang, Phil, Culture/Creative Arts	3	DFTG 1317	3
Math/Life & Physical Science Core	4	BUSG 2309	3
HART 2449	4	HART 1441	4
	15		14

HART 1445, HART 2442, HART 2436, HART 2445 and HART 1441 are taught on a rotating basis. Two classes every 3rd semester.

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

Heating, Air Conditioning & Refrigeration Technician Apprentice
(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	4	HART*	4
HART 1401	4	HART*	4
	8		8

*Any two of the six (6) remaining HART courses. HART 1445, HART 2442, HART 2449, HART 2436, HART 2445 and HART 1441 are taught on a rotating basis. Two classes every 3rd semester.

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	4	HART*	4
HART 1401	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 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 1205	2	Social/Behavioral Science Core	3
HAMG 1340	3	*CHEF 1301	3
HAMG 1221	2	HAMG 1319	3
ENGL 1301	3	HAMG 1324	3
MATH 1332 or 1314	3	HAMG 1213	2
		HAMG, PSTR, CHEF or FDST Elective	3
	13		17

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
SPCH 1311 or 1321	3	HAMG 2305	.3
*CHEF 2231	2	HAMG 2332	3
HAMG 2301	3	HAMG 2337	3
HAMG 2307	3	*RSTO 1304	3
Lang, Phil, Culture/Creative ARTS CORE	3	HAMG 2167	.1
		CHEF 1314	3
	14		16

*Completion of CHEF 1305 with a grade of "B" or higher and a valid Servsafe certification is a prerequisite for CHEF 1301, 2331, 1314 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	3	HAMG 2332	3
*CHEF 1205	2	CHEF 1301	3
HAMG 1221	2	HAMG 1319	3
HAMG 1340	3	HAMG 1324	3
RSTO 1304	3	HAMG 2337	3
HAMG 2307	3	HAMG 1213	2
	<hr/>		<hr/>
	16		17

Summer Semester

Subject	Semester Hours
HAMG 2167	1
HAMG 2305	3
	<hr/>
	4

*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	3	COSC 1437	4
ITNW 1325	3	ITSW 1307	3
CPMT 1311	3	CPMT 1345	3
	<hr/>		<hr/>
	9		9

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

Mechatronics Technician

(Offered through the Industrial Equipment Maintenance & Repairers Program)

Certificate Program

First Semester	
Subject	Semester Hours
HART 1401	4
WLDG 1421	4
HART 1407	4
DFTG 1405	4
	<hr/>
	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	3	POFT 2312	3
HITT 1305	3	ITSW 1304	3
POFT 2303	3	HITT 1341	3
POFI 2301	3	POFT 2331	3
POFI 1301	3		
	15		12

Summer I		Summer II	
Subject	Semester Hours	Subject	Semester Hours
HITT 1311	3	HITT 1353	3
HITT 2346	3		
	6		3

Third Semester	
Subject	Semester Hours
POFT 1313 (Capstone)	3
POFM 1317	3
	6

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

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 (college) and TSI assessment test 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. TSI 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.

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 GC approved company). Criteria that prevent attendance at clinical sites and/or require withdrawal from the course are stipulated in the related GC Health Science policy.

Students who are certified phlebotomists, or have recent documented experience as a phlebotomist may request credit for PLAB1223 and PLAB 1160 or 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.

Documentation required by the State of Texas to provide proof of Immunization or 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

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
MLAB 1291	2	MLAB 2331	3
MLAB 1201	2	MLAB 1315	3
MLAB 1335	3	MLAB 1127	1
PLAB 1160	2	MLAB 1311	3
ENGL 1301	2	MLAB 1231	2
PLAB 1223	2	Humanities/Fine Arts	3
	15		15

SOPHOMORE YEAR

Summer Session	
Subject	Semester Hours
SPCH 1311, 1315, or 1321	3
BIOL 2404	4
	7

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
MLAB 2434	4	MLAB 2660	6
MLAB 2401	4	MLAB 2661	6
MLAB 2238	2		
PSYC 2301	3		
	13		12

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

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 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 Accreditation Commission for Education in Nursing (ACEN).**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, since these eligibility issues also prevent the student from enrolling in the clinical courses. Information about eligibility is available in the RN 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. The applicant should request the RN 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 RN 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 RN Information Packet.

Minimum Admission Requirements:

1. Admission to Grayson College.
2. Completion of the RN Information Packet (available by emailing nursing@grayson.edu).
3. HESI Admission test score of 75 or higher on cumulative total of required sections. (May be taken twice in a 12 month period from the first testing date; 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. Completion of the pre-requisite math course (MATH 1314 – College Algebra) or (MATH 1342 – Statistics).
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.

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 passed the HESI Admission Test. Detailed information about the test is provided in the RN Information Packet.

Required Immunizations

All students must submit a copy of the following immunizations with a valid stamp or signature, signed statement from a physician, or lab report indicating serologic immunity. Please note that some of these immunizations take up to six months to complete. Immunizations must be started in time to complete the series before the FIRST DAY OF CLASS. If unable to complete the series before beginning of class, the applicant is not eligible for admission.

1. Tetanus / Diphtheria / Pertussis (Tdap)

One dose of the Tetanus / diphtheria / pertussis (Tdap) immunization within the last 10 years.

2. Measles, Mumps, Rubella (MMR) (Immunization or blood test proving immunity)

If born after January 1, 1957, must have proof of two doses of the MMR vaccine administered on or after the 1st birthday and at least 30 days apart – or – proof of serologic immunity.

3. Varicella (Chickenpox) (Immunization or blood test proving immunity)

Series of two Varicella vaccines at least 30 days apart – or – proof of serologic immunity.

4. Hepatitis B (Immunization or blood test proving immunity)

Series of three Hepatitis B vaccines – or proof of serologic immunity

5. Hepatitis A (Immunization or blood test proving immunity)

Series of two Hepatitis A vaccines – or proof of serologic immunity

6. Influenza Vaccine

Annual influenza immunization as recommended by the CDC in the fall of each year.

Due to compliance with clinical facility requirements and the Texas Department of Health recommendations, GC Health Science programs may not waiver immunization requirements for any reason. If immunizations are not complete, application to the program must be delayed.

Copies of records from physician's offices, public health department, public schools, other colleges and the military are acceptable. Students should provide a copy of the records. Please do not turn in the originals.

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 (Microbiology, and Anatomy & Physiology I & II) earn points based on grade received.

A = 6 points	
B = 4 points	
C = 2 point	Maximum = 18 points
 - b. Required academic courses earn one (1) point for each course completed with a "C" or better. (English Composition I, General Psychology, Language/Philosophy/Culture/Creative Arts Core, Algebra/Statistics, and Life Span Psychology.)

	Maximum = 5 points.
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 - 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. Grayson College Service Area residency.

	Maximum = 2 points
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 - e. The total maximum number of points that can be earned is 28 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 via email regarding selection or non-selection within six weeks of final deadline date. Final acceptance is contingent upon completion of final acceptance requirements, listed below:

Final Acceptance Requirements (Following notification of admission)

1. Complete background checks required by the Board of Nursing within the time frame specified in the acceptance letter. Failure to do so will result in loss of accepted status.
2. Return form verifying intent to accept or decline admission.
3. Complete mandatory orientation requirements.

- 4 Pass a urine drug screen (as stipulated by the nursing program).
5. Pass an additional background check (as stipulated by the nursing program).
- 6 Obtain CPR certification. (American Heart; Healthcare Provider level with a face to face demonstration check off).
- 7 Submit proof of a current negative TB (tuberculosis) test or negative chest x-ray.
8. Obtain annual influenza vaccination as recommended by the CDC in the fall of each year.
9. Obtain a physical exam from a healthcare provider (form provided with acceptance packet).

Transfer of College Coursework

Students who desire admission via transfer to GC must adhere to the GC course transfer policies outlined in the *GC Student Handbook*. This includes submitting official copies of 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 GC. Nursing courses are accepted for transfer only with prior approval of the ADN Program Director.

Students wishing to transfer nursing courses should request an Information Packet at nursing@grayson.edu. Copies of course syllabi from all previous nursing courses must be submitted to the ADN Program Director to determine eligibility for transfer. Applicants must also provide a letter from the previous nursing program director stating that the applicant is currently passing and in good standing.

Contact information regarding program approval and accreditation:

*Texas Board of Nursing
333 Guadalupe St #3-460
Austin, Texas 78701
Ph: (512) 305-7400
www.bon.state.tx.us

Accreditation Commission for Education in Nursing
33 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Ph: (404) 975-5000
www.acen.org

Associate Degree Nursing
Associate of Applied Science Degree

PREREQUISITES

Subject	Semester Hours	Subject	Semester Hours
BIOL 2401 OR 2301 & 2101	4	BIOL 2402 OR 2302 & 2102	4
		MATH 1314 or 1342	3
	4		7

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 1423	4	RNSG 2404	4
RNSG 1119	1	RNSG 1144	1
RNSG 1360	3	RNSG 1461	4
BIOL 2420 or 2320 & 2120	4	ENGL 1301	3
PSYC 2301	3		
	15		12

Summer I		Summer II	
Subject	Semester Hours	Subject	Semester Hours
Lang/Phil/Culture/Creative Arts Core	3	PSYC 2314	3
	3		3

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 2414	4	RNSG 2435	4
RNSG 2462	4	RNSG 2463	4
	8		8

Capstone Requirement: An external exit exam requirement is included in RNSG 2435, the capstone nursing course.

LVN to RN Transitional Entry (TE) Option

The nursing program facilitates upward educational mobility for the licensed vocational/practical nurse by offering advanced placement into the nursing program through two transitional entry courses (RNSG 1413 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 3 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 1 or 2 in the generic program.

Upon successful completion of the two TE courses, students receive 11 semester credits for prior vocational nursing courses. TE students then continue in the nursing program following the traditional ADN 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 program is provided in a TE information packet, available by sending an email request to 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 College.
2. Completion of the T.E. Information Packet (available by request at nursing@grayson.edu).
3. Hesi Admission test score of 75 or higher on cumulative total of required sections. (May be taken only twice in a twelve month period from the first test; 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. Satisfactory completion (grade of "C" or better) of the program prerequisites required for admission and required co-requisite courses, including: Anatomy and Physiology courses 1 & 2 and Microbiology within three attempts and within the past 10 years; General Psychology, Lifespan Growth and Development, English I, and Math (College Algebra or Statistics).
7. Completion of required immunizations. (See Immunization Requirements under the Associate Degree Nursing section). Some of these immunizations are taken as a series and may take up to 6 months to complete.
8. Submission of copy of current VN license
9. Transcript showing successful completion of a Vocational/Practical Nursing Program
10. Letter from current employer stating length and type of employment (one year of clinical experience as an LVN/LPN is preferred)
11. 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 passed the HESI 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 (Microbiology, and Anatomy & Physiology 1 & 2) earn points based on the grade received.
 - For 4 credit hour courses
 - A = 6 points
 - B = 4 points
 - C = 2 point
- For each separate theory / lab course**
A=3 points
B=2 points
C=1 point

Maximum = 18 points.

- b. Required academic courses earn one (1) point for each course completed with a "C" or better.
(English Composition I, General Psychology, Life Span Growth and Development, Algebra/Statistics and Language/Philosophy/Culture/Creative Core course).

Maximum = 5 points.

- c. Hesi 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. Grayson College Service district residency.

Maximum = 2 points.

- e. The total maximum number of points that can be earned is 28 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 via email regarding selection or non-selection within six weeks of final transcript submission. Final acceptance is contingent upon completion of final acceptance requirements, listed below:

Final Acceptance Requirements (Following notification of admission)

1. Complete background checks required by the Board of Nursing within the time frame specified in the acceptance letter.
Failure to do so will result in loss of accepted status.
2. Return form verifying intent to accept or decline admission.
3. Complete mandatory orientation requirements.
4. Pass a urine drug screen (as stipulated by the nursing program).
5. Pass an additional background check (as stipulated by the nursing program).
6. Obtain CPR certification. (American Heart ~~or Red Cross~~; Healthcare Provider level with a face to face demonstration check off).
7. Submit proof of a current negative TB (tuberculosis) test or negative chest x-ray.
8. Obtain annual influenza vaccination as recommended by the CDC in the fall of each year.
9. Obtain a physical exam from a healthcare provider (form provided with acceptance packet).

Contact information regarding program approval and accreditation:

*Texas Board of Nursing
333 Guadalupe St #3-460
Austin, Texas 78701
Ph: (512) 305-7400
www.bon.state.tx.us

**Accreditation Commission for Education in Nursing
33 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Ph: (404) 975-5000
www.acen.org

PREREQUISITES

Subject	Semester Hours	Subject	Semester Hours
BIOL 2401 OR 2301 & 2101	4	BIOL 2402 OR 2301 & 2102	4
BIOL 2420 or 2320 & 2120	4	PSYC 2314	3
PSYC 2301	3	ENGL 1301	3
		MATH 1314 or 1342	3
	11		13

CO-REQUISITES

Subject	Semester Hours
Lang/Phil/Culture/Creative Arts Core	3
	3

NURSING COURSES

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RNSG 1227	2	RNSG 2414	4
RNSG 1413	4	RNSG 2462	4
	6		8
Third Semester			
Subject	Semester Hours		
RNSG 2435	4		
RNSG 2463	4		
	8		

Upon successful completion of the two TE courses, the TE student will receive 11 semester credits for courses equivalent to vocational nursing courses to make a total of 60 hours

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.

Office and Computer Technology

Associate of Applied Science Degree

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
ENGL 1301	3	ACNT 1304	3
POFT 1301	3	POFT 2312	3
ACNT 1303	3	POFI 1301	3
Social and Behavioral Science Core	3	POFI 2301	3
		POFT 2303 or ARTC 1325	3
	12		15

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
Math/Life and Physical Science Core	3	POFT 2331	3
SPCH 1311 or 1321	3	ACNT 1313	3
Lang, Phil, Culture/Creative Arts Core	3	ITSW 1307	3
ITSW 1304	3	POFT 1313 (Capstone)	3
ITSC 2321	3	Elective	3
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.

Police Academy

The Texoma Regional Police Academy (TRPA) at Grayson College offers a 22 week (864 hours) daytime program designed to prepare students for a very exciting, challenging, and rewarding career in law enforcement. TRPA also offers a 44 week part time evening 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 College. The police academy is accredited by The Texas Commission on Law Enforcement.TCOLE.

Throughout the program, students will participate in classroom instruction and live training exercises. Individuals completing the day or night Academy and passing the TCOLE 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.

At least 21 years of age at the time of graduation from the course.

Be of good moral character.

Provide a completed application form to the Texoma Regional Police Academy and be interviewed personally.

Comply with all TCOLE Minimum Standards for Licensing. (Go to <http://www.tcole.texas.gov/>. Help and Resources; Rules and Policy; Commission Rules; Par 7 Chapter 215; 215.15.

Submit to electronic fingerprinting by Murphy Trust USA, and cleared by TCOLE.

Take a psychological exam with a reading test: score a 12th grade reading level.

Enroll in Grayson College.

For more information about the program contact the Police Academy at 903-463-8710 or access the Police Academy website at <http://www.grayson.edu/programs-and-majors/criminal-justice/police-academy.html>

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

25

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.

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 GC 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 stethoscope 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. 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 College
- Completed GC 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

Completion of all prerequisite coursework including Anatomy & Physiology I and II, General Psychology, English I, and a Fine Arts / Humanities Core course.

Documentation of having completed all required immunizations.

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 points 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 Radiography.

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 scheduled through a GC approved company.

Candidates will be notified in writing via US mail.

Required Immunizations

All students must submit a copy of the following immunizations with a valid stamp or signature, signed statement from a physician, or lab report indicating serologic immunity. Please note that some of these immunizations take up to six months to complete. Immunizations must be started in time to complete the series before the FIRST DAY OF CLASS. If unable to complete the series before beginning of class, the applicant is not eligible for admission.

1. Tetanus / Diphtheria / Pertussis (Tdap)

One dose of the Tetanus / diphtheria / pertussis (Tdap) immunization within the last 10 years.

2. Measles, Mumps, Rubella (MMR) (Immunization or blood test proving immunity)

If born after January 1, 1957, must have proof of two doses of the MMR vaccine administered on or after the 1st birthday and at least 30 days apart – or – proof of serologic immunity.

3. Varicella (Chickenpox) (Immunization or blood test proving immunity)

Series of two Varicella vaccines at least 30 days apart – or – proof of serologic immunity.

4. Hepatitis B (Immunization or blood test proving immunity)

Series of three Hepatitis B vaccines – or proof of serologic immunity

5. Hepatitis A (Immunization or blood test proving immunity)

Series of two Hepatitis A vaccines – or proof of serologic immunity

6. Influenza Vaccine

Annual influenza immunization as recommended by the CDC in the fall of each year.

Due to compliance with clinical facility requirements and the Texas Department of Health recommendations, GC Health Science programs may not waiver immunization requirements for any reason. If immunizations are not complete, application to the program must be delayed.

Copies of records from physician's offices, public health department, public schools, other colleges and the military are acceptable. Students should provide a copy of the records. Please do not turn in the originals.

PREREQUISITES

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
BIOL 2301	3	BIOL 2302	3
BIOL 2101	1	BIOL 2102	1
PSYC 2301	3	ENGL 1301	3
Huma / Arts Core	3		
	10		7

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RADR 1301	3	RADR 1213	2
RADR 1303	3	RADR 2401	4
RADR 1311	3	RADR 2313	3
RADR 1160	1	RADR 1361	3
	10		12

Summer (12 weeks)

Subject	Semester Hours
RADR 1262.	2
	2

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
RADR 2217	2	RADR 2233	2
RADR 2305	3	RADR 2235	2
RADR 2463	4	RADR 2431	4
RADR 2309	3	RADR 2367	3
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	12		11

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	3	SPCH 1311 or 1321	3
*CHEF 1205	2	HAMG 1319	3
HAMG 1221	2	HAMG 1324	3
HAMG 1340	3	HAMG 2337	3
HAMG 2305	3	RSTO 1304	3
CHEF 1301	3	HAMG 2307	3
	<hr/>		<hr/>
	16		18

Summer Semester

Subject	Semester Hours
HAMG 2167	1
CHEF 2231	2
	<hr/>
	3

*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.

Viticulture and Enology

Associate of Applied Science Degree

The grape and wine industry is rapidly growing in Texas and across the United States. The Viticulture and Enology Program at Grayson is designed to prepare students for a variety of career opportunities including starting a commercial vineyard and winery. Most courses are offered as hybrid with a combination of Internet and weekend classroom instruction. This accommodates students who cannot commit to traditional weekday classes without sacrificing hands-on learning. The Viticulture and Enology Program maintains a 3-acre vineyard, an extensive wine laboratory, and an instructional winery. All serve as an excellent learning resources for students.

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1323	3	FDST 2320	3
Social & Behavioral Science Core	3	MRKG 1191	1
FDST 1370	3	Lang, Phil, Culture/Creative Arts Core	3
ENGL 1301	3	Mathematics/Life & Physical Science Core	3
Mathematics/Life & Physical Core	3	Social and Behavioral Science Core	3
	15		13

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1320	3	FDST 2319	3
Lang, Phil, Culture/Creative Arts Core	3	FDST 2330	3
SPCH 1311, 1315, or 1321	3	*Elective	5
FDST 2371	3	FDST 2286	2
FDST 2433	4	Social & Behavioral Science Core	3
	16		16

*Elective must be approved by program coordinator.

Viticulture

Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1323	3	FDST 2320	3
FDST 1370	3	FDST 2371	3
Mathematics/Life & Physical Science Core	3	FDST 2286	2
	<hr/>		<hr/>
	9		8

Enology
Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
FDST 1320	3	FDST 2319	3
FDST 2371	3	FDST 2330	3
/Mathematics/Life & Physical Science Core	3	FDST 2286	2
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	9		8

Vocational Nursing

The Grayson College Vocational Nursing program requires 46 credit hours and can be completed in 12 months. The Vocational Nursing Program meets five days a week and is considered a full time program. Classes begin in August and students complete three (3) semesters with scheduled breaks, completing the program the next August. The curriculum includes classroom, skills lab, and clinical courses. Clinical course rotations may vary to include day or evening shifts. Students must satisfactorily 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 successful completion of the program, graduates are awarded a Certificate of Completion in vocational nursing. Graduates must subsequently apply to take the NCLEX-PN® exam. If successfully completed, the graduate will be issued a license to practice nursing as a licensed vocational nurse (LVN) by the Texas Board of Nursing.

Detailed information about the program is provided in an information packet, available by sending an email request to drydene@grayson.edu. The applicant should request the Vocational Nursing Information Packet. The 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 vocational 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 VN 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 Vocational Nursing Program. To be considered for acceptance into the program, applicants must submit all required application information by the deadlines posted in the VN Information Packet.

Minimum Admission Requirements:

1. Admission to Grayson College
2. Application to the Vocational Nursing Program. The application closing date is found in the Vocational Nursing Information Packet obtained by emailing drydene@grayson.edu.
3. Submission of copy of High School transcript or GED to VN Program
4. Completion of the TSI (Texas Success Initiative Assessment), if not taken previously. Information may be found at <http://www.grayson.edu>.
5. Submission of copies of college transcripts from colleges or universities previously attended to VN Program
6. Completion of HESI Admission Exam with score of 75 or higher on cumulative total of required sections. (HESI Admission exam may be taken two (2) times in a 12 month period).
7. Documentation of current enrollment or successful completion of BIOL 2404 (Survey of Anatomy and Physiology) -or- Human Anatomy and Physiology I and II with labs with a grade of "C" or better.
8. Documentation of ability to complete all required immunizations prior to the start of classes in August. This includes Hepatitis A&B series, MMR, tetanus and varicella. These immunizations are taken in series and can take up to six (6) months to complete.

All documentation related to these admission requirements should be submitted to the VN Program Assistant by the posted deadline. Applications will not be considered for acceptance

until the applicant has taken and passed the HESI Admission Exam. Details about the exam are provided in the VN Information Packet.

Selection and Acceptance Procedure

1. Applicants are reviewed for required documentation (after submission deadlines) by the VN Admissions Committee.
2. Only those with complete files will be considered for admission.
3. Applicants with complete files will be evaluated for selection based on HESI Admission Exam scores. Applicants must have a minimum cumulative score of 75 or higher on required sections.
4. Applicants with the highest scores will be selected first. In the case where applicants having equal scores must be chosen for limited space availability, the earlier application will be accepted.
5. Applicants will be notified in writing regarding acceptance, standby, alternate or denied status, within 2 weeks of the final deadline date. Applicants will be asked to return a form documenting acceptance of their status. Failure to do so by the specified date will result in acceptance being forfeited.
6. Final acceptance is contingent upon completion of final acceptance requirements, listed below:

Final Acceptance Requirements (Following notification of admission)

1. Application to Texas Board of Nursing (BON) to complete mandatory DPS/FBI background check and fingerprint scan. Instructions on completing the application to the BON are contained in the notification of admission letter received by the applicant. This must be completed within the time frame specified in the acceptance letter.
2. Obtain CPR certification. American Heart Association Healthcare Provider level with a face-to-face demonstration check off.
3. Completed Medical Exam Form (provided at orientation by GC)
4. Submit proof of a negative TB (tuberculosis) test or negative chest X-ray
5. Complete mandatory orientation requirements. Failure to attend will result in acceptance being forfeited.
6. Pass a urine drug screen and an additional criminal background check, as specified by the Vocational Nursing Program.

Transfer of College Coursework

Students who desire admission to GC must adhere to the GC course transfer policies outlined in the GC Student Handbook. This includes submitting official copies of transcripts from each college or university previously attended to the Office of Admissions and Records and a copy of the transcripts to the VN Program. The Office of Admissions and Records will not send a copy to the VN office. Nursing courses are accepted for transfer only with prior approval of the VN Program Director.

Contact Information regarding program approval and accreditation:

Texas Board of Nursing
333 Guadalupe St #3-460
Austin, TX 78701
512-305-7400
<http://www.bon.state.tx.us/>

Vocational Nursing Program

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
BIOL 2404	4	VNSG 1331 or HPRS 2300	3
VNSG 1226*	2	VNSG 1509*	5
VNSG 1502*	5	VNSG 1230*	2
VNSG 1133 or PSYC 2314	1	VNSG 1238	2
VNSG 1304	3	VNSG 1361*	3
VNSG 1360*	3	VNSG 1334*	3
	18		18

Second Mini Semester		Third Semester	
Subject	Semester Hours	Subject	Semester Hours
VNSG 1219	2	VNSG 2510*	5
VNSG 1162*	1	VNSG 1262*	2
	3		7

*Indicates Co-Requisite Courses

The Semester Credit Hours are based on a 16-week semester. The Grayson College Vocational Nursing Program adapts the hours to accommodate three (3) 14-week semesters.

Capstone Requirement: An external exit exam requirement is included in VNSG 2510, the capstone nursing course.

Web Based Small Business Development
Associate of Applied Science Degree

FRESHMAN YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1336	3	BCIS 1305	3
Mathematics/Life & Physical Science Core	3	BUSG 1302	3
MRKG 1200	2	IMED 1341	3
BUSI 1301	3	MRKG 1311	3
ENGL 1301	3	IMED 1316	3
	14		15

SOPHOMORE YEAR

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1437	4	BUSG 2309	3
ECON 2301 or 2302	3	Lang, Phil, Culture/Creative Arts Core	3
ITSW 1307	3	ITSW 2337 or ITSE 2309	3
MRKG 1302	3	MRKG 2333	3
IMED 2315	3	IMED 2313 (Capstone)	3
	16		15

Web Based Small Business Development

Certificate Program

FRESHMAN YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
COSC 1336	3	BCIS 1305	3
MRKG 1311	3	BUSG 1302	3
IMED 1341	3	ITSW 1307	3
BUSI 1301	3	MRKG 1302	3
IMED 1316	3	IMED 2313 (Capstone)	3
		BUSG 2309	3
	<hr/>		<hr/>
	15		18

Web Based Small Business Foundation

Certificate Program

Subject	Semester Hours
COSC 1336	3
MRKG 1311	3
IMED 1341	3
BUSI 1301	3
IMED 1316	3
IMED 1341	3
	<hr/>
	18

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	4	WLDG 1457	4
WLDG 1428	4	WLDG 1430	4
DFTG 1309	3	Life, Phil, Culture/Creative Arts Core	3
MATH 1332	3	BUSI 2309	3
	<hr/>		<hr/>
	14		14

SOPHOMORE YEAR			
First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1434	4	WLDG 2451	4
WLDG 1413	3	WLDG 2406	4
WLDG 2447	4	SPCH 1321	3
ENGL 1301	3	Elective	3
Social & Behavioral Science	3		
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	18		14

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	4	WLDG 1457	4
WLDG 1428	4	WLDG 1430	4
	8		8

First Semester		Second Semester	
Subject	Semester Hours	Subject	Semester Hours
WLDG 1434	4	WLDG 2451	4
WLDG 1435	4	WLDG 2447	4
WLDG 1413	4		
	12		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	4	WLDG 1430	4
WLDG 1428	4	WLDG 1457	4
	<hr/> 8		<hr/> 8

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

Grayson 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

Discipline	Course Abbreviation
Accounting	ACNT, ACCT
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, IFWA, PSTR, RSTO
Criminal Justice	CJSA, CRIJ, CJCR
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
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
Speech
Viticulture and Enology
Vocational Nursing
Welding

SPAN
SPCH
AGMG, FDST, MRKG
VNSG
NDTE, WLDG

Accounting

ACCT 2301. Principles of Financial Accounting I. (2-3-3). Basic concepts and principles of accounting theory and practice for recording, reporting and analyzing financial information in various forms of business enterprise. (R)

ACCT 2302. Principles of Managerial Accounting II. (2-3-3). A continuation of ACCT 2301. 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 2301, 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). Use of the computer to develop and maintain accounting record, and to process common business applications for managerial decision-making. (R)

ACNT1329. Payroll and Business Tax Accounting. (3-1-3). A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

ACNT 1331. Federal Income Tax: Individual. (3-0-3). A study of the federal tax law for preparation of individual income tax returns. **Prerequisite:** ACCT 2401 or ACNT 1303. (R)

ACNT 2302. Accounting Capstone. (3-0-3). 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). Budgeting, cost analysis, and cost control systems using traditional and contemporary costing methods and theories in decision making. **Prerequisite:** ACCT 2401. , Principles of Accounting I or ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. (R)

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 1322. Nutrition & Diet Therapy I (lecture). (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 1306. Biology I. (3-0-3). Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology,

reproduction, genetics, ecology, and scientific reasoning are included. Laboratory activities will reinforce fundamental concepts learned in lecture. Prerequisite: College readiness in reading required. (R)

BIOL 1307. Biology II. (3-0-3). The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce fundamental concepts learned in lecture. Prerequisite: College readiness in reading required. (R)

BIOL1308 Biology for Non-Science Majors I. (3-0-3). Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce biological principles covered in lecture. Prerequisite: College readiness in reading required. (R)

BIOL1309 Biology for Non-Science Majors II. (3-0-3). This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce the principles covered in the lecture. Prerequisite: College readiness in reading required. (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 animals, and animal cloning and of the ethical, legal, 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 2301. Anatomy and Physiology I (Lecture). (3-0-3). Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Corequisite: BIOL 2101. Prerequisite: college readiness in reading required.

BIOL 2302. Anatomy and Physiology II (Lecture). (3-0-3). Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. Corequisite: BIOL 2102. Prerequisite: College readiness in reading required. Prerequisite completion of BIOL 2301/2101 with a grade of C or better. (R)

BIOL 2404. Anatomy & Physiology (*specialized, single-semester course, lecture & lab*). (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. Prerequisite: College readiness in reading required. (R)

BIOL 2320. Microbiology for Non-Science Majors (Lecture). (3-0-3). This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Corequisite: BIOL 2120. Prerequisite completion of BIOL 2301/2101 with a grade of C or better, or CHEM 1306/ 1106 or 1411 with a grade of C or better. (R)

BIOL 2321. Microbiology for Science Majors. (3-0-3). Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles discuss in lecture. Prerequisites: CHEM 1411, BIOL 1306 and BIOL 1307. College readiness in reading required. (R)

BIOL 1106. Biology I (lab). (0-2-1). This laboratory-based course accompanies Biology 1306, Biology I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Prerequisite: BIOL 1306 Biology I. College readiness in reading required. (R)

BIOL 1107. Biology II (lab). (0-2-1). This laboratory-based course accompanies Biology 1307, Biology II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1307 Biology II. College readiness in reading required. (R)

BIOL 1108. Biology for Non-Science Majors Laboratory I (lab). (0-2-1). This laboratory-based course accompanies BIOL 1308, Biology for Non-Science Majors I. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Prerequisite: BIOL 1308 – Biology for Non-Science Majors I. College readiness in reading required. (R)

BIOL 1109. Biology for Non-Science Majors II (lab). (0-2-1). This laboratory-based course accompanies BIOL 1309, Biology for Non-Science Majors II. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Prerequisite: BIOL 1309 – Biology for Non-Science Majors II. College readiness in reading required. (R)

BIOL 2101. Anatomy & Physiology Laboratory I. (0-3-1). The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Corequisite: BIOL 2301. Prerequisite: College readiness in reading required. Biology 1306/1106 strongly recommended. (R)

BIOL 2102. Anatomy & Physiology Laboratory II. (0-3-1). The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Corequisite: BIOL 2302. Prerequisite: College readiness in reading required. Prerequisite completion of BIOL 2301/2101 with a grade of C or better. (R)

BIOL 2120. Microbiology for Non-Science Majors Laboratory (lab). (0-3-1). This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases and public health. Corequisite: BIOL 2120. Prerequisite completion of BIOL 2301/2101 with a grade of C or better, or CHEM 1306/1106 or 1411 with a grade of C or better. (R)

BIOL 2121. Microbiology for Science Majors (lab). (0-3-1). This laboratory-based course accompanies Biology 2321, Microbiology for Science Majors. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisite: BIOL 2321 Microbiology for Science Majors. CHEM 1411, BIOL 1306 and BIOL 1307. 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. Financial Literacy. (2-3-3). A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings and investment planning.

BUSG 2305. Business Law/Contracts. (3-1-3). Principles of law which form the legal framework for business activity including applicable statutes, contracts, and agency.

BUSG 2309. Small Business Management. (3-1-3). 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 and DFTG 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 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 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 2419. Intermediate Computer-Aided Drafting. (3-3-4). A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data and basics of 3D. Prerequisite: DFTG 1309.

DFTG 2438. Final Project – Advanced Drafting. (3-3-4). A drafting course in which students participate in a comprehensive project from conception to conclusion.

DFTG 2440. Solid Modeling/Design. (3-3-4). A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

DFTG 2450. 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 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.

Chemistry

CHEM 1406. Introductory Chemistry I (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. Designed for non-science and allied health students. 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. Not to be taken by science majors. Prerequisite: College readiness in reading required. (R)

CHEM 1311. General Chemistry I. (3-0-3). Lecture: 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 Lab: Basic laboratory experiments supporting theoretical principles presented in lecture; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Prerequisite: MATH 1314-- College Algebra or equivalent academic preparation. High school chemistry is strongly recommended. (RM)

CHEM 1312. General Chemistry II. (3-0-3). Lecture: Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Lab: Basic laboratory experiments supporting theoretical principles presented in Lecture; introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Prerequisites: Successful completion with a grade of C or better in CHEM 1411 required. College readiness in reading and math required. (RM)

CHEM 2323. Organic Chemistry I. (3-0-3). Lecture: Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre- professional programs. Lab: Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Prerequisites: Successful completion with a grade of C or better in CHEM 1412 is required. College readiness in reading required. (RW)

CHEM 2325. Organic Chemistry II. (3-0-3). Lecture: Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. This course is intended for students in science or pre-professional programs. Lab: Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Prerequisites: Successful completion with a grade of C or better in CHEM 2423 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.

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. Prerequisite: CHEM 1311. MATH 1314-College Algebra or equivalent academic preparation. High school chemistry is strongly recommended. (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. Prerequisite: Prerequisites: CHEM 1312. Successful completion with a grade of C or better in CHEM 1411 required. College readiness in reading and math required. (RM)

CHEM 2123. Organic Chemistry I (lab, 1 SCH version). (0-3-1). This laboratory-based course accompanies CHEM 2323, Organic Chemistry I. Laboratory activities will reinforce fundamental principles of organic chemistry, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Methods for the purification and identification of organic compounds will be examined. Prerequisite: CHEM 2323—Organic Chemistry I. Successful completion with a grade of C or better in CHEM 1412 is required. College readiness in reading required. (RW)

CHEM 2125. Organic Chemistry II (lab, 1 SCH version). (0-3-1). This laboratory-based course accompanies CHEM 2325, Organic Chemistry II. Laboratory activities reinforce advanced principles of organic chemistry, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Prerequisite: CHEM 2325 Organic Chemistry II. Successful completion with a grade of C or better in CHEM 2423 required. College readiness in reading required. (RW)

Child Development

See Education listings for EDUC and TECA courses

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. (3-0-3). 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.

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 observation required.

CDEC 1321. The Infant and Toddler. (3-0-3). 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.

CDEC 1323. Observation and Assessment. (3-1-3). A study of observation skills, assessment techniques, and documentation of children's development. Field observation required.

CDEC 1330. Growth and Development: 6-14 Years. (3-0-3). Principles of child growth and development from six through thirteen years. Focus on physical, cognitive, social, and emotional domains of development.

CDEC 1335. Early Childhood Development: 3-5 Years. (3-0-3). Principles of normal growth and development from three years through five years. Emphasizes physical, emotional, and social development.

CDEC 1339. Early Childhood Development: 0-3 Years. (3-0-3). Principles of normal growth and development from conception through three years of age. Emphasizes physical, intellectual, and social/emotional development.

CDEC 1343. Independent Study in Child Development. (3-0-3). Study of an approved career topic. Research, presentation of findings, and practical applications are emphasized as they relate to the selected topic.

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. (3-0-3). 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.

CDEC 1359. Children with Special Needs. (3-0-3). 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.

CDEC 2304. Child Abuse and Neglect. (3-0-3). 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.

CDEC 2307. Math and Science for Early Childhood. (3-0-3). An exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

CDEC 2315. Diverse Cultural/Multilingual Education. (3-0-3). 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.

CDEC 2322. Child Development Associate Training II. (3-0-3). 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..

CDEC 2324. Child Development Associate Training III. (3-0-3). 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.

CDEC 2326. Administration of Programs for Children I. (3-0-3). 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.

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 2336. Administration of Program for Children III. (3-0-3). An advanced study of the skills and techniques in administering early care and education programs.

CDEC 2340. Instructional Techniques for Children with Special Needs. (3-0-3). Exploration of development and implementation of curriculum for children with special needs.

CDEC 2341. The School Age Child. (3-0-3). 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.

CDEC 2380. Cooperative Education Child-Care Provider Assistant. (0-15-3). 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. Field experience required.

Collision Repair Technologies

ABDR 1307. Auto Body Welding. (2-4-3). Fundamentals of automotive welding processes. Skill development in Oxy/acetylene, SMAW, GMAW, 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 utilization of computer hardware and software with an 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 and troubleshooting of operating systems. Development of skills in the use of test equipment and maintenance aids. Prerequisite: CPMT 1311, Introduction to Computer Maintenance. Course text is the CompTIA Network+ exam prep guide.

CPMT 1349. Computer Networking Technology. (3-1-3). Networking fundamentals, terminology, hardware, software, and network architecture. Includes local, wide area, and wireless networking installations and operations.

CPMT1391. Special Topics in Computer Installation and Repair Technology/Technician. (3-1-3). 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.

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 convergency 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 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 for local, wireless, and wide area networking. (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). Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1316. Linux Installation and Configuration. (2-4-3) 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.

ITSY 2317. Wireless Security Development. (3-1-3). Development of information security policies, standards, and guidelines for an organization. Includes Demilitarized Zone (DMZ), antivirus, Virtual Private Network (VPN), wireless communications, remote access, and other critical administrative and operational security policies. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. Emphasizes wireless security goals of availability, integrity, accuracy, and confidentiality in the design, planning, implementing, operating, and troubleshooting of wireless LAN along with appropriate planning and administrative controls.

Computer Science

Courses listed in this category are designed to transfer to senior institutions.

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.

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 (Ethics) and etiquette (netiquette) will also be covered. (R)

COSC 1301. Introduction to Computer Science. (3-1-3). Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 1330. Computer Programming. (2-3-3). 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 1437. Programming Fundamentals II. (3-2-4). 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 1336 with a grade of "C" 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 2325. Computer Organization and Machine Language. (3-1-3). Basic computer organization; machine cycle, digital representation of data and instruction; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Prerequisite: COSC 1336 with a grade of "C" or better and 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 1341. Interface Design. (3-1-3). Skill development in the interface design process including selecting interfaces relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors. And typography.

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 2313. Project Analysis and Design. (2-3-3). Application of the planning and production processes for digital media projects. Emphasis on copyright and other legal issues, content design and production management.

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 certification 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. (2-3-3) (FALL ONLY). 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 user hardware and software related problems with hands-on and/or simulated projects. Also covers helpdesk management and performance metrics.

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 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.

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.

ITSW 2437. Advanced Database. (3-2-4). Advanced concepts of database design and functionality.

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

CJCR 1307. Correctional System. (3-0-3). Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. End-Of-Course Outcomes: Describe historical trends; identify the organization and role of corrections; distinguish operations and procedure within correctional programs; and evaluate rehabilitation, alternatives to institutionalization, and future issues.

CJCR 2324. 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. End-Of-Course Outcomes: Identify alternatives to incarceration; compare and contrast the strengths and weaknesses inherent in contemporary models of intermediate sanctions; and appraise future trends in community treatment options.

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 1312. 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 crime; prevention of crime. End-of-Course Outcomes: Explain the psychological, social, and economic impact of crime in society; and identify characteristics and prevention of major crimes. Cross Reference: This course is parallel to the Academic Course Guide Manual (ACGM) course, CRIJ 1307.

CJSA 1313. Court Systems and Practices. (3-0-3). The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence, sentencing. End-of-Course Outcomes: Describe the American judiciary system and its structure; identify the roles of judicial officers; identify the trial processes from pretrial to sentencing; and interpret the role of evidence.

CJSA 1322. 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; law enforcement; prosecution and defense; trial process; corrections. End-of-Course Outcomes: Describe and explain the history, philosophy and ethical considerations of criminal justice; define the nature and impact of crime on society and how it is integrated in to the criminal justice system; distinguish between the civil and criminal courts; and interpret the relationship between the components of the criminal justice system.

CJSA 1327. Fundamentals of Criminal Law. (3-0-3). A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. End-of-Course Outcomes: Explain the historical and philosophical development of the nature of criminal law; describe definitions and concepts of criminal law, classifications of crimes, the elements of offenses and penalties using Texas statutes as illustrations; and discuss criminal responsibilities as they apply to the criminal statutes.

CJSA 1342. Criminal Investigation. (3-0-3). Investigative theory; collection and preservation of evidence; source of information; interview and interrogation; uses of forensic sciences; case and trial preparation. End-Of-Course Outcomes: Define the goals and objectives of criminal investigations; illustrate the use of forensic science for various statutory offenses; and organize the criminal case including field notes, reports, crime scene activities, and mandatory documentation of statutory warning. Licensing/Certification Agency: Texas Commission of Law Enforcement.

CJSA 1359. 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. End-Of-Course Outcomes: Explain the application of ethics, discretion, and sensitivity to the police profession; and describe the organization of law enforcement systems and its relationship to current and future issues.

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 2300. Legal Aspects of Law Enforcement. (3-0-3). Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability. End-Of-Course Outcomes: Define police authority, explain the responsibilities and constitutional restraints as enumerated in the Texas Constitution, United States Constitution, and Bill of Rights. Outline the law of arrest and search and seizure developed through court decisions and describe the criminal and civil liability that result from improper acts and/or the failure to act.

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). This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes. (R)

CRIJ 1306. Court Systems and Practices. (3-0-3). This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law. (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). This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability. (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). This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues. (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). This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority. (R)

Dance

DANC 1145. Modern Dance I. (0-3-1). Instruction and participation in modern dance technique.

DANC 1147. Jazz Dance I. (0-3-1). Instruction and participation in jazz dance technique.

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, 1251, 1301, 1305, 1311, 1315,. Concurrent enrollment: DNTA, 1347, 1349, 1353, 1460, 2230. (RW)

DNTA 1251. Dental Office Management. (2-0-2). 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.: Concurrent enrollment: DNTA 1245, 1301, 1305, 1311, 1315, (RW)

DNTA 1301. Dental Materials. (2-3-3). 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, 1251, 1311, 1315, (RW)

DNTA 1305. Dental Radiology I. (3-0-3). 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, 1245, 1301, 1311, 1315.- (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 1245, 1251, 1301, 1305, 1315.- (RW)

DNTA 1315. Chairside Assisting. (2-3-3). 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 1245, 1251, 1301, 1305, 1311. (RW)

DNTA 1245. Preventive Dentistry. (1-2-2). The study and prevention of dental diseases and community dental health. A grade of "C" or better is required for progression. Concurrent enrollment: DNTA 1251, 1301, 1305, 1311, 1315.. (RW)

DNTA 1347. Advanced Dental Science. (3-0-3). An advanced study of anatomical systems, pharmacology, or pathology, and developmental abnormalities. Prerequisites: DNTA 1245, 1251, 1301, 1305, 1311, 1315.; Concurrent enrollment: DNTA 1241, 1349, 1353, 1460, 2230. (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 1245, 1251, 1301, 1305, 1311, 1315.. Concurrent enrollment: DNTA 1241, 1347, 1353, 1460, 2230. (RW)

DNTA 2230. Seminar for the Dental Assistant 1. (2-0-2)- Analysis of case studies during the clinical phase of practicum/clinical. Prerequisites: DNTA 1245, 1305, 1311, 1315, 1251, 1301. Concurrent Enrollment: 1241, 1347, 1349, 1353, 1460.

DNTA 1353. Dental Assisting Applications. (3-1-3). 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 1245, 1251, 1301, 1305, 1311, 1315.- Concurrent enrollment: DNTA 1241, 1347, 1349, 1353, 1460, 2230. (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 1245, 1251, 1345, 1301, 1305, 1311, 1315.- Concurrent enrollment: DNTA 1241, 1347, 1349, 1353, 2230. (RW)

DNTA 2260. Clinical-Dental Assisting / Assistant. (0-0-2) 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. A grade of "C" or better is required for progression. Prerequisites: DNTA 1241, 1245, 1251, 1301, 1305, 1311, 1315, 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 be able to explain the physiological, psychological and social effects of drugs or addictive behavior on the major systems of the body. (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) and 12 Core Functions are introduced. (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 2330. Multicultural Counseling. (3-0-3). An examination of the multicultural counseling theories and characteristics of diverse populations.

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 thirty six clinical hours in field experience in a clinical facility addressing the 12 core functions. (RW)

SCWK 1305. Group Work Intervention. (3-0-3). Exploration of the various stages and techniques of group work with emphasis on roles, tasks, and challenges. Topics include the fundamentals of group function, group structure, communication patterns within groups, effective group facilitation skills, and techniques used to address populations.

SCWK 1313. Introduction to Social Work. (3-0-3). An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession.

SCWK 1321. Orientation to Social Services. (3-0-3). Introduction to the basic concepts, information, and practices within the field of social services. Topics include the historical development of social services; populations served by social service workers; and review of current treatment and/or services.

SCWK 2301. Assessment and Case Management. (3-0-3). Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for screening, assessment, and case management to determine the need for prevention, intervention, and/or referral.

SCWK 2305. Special Problems of Youth. (3-0-3). Examination of the special needs of youth and their implications for social service workers delivering services to this population.

SCWK 2307. Human Behavior and the Social Environment. (3-0-3). Comprehensive analysis of human behavior and the social and the social environment.

SCWK 2311. Interviewing and Counseling Theories. (3-0-3). A comprehensive study of major theories of various treatment modalities.

SCWK 2331. Abnormal Behavior. (3-0-3). An exploration and identification of maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior.

Economics

ECON 2301. Principles of Macroeconomics. (3-0-3). An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. Prerequisite: sophomore standing or consent of division dean. (R)

ECON 2302. Principles of Microeconomics (3-0-3). Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Sophomore standing or consent of the 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. Prerequisite: Sophomore standing and completion of ECON 2301 or consent of the Division Dean. (RW)

Education

See Child Development listings for CDEC courses

EDUC 1100. Learning Frameworks. (1-0-1). A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use 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 1100. Only one of the cross-listed courses can be taken for credit. (RW)

EDUC 1300. Learning Frameworks. (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)

Electrical Technology

CNBT 1300. Residential and Light Commercial Blueprint Reading. (3-0-3). Introductory blueprint reading for residential and light commercial construction. Scale prints with architectural and engineering scales; identify construction blueprint symbols and abbreviations; interpret a set of construction contract documents; and correlate elevations, sections, details, plan views, schedules, and general notes.

ELPT 1215. Electrical Calculations I. (2-0-2). This is an introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry. Electrical calculations to solve DC and AC electrical circuits are included.

ELPT 1221. Introduction to Electrical Safety and Tools. (2-1-2). This course covers safety rules and regulations. Includes the selection, inspection, use and maintenance of common tools for electricians

ELPT 1311. Basic Electrical Theory. (2-2-3). This course covers the basic theory and practice of electrical circuits. It includes calculations as applied to alternating and direct current, and covers electrical terminology, circuit analysis and mathematical formulas as applied to direct and alternating current circuits.

ELPT 1325. National Electric Code I. (3-0-3). This is an introductory study of the National Electric Code (NEC) for those employed in the field requiring knowledge of the Code. Emphasis will be on wiring design, protection, methods, and materials; and equipment for general use, and basic calculations.

ELPT 1329. Residential Wiring. (2-4-3). Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

ELPT 1341. Motor Control. (2-2-3). Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Identify practical applications of jogging and plugging; describe the types of motor braking and their operating principles; explain different starting methods for large motors; and demonstrate proper troubleshooting methods on circuits using wiring and schematic diagrams.

ELPT 1357. Industrial Wiring. (2-2-3). This course covers wiring methods used for industrial installations. It includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

ELPT 2164. Practicum Electrical & Power Transmission. (0-8-1). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

ELPT 2165. Practicum-Electrical and Power Transmission. (0-8-1). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ELPT 2305. Motors and Transformers. (3-1-3). This course focuses on the operation of single- and three-phase motors and transformers. It includes transformer banking, power factor correction, and protective devices. Also included are lessons on three-phase power concepts, transformer and motor connections, transformer and motor metering, and transformer and motor troubleshooting theory. Prerequisite: ELPT 1311 or approval of the department chair

ELPT 2319. Programmable Logic Controllers I. (2-2-3). Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls

ELPT 2343. Electrical Systems Design. (3-0-3). This is a course in electrical design of commercial and/or industrial projects, including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). Prerequisite: ELPT 2325 or approval of department chair.

ELPT 2364. Practicum - Electrical and Power Transmission. (0-24-3). This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, College, and student. The plan relates the workplace training and experiences to the students general and technical course of study. The guided external experiences may be paid or unpaid. The course may be repeated if topics and learning outcomes vary. Prerequisite: Approval of department chair.

ELTN 1343. Electrical Troubleshooting. (2-2-3). Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

ELTP 2350. Maintenance Electrician Exam Review. (3-0-3). General requirements and fundamentals of electrical maintenance with emphasis on wiring methods and electrical theory. Determine clearance of electrical installations; analyze overcurrent protection and determine the proper overcurrent protection required for electrical installations; perform voltage drop calculations; determine motor loads; and troubleshoot, replace, and explain installation procedures of lighting fixtures including fluorescent lamps and ballasts.

ELTN 1391. Special Topics in Electrician and Power Transmission. (2-2-3). Topics address recently identified current events, skills, knowledge, and-or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. The course was designed to be repeated multiple times to improve student proficiency.

IEIR 1312. Distribution Systems. (2-2-3). Fundamentals of distribution systems including single phase and three phase systems, grounding, ground fault protection, and the National Electrical Safety Code. Identify the components of a single phase and three phase system; describe grounding methods and procedures; and demonstrate knowledge of electrical codes.

Emergency Medical Services/Paramedicine

EMSP 1147. Pediatric Life Support. (1-0-1). Theory and skills necessary for the management of pediatric or neonatal emergencies. The student will manage a pediatric or neonatal patient in accordance with the American Heart Association (AHA) Pediatric Advanced Life Support (PALS) guidelines. 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 1149, 1338, 1355, 1356, 2137, ~~2248~~ 2206. Concurrent enrollment in EMSP 2135, 2237, 2330, 2434, and 2444 required.

EMSP 1149. Trauma Life Support. (1-0-1). Theory and skills necessary for the management of trauma emergencies. The student will manage a trauma patient in accordance with the requirements of the National Association of EMTs (NAEMT) PreHospital Trauma Life Support (PHTLS) guidelines. 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 1338, 1356, 1355, 2137, and ~~2248~~ 2206 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 1149, 1338, 1355, 1356, 2137 and 2248 2206 with a grade of "C" or better.

EMSP 1338. Introduction to Advanced Practice. (3-1-3). Fundamentals elements associated with emergency medical serviced to include preparatory practices, pathophysiology, medication administration, and related topics. The student will describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concept of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communication; interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. *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 1149, 1355, 1356, 2137, and 2206 required.

EMSP 1355. Trauma Management. (3-1-3). Knowledge and skills in the assessment and management of patients with traumatic injuries. The student will integrate the pathophysiological assessment findings to formulate a field impression; implement the treatment plan for the trauma patient; and integrate multiple determinants of trauma conditions into clinical care. *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 1149, 1338, 1356, 2137, and 2206 required.

EMSP 1356. Patient Assessment and Airway Management. (3-1-3). Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. The student will perform a history and comprehensive physical exam on various patient populations; establish and/or maintain a patent airway; and demonstrate oxygenation and ventilation of a patient; differentiate respiratory distress, failure and arrest; and interpret results of monitoring devices. *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 1149, 1338, 1355, 2137, and 2206 required.

EMSP 1501. Emergency Medical Technician (4-4-5). Preparation for Certification as an Emergency Medical Technician (EMT). Concurrent enrollment in EMSP 2305 and 1160 required.

EMSP 2305. EMS Operations (3-0-3). Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Concurrent enrollment in EMSP 1501 and 1160 required.

EMSP 2135. Advanced Cardiac Life Support. (1-0-1). Theory and skills necessary for the management of a cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. The student will manage a cardiovascular patient according to the American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) guidelines. *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 1338, 1356, 1355, 2248, 2137, 1149, and 1161. Concurrent enrollment in EMSP 1147, 2237, 2330, 2434, and 2444 required.

EMSP 2137. Emergency Procedures. (0-3-1). Application of emergency procedures. The student will integrate theory and skills mastered in other courses; and demonstrate comprehensive problem-solving techniques. *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 1149, 1338, 1355, 1356, and 2206 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 1161, 1338, 1355, 1356, 2162, 2330, 2434, 2444, 2248 2206, 2137, 1149, 2237, 1147, 2135 and 2563 with a grade of "C" or better.

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 1147, 1149, 1161, 1338, 1355, 1356, 2135, 2137, 2237, 2206, 2330, 2434, and 2444 with a grade of "C" or better.

EMSP 2237. Emergency Procedures. (1-2-2). Application of emergency procedures. The student will integrate theory and skills mastered in other courses; and demonstrate comprehensive problem-solving techniques. *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 1338, 1356, 1355, 2248, 2137, and 1149. Concurrent enrollment in EMSP 1147, 2135, 2330, 2434, and 2444 required.

EMSP 2206. Emergency Pharmacology. (2-1-2). Utilization of medications in treating emergency situations. The student will utilize knowledge of pharmacological concepts to demonstrate safe administration of medications in emergency settings. *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 1149, 1338, 1355, 1356, and 2137 required.

EMSP 2330. Special Populations. (3-1-3). Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. The student will integrate pathophysiology assessment findings to formulate a field impression, implement a treatment plan for diverse patients of special populations; and integrate multiple determinants of such conditions into clinical care. *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 1149, 1161, 1338, 1355, 1356, 2137, and 2206 with a grade of "C" or better. Concurrent enrollment in EMSP 1147, 2135, 2237, 2434 and 2444 required.

EMSP 2434. Medical Emergencies. (4-1-4). Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. The student will integrate pathophysiology assessment finding to formulate a field impression; implement a treatment plan for the medical patient; and integrate multiple determinants of medical condition into clinical care. *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 1149, 1161, 1338, 1355, 1356, 2137, and 2206 with a grade of "C" or better. Concurrent enrollment in EMSP 1147, 2135, 2237, 2230, and 2444 required.

EMSP 2444. Cardiology. (3-3-4). 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 1149, 1161, 1338, 1355, 1356, 2137, and 2206 with a grade of "C" or better. Concurrent enrollment in EMSP 1147, 2135, 2237, 2230 and 2434 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 1147, 1149, 1161, 1338, 1355, 1356, 2135, 2137, 2162, 2237, 2206, 2330, 2434, and 2444 with a grade of "C" or better.

Engineering

ENGR 1201. Introduction to Engineering. (1-3-2). This is an introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisites: MATH 1314 or equivalent academic preparation.

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. Prerequisites: ENGR 2301. College readiness in reading and math required. (RM)

English

INRW 0115. Integrated Reading and Writing Lab. (0-1-1). Individualized learning program for students who have not passed the reading or writing portion of the college assessment test and are working within specialized environments and/or time constraints. Reading and/or writing strengths and weaknesses are diagnosed on the basis of college assessment test(s). Teaching methods include computer-assisted instruction a variety of other reading and writing activities.

INRW 0310. Integrated Reading and Writing I. (3-1-3). This is a combined lecture/lab, performance based course designed to develop students' critical reading and academic writing skills. The focus of the course will be applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to audience, purpose, situation, and length of assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. (Entry-level course for students who are not TSI complete in reading and/or writing.)

INRW 0315. Integrated Reading and Writing I. (3-1-3). Critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing. (This is a NCBO course, which is non-semester-length, non-course competency-based option and intervention.)

INRW 0320. Integrated Reading and Writing II. (3-1-3). This is a combined lecture/lab, performance based course designed to enhance students' critical reading and academic writing skills. The focus of the course will be applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to audience, purpose, situation, and length of assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. (Exit level course for satisfying TSI completion in reading and writing.)

INRW 0325. Integrated Reading and Writing II. (3-1-3). Critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing.

ENGL 1301. Composition I. (3-1-3). Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. The course requires a lab component. Prerequisite: College readiness in reading and writing required.

ENGL 1302. Composition II. (3-1-3). Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. 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). Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301 (RW)

ENGL 2322. British Literature I. (3-0-3). A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301. (RW)

ENGL 2323. British Literature II. (3-0-3). A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (RW)

ENGL 2327. American Literature I. (3-0-3). A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301. (RW)

ENGL 2328. American Literature II. (3-0-3). A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 (RW)

ENGL 2332. World Literature I. (3-0-3). A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (RW)

ENGL 2333. World Literature II. (3-0-3). A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 (RW)

ENGL 2341. Forms of Literature. (3-0-3). The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film.

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. (RW)

English As A Second Language

ESOL 0310. Beginning ESOL Oral Communication. (3-1-3). Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts.

ESOL 0311. Intermediate ESOL Oral Communication. (3-1-3). Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts.

ESOL 0312. Advanced ESOL Oral Communication. (3-1-3). (CIP # 32.0108.55 12). Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts.

ESOL 0315. Advanced ESOL Oral Communication. (3-1-3). Develops listening and speaking skills in speakers of languages other than English and prepares them to function in educational, vocational and/or personal English-speaking contexts. (This is a NCBO course, which is non-semester-length, non-course competency-based option and intervention.)

ESOL 0320. Beginning ESOL Reading and Vocabulary. (3-1-3). Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

ESOL 0321. Intermediate ESOL Reading and Vocabulary. (3-1-3). Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

ESOL 0322. Advanced ESOL Reading and Vocabulary. (3-1-3). Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society.

ESOL 0325. Advanced ESOL Reading and Vocabulary. (3-1-3). Develops English reading proficiency and vocabulary for academic, career, or personal purposes in speakers of languages other than English and prepares them to function in a multicultural, multilingual society. (This is a NCBO course, which is non-semester-length, non-course competency-based option and intervention.)

ESOL 0330. Beginning Grammar for Non-Native Speakers. (3-1-3). Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers.

ESOL 0331. Intermediate Grammar for Non-Native Speakers. (3-1-3). Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers.

ESOL 0332. Advanced Grammar for Non-Native Speakers. (3-1-3). Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers.

ESOL 0335. Advanced Grammar for Non-Native Speakers. (3-1-3). Focuses on Standard English grammar usage for academic purposes. Open only to non-native speakers. (This is a NCBO course, which is non-semester-length, non-course competency-based option and intervention.)

ESOL 0340. Beginning Writing for Non-Native Speakers. (3-1-3). Focuses on strategies and techniques of writing and composition. Open only to non-native speakers.

ESOL 0341. Intermediate Writing for Non-Native Speakers. (3-1-3). Focuses on strategies and techniques of writing and composition. Open only to non-native speakers.

ESOL 0342. Advanced Writing for Non-Native Speakers. (3-1-3). Focuses on strategies and techniques of writing and composition. Open only to non-native speakers.

ESOL 0345. Advanced Writing for Non-Native Speakers. (3-1-3). Focuses on strategies and techniques of writing and composition. Open only to non-native speakers. (This is a NCBO course, which is non-semester-length, non-course competency-based option and intervention.)

Geography

GEOG 1302. Cultural Geography. (3-0-3). Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living and map concepts. The first semester emphasizes physical geography and the second semester emphasizes cultural geography. This particular course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion.

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 1301. Earth Sciences I. (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. Prerequisite: College readiness in reading required. (R)

GEOL 1304. Historical Geology. (3-0-3). Principles of historical geology. Study of the geologic history of the earth and the evolution of life. Prerequisite: College readiness in reading required. (R).

GEOL 1305. Environmental Science. (3-0-3). The earth as a habitat. Interrelationships between humans and the environment. Geologic factors in urban and regional land use planning. Prerequisite: College readiness in reading required. (R)

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. Prerequisite: GEOL 1301. College readiness in reading required. (R)

GEOL 1103. Physical Geology Laboratory. (0-2-1). Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. Includes the geologic history of the earth and the evolution of life. Laboratory exercises related to minerals, rocks, topographic maps, contours, and geologic structures. Prerequisite: GEOL 1303. College readiness in reading required. (R)

GEOL 1104. Historical Geology Laboratory. (0-2-1). Principles of physical and historical geology. Study of the earth's composition, structure, and internal and external processes. 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. Prerequisite: GEOL 1304. College readiness in reading required. (R)

GEOL 1105. Environmental Science 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. Prerequisite: GEOL 1305. College readiness in reading required. (R)

Government

GOVT 2107. Federal and Texas Constitutions. (1-0-1). A study of the United States and state constitutions, with special emphasis on Texas. Pre-requisite: By permission only. Enrollment limited to students who have already completed a minimum of 6 SCH of government courses but have not satisfied the statutory requirement for study of the federal and state constitutions. Ensures compliance with TEC §51.301. (RW)

GOVT 2305. Federal Government. (3-0-3). Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. (RW)

GOVT 2306. Texas Government. (3-0-3). Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. (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. (Internet Class Only)

HPRS 1209. Interpretation of Laboratory Results. (2-0-2). An introduction to interpretation of commonly ordered laboratory test results. (Internet Class Only).

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 and their families at the end of life. (Internet Class Only).

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).

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. (Internet Class Only).

HPRS 2302. Medical Terminology. (3-0-3). A study of medical terminology, word origin, structure, and application with an emphasis on building a professional vocabulary required for employment within the allied health care field. (Internet Class Only) ~~or Face-to-Face Class~~

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. (Internet Class Only).

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 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 PLAB 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.

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.

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 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 2436. Air Conditioning Troubleshooting. (3-2-4). An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. 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. The student will be able to 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 co-efficiencies of performance (C.O.P.); and define attributes of geothermal heat pump systems. Prerequisite: HART 1407 Refrigeration Principles and HART 1401 Basic Electricity.

History

HIST 1301. United States History I. (3-0-3). A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (RW)

HIST 1302. United States History II. (3-0-3). A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. (RW)

HIST 2301. Texas History. (3-0-3). A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. (RW)

HIST 2311. Western Civilization I. (3-0-3). A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. (RW)

HIST 2312. Western Civilization II. (3-0-3). A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (RW)

HIST 2321. World Civilization I. (3-0-3). A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (RW)

HIST 2322. World Civilization II. (3-0-3). A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, national/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (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 1205. Sanitation and Safety. (2-1-2). 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.

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 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. (1-5-3). 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 2231. Advanced Food Preparation. (1-4-2). Advanced concepts of food preparation and presentation techniques.

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 2231. Advanced Food Preparation. (1-4-2). 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 1301. 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 1213. Front Office Procedures. (2-1-2). 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. (2-3-3). 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 1221. Introduction to Hospitality Industry. (2-1-2). 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.

IFWA 1210. Nutrition and Menu Planning. (2-1-2). Application of principles of nutrition in planning menus for the food service industry.

POFT 1120. Job Search Skills. (1-0-1). Skills to seek and obtain employment in business and industry.

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.

PSTR 2331. Advanced Pastry Shop. (2-3-3). A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.

RSTO 1304. Dining Room Service. (1-5-3). 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.

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 0115. 1-Hour Math Lab. (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 0120. Mathematical Literacy Lab. (0-1-1). This course is designed to supplement the concepts learned in MATH 1332 and MATH 1342. Concurrent enrollment in one of these classes is required.

MATH 0140. Transition to College Algebra Lab. (0-1-1). This course is designed to prepare students for College Algebra. Concurrent enrollment in MATH 0340 is required. This course supplements the concepts learned in MATH 0340.

MATH 0215. 2-Hour Math Lab. (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 as appropriate for students studying within specialized environments and/or time constraints.

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 0315. 3-Hour Math Lab. (0-3-3). 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 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 0340. Transition to College Algebra. (3-1-3). This course is designed to prepare students for College Algebra. Concurrent enrollment in MATH 0140 is required. Topics may include mathematical modeling with polynomial equations, functions, basic geometry, and using trigonometric functions to solve application problems involving right triangles. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite.

MATH 0420. Mathematical Literacy for College Students. (4-1-4). Topics may include numeracy, proportional reasoning, algebraic reasoning, functions and modeling, probability and statistics. This course is designed to prepare students for Contemporary Mathematics I, Elementary Statistics, or Transition to College Algebra. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite.

MATH 1314. College Algebra. (3-1-3). In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: MATH 0330, MATH 0340 or equivalent. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (M)

MATH 1316. Plane Trigonometry. (3-0-3). In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: two years of high school algebra or MATH 1314. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (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. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (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 math. (RM)

MATH 1342. Elementary Statistical Methods. (3-0-3). Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (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. (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 through 8) teacher certification. (M)

MATH 2305. Discrete Mathematics. (3-0-3). A course designed to prepare math, computer science, and engineering majors for a background in abstraction, notation, and critical thinking for the mathematics most directly related to computer science. Topics include: logic, relations, functions, basic set theory, count ability and counting arguments, proof techniques, mathematical induction, combinatorics, discrete probability, recursion, sequence and recurrence, elementary number theory, graph theory, and mathematical proof techniques. Prerequisite: MATH 2312 or MATH 2413. (RM)

MATH 2312. Pre-Calculus Math. (3-0-3). In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (RM)

MATH 2318. Linear Algebra. (3-0-3). Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering. Prerequisite 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 2312 or both MATH1314 and MATH 1316. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (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. A grade of C or better must be earned to progress to a Math course that uses this course as a pre-requisite. (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 2415. (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. 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 1291. Special Topics MLT. (1-4-2). An introductory study to include fundamental microbiology concepts and skills, basic mathematics, and elementary chemistry as they apply specifically to medical laboratory science.

MLAB 1231. Parasitology/Mycology. (1-4-2). 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. A grade of "C" or better is required for graduation. (RM)

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.. A grade of "C" or better is required for graduation. (RM)

MLAB 1315. Hematology. (2-4-3). 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. 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. A grade of "C" or better is required for graduation. (R)

MLAB 2338. Advanced Topics in Medical Laboratory Technician. (2-4-3). 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 or taken concurrently with a grade of "C" or better within program requirements. (RM)

MLAB 2331. Immunohematology. (2-4-3). 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 1291. 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 1291. 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 1160. Phlebotomy Clinical. (0-4-1). 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 enrollment or previous completion of PLAB 1223 is required.

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 PLAB 1250 or 1160 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 PLAB 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.

PLAB 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)

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.

MUSB 2301. Music Marketing. (3-0-3). Methods of music distribution, retailing, and wholesaling. Includes identifying a target market, image building, distribution (brick and mortar vs. digital delivery), pricing, advertising, and marketing mix. Prerequisite: MUSB 1305. Survey of the Music Business.

MUSC 1235. Commercial Music Software. (1-3-2). Specialized training in commercial music software applications.

MUSC 1321. Songwriting I. (2-3-3). 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. (2-4-3). Overview of the recording studio. Includes basic studio electronics and acoustic principles, waveform properties, microphone concepts and mixing techniques, studio set up and signal flow, recording console theory, signal processing concepts, recorder principles and operation, and an overview of mixing and editing.

MUSC 2327. Audio Engineering II. (2-4-3). Implementation of the recording process, microphones, audio console, multi-track recorder, and signal processing devices. Prerequisite: MUSC 1327. Audio Engineering I

MUSI 1114. Piano Class for Music Majors I. (0-2-1). Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills. Students must take MUSI 1311, Music Theory I, and MUSI 1116, Sight Singing & Ear Training I, concurrently. MUSI 1114 is only offered in the Fall semester.

MUSI 1115. Piano Class for Music Majors II. (0-2-1). Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills. Students must take MUSI 1312, Music Theory II, and MUSI 1117, Sight Singing & Ear Training II, concurrently. MUSI 1115 is only offered in the Spring semester. Prerequisite: MUSI 1114, Piano Class for Music Majors I.

MUSI 1116. Sight Singing & Ear Training I. (0-3-1). Singing tonal music in the treble, bass, alto and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Students must take MUSI 1311, Music Theory I, and MUSI 1114, Piano Class for Music Majors I, concurrently. MUSI 1116 is only offered in the Fall semester.

MUSI 1117. Sight Singing & Ear Training II. (0-3-1). Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Students must take MUSI

1312, Music Theory II, and MUSI 1115, Piano Class for Music Majors II, concurrently. MUSI 1117 is only offered in the Spring semester. Prerequisite: MUSI 1116, Sight Singing & Ear Training I.

MUSI 1157. Opera Workshop I. (0-3-1). Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.

MUSI 1159. Musical Theatre. (0-2-1). Study and performance of works from the musical theater repertoire. (Cross-listed as DRAM 1161)

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 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. Music Theory I. (3-0-3). Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Students must take MUSI 1116, Sight Singing & Ear Training I, and MUSI 1114, Piano Class for Music Majors I, concurrently. MUSI 1311 is only offered in the Fall semester. (R)

MUSI 1312. Music Theory II. (3-0-3). Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Students must take MUSI 1117, Sight Singing & Ear Training II, and MUSI 1115, Piano Class for Music Majors II, concurrently. MUSI 1312 is only offered in the Spring semester. Prerequisite: MUSI 1311, Music Theory I. (R)

MUSI 2114. Piano Class for Music Majors III. (0-2-1). Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills. Students must take MUSI 2311, Music Theory III, and MUSI 2116, Sight Singing & Ear Training III, concurrently. MUSI 2114 is only offered in the Fall semester. Prerequisite: MUSI 1115, Piano Class for Music Majors II.

MUSI 2115. Piano Class for Music Majors IV. (0-2-1). Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills. Students must take MUSI 2312, Music Theory IV, and MUSI 2117, Sight Singing & Ear Training IV, concurrently. MUSI 2115 is only offered in the Spring semester. Prerequisite: MUSI 2114, Piano Class for Music Majors III.

MUSI 2116. Sight Singing & Ear Training III. (0-3-1). Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Students must take MUSI 2311, Music Theory III, and MUSI 2114, Piano Class for Music Majors III, concurrently. MUSI 2116 is only offered in the Fall semester. Prerequisite: MUSI 1117, Sight Singing & Ear Training II.

MUSI 2117. Sight Singing & Ear Training IV. (0-3-1). Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody,

chromatic harmony, and extended tertian structures. Students must take MUSI 2312, Theory of Music IV, and MUSI 2115, Piano Class for Music Majors IV, concurrently. MUSI 2117 is only offered in the Spring. Prerequisite: MUSI 2116, Sight Singing & Ear Training III.

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. Music Theory III. (3-0-3). Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Students must take MUSI 2116, Sight Singing & Ear Training III, and MUSI 2114, Piano Class for Music Majors III, concurrently. Music 2311 is only offered in the Fall semester. Prerequisite: MUSI 1312, Music Theory II. (R)

MUSI 2312. Music Theory IV. (3-0-3). Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Students must take MUSI 2117, Sight Singing & Ear Training IV, and MUSI 2115, Piano Class for Music Majors IV, concurrently. Music 2312 is only offered in the Spring semester. Prerequisite: MUSI 2311, Music Theory III. (R)

Applied

Freshman 30-Minute Lessons

(0-1-1). Private instruction on a continually graded basis in the specific area of study. Students enrolling in these courses receive one 30-minute 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. Composition lessons consist of individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (The number "1" in the course titles below indicate freshman-level classes).

MUAP 1101 Violin 1	MUAP 1137 Trumpet 1
MUAP 1105 Viola 1	MUAP 1141 French Horn 1
MUAP 1109 Cello 1	MUAP 1145 Trombone 1
MUAP 1113 Double Bass 1	MUAP 1153 Tuba 1
MUAP 1115 Electric Bass 1	MUAP 1158 Percussion 1
MUAP 1117 Flute 1	MUAP 1161 Guitar 1
MUAP 1121 Oboe 1	MUAP 1169 Piano 1
MUAP 1125 Bassoon 1	MUAP 1170 Jazz Piano 1
MUAP 1129 Clarinet 1	MUAP 1181 Voice 1
MUAP 1133 Saxophone 1	MUAP 1187 Composition 1

Freshman 60-Minute Lessons

(0-2-2). Private instruction on a continually graded basis in the specific area of study. Students enrolling in these courses receive one 60-minute 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. Composition lessons consist of individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (The number "1" in the course titles below indicate freshman-level classes).

MUAP 1201 Violin 1	MUAP 1237 Trumpet 1
MUAP 1205 Viola 1	MUAP 1241 French Horn 1
MUAP 1209 Cello 1	MUAP 1245 Trombone 1
MUAP 1213 Double Bass 1	MUAP 1253 Tuba 1
MUAP 1215 Electric Bass 1	MUAP 1258 Percussion 1
MUAP 1217 Flute 1	MUAP 1261 Guitar 1
MUAP 1221 Oboe 1	MUAP 1269 Piano 1
MUAP 1225 Bassoon 1	MUAP 1270 Jazz Piano 1
MUAP 1229 Clarinet 1	MUAP 1281 Voice 1
MUAP 1233 Saxophone 1	MUAP 1287 Composition 1

Sophomore 30-Minute Lessons

(0-1-1). Private instruction on a continually graded basis in the specific area of study. Students enrolling in these courses receive one 30-minute 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. Composition lessons consist of individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (The number "2" in the course titles below indicate sophomore-level classes).

MUAP 2101 Violin 2	MUAP 2137 Trumpet 2
MUAP 2105 Viola 2	MUAP 2141 French Horn 2
MUAP 2109 Cello 2	MUAP 2145 Trombone 2
MUAP 2113 Double Bass 2	MUAP 2153 Tuba 2
MUAP 2115 Electric Bass 2	MUAP 2158 Percussion 2
MUAP 2117 Flute 2	MUAP 2161 Guitar 2
MUAP 2121 Oboe 2	MUAP 2169 Piano 2
MUAP 2125 Bassoon 2	MUAP 2170 Jazz Piano 2
MUAP 2129 Clarinet 2	MUAP 2181 Voice 2
MUAP 2133 Saxophone 2	MUAP 2187 Composition 2

Sophomore 60-Minute Lessons

(0-2-2). Private instruction on a continually graded basis in the specific area of study. Students enrolling in these courses receive one 60-minute 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. Composition lessons consist of individual instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. (The number "2" in the course titles below indicate that they are sophomore-level classes).

MUAP 2201 Violin 2	MUAP 2237 Trumpet 2
MUAP 2205 Viola 2	MUAP 2241 French Horn 2
MUAP 2209 Cello 2	MUAP 2245 Trombone 2
MUAP 2213 Double Bass 2	MUAP 2253 Tuba 2
MUAP 2215 Electric Bass 2	MUAP 2258 Percussion 2
MUAP 2217 Flute 2	MUAP 2261 Guitar 2
MUAP 2221 Oboe 2	MUAP 2269 Piano 2
MUAP 2225 Bassoon 2	MUAP 2270 Jazz Piano 2
MUAP 2229 Clarinet 2	MUAP 2281 Voice 2
MUAP 2233 Saxophone 2	MUAP 2287 Composition 2

Nursing, Registered

RNSG 1119. Integrated Nursing Skills. (Nursing 1). (0-3-1). Study of the concepts and principles necessary to perform basic nursing skills for care of diverse patients across the life span; demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills, and professional values within a legal/ethical framework. RNSG 1119 must be taken concurrently with RNSG 1423 and RNSG 1360. A grade of "PASS" is required to progress to Nursing 2 courses. Prerequisites: BIOL2401or 2301 & 2101, 2402 or 2302 & 2102, MATH 1314 or MATH 1342.

RNSG 1144. Nursing Skills 2 (Nursing 2). (0-3-1). Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course must be taken concurrently with RNSG 2404 and RNSG 1461. A grade of "PASS" is required to progress to Nursing 3 courses. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420, MATH 1314 or 1342, RNSG 1423, 1119, & 1360.

RNSG 1227. Transition from Vocational to Professional Nursing. LVN to RN Transitional Entry (1-2-2). Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the life span. RNSG must be taken concurrently with RNSG 1413. After satisfactory completion of this course and RNSG 1413, the LVN/LPN will enter Nursing 3. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420; PSYC 2301; PSYC 2314; ENGL 1301, MATH 1314 or MATH 1342. A grade of "C" or better is required before credit award is given and the student proceeds on to Nursing 3.

RNSG 1413 Foundations for Nursing Practice – LVN to RN Transitional Entry (3-2-4). Introduction to the role of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, and a systematic framework for decision-making and critical thinking. Application of concepts related to nursing care of

patients across the life span including 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 knowledge, judgment, skills, and professional values within a legal/ethical framework. RNSG 1413 must be taken concurrently with RNSG 1227. After satisfactory completion of this course and RNSG 1227, the LVN / LPN will enter Nursing 3. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420; PSYC 2301; PSYC 2314; ENGL 1301; MATH 1314 or 1342. A grade of "C" or better is required before credit award is given and student proceeds on to Nursing 3.

RNSG 1360. Clinical (Nursing 1). (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. This course must be taken concurrently with RNSG 1119 and RNSG 1423. A grade of "PASS" is required to progress to Nursing 2 courses. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, MATH 1314 or MATH 1342.

RNSG 1461. Clinical 2 (Nursing 2). (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 2404. A grade of "PASS" is required to progress to Nursing 3 courses. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420, MATH 1314 or 1342, and RNSG 1119, 1360, and 1423.

RNSG 1423. Introduction to Professional Nursing for Integrated Programs (Nursing 1). (4-0-4). Introduction to the profession of nursing including the roles of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of profession 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 patients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. RNSG 1423 must be taken concurrently with RNSG 1119 and RNSG 1360. A grade of "C" or better is required to progress to Nursing 2 courses. Prerequisites: BIOL, 2401 or 2301 & 2101, 2402 or 2302 & 2102, MATH 1314 or MATH 1342.

RNSG 2404. Integrated Care of the Patient with Common Health Care Needs (Nursing 2). (4-0-4) (4-1-4). Application of a systematic problem-solving process, critical thinking skills and concepts to provide nursing care to diverse patients and 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 interdisciplinary health care team. Content includes roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. RNSG 2404 must be taken concurrently with RNSG 1144 & 1461. A grade of "C" is required to progress to Nursing 3. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420.

RNSG 2414 Integrated Care of the Patient with Complex Health Care Needs (Nursing 3). (4-0-4) Application of a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to diverse patients and 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 interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Must be taken concurrently with RNSG 2462. A grade of "C" or better is required to progress to Nursing 4 courses. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420; MATH 1314 or 1342; RNSG 1423, 1119, 1360, 2404, 1144, 1461.

RNSG 2435. Integrated Client Care Management (Nursing 4). (4-0-4). Application of independent nursing interventions to care for diverse patients and families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. RNSG 2435 must be taken concurrently with RNSG 2463. A grade of "C" or better is required. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420, PSYC 2301, ENGL 1301, PSYC 2314, MATH 1314 or 1342; Language/Philosophy/Culture/Creative Arts Core, RNSG 1423, 1119, 1360, 2404, 1144, 1461, 2414, & 2462.

RNSG 2462. Clinical (Nursing 3). (0-15-4). 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 2414. A grade of "PASS" is required to progress to Nursing 4 courses. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420, MATH 1314 or 1342; RNSG 1423, 1119, 1360, 2404, 1144, 1461.

RNSG 2463. Clinical (Nursing 4). (0-15-4). 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 2435. A grade of "PASS" is required. Prerequisites: BIOL 2401 or 2301 & 2101, 2402 or 2302 & 2102, 2420, PSYC 2301, ENGL 1301, PSYC 2314, MATH 1314 or 1342; Language/Philosophy, Culture/Creative Arts Core (3 hr), RNSG 1423, 1119, 1360, 2404, 1144, 1461, 2414, 2462.

Occupational Safety and Health

OSHT 1301. Introduction to Safety and Health. (3-0-3). An Introduction to the basic concepts of safety and health. Students will identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

OSHT 1321. Fire Protection Systems. (3-0-3). Study of fire protection systems and their applications with emphasis on the fire prevention codes and standards.

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. (3-0-3). (SUMMER ONLY) Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. (RW)

HITT 2346. Advanced Medical Coding. (3-1-3). Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting. (R)

ITSC 2321 Integrated Software Applications II. (2-3-3). (FALL ONLY) 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. (R)

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)

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. (RW)

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)

Philosophy

PHIL 1301 Introduction to Philosophy (3-0-3). A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. (RW)

PHIL 1304 Introduction to World Religions (3-0-3). A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. (RW)

PHIL 2306 Introduction to Ethics (3-0-3). The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (RW)

PHIL 2321 Philosophy of Religion (3-0-3). A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. (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 1142. Varsity Sports I. (0-3-1). Presentation of current scientific and technical information related to a particular activity with emphasis on developing health and skill related fitness, as well as fundamental skills.

PHED 1144. Varsity Conditioning I. (0-3-1). This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at the upper collegiate level.

PHED 1164. Introduction to Physical Fitness & Sport. (0-3-1). Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

PHED 1166. First Aid. (0-3-1). Instruction in and practice of first aid techniques.

PHED 1170, 1171, 1172, 1174, 1175. (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.

PHED 2142. Varsity Sports II. (0-3-1). Presentation of current scientific and technical information related to a particular activity with emphasis on developing health and skill related fitness, as well as fundamental skills.

PHED 2144. Varsity Conditioning II. (0-3-1). This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at the upper collegiate level.

Theory Courses

PHED 1301. Foundations of Kinesiology. (3-0-3). The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport.

This course offers the student both an introduction to the knowledge base, as well as information on expanding career opportunities. (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 1306. First Aid. (3-0-3). Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

PHED 1308. Sports Officiating I. (3-0-3). The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. (R)

PHED 1321. Coaching/Sports/Athletics. (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 1301. College Physics I. (3-0-3). Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, physical systems, Newton's Laws of Motion, and gravitation; with emphasis on problem solving, constant acceleration. Prerequisite: College readiness in reading and math required. (RM)

PHYS 1302. College Physics II. (3-0-3). Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, and optics; with emphasis on problem solving, capacitance and resistance, superposition of waves. Prerequisite: Successful completion with a grade of C or better in PHYS 1401 is required. 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. 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. Prerequisite: College readiness in reading required. (R)

PHYS 1315. Physical Science I. (3-0-3). Course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: College readiness in reading required. (RWM)

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, physical systems and thermodynamics; and emphasis on problem solving. Co-requisite: MATH 2413 (Calculus I) or consent of the instructor. Prerequisite: College readiness in reading, and math required. (RWM)

PHYS 2326. University Physics II. (3-0-3). Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisite: Successful completion with a grade of C or better of PHYS 2425. College readiness in reading and math required.

PHYS 1101. College Physics I (lab). (0-3-1). This laboratory-based course accompanies PHYS 1301, College Physics I. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Prerequisite: PHYS 1301—College Physics I. College readiness in reading and math required. (RM)

PHYS 1102. College Physics II (lab). (0-3-1). This laboratory-based course accompanies PHYS 1302, College Physics II. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1302 – College Physics II. Successful completion with a grade of C or better in PHYS 1401 is required. College readiness in reading and math required. (RM)

PHYS 1103. Stars and Galaxies. (0-2-1). Laboratory in the study of stars, galaxies, and the universe outside our solar system. Prerequisite: PHYS 1303. 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. Prerequisite: PHYS 1304. College readiness in reading required. (R)

PHYS 1115. Physical Science Laboratory I. (0-2-1). Course, designed for non-science majors, that surveys topics from physics, chemistry, geology, astronomy, and meteorology. Prerequisite: PHYS 1315. 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. Prerequisite: PHYS 2325. MATH 2413 (Calculus I) or consent of the instructor. 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. Prerequisite: PHYS 2326. Successful completion with a grade of C or better of PHYS 2425. College readiness in reading and math required. (RWM)

Police Academy

CJLE 1211. Basic Firearms. (1-4-2). 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. Basic preparation for a new peace officer.

CJLE 1329. Basic Peace Officer V. (1-8-3). 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. Basic preparation for a new peace officer.

CJLE 1512. Basic Peace Officer II. (4-3-5). 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. 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 (TCOLE) approved Basic Peace Officer Academy Course 1000643. Basic preparation for a new peace officer.

Psychology

PSYC 1100. Learning Frameworks. (1-0-1) A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use 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 1100. Only one of the cross-listed courses can be taken for credit. (RW)

PSYC 1300. Learning Frameworks. (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). General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. (RW)

PSYC 2306. Human Sexuality. (3-0-3). This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. 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). Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. 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. (0-4-1) 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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core. Concurrent enrollment: RADR 1301, 1303, 1311.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160. Concurrent Enrollment: RADR 2401, 2313, 1361.

RADR 1301. Introduction to 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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core. Concurrent Enrollment: RADR 1303, 1311, 1160.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core. Concurrent Enrollment: RADR 1301, 1311, 1160.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core. Concurrent Enrollment: RADR 1301, 1303, 1160.

RADR 1361. Clinical II. (0-16-3). 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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160. Concurrent Enrollment: RADR 1213, 1401, 2313.

RADR 1262. Clinical III. (0-24-2). 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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361.

RADR 2217. Radiographic Pathology. (2-0-2). A presentation of the disease process and common diseases and their appearance on medical images. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262. Concurrent Enrollment: RADR 2305, 2463, 2309.

RADR 2233. Advanced Medical Imaging. (2-0-2). An exploration of specialized imaging modalities. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262, 2217, 2305, 2463, 2309. Concurrent Enrollment: RADR 2235, 2431, 2367.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262, 2217, 2305, 2463, 2309. Concurrent Enrollment: RADR 2233, 2431, 2367.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262. Concurrent Enrollment: RADR 2217, 2463, 2309.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262. Concurrent Enrollment: RADR 2217, 2305, 2463.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160. Concurrent Enrollment: RADR 1213, 2401, 1361.

RADR 2367. Practicum. (0-24-3). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR, 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262, 2217, 2305, 2463, 2309. Concurrent Enrollment: RADR 2233, 2235, 2431.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160. Concurrent Enrollment: RADR 1213, 2313, 1361.

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. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262, 2217, 2305, 2463, 2309. Concurrent Enrollment: RADR 2233, 2235, 2367.

RADR 2463. Clinical IV. (0-24-4). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2301 & 2101; BIOL 2302 & 2102; PSYC 2301; ENGL 1301; Huma / Fine Arts Core, RADR 1301, 1303, 1311, 1160, 1213, 2401, 2313, 1361, 1262. Concurrent Enrollment: RADR 2217, 2305, 2309.

Reading

INRW 0115. Integrated Reading and Writing Lab. (0-1-1). Individualized learning program for students who have not passed the reading or writing portion of the college assessment test and who are working within specialized environments and/or time constraints. Reading and/or writing are diagnosed on the basis of college assessments test(s). Teaching methods include computer assisted instruction and a variety of other reading and writing activities.

INRW 0310. Integrated Reading and Writing I. (3-1-3). This is a combined lecture/lab, performance based course designed to develop students' critical reading and academic writing skills. The focus of the course will be applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to audience, purpose, situation, and length of assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. (Entry-level course for students who are not TSI complete in reading and/or writing.)

INRW 0320. Integrated Reading and Writing II. (3-1-3). This is a combined lecture/lab, performance based course designed to enhance students' critical reading and academic writing skills. The focus of the course will be applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to audience, purpose, situation, and length of assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. (Exit level course for satisfying TSI completion in reading and writing.)

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. Prerequisite: SOCI 1301 or consent of instructor. (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. Prerequisite: SOCI 1301 or consent of instructor. (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. Prerequisite: SOCI 1301 or consent of instructor. (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)

SOCI 2336. Criminology. (3-0-3). Current theories and empirical research pertaining to crime and criminal behavior and its causes, methods of prevention, systems of punishment, and rehabilitation. (RW)

SOCI 2389. Academic Cooperative. (3-0-3). An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. (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 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 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 1318. Interpersonal Communication. (3-0-3). Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors. (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)

SPCH 2333. Discussion & Small Group Communication. (3-0-3). Discussion and small group theories and techniques as they relate to group process and interaction. Prerequisite: SPCH 1311, SPCH 1315, SPCH 1318, AND SPCH 1321. (RW)

SPCH 2341. Oral Interpretation. (3-0-3). Discussion and small group theories and techniques as they relate to group process and interaction. Prerequisite: SPCH 1311, SPCH 1315, SPCH 1318, AND SPCH 1321. (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 1161. Musical Theatre. (0-2-1). Study and performance of works from the musical theater repertoire. Practicums and this class may be repeated for credit. (Cross-listed as MUSI 1159)

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 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. (R)

Viticulture and Enology

FDST 1270. Wine Laws and Regulations. (2-0-2). An overview of federal, state, and local regulations pertaining to wine production and sales. Topics include: state and federal winery permits, wine production, taxation, reporting, labeling, and sales and distribution.

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 1370 Grapevine Biology. (2-3-3). The study of grapevine biology including taxonomy, distribution, morphology, physiology, genetics, and improvement. (R)

FDST 2286 Internship – Food Science. (0-8-2). 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.

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 SO₂, volatile and titratable acidity, pH, Brix and total alcohol. Prerequisite: CHEM 1310. (R)

FDST 2335. Winegrowing Regions of the World. (2-3-3). A viticulture 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.

FDST 2371 Grape and Wine Chemistry. (2-3-3). An overview of the chemistry of grapes and wine with a focus on the impact of viticultural and enological factors. Topics include acids, sugars, phenolics, fermentation end- products, additives, winemaking units and calculations, and soil chemistry. (R)

FDST 2433 Wine Types and Sensory Evaluation. (3-3-4). A study of the major types of wines with an emphasis on the development of sensory evaluation techniques. (R)

MRKG 1191. Wine Marketing. (1-0-1). Marketing principles, marketing audit, developing a marketing plan, product, promotion, pricing, place and developing new markets. (R)

MRKG 1200. Customer Service. (2-0-2). Introduction of techniques to create excellent customer service.

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) A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

VNSG 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 the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process.

VNSG 1360. Clinical-LVN Training I. (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 1162. Clinical-LVN Training II. (0-4-1) 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.

VNSG 1262. Clinical-LVN Training III. (0-13-2) 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.

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 2510. 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.

Web Based Small Business Development

ITSE 1301. Web Design Tools. (3-1-3). Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of the tools available for creating and editing Web documents. (R)

ITSE 2309. Database Programming. (2-3-3). Database development using database programming techniques emphasizing database structures, modeling, building reports and database access (SQL).

IMED 1341. Interface Design. (3-1-3). Skill development in the interface design process including selecting interfaces relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography. (R)

ITSW 2337. Advanced Database. (2-3-3). Advanced concepts of database design and functionality. Prerequisite: ITSW1307 (RM)

IMED 2313. Project Analysis and Design. (2-3-3). Application of the planning and production processes for digital media projects. Emphasis on copyright and other legal issues, content design and production management. Capstone Course. (R)

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/quality 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 1413. Blueprint Reading for Welders. (4-0-4). A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawing used by industry to facilitate field application and production.

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 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.

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 organizational and 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.cwlgc.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 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.cwlgc.org.

A wide variety of courses 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.

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.cwlgc.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.cwlgc.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 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.cwlgc.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 College Denison and Van Alstyne 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

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 – PBLs
CPR – PBLs 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 Coronal Polishing
Dental Assisting Pit & Fissure Sealant
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 (1-Year Certificate Program)

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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